

Adding Alt Text to Images in Word

Descriptions

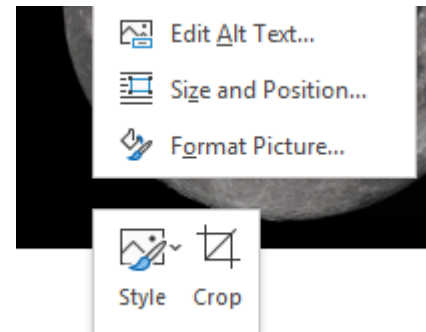
Screenshots

Step 1

Hover over the image and **right-click with the mouse**.

OR

Select the image and open the context menu by pressing **SHIFT + F10** or the **APPLICATION** key.

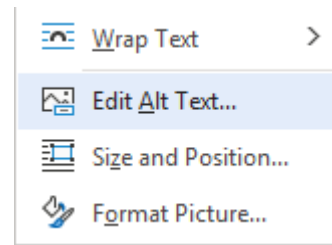


Step 2

Select **Edit Alt Text** from the menu to open the **Format Picture** pane.

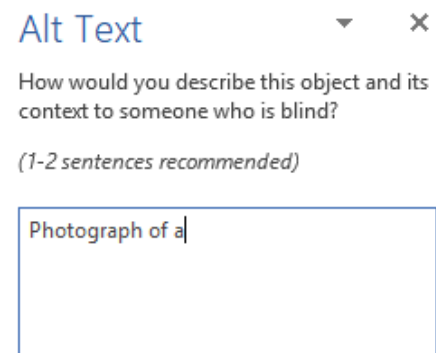
OR

Press **A** to select **Edit Alt Text**.



Step 3

Type a **short** description of the image or its function in the **Description** box.



Step 4

Check the **Mark as decorative** check box if the image adds no meaningful information to the document.

Generating automatic alt text is NOT recommended. This rarely generates an accurate or meaningful description for classroom learning.

Generate a description for me

Mark as decorative ⓘ