ARC
British Columbia

Adding Alt Text
to Images in Google Docs
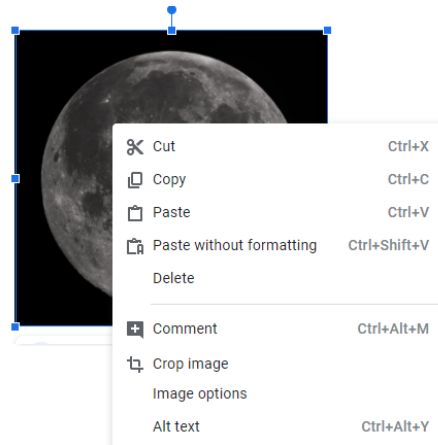
Description

Screenshots

Step 1

To select the image **click** on the image **OR** place cursor to the left of image and press **SHIFT + right arrow**.

To open the context menu, hover over the image and **right-click with the mouse**
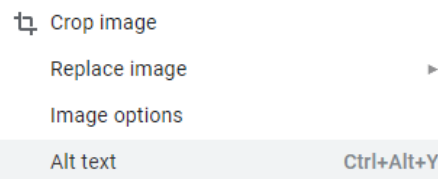
OR

Press **CTRL + SHIFT + **.

Step 2

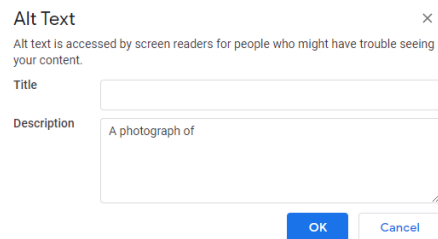To open the Alt Text window, click to select **Alt Text** from the context menu

OR

Press **CTRL+ALT+Y**.

Step 3

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

Step 4

To accept the alt text, click the **OK button** or press TAB to navigate to the OK button and click **ENTER**.