

## Adding Alternative Text (Alt Text)

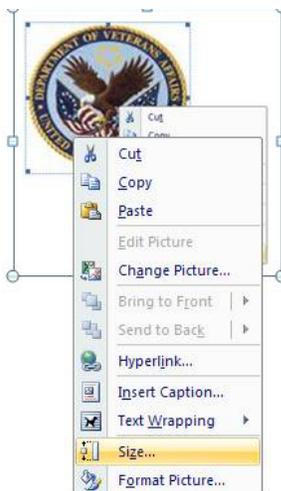
Here are the steps to add Alternative Text to Microsoft Word and PowerPoint documents. The Alt Text in examples below can be accomplished with just a couple of words. Images that present more data will need more description in the **Alternative Text** window.

### Microsoft Word .doc and .docx Documents

#### .doc files (Word 2003 and Below)



#### .docx files (2007 and Above)



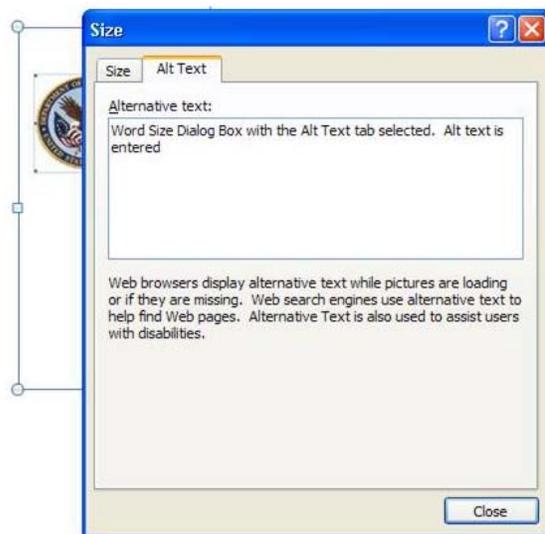
or

1. Right click on the picture or non text element
2. Select the **Format Picture** option in the menu for .doc files or the **Size** option for .docx files

#### .doc files



#### .docx files



or

3. The **Format Picture** dialog box appears in .doc files or the **Size** dialog box appears in .docx files
4. Select **Alt Text** tab and add the appropriate text
5. Select the **OK** button to close the **Alt Text** and **Format Picture** dialog box or select the **Close** button for the **Size** dialog box

## PowerPoint Documents

1. Right click on the picture or non text element
2. Select the **Size and Position** option



3. The **Size and Position** menu box appears
4. Select **Alt Text** tab and add the appropriate text
5. Select the **Close** button to close the **Alt Text** and **Size and Position** window

