

# Accessibility in Word

## Adding Alt Text to Graphical Content

### Images

Add alt text to images so that they become accessible to users who cannot see the image and are using screen reader technology. Please note that you will place the alt text into the Description box.

To add alt text:

1. Right-click an image.
2. Select **Format Picture > Layout & Properties**.
3. Select **Alt Text**.
4. Type the alt text in the box labeled Description.

### SmartArt Graphics

To add alt text:

1. Right-click a SmartArt graphic.
2. Select **Format Object > Shape Options > Layout & Properties**.
3. Select **Alt Text**.
4. Type the alt text in the box labeled **Description**.

### Shapes

You should avoid using shapes that are decorative in nature. To add alt text:

1. Right-click a shape
2. Select **Format Object > Shape Options > Layout & Properties**.
3. Select **Alt Text**.
4. Type the alt text in the box labeled **Description**.

## Charts

To add alt text to a chart:

1. Right-click a chart.
2. Select **Format Chart Area > Chart Options > Layout & Properties**.
3. Select **Alt Text**.
4. Type the alt text in the box labeled **Description**.

## Tables

1. Right-click a table.
2. Select **Table Properties** and click the **Alt Text** tab
3. Type the alt text in the box labeled **Description** and click **OK**.

## Alt Text in Word 365

Word 365 has removed the Alt Text from the **Format** menus. It now exists on the menu ribbon under **Picture Format** or on the right-click drop-downs as shown below.

