

Adding Alternative Text to 2007 Word documents

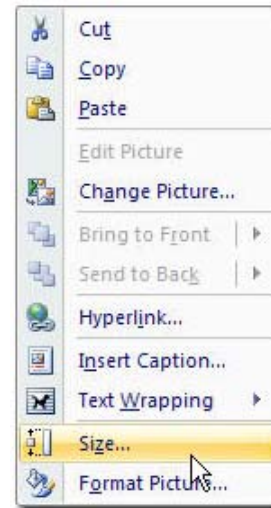
All online files, documents, pdfs and htmls must have **Alternate Text** for each image used within the document.

(Alternate Text is a description of the image to identify the picture for those students who use Text Readers.)

To add an **Alt Text**, right click on the image to pull up the drop down tool box.



Choose **Size** from the dropdown list of tools.



Click the Alt Text tab then type in the image description in the Alternative text box.

Click 

