# How to add alt text to images in Microsoft Word

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Sumana Silverheels: Alt text or tags should be associated with any image that is inserted in a document. This can be for Word, PowerPoint or for any web content. The process of inserting an Alt text is simple and the instructions can be found on the Microsoft website. This is a quick demonstration to get your started with Microsoft Word.

Get your keyboard focus to be on the image. Go to the context sensitive menu by either pressing the right click on the image or using Shift F10 as the keyboard command. From this menu select Format Picture. On the right side of the screen select the option Layout and Properties. Here there are two options available where text can be entered. Select Alt Text. In the text box labeled Title enter a title or name of the image. A short description can also be entered in the Description text box. “This product magnifies printed text”.

This completes the process of inserting an Alt Text and allows a screen reader to identify the image and read the label to the user.