



# MICROSOFT WORD

## FEATURE 1

### How to Create Alt Tags

- STEP 1:** Right click on the desired image in the Word document.
- STEP 2:** Select **Format Picture**
- STEP 3:** Select **Layout & Properties**
- STEP 4:** Select **Alt Text**
- STEP 5:** Enter **description** of image
- STEP 6:** The title field is optional and should only be used if there is a long explanation in the description. If the title field is too detailed then the reader may not read the description.