

Images

Images can be a useful way of communicating information in your documents, however they present an accessibility issue as they cannot be viewed by all. If images are important to your document, consider using the following tips to make them accessible.

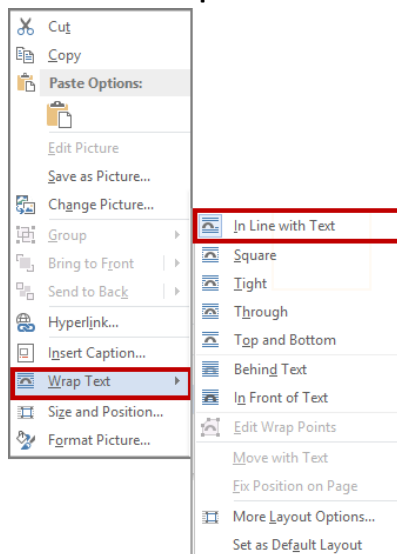
- **Make sure that all images are anchored in the page:** this enables the document to be tagged correctly upon conversion to PDF and helps screen readers address them in the document at the correct time.
- **Make sure to include Alternative text with all images:** Alternative text, or Alt text is a short description of the image that is read by the screen reader, allowing people to understand the significance of the image.
- **Do not use text in an image as the sole way of conveying that information:** make sure that the text is also presented somewhere else in the body of the document.

Picture and Text Box Formatting

When inserting visuals into a document, **In line with Text** (or inline) is the default behaviour for pictures, clip art, charts, and SmartArt. When a figure is inline, it is treated exactly the same as any other character in the document. When inserting a picture or text box into a Word document, the best position to place it is **In Line with Text**. Any picture or text box that is “floating” may not be read by a screen reader or may not be read in the correct order.

To ensure your image is inline:

1. Right-click on the image.
2. Hover over **Wrap Text** in the menu and click **In Line with Text**.

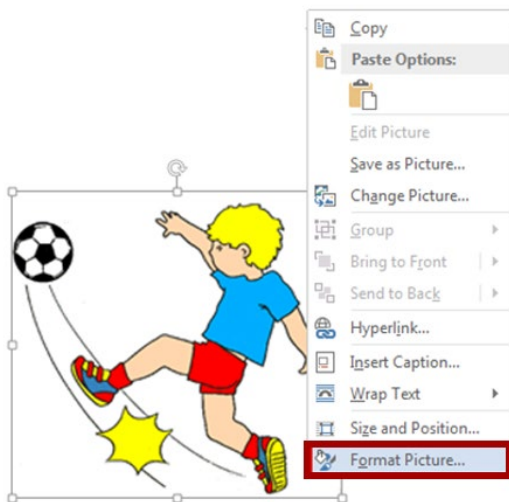


Alternate Text

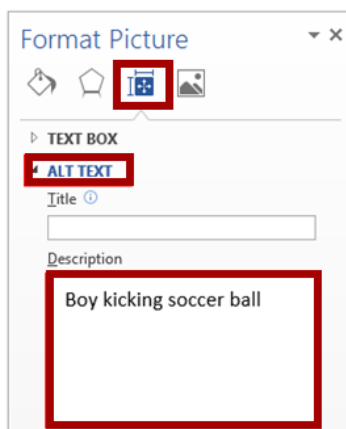
Alt text provides an audible description of a non-text object when an individual using a screen reader hovers over an image with their cursor. Alt text should be succinct, with just enough text to communicate the idea without burdening the user with unnecessary detail, e.g. Boy kicking soccer ball.

Adding Alt Text to An Image in Word 2013:

1. Right-click on the image and select **Format Picture** from the menu. *The **Format Picture** pane appears to the right of your screen.*



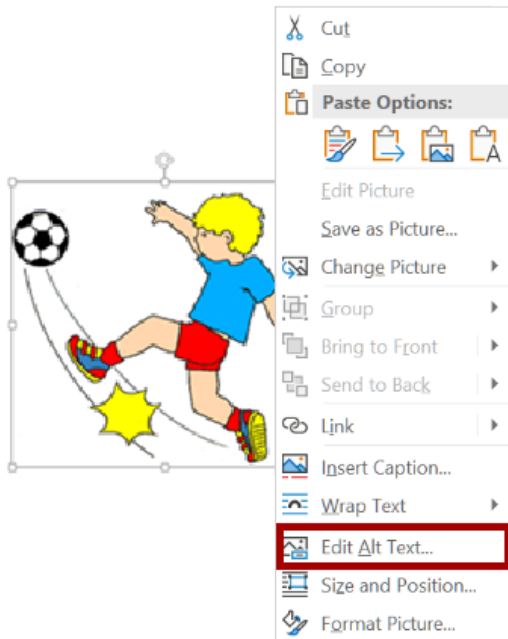
2. Click the **Layout & Properties** icon  to access the alt text location.



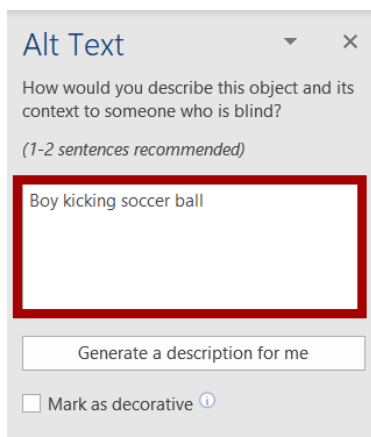
3. Click **Alt Text** to open the Description box.
4. Enter the alt text.
5. Click the **x** to close the Format Picture menu.

Adding Alt Text to An Image in Word 365:

1. Right-click on the image and select **Edit Alt Text...** from the menu. *The **Alt Text** pane appears to the right of your screen.*



2. Enter the alt text in the field provided.



3. If the image adds visual interest but isn't informative, like a stylistic border, select the **Mark as Decorative** checkbox to set the image as an artifact.
4. Click the **x** to close the Alt Text pane.