

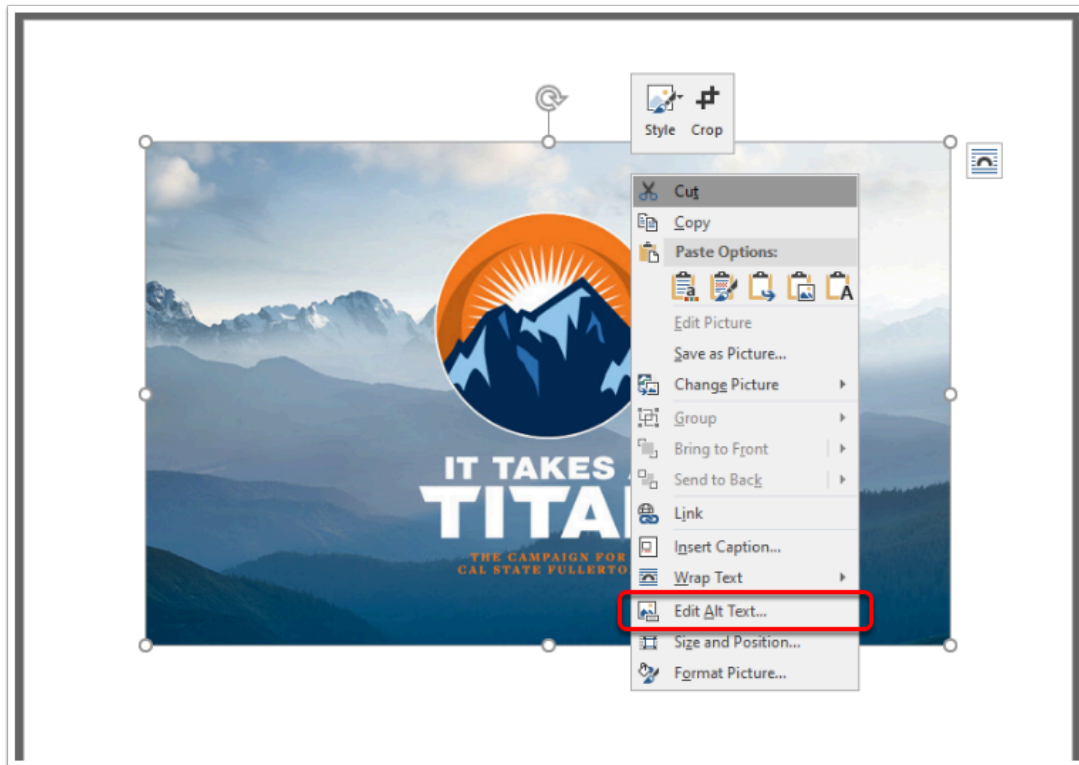
# Alt Text for Images in Microsoft Word Documents

Images need alternate text (or alt text) to convey information. Screen reader programs cannot determine the meaning of images and depend on the alt text to make them accessible to users who are visually impaired. Decorative images can be marked as background or given an empty alt attribute.

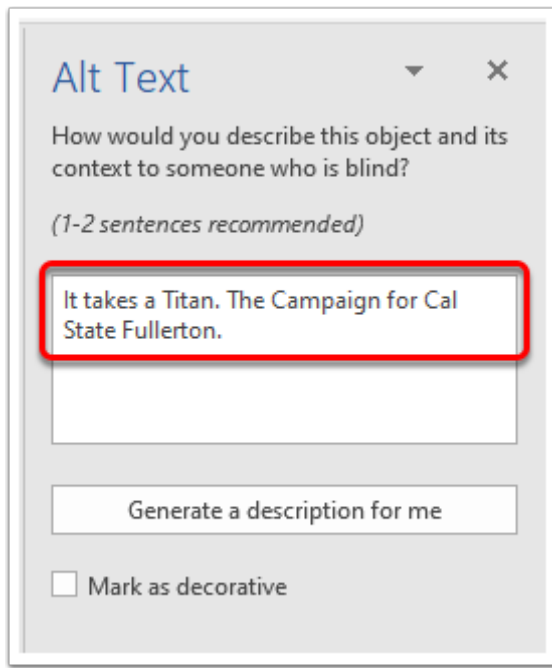
## 1. Insert an image into the document.



## 2. Right-click on the image and select "Edit Alt Text."



**3. In the Alt Text window, type the image description or check the "Mark as decorative" checkbox if the image doesn't convey any information.**



Alt Text

How would you describe this object and its context to someone who is blind?

*(1-2 sentences recommended)*

It takes a Titan. The Campaign for Cal State Fullerton.

Generate a description for me

☐ Mark as decorative