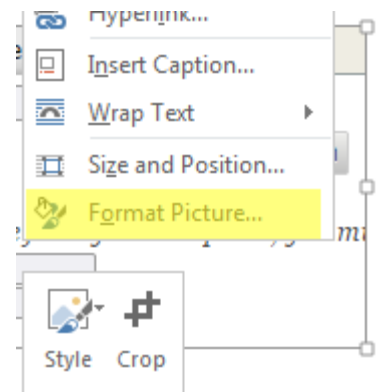


ALT TEXT – STEP-BY-STEP INSTRUCTIONS

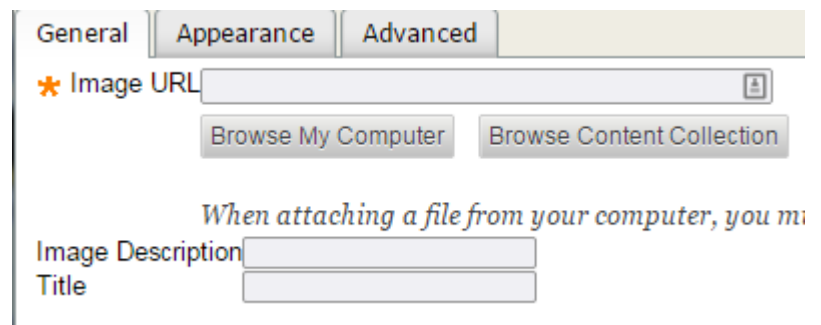
HOW TO ADD ALT TEXT TO PICTURES IN MICROSOFT OFFICE:

1. Inside of a Microsoft Office document (Word, Powerpoint, Excel) select a picture by left clicking on it.
2. Right click the picture and from the menu that pops up, click on Format Picture.
3. In the Format Picture menu click on the “Size & Proportions” tab and then select Alt Text.
4. In the DESCRIPTION field, enter the text you want to use to describe the image. Then close the menu.



HOW TO ADD ALT TEXT TO PICTURES IN BLACKBOARD

1. When adding a picture enter the Alt Text in the “Image Description” Field.



QUESTIONS?

Having trouble following the instructions in this PDF?
Contact the IT Help Desk at <http://oit.nku.edu/help.html> or by phone at (859) 572-6911.