



ST. CLAIR COLLEGE

CENTRE FOR ACADEMIC EXCELLENCE
AND QUALITY ASSURANCE

Faculty Tech Tips Sheet

Adding Alternate Text to an Image in Microsoft Office 365

The process for adding Alt-tags in Microsoft products such as Word, PowerPoint, Excel, and Outlook is similar. There are two methods: Use the Picture Tools and Right-click the image.

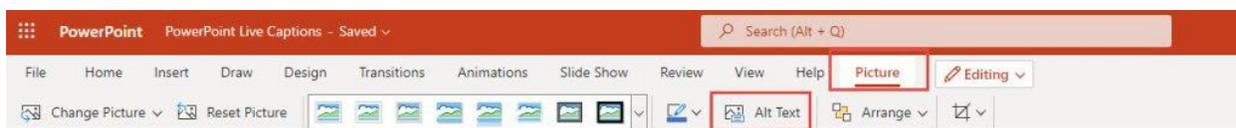
Use Picture Tools

For Word and PowerPoint, you can use the Picture Tools menu:

Word Picture Menu



PowerPoint Picture Menu



1. Click on the first visual object.
2. Locate and select the Picture menu using the main menu at the top of the window.
3. Select Alt Text from the Picture menu,
4. A panel will appear on the right with a space to enter your description for PowerPoint, and a space for both a Title and a description for Word.
5. Select the next visual object with this panel open and you can continue to add Alt text for all the visual objects in your document quickly.
6. Denote purely decorative images or objects by adding "" - these two quote marks will signal a decorative image for screen readers.

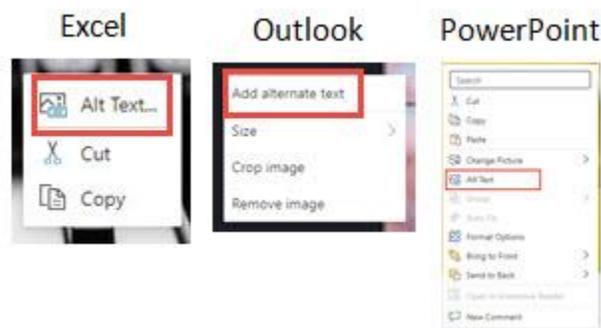


Right-Click on the Object

If you have included an image, chart, or other visual object,

1. Right-click on the object, this will open a drop-down menu.
2. Select Add Alternate Text.
3. In the new dialog box that appears, type a description into the box or, in some cases, you will be asked for a Title and a description. The Title can be a short phrase or identifying word, but the description should be 1 - 2 sentences.
4. If the image or object is purely decorative, you denote this by adding "" - these two quote marks will signal a decorative image.

Three Right-click menus



Resources

Microsoft Guides: [Adding Alternative Text in Microsoft 365](#) and [Everything you need to know to write effective alt text.](#)



This work is licensed by St. Clair College under a Creative Commons Attribution-Non Commercial Share Alike 4.0 International License. Last edited: 2023-02-21