

How to Add Alt Text in Microsoft Office Program

Important!

Saving your work as a web page from any of these programs will have different results. While Word maintains text when saving as HTML, Excel and PowerPoint do not. DSS does not recommend saving Excel or PowerPoint files to HTML unless you are familiar with editing HTML code.

1. Insert your image, graphic, chart, etc to your document.
2. Right click on the image
 - Result: A dialog box appears.
3. Alternate: Click on Format Picture icon in the Toolbar
 - Result: A dialog box appears.
4. Choose Format Picture from the dialog box
 - Result: a new dialog box appears.
5. Click on the Web tab
6. Enter text in "Alternative text" text box
7. Click OK
 - Result: Dialog box disappears and alt text is added to graphic.