# Tech Ease 4 All

## Adding Alt Text to Images in Adobe Acrobat

There is currently no way to add alternative text to images in a document created with Microsoft Office 2008 for the Mac. However, you can take advantage of the fact that the Mac has the ability to print to a PDF document as a built-in feature of the operating system. You can then use Adobe Acrobat to add the alternative text to the images in your PDF document.

To export your Word 2008 for the Mac document as a PDF document:
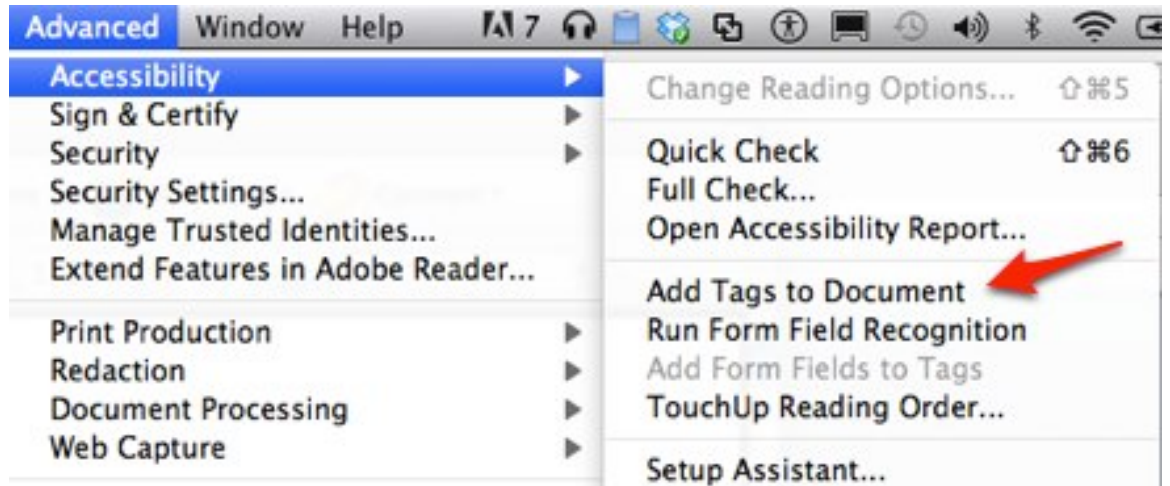
1. Choose File, Print.
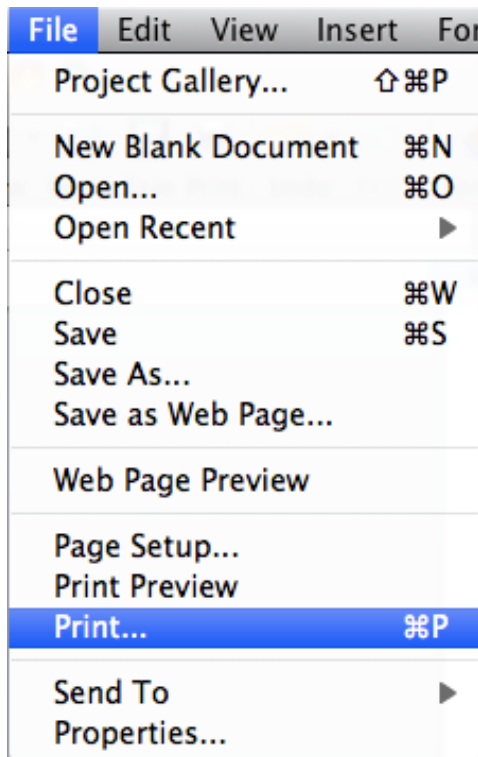
2. Select the PDF button at the bottom of the Print window and choose Save as PDF.
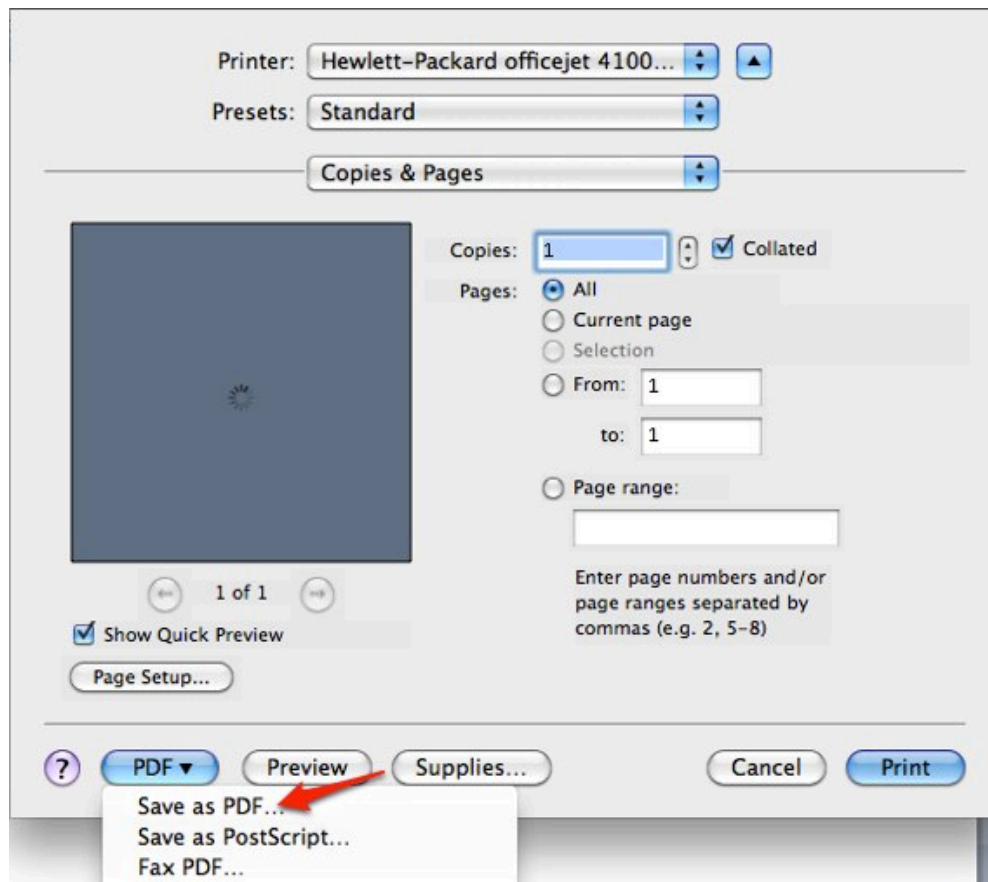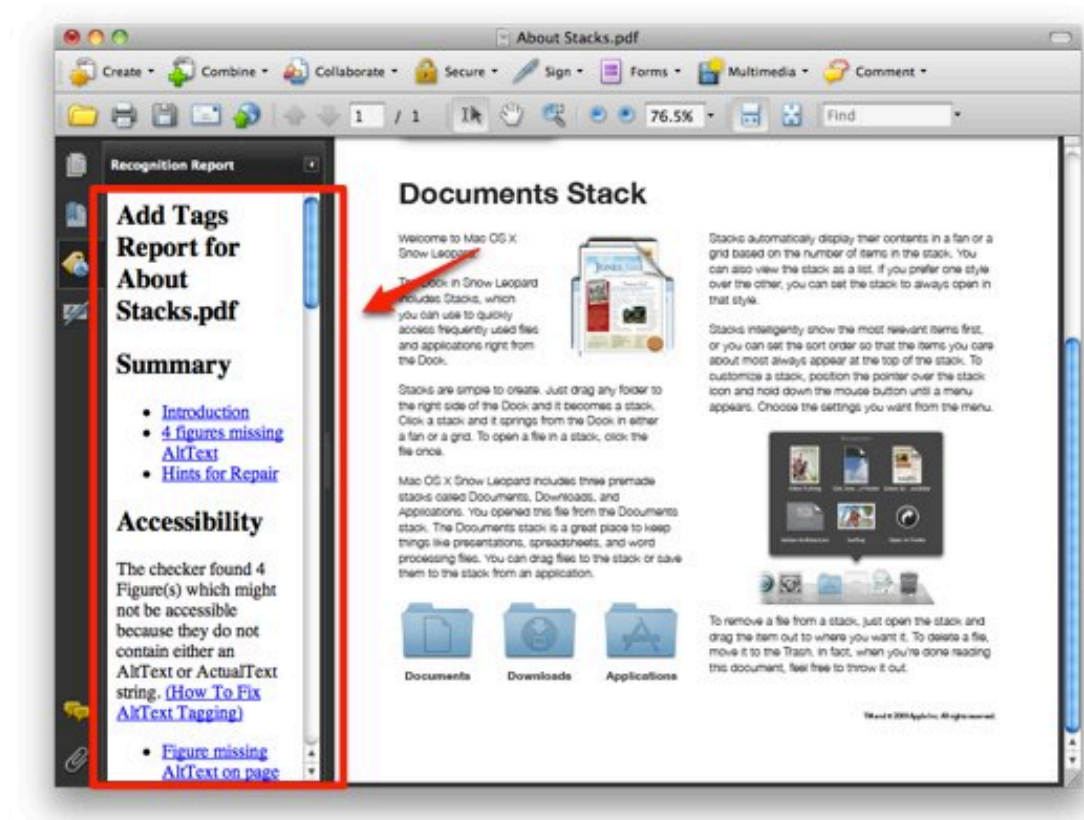

3. Choose a save location on your computer and select Save.
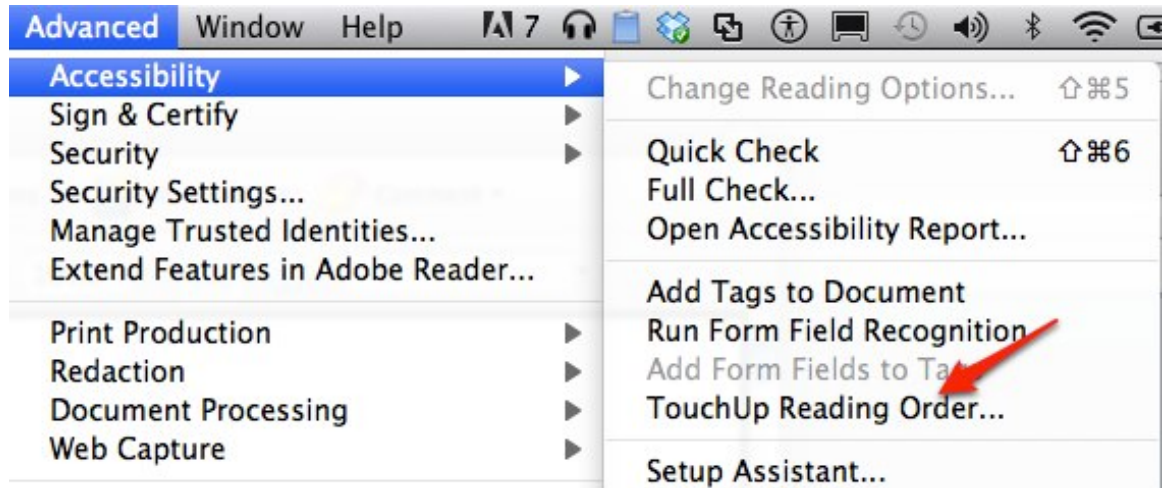
To add the alt text with Adobe Acrobat:

1. Open your document with Acrobat and choose Advanced, Accessibility, Add Tags to Document to add the necessary tags to the document.
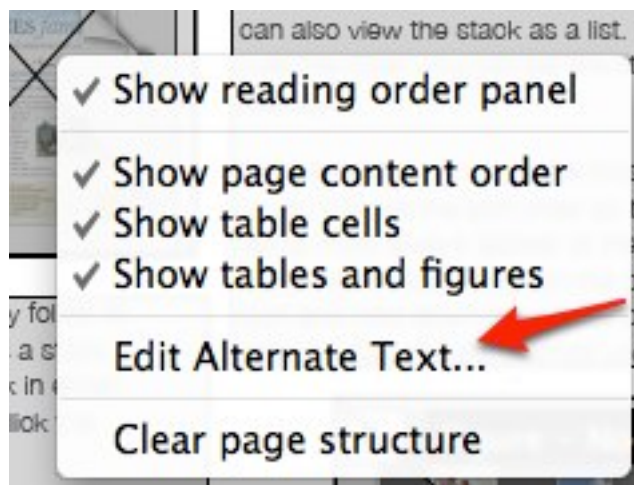
Once the tags have been added you should see a panel on the left side with any warnings for missing alt text.
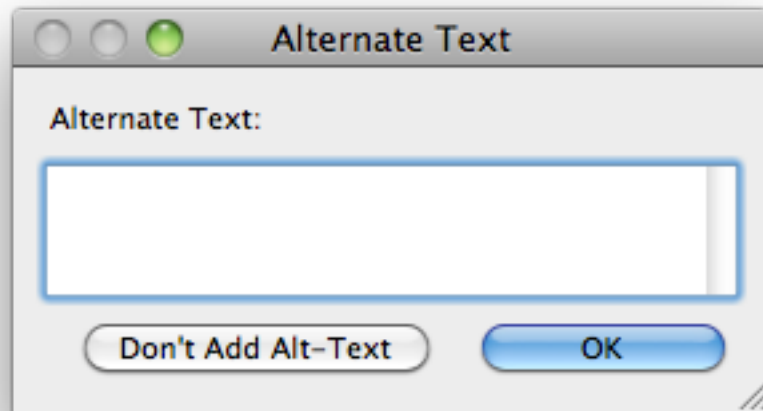
2. To add the alt text, choose Advanced, Accessibility, Touch Up Reading Order.

3. Look for the image(s) that have a warning of "Figure – No alternate text exists" on them, then right-click on each image and choose Edit Alternate Text.

This will open a popup window where you can add the alternate text.

4. For images that should have null alt text (images used for decoration), draw a marquee around the image(s) with the crosshairs and choose Background from the Touch Up Reading Order panel.
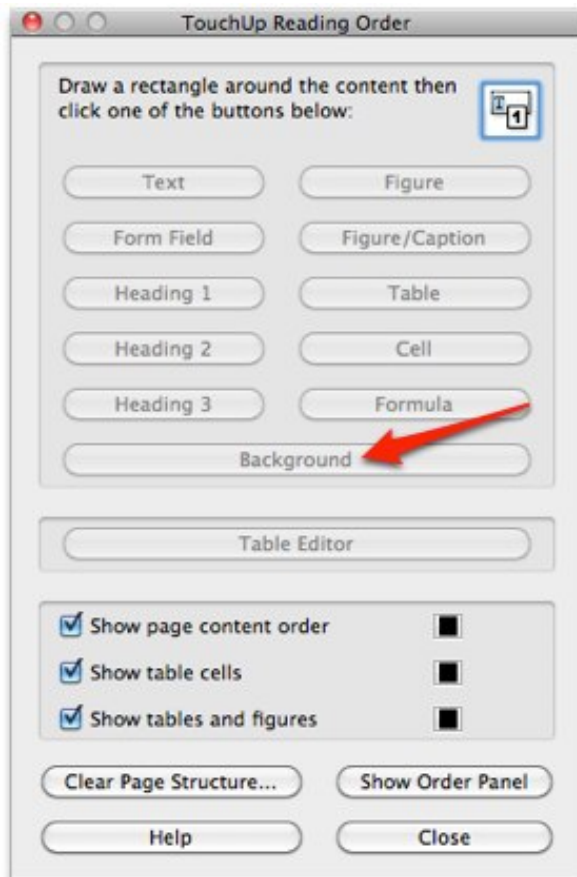
Marking up an image with the Background attribute will allow a screen reader to skip that image.

For additional tutorials, please visit our website at http://etc.usf.edu/techease/4all/