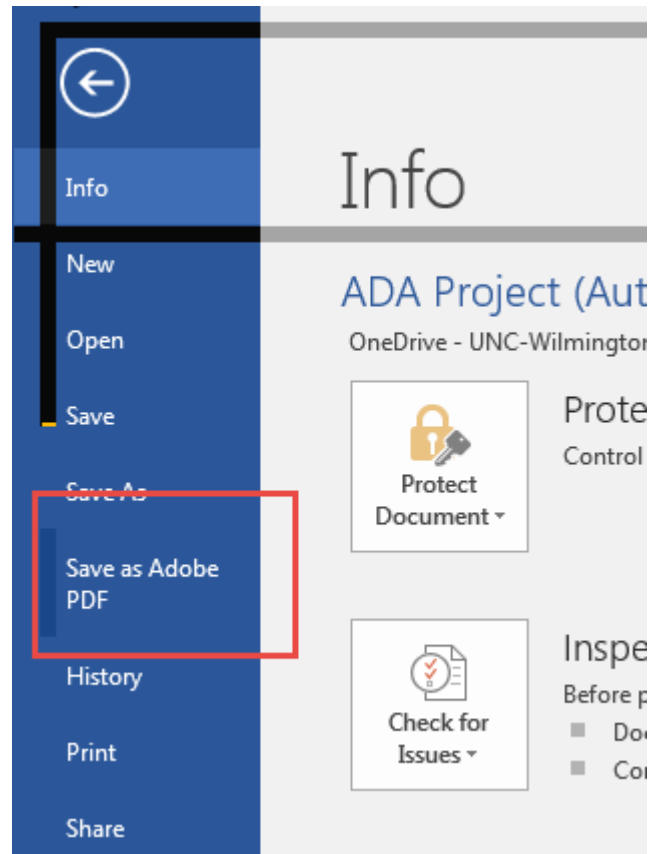
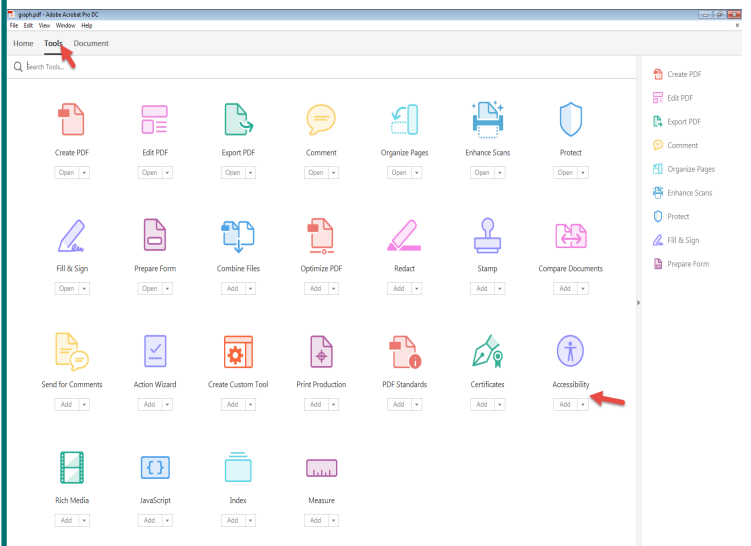


How to Create Images with ALT Text/Long Descriptions

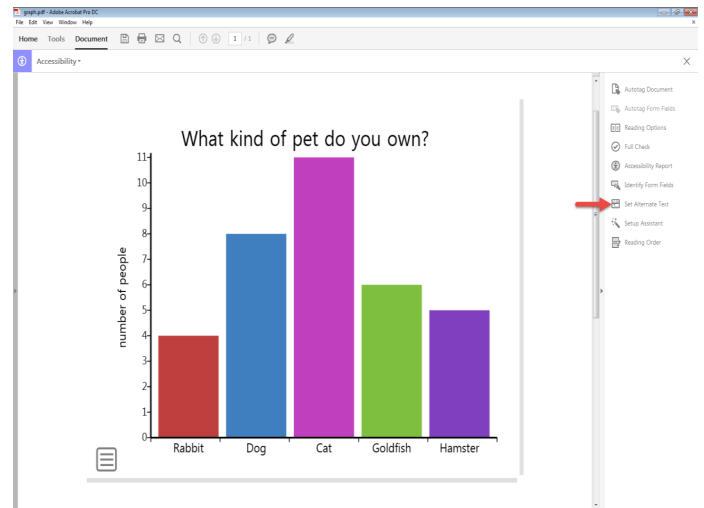
1. Open the Microsoft Word document and save document as a PDF file. This is best practices for any document to be uploaded to Blackboard



2. Open the PDF. Once in the document, select tools, then click Accessibility.



3. In the Accessibility screen select the Alternative Text tab.



4. The text box will pop up. Explain the image in words, then click save and close.

