# Transcript

**In this video we're going to be talking about adding Alt Text to images. Alt Text is added**

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to pictures, charts, graphs, icons, that are in Word documents. And for accessibility purposes,

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we need to put Alt Text on images, graphs, and charts. We need to select the image. Then

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right click on it. When this menu opens, go down to Format Picture, and then down here

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go to Alt Text. You don't need to put anything in the title because a screen reader doesn't

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read the title. Screen reader just reads what's in the description. In the description area

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we will describe what was in the image. And then we'll click Close.