Glasgow Good Information Group

Electronic Accessibility

Making Pictures Accessible to Screen-Reading Software

Accessible Word Documents
- Images
  – Add Alt Text
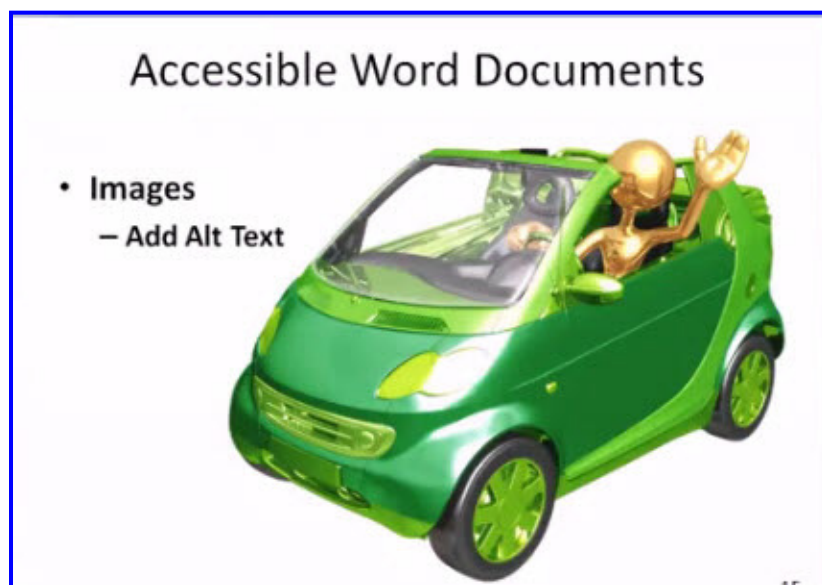
Screen Reading Software

❑ Screen Reading software can help people with visual impairment to access written information

❑ Screen reading software cannot see pictures unless they have been given a textual description

❑ Computer applications, like Word, allow you to describe the picture using the "alternative text" box.

❑ It is good practice to do this for all pictures

❑ See The Scottish Accessible Information Forum Website www.saifscotland.org.uk for more information.

❑ These video clips show you how to add alternative text.

Adding Alternative Text in Word 2007

Adding Alternative Text in Word 2003

❑ This online tutorial gives full information about why you should use alternative text and how to do it.

Alternative text online tutorial

Symbol Sets

We looked at each of the symbol sets to see if any of them used the "alternative text" box. This is what we found when you **copy and paste** pictures into a Word document.

Change

- alternative text in Word 2007 and Word 2003.

- You can change the text if you want to give the picture a different meaning.

Valuing People

- The file name in Word 2007 and Word 2003.

"Bank Accessible (black Step).gif"

- It is helpful to delete the ".gif".

- You can change the text if you want to give the picture a different meaning

Photosymbols

- Unhelpful Path and File Name in Word 2007

"E:\hires_images\search3.jpg" – Flash drive

"C:\Users\...Local\Microsoft\Windows\TemporaryInternetFiles....Questionnaire-2.jpg" - Online

- Blank in Word 2003.

Say It Works

❑   Unhelpful Path and File Name in Word 2007

"http://localhost:5050/thumbs/683/jpg"

❑   Blank in Word 2003

Boardmaker

❑   Blank in both Word 2007 and Word 2003

Creating a Picture Bank

If you want to create your own Picture Bank you need to save pictures from the Symbol sets in a picture format such as ".jpg" or .gif".

If you do this what appears in the Alternative Text Box depends not on the Symbol Set but on which version of Word you are using, for example

❑   In Word 2007 the file name will be entered in the Alternative Text box

❑   In Word 2003 the box will be blank.