Introduction:

In this guide, you will walk you through the process for adding ALT Tags to Google Docs documents to assist in meeting accessibility standards. NOTE: Google Productivity Suite Applications (Docs, Slides, Sheets, etc…) are NOT officially supported by the University of North Texas at Dallas.

This guide is offered only as a recommendation to ensure accessibility for disabled students but does not serve as an endorsement of the use of Google Productivity Suite Applications.

Adding ALT Text:

ALT Text is used by screen reading software to describe an image to a visually-impaired student. All images in a document should contain ALT Text.

For each image in the document, right-click and select “Alt Text”.

On the next screen, enter both a “Title” and a “Description” for the image.
The “Title” is what will appear when the mouse hovers over the image. It will also be read aloud by screen reading software.

The “Description” is what will be read aloud by the screen reading software and describes the image in detail in the context it is being presented in.

Once both the “Title” and “Description” are entered, press “OK” and repeat for all images in the document. Once all images have complete ALT Text associated with them, save the document.

Disclaimer:

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