How to add or change an image's alternate text wiqwT2ty(d)1 n ()(irE.-o)7 T7r4c5 Tw [ext to images allows screen read

technologies) to provide visually impaired readers with a better understanding of a

's contents overall.

pen your PDF document in Acrobat Pro. The quickest way to determine if the images in the file

ve alt text embedded within them is to move your mouse over them slowly. If the tooltip

rns to crosshairs with a line of highlighted text next to it, then the image has alternate text

nbedded within it.

here is no line of highlighted text, or you have a long document with many images that

ed to be batch-checked, you will have to run an Accessibility Report to determine the status

the images.

runthe report, you need to use Acrobat's Accessibility tools, which you will add now if they

7. Next, in the Accessibility Toolbox, click Full Check. ✓ Full Check   This will open the Accessibility Checker Options pop-up window. Leave all the options ticked on, and click the Start Checking button.

Category:
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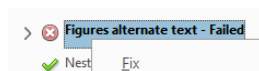☑ Docum
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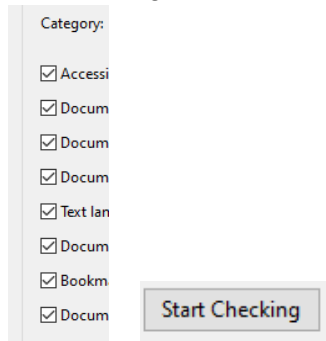
8. Next, an Accessibility panel will open to the left of your document pane. In this example, the Checker has allerted you to one issue relating to Alternate Text.

Accessibility ▾
Accessibility Checker
Document (3 issues)
Page C
Forms
Alternate Text (1 issue
Tables
Lists
Headi
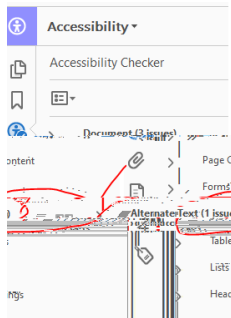
a. Twirl down the the arrow on that alert. Once opened, the image (figure) that is problematic will have a red-x next to it. Right click on the error alert.

Alternate Text (1 issue)
⊗ Figures alternate text - Failed
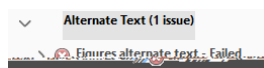
b. A drop down menu will open and offer a "Fix" option – click Fix.

> ⊗ **Figures alternate text - Failed**
✓ Nest   Fix

c. A pop-up window will appear which will prompt you to enter Alternate Text for the figure. Enter a brief sentence or two in the prompt. Ideally your text phrase should begin with "Image is of a …" Your reader will then recognize that what is being read is separate from the main text of the document and that an image is being described. Click Save & Close.

Alternate text: ☐ Deco
Image is of
Save & Clo

9. Recheck the Accessibility pane to the left of your document window. The Alternate Text Alert is resolved.

10. Save your document and have your screen reader do a test reading. If the reader does not read the image's alternate text, save the document, reopen it, and have it read the document again.

11. If you do not have JAWS or another screen reader application, Acrobat also read your