

Adobe Contribute

Adding Alternative Text to an Image

Introduction

Adding an alternative text (ALT Text) description to an image ensures that the image can be read by screen reader software to people with visual disabilities. In this self-help document, you will learn how to add ALT text to images in Adobe Contribute.

Process Summary

Introduction

Adding ALT Text

Adding ALT Text

Open **Adobe Contribute** and your section of the website.

1. Click **Edit Page** on the page you want to add the ALT Text.
2. **Double-click** on the image on the page. The **Image Properties** dialog window will appear (Fig 1).
3. In the **Description (ALT Text):** field, type a short but meaningful description of the image (Fig 1, 1) so that the screen reader software can accurately describe the image to the end user. Refrain from using symbols, acronyms or jargon the user would not understand.
4. Click **OK** (Fig 1, 2).
5. Repeat steps 1-4 for each image on the page.
6. When finished, click **Publish** to make the changes live.

Figure 1

