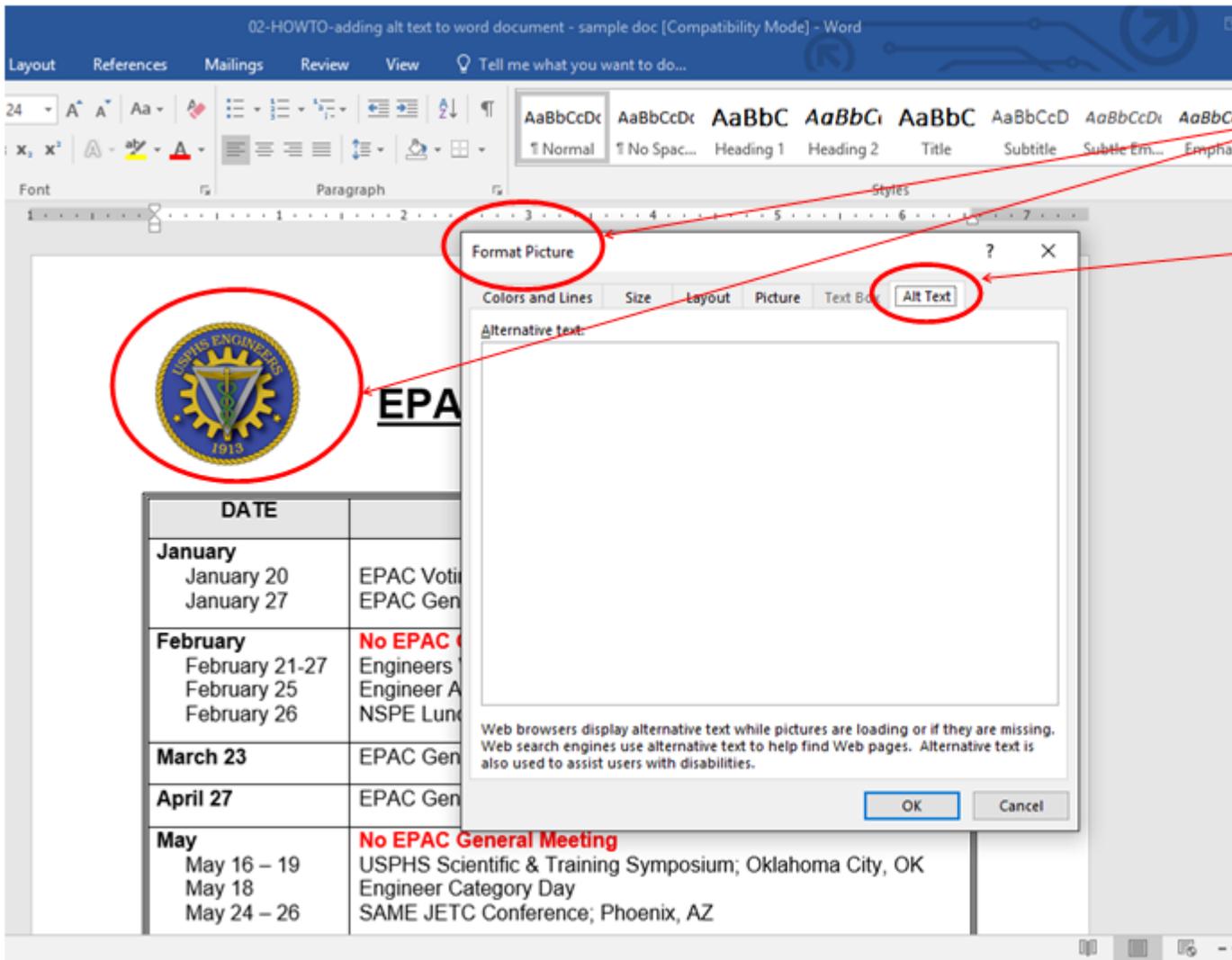


## 02-HOWTO-Adding Alternate Text to Word Document

This document file provides step-by-step instructions on Adding Alternate Text to Word Document. Please see the attached file for an exercise if needed.

Note: the information in these files has been altered and/or deleted from the original file to illustrate key learning concepts. Please let me know if anything is not working.



The screenshot shows the Microsoft Word interface with the 'Format Picture' dialog box open. The 'Alt Text' tab is selected, and the 'Alternative text' field is empty. A red circle highlights the 'Format Picture' dialog box, and another red circle highlights the 'Alt Text' tab. A red circle also highlights the 'EPA' logo in the document content.

DATE	
<b>January</b> January 20 January 27	EPAC Voting EPAC General Meeting
<b>February</b> February 21-27 February 25 February 26	<b>No EPAC General Meeting</b> Engineers Engineer A NSPE Luncheon
<b>March 23</b>	EPAC General Meeting
<b>April 27</b>	EPAC General Meeting
<b>May</b> May 16 – 19 May 18 May 24 – 26	<b>No EPAC General Meeting</b> USPHS Scientific & Training Symposium; Oklahoma City, OK Engineer Category Day SAME JETC Conference; Phoenix, AZ

1. Hover over picture, right click, select Format Picture.

2. Select *Alt Text* and enter alternate text information.