

Alt-Text Template Instructions

In preparation for submitting your document to us, we require that you provide alternative text descriptions (alt-texts) for all non-text elements in your document.

For more information about alt-texts, please see our [Quick reference checklist for Accessible Document Design](#) or [WebAIM's resource on alt-texts](#)

If you do not know how to add alt-text descriptions to your document, we can assist. We have prepared a downloadable template in Excel format for you to add your alt text descriptions into.

This template can be downloaded from: <http://accessible-docs.com/alt-text-template.xls>

To ensure accuracy, for each non-text element in your document, we ask that you identify it by its page number, type, and position on the page.

Lastly, provide the alt-text content for the corresponding non-text element.

Note: Any images/photos that do NOT have Alternative text supplied will be treated as decorative elements and therefore will NOT be read out by Screen Readers.

Please see the *Examples Tab* within your downloaded *template* file for an example of what a completed template should look like.

Attention: For versions of your document in other languages, please make sure you have these translated as well and provide those to us.