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Figure 1: Figure Caption and Image above the caption [In draft mode, Image will not appear on the screen]

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2.1 Heading Level 2

In the below paragraph, it is explained how alt-txt value is placed in **MS Word 2010**. To add alternative text to a picture in Word 2010, follow these steps:

1. In a Word 2010 document, insert a picture.
2. Right click on the inserted picture and select the **Format Picture** option.
3. Select the **Alt Txt** option from the left-side panel options.
4. In the "Title:" and "Description:" text boxes, type the text you want to represent the picture, and then click "Close".

Below are steps to place alt-txt value in **MS Word 2013/2016**. To add alternative text to a picture in Word 2013/2016, follow these steps:

1. In a Word 2013/2016 document, insert a picture.
2. Right click on the inserted picture and select the **Format Picture** option.
3. In the settings at the right side of the window, click on the "Layout & Properties" icon (3rd option).
4. Expand **Alt Txt** option.
5. In the "Title:" and "Description:" text boxes, type the text you want to represent the picture, and then click "Close".

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