

Using Alt Text to make Images Accessible

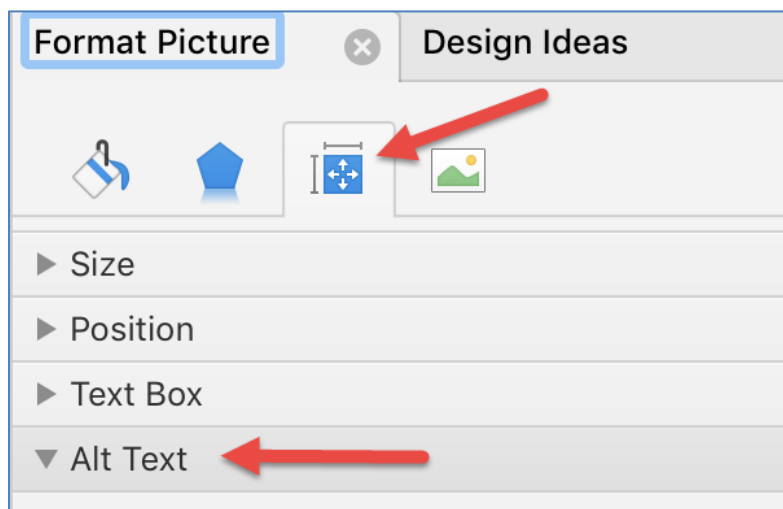
[Microsoft PowerPoint 2016](#)

[Microsoft PowerPoint 2011](#)

In order to be accessible to all students, all images and tables must contain descriptions in the form of alt text. This allows a screen-reader program to describe an image or table to the person accessing the content.

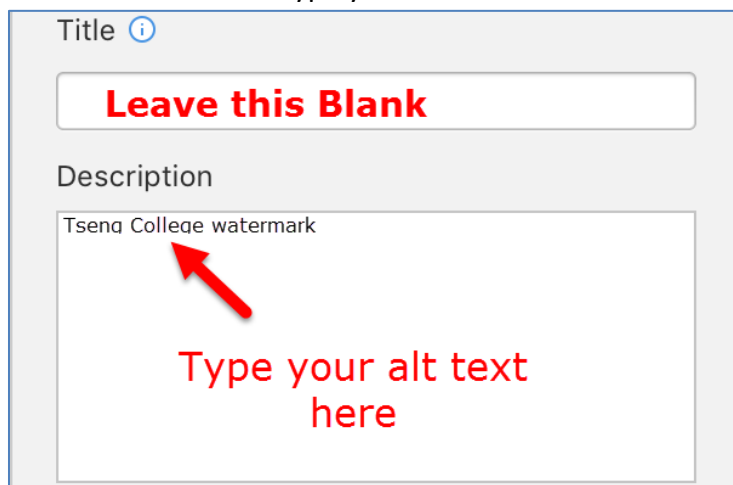
Microsoft PowerPoint 2016

1. Right click an image and select **"Format Picture..."**
2. In the **Format Picture** pane that appears, select **"Size & Properties"** icon.
3. Select **"Alt Text."**



4. Type your alt text in to the **"Description"** field.

Note: Do not type your alt text in the **"Title"** field. Leave that blank.



Click the **X** icon to close the Format Picture pane and finish. All changes are saved automatically.

Microsoft PowerPoint 2011

1. Right click an image and select **"Format Picture..."**
2. In the **Format Picture** pane that appears, select the icon that says (bottom) **"Alt Text"** (1).
3. Type your alt text in to the **"Description"** field.
 - a. **Note:** Do not type your alt text in the **"Title"** field. Leave that blank.
4. Click **OK** (4) when finished.

