Using Alt Text to make Images Accessible

[Microsoft PowerPoint 2016](#)

[Microsoft PowerPoint 2010](#)

In order to be accessible to all students, all images and 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 and 2013

1. Right click an image and select **"Format Picture..."**
2. In the **Format Picture** pane that appears, select **"Layout and Properties"** icon.
3. Select **"Alt Text."**
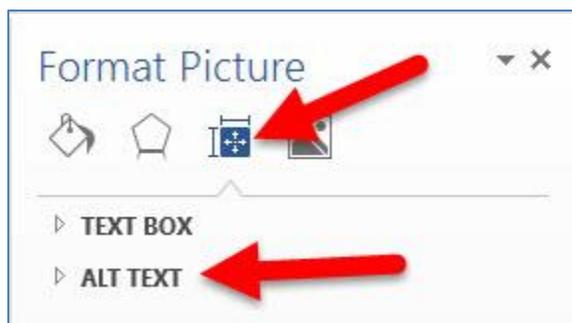
4. Type your alt text in to the **"Description"** field.

> **Note:** Do not type your alt text in the **"Title"** field. Leave that blank.
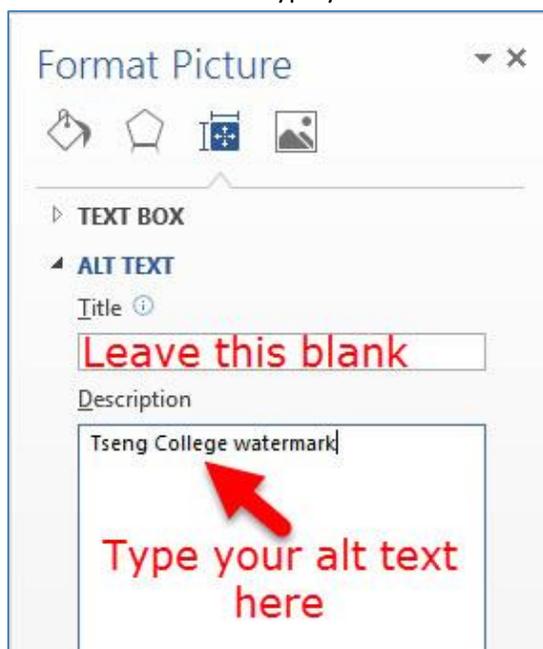
5. Click the **X** icon to close the Format Picture pane and finish. All changes are saved automatically.

Microsoft Word 2010

1. Right click an image and select **"Format Picture"**
2. Within the **Format Picture** window select the **"Alt Text"** tab on the left.
3. Type your alt text into the **"Description"** field.
   Note: Do not type your alt text in the **"Title"** field. Leave that blank.
4. Click **"Close"** to save your alt text.