

TSENG COLLEGE GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

Using Alt Text to make Images Accessible

Microsoft PowerPoint

<u>2016</u>

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.
- 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.

Fill	Alt Text
Line Color Line Style	Leave this text box blank
Shadow	Description:
Reflection Glow and Soft Edges	Write your alt text here
3-D Format 3-D Rotation	
Picture Corrections Picture Color Artistic Effects	Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.
Crop Text Box	A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.
AltText	