ARC
British Columbia

Adding Alt Text
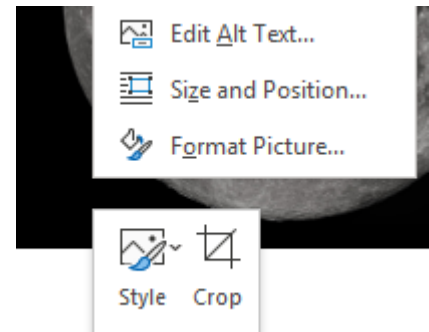# to Images in PowerPoint

Description

Screenshots

Step 1

Hover over the image and **right-click with the mouse**.

OR

Select the image and open the context menu by pressing **SHIFT + F10** or the **APPLICATION** key.
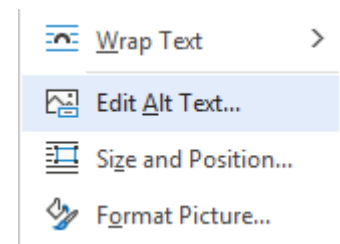
> Edit Alt Text...
> Size and Position...
> Format Picture...
> Style   Crop

Step 2

Select **Edit Alt Text** from the menu to open the **Format Picture** pane.

OR

Press **A** to select **Edit Alt Text**.

> Wrap Text   >
> Edit Alt Text...
> Size and Position...
> Format Picture...

Step 3

Type a **short** description of the image or its function in the **Description** box.

> Alt Text   ▼   ✕
>
> How would you describe this object and its context to someone who is blind?
>
> *(1-2 sentences recommended)*
>
> Photograph of a
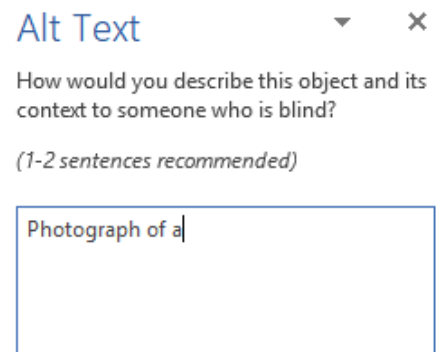
Step 4

Check the **Mark as decorative** check box if the image adds no meaningful information to the document.

Generating automatic alt text is <u>NOT</u> recommended. This rarely generates an accurate or meaningful description for classroom learning.

Generate a description for me

☐ Mark as decorative ⓘ