

Adding Alt Text to Images in Google Slides

Description

Screenshot

Step

1

Right-click the image to select it and open the **context menu**.

OR

Press **TAB** until the image is selected and press **CTRL+SHIFT+\<** to open the **context menu**.



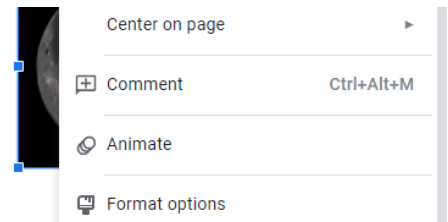
Step

2

Select **Alt Text** from the menu to open the **Alt Text** dialog box.

OR

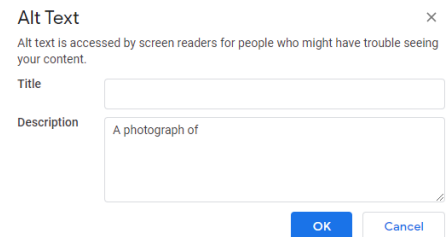
Use **DOWN ARROW** to move to **Alt Text** and **ENTER** to select it. Or, **with the context menu closed**, press **CTRL+ALT+Y**.



Step

3

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



Step

4

To accept the alt text, select the **OK button**.

OR



Press **TAB** to move to the **OK button** and press **ENTER**.