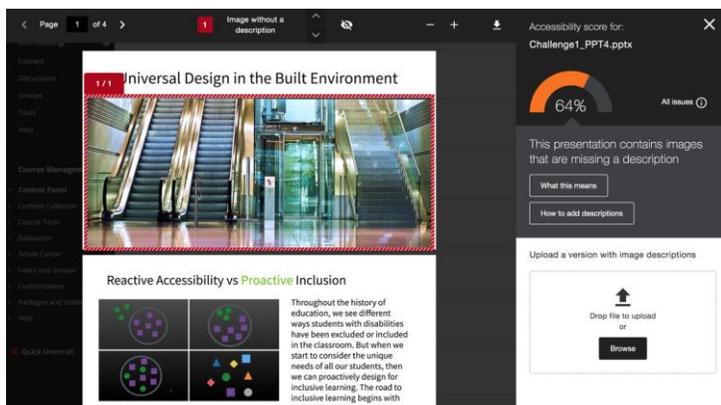


Add Descriptions to Power Point Images

Images in presentation documents need alt text

Sharing presentation slides with students can provide them useful review and study materials. Since many presentations include images, it is important that the images contain an alternative description, to help both in labeling document images as well as for students with visual impairments.

Scenario: **Your favorite presentation has an orange indicator**



You add a PowerPoint presentation to your course site and notice an orange Ally indicator. After clicking on it, the Ally instructor feedback informs you that the presentation has images missing descriptions. You'll need to fix this issue in Power Point and upload a new file to Ally when you're ready. Use the in-browser document preview to the left of the feedback to see which images are missing descriptions.



An alternative description is a textual alternative for an image. It makes it easier to connect the image to its context and allows students with visual impairments to perceive the image. Alternative descriptions should be added to all images, including those embedded within PDF, Word, PowerPoint and other documents.



Facilitates searching

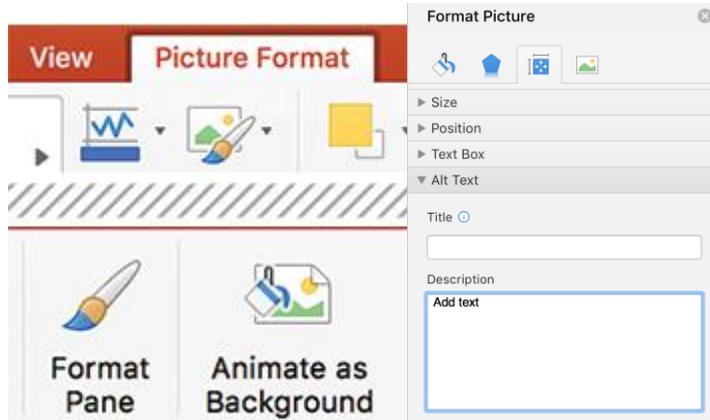
Image descriptions help your students to find the images more easily.



Provides better context

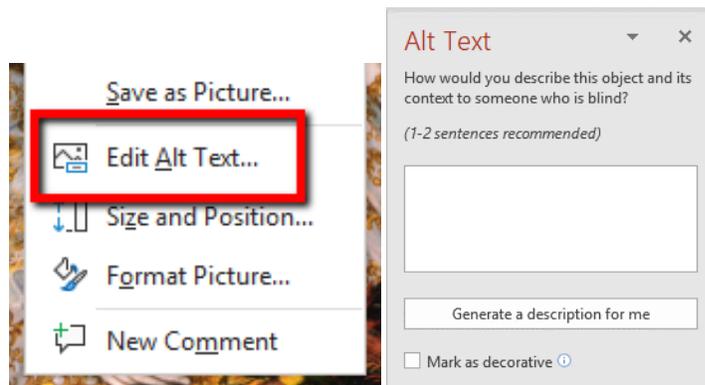
Clear image descriptions make it easier to connect your image's content to the context it's used in.

Ally will describe to you how to write effective alternative descriptions if you are unfamiliar. You can download the file from your course to work on it if you don't already have it on your computer. Open the file in Power Point to add your alt descriptions.



In PowerPoint, you can add alternative descriptions to an image by:

1. Select the Image
2. Choose the "Picture Format" tab and locate the "Format Pane" button
3. Select "Size and Properties" tab, and then alt text from the drop-down.
4. Add your text in the description field, don't worry about title. Save your file.



If using Office 365 PowerPoint:

1. Select the Image
2. Choose the "Picture Format" tab and locate the "Alt Text" button.
3. Add your text in the description field.
4. Use "Mark as decorative" if the image is only for visual effect and does not need a description.
5. Save your file.