

Adding Accessible Tags in PowerPoint

You can create alternative text (alt text or Alt Text) for shapes, pictures, charts, tables, SmartArt graphics, or other objects in your PowerPoint. Alternative text helps people with screen readers understand the content of pictures. When you use a screen reader to view your document, or save it to a file format such as HTML or DAISY (Digital Accessible Information System), alternative text appears when you move the pointer over a picture in most browsers.

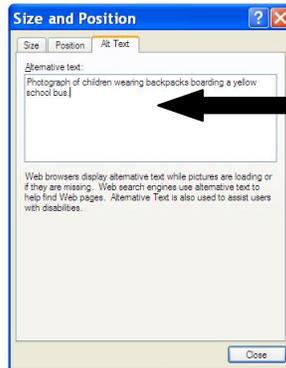
- 1) Right click on the image, shape, chart, table, etc.
- 2) Choose Size and Position (or in some versions of PowerPoint it may be under Format)



- 3) Choose the Alt Text tab



4) Type in the description



5) Click 'close'

6) Save your changes by saving your PowerPoint