

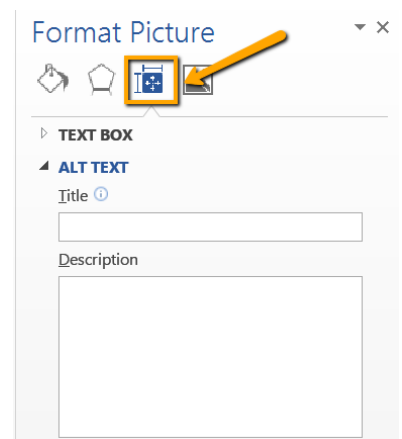
# Images & Graphics

**Start here:** WebAim.org provides some great information on this topic, check out [Alternative Text](#) to learn how to use alt text, captions, or surrounding text to convey the meaning of your images.

- Images in documents are effective for conveying visual data. In order for the information to still be useful to someone who cannot see the image, it is necessary to explain the image as completely as possible. This can be done using alternative (alt) text or captions to provide a title for the image or a brief description of what the image depicts.
- There is no way to add empty/null alternative text to an image in PowerPoint. If your presentation has decorative images that do not convey unique content, the best thing to do is to leave the alternative text field blank. If the image does not have alternative text, it will typically be skipped by a screen reader (*WebAIM.org*).
- Always check your alt text, sometimes when you insert an image, the filename is entered as the alt text, and will need to be changed.
- Alternative text can also be presented within the context or surroundings of the image itself.
- Alternative text should not be longer than 150 characters. If more is needed, for a complex image, consider including a description in the text or a link to the description to the text in another location.

## How to:

1. Right click on your image.
2. Choose **Format Picture...** from the drop down menu.
3. The **Format Picture** menu opens on the right side of the screen, click on the **Size & Properties** icon, which is the third one in the row.
4. Click **ALT TEXT**.
5. Enter your text in the **Description** box.
6. If you are finished, click the “x” in the upper right corner of the menu to close it, or locate another image in your document you need to enter alt text for.



## Resources:

[Accessible Images.](#)

[PennState Accessibility: Image ALT Text.](#)

[Portland Community College: Complex Image Accessibility.](#)