Checklist: Adding Alt Text in PowerPoint

Use this checklist to ensure all images, charts, and graphics in your PowerPoint presentations are accessible to screen readers.

# Adding Alt Text to Images, Charts, and Graphics

* **Right-click** on the image, chart, or graphic.
* Select **“Edit Alt Text”** from the dropdown menu.
* In the Alt Text pane, enter a **concise, meaningful description** of the image.
* **DO:** Focus on the purpose or content of the image.
* **DON’T:** Start with “Image of…” or “Picture of…”.
* If the image is **decorative** and conveys no essential information, check the **“Mark as decorative”** box.

**Example:**

* ***Bad alt text****:* "Graph"
* ***Good alt text****:* "A bar chart illustrating student test scores, showing an increase from 75% to 90% over three exams."

# Saving Alt Text in PowerPoint

**No manual save is required**—PowerPoint automatically saves alt text when you close the panel.

**Pro Tip:** Run PowerPoint’s **Accessibility Checker** (found under the “Review” tab) to verify alt text coverage.