How to add alternative descriptions to images in a PowerPoint presentation

You may notice the following low accessibility error message when you upload an image: **This presentation contains images that are missing an alternative description.**

Add an alternative description using Microsoft PowerPoint 2016

1. Open the original in Microsoft PowerPoint 2016.
2. Right-click the image and select **Format picture**. The **Format Picture** panel opens.
3. In the **Format Picture** panel, click the **Layout & Properties** tab. Open the **Alt Text** section and enter a description
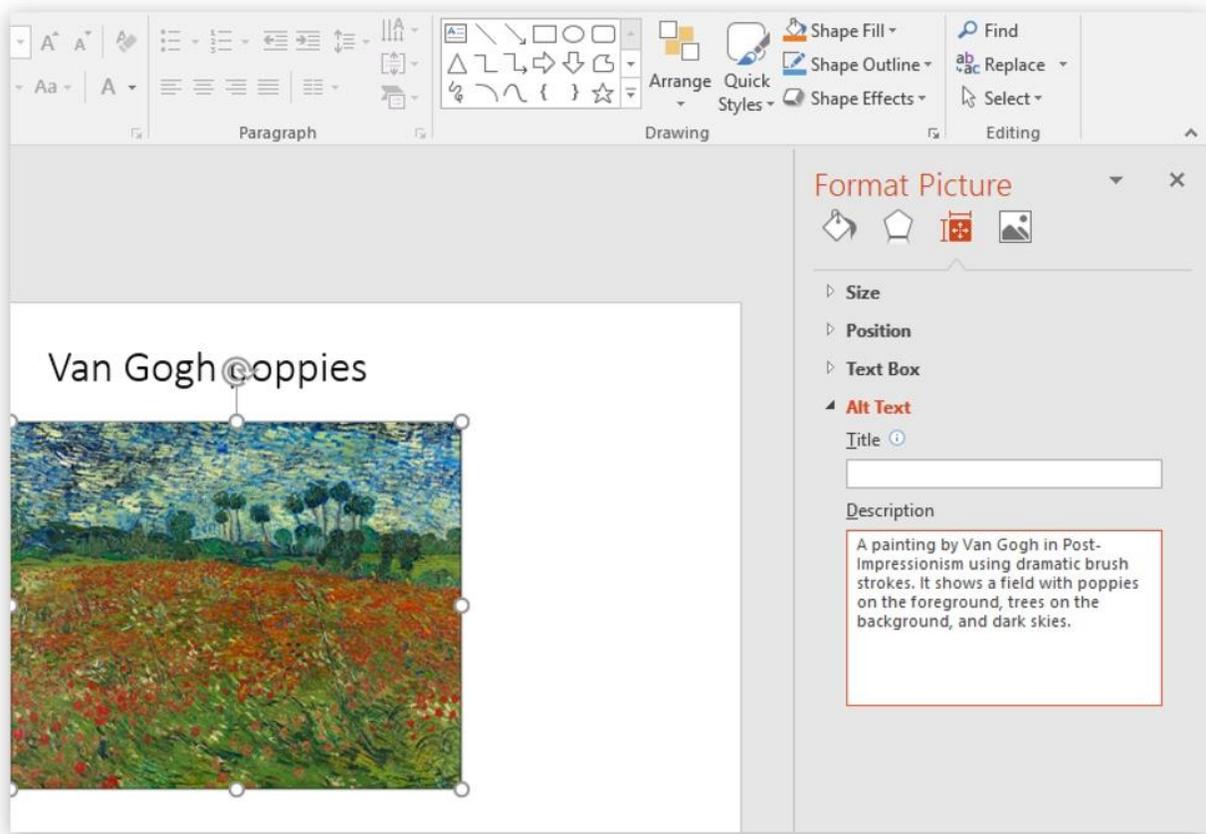
If you have any questions, please feel free to contact **Brian Rocco**, the Office of Disability Services, or the Academic Access Program in Carson Hall 500.

Providing equality of opportunity to persons with disabilities, including equal access to College programs, services, and activities delivered through electronic or information technology (EIT) is mandated by federal non-discrimination requirements and supports our efforts to maintain a diverse and inclusive academic community.