

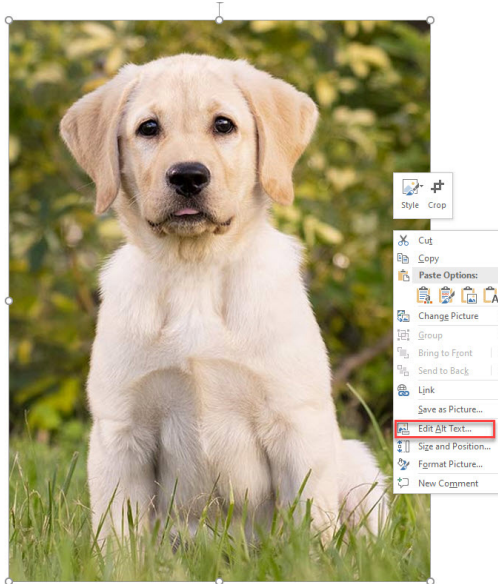
Images (Alt Text)

UPDATED: JULY 2021

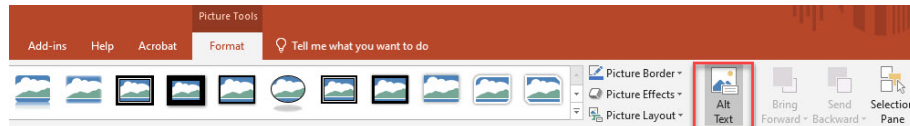


Steps:

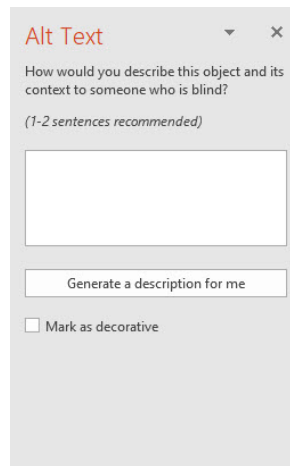
1. Insert an image into the PowerPoint Presentation.
2. Locate the option for Alt Text.
 - a. Right click the image and select “Edit Alt Text.” OR



- b. With the image selected, open the Picture Tools’ Format tab. Click the “Alt Text” button.



3. The Alt Text pane will appear to the right of the screen.

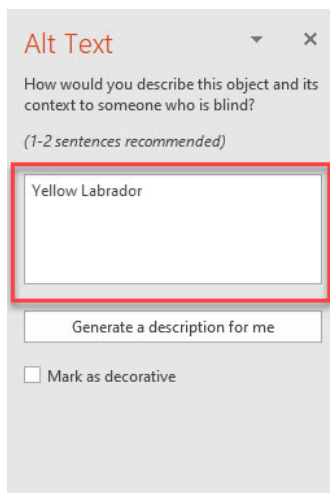


For assistance, contact the eLC at 972.881.5870 or eLC@collin.edu

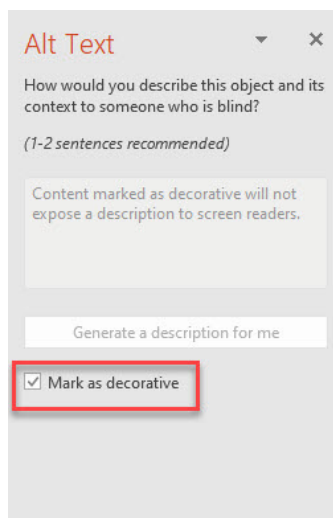
eLC faculty resources are available in CougarWeb

<http://inside.collin.edu/elc>

- 4. In the Alt Text field, type a description of the image.



- 5. If the image is decorative, select “Mark as decorative.”



- 6. Once you have finished adding your alt text, don't forget to save your presentation.

