

How to add Alt Text to an object in PowerPoint

Alt text allows the screen reader to identify descriptions and read aloud, to assist visually impaired people. Here's how to add alt text to an object in PowerPoint.

Alternative text (alt text) allows the screen reader to identify descriptions and read aloud, to assist the visually impaired. Here's how to add alt text to an object in PowerPoint.

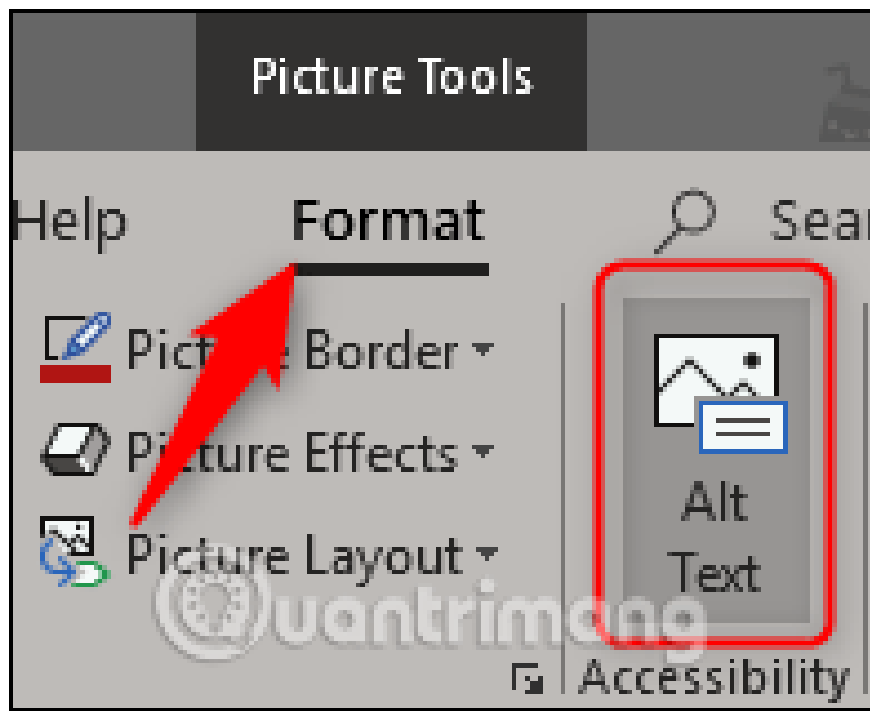
1. How to add Alt Text to an object in PowerPoint
2. How to insert text into images in PowerPoint
3. How to insert images below the word on PowerPoint

Add Alt text to the object in PowerPoint

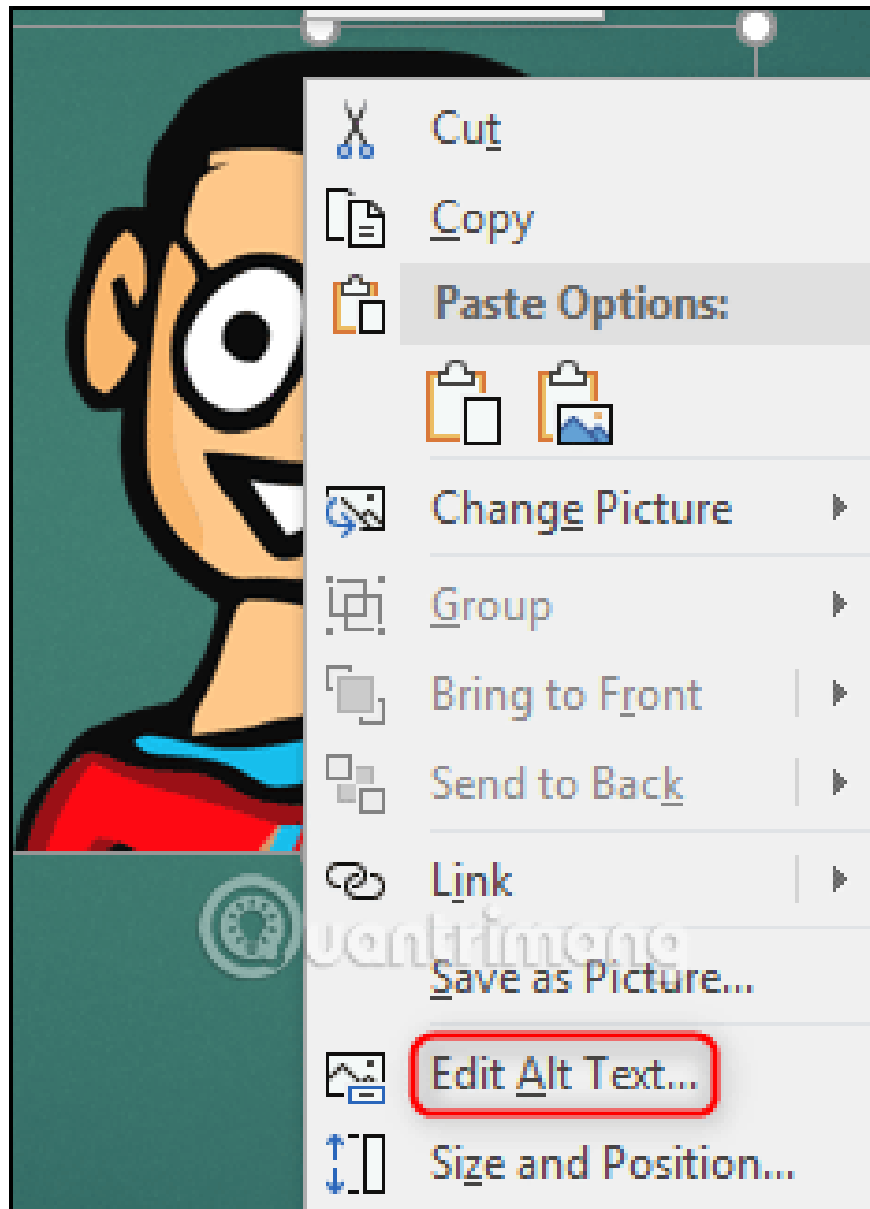
The screen reader cannot understand the images, the object expresses anything without the help of alt text. To add alt text in PowerPoint, open your presentation and select the object you want to add alt text to.



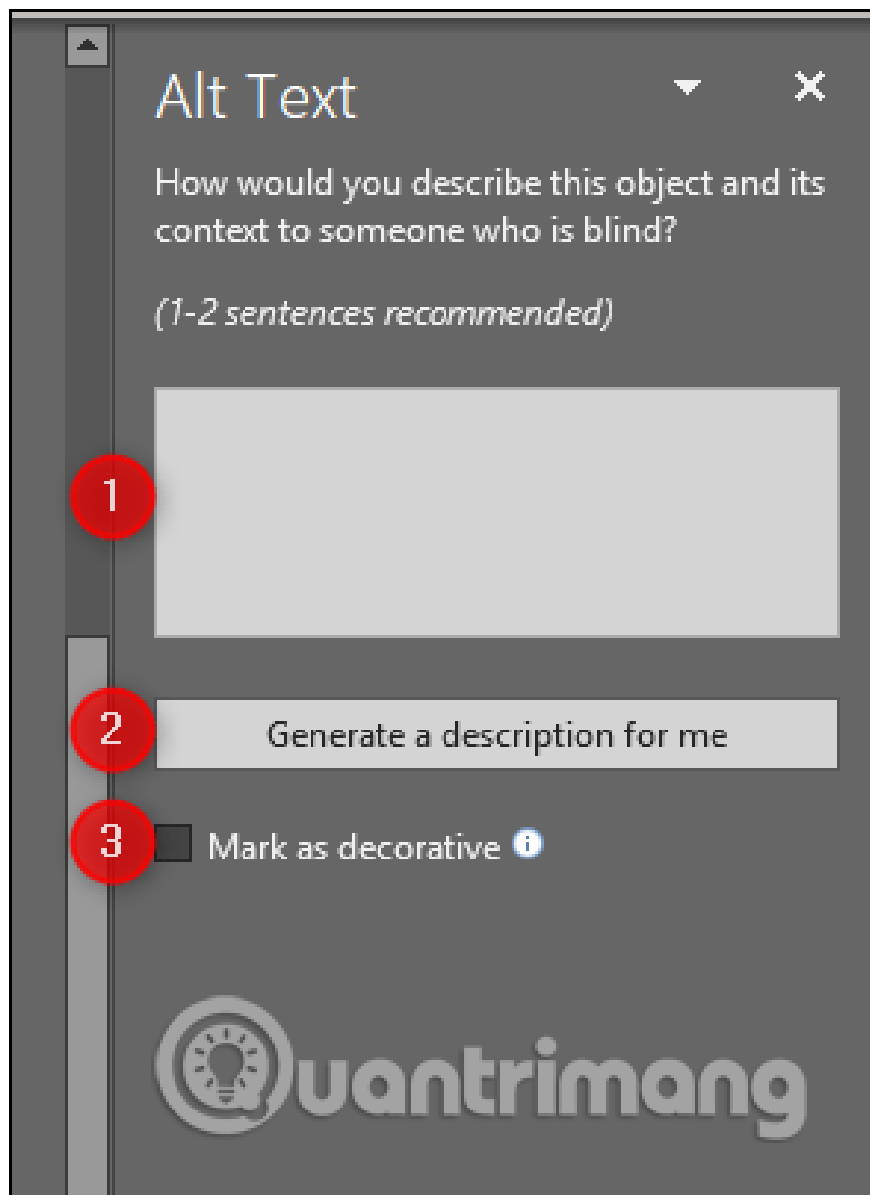
On the **Format** tab, select **Alt Text** in the **Accessibility** group.



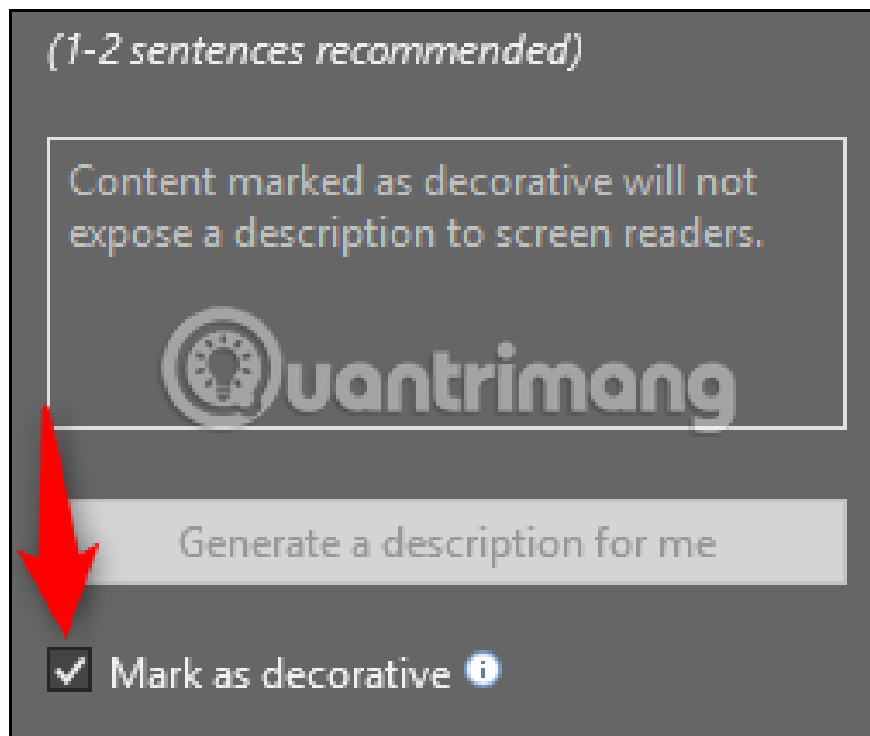
Alternatively, you can right-click on the object and select **Edit Alt Text** from the drop-down menu.



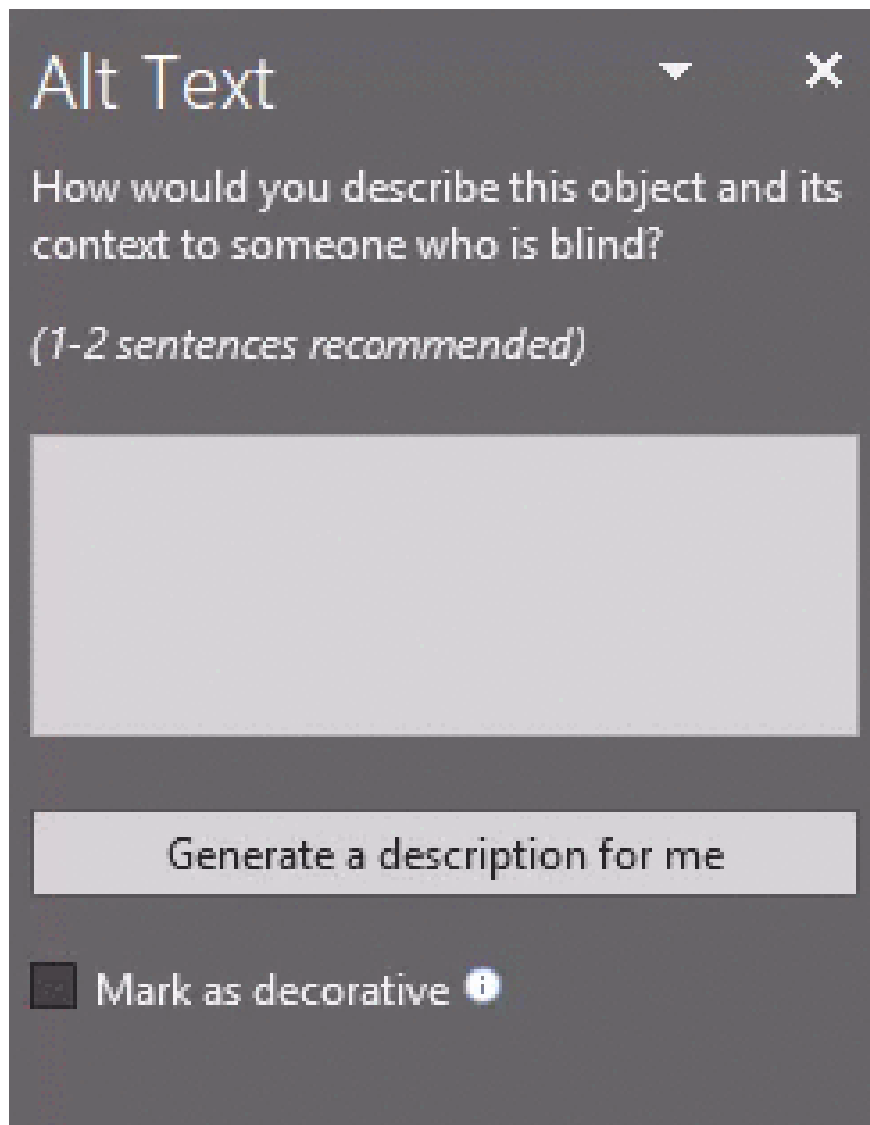
You will see the **Alt Text** box appear on the right side of the window. From here, you can manually type the text in the content box (1), PowerPoint settings create automatic descriptions (2) or mark objects only for decorative purposes (3).



If you select **Mark as decorative** , the object is only aesthetic without explaining the content. When you select this option, you will see alternative text boxes turning gray and displaying a message that the screen reader cannot get the description.

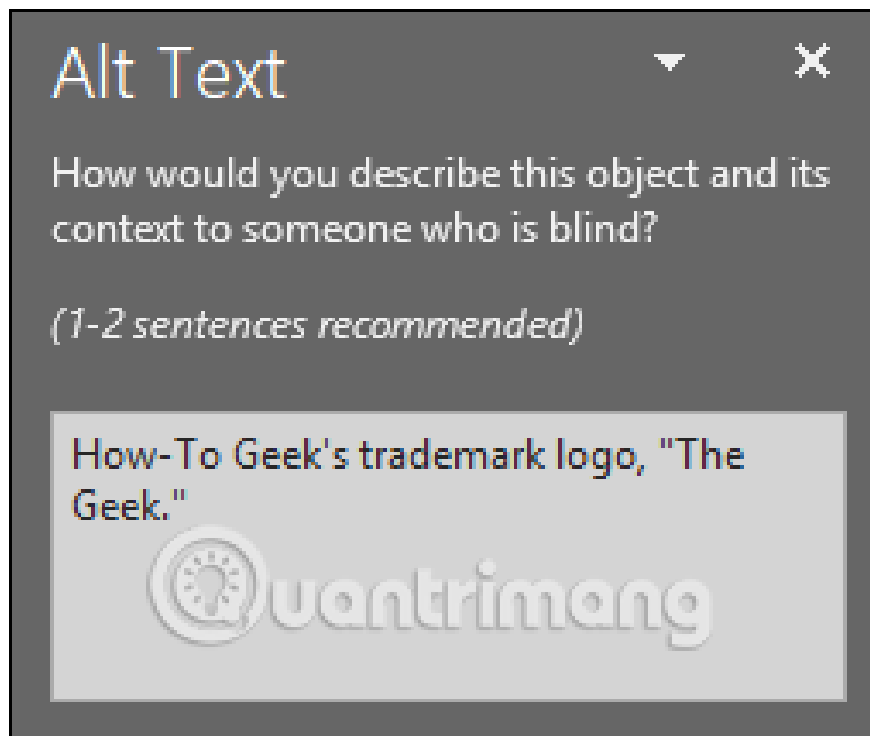


You can set PowerPoint to create descriptions for selected objects by selecting the **Generate a description for me option** .



You can see that PowerPoint uses " **A close up of a logo**" as an alternative text for your audience and allows users to know the description is automatically created. Although Office's description is not wrong, it doesn't help much.

Therefore you should enter your own text. You should briefly describe the object, do not add words like the image, the image talks about because the screen reader will notify the object as the image.



So you've added replacement text for the image. If you don't want PowerPoint to automatically create alternate text for your new image, you can disable this feature. To turn off this feature, select the **File** tab, then select **Options** at the bottom left.



Account

Feedback

Options

The PowerPoint Options window will appear, in the left pane select **Ease of Access** .

PowerPoint Options

General

Proofing



Typography

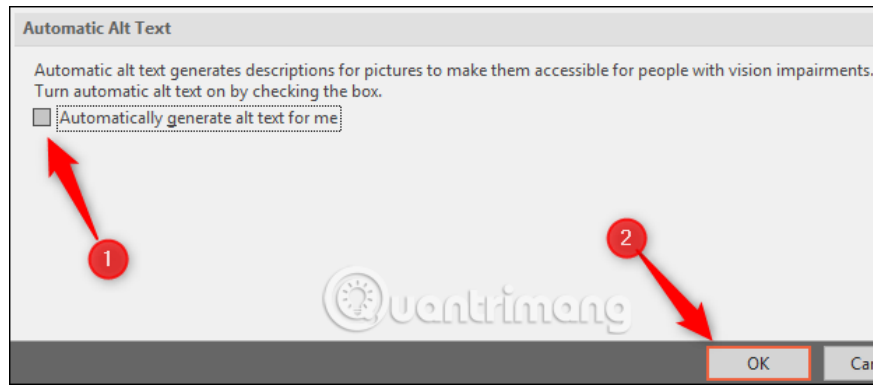
Language

Ease of Access

Advanced

Customize Ribbon

Next, find the Automatic Alt Text section and uncheck the box next to **Automatically generate alt text for me** , then select **OK** .



Now PowerPoint will never automatically create alt text for new images you insert.

I wish you all success!

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