ALLY

Add Descriptions to Power Point Images
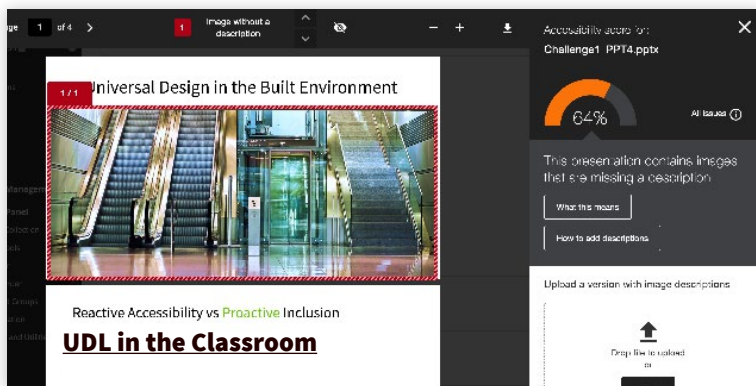
Images in presentation documents need alt text

Ally Micro-Learning

Sharing presentation slides with students can provide them useful review and study materials. Since many presentations include images, it is important that the images contain an alternative description, to help both in labeling document images as well as for students with visual impairments.
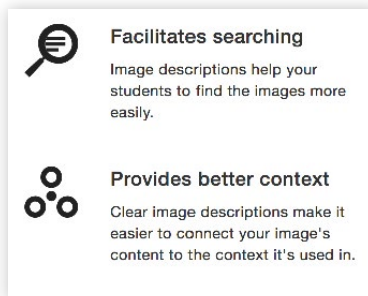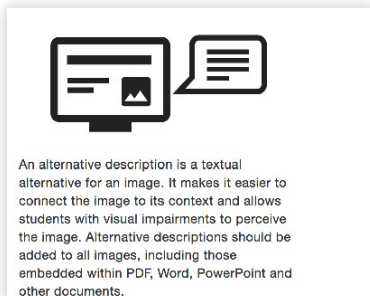
Scenario: **Your favorite presentation has an orange indicator**
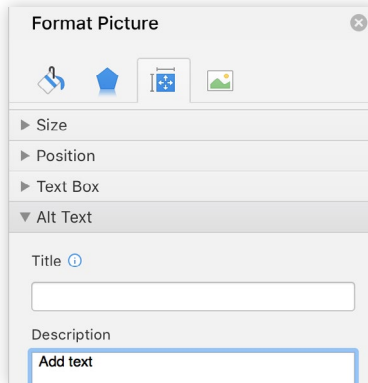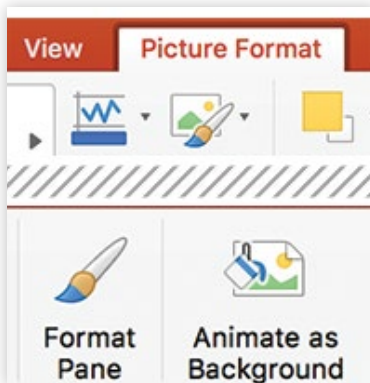
1

When you select the orange indicator next to your Power Point file, the Ally instructor feedback informs you that the presentation has images missing descriptions. You'll need to fix this issue in Power Point, and upload a new file to Ally when you're ready. Use the in-browser document preview to the left of the feedback to see which images are missing descriptions.

2

Ally will describe to you how to write effective alternative descriptions if you are unfamiliar. You can download the file from your course to work on it if you don't already have it on your computer. Open the file in Power Point to add your alt descriptions.

3

In Power Point , you can add alternative descriptions to an image by:

1. Select the Image.

2. Choose the "Picture Format" tab and locate the "Format Pane" button.

3. Select "Size and Properties" tab, and then alt text from the drop-down.

4. Add your text in the description field, don't worry about title. Save your file.

5. Back in your course, select the Ally indicator for the PPT file, and upload your new saved file into the upload area.

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