How To Create Alt Text in PowerPoint

This document will show you how to create Alt Text for accessible images, charts, and videos in PowerPoint 2016 and PowerPoint for Office 365.

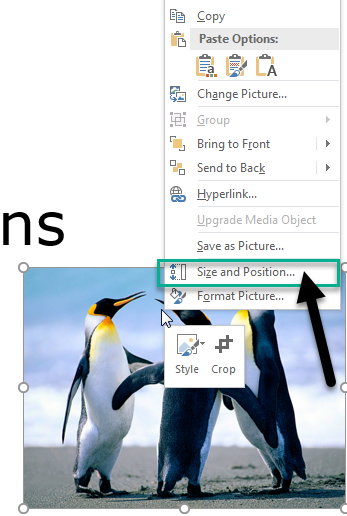
Please do not hesitate to contact Jen at the Teaching Learning Center at

303.352.3002 or [Jennifer.Maxwell@ccd.edu](mailto:Jennifer.Maxwell@ccd.edu).

# Add Alt Text to Images in PowerPoint 365: <https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

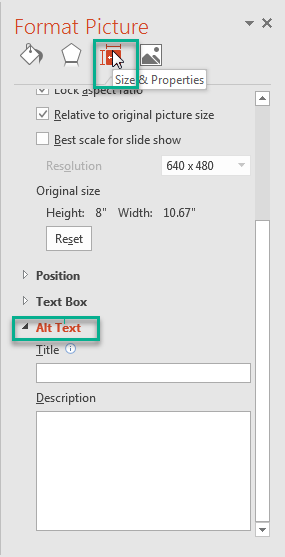
# Add Alt Text to Images in PowerPoint 2016:

1. Right-click an image and select **Size and Position**.

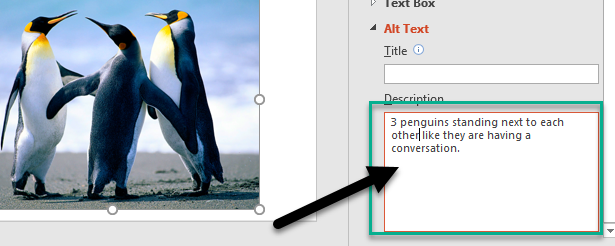


The **Format Picture** pane opens on the right side of the slide.

2. In the **Format Picture** pane, scroll down to select **Alt Text**.



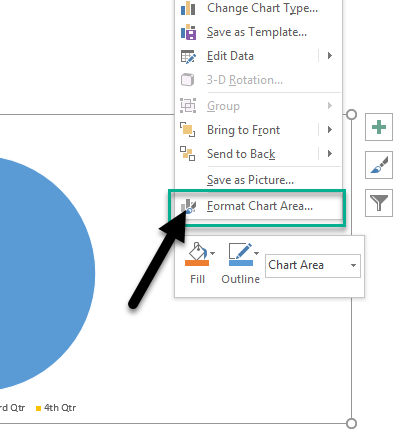
3. In the **Description** text box, type the alt text for the image.



4. Clicking out of the **Format Picture** pane will save the Alt Text for the image.

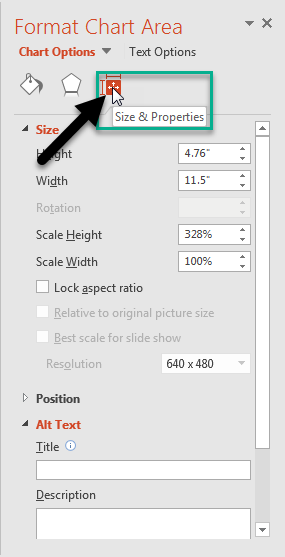
# Add Alt Text to Charts in PowerPoint 2016:

1. Right-click a chart and select **Format Chart Area**.

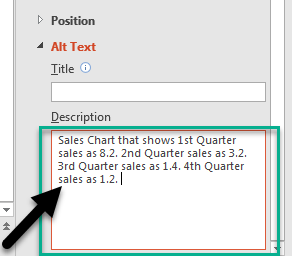


The **Format Chart Area** pane opens on the right side of the slide.

2. In the **Format Chart Area** pane, select the **Size & Properties** icon.



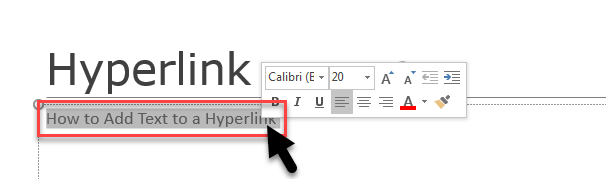
3. Select **Alt Text** and type a description for the chart.



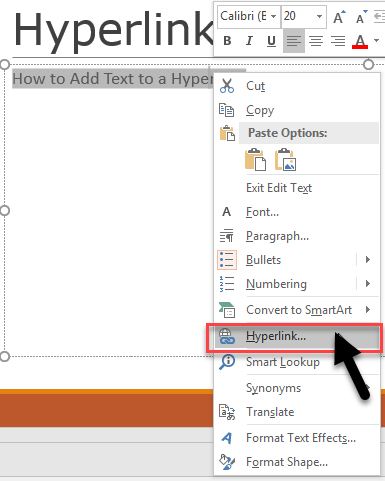
4. Clicking out of the **Format Chart Area** pane will save the Alt Text for the chart.

# Add Hyperlink Text:

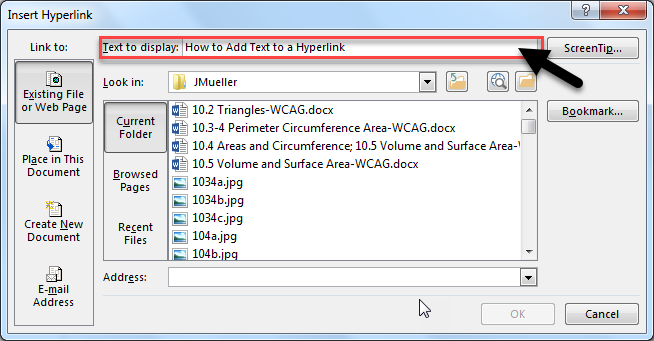
1. Select the text to which you want to add the hyperlink, and then right-click.



2. Select **Link**.

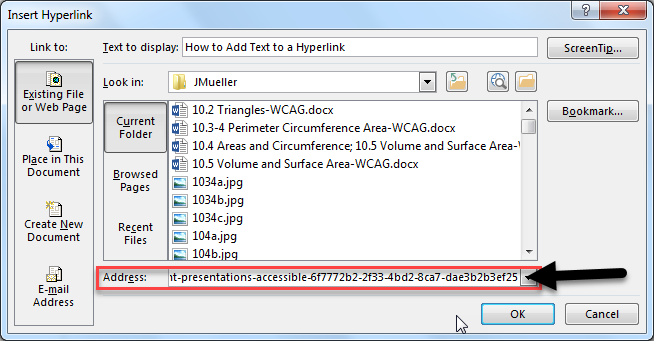


The text you selected displays in the **Text to display** box. This is the hyperlink text.

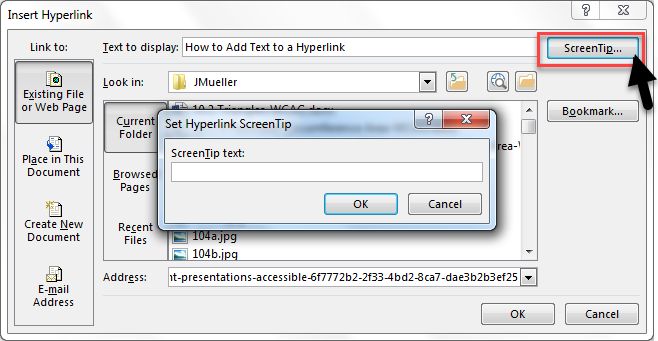


3. If necessary, change the hyperlink text.

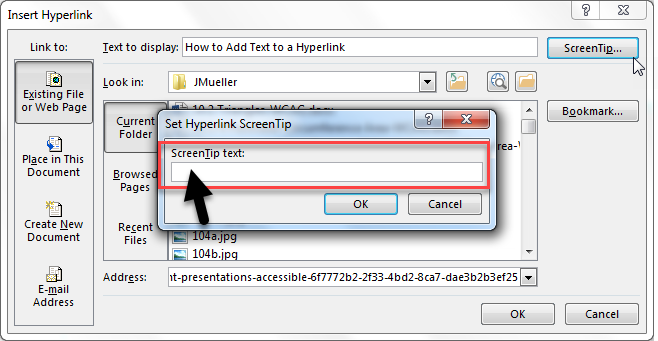
4. In the **Address** box, enter the description address for the hyperlink.



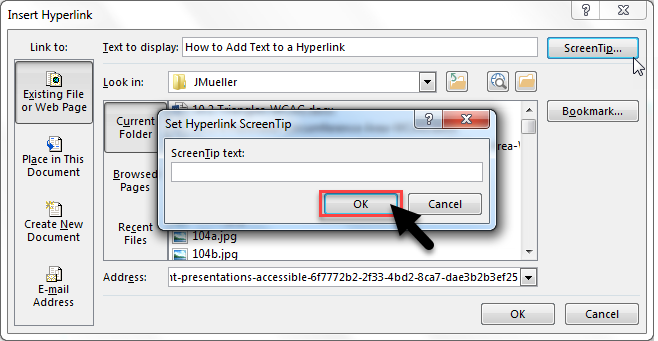
5. Select the **ScreenTip** button.



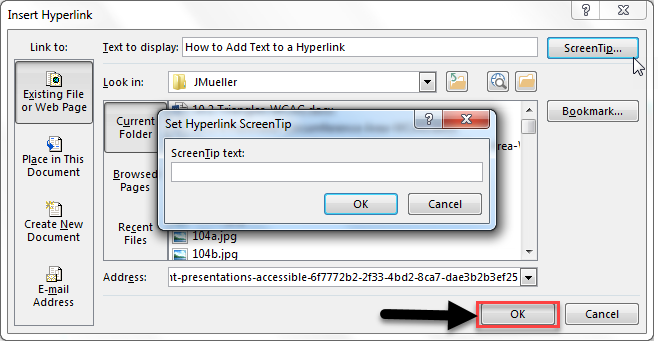
In the **ScreenTip text** box, type a ScreenTip.



6. To apply the changes, select **OK**.



7. In the Insert Hyperlink dialog box, select **OK**.



# Use Captions, Subtitles and Alternative Audio Tracks for Videos:

PowerPoint 2016 supports the playback of video with multiple audio tracks. It also supports closed captions and subtitles that are embedded in video files.

Currently, only PowerPoint for Windows supports insertion and playback of closed captions or subtitles that are stored in files separate from the video. For all other editions of PowerPoint (such as PowerPoint for Mac or the mobile editions), closed captions or subtitles must be encoded into the video before they are inserted into PowerPoint.

Supported video formats for captions and subtitles vary depending on the operating system that you're using. Each operating system has settings to adjust how the closed captions or subtitles are displayed.

Closed captions, subtitles, and alternate audio tracks are not preserved when you use the [Compress Media](https://support.office.com/en-us/article/compress-media-a45c956a-f4a6-4d47-99ef-b408ac5a9a6b)or [Optimize Media Compatibility](https://support.office.com/en-us/article/optimize-media-compatibility-e0a94444-8ea7-4a00-974b-6ad0d6edc4b1) features. Also, when [turning your presentation into a video](https://support.office.com/en-us/article/turning-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83), closed captions, subtitles, or alternate audio tracks in the embedded videos are not included in the video that is saved.

When you use the [Save Media as](https://support.office.com/en-us/article/save-media-as-f773d119-0fb3-4884-a18a-29573ac97b25) command on a selected video, closed captions, subtitles, and multiple audio tracks embedded in the video are preserved in the video file that is saved.

To make your PowerPoint presentations with videos accessible, ensure the following:

* Videos include an audio track with video descriptions, if needed, for users that are blind or visually impaired.
* Videos that include dialogue also include closed captions or subtitles in a supported format for users that are deaf or hard of hearing.