

Video Transcript

by Learning Service

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Title: Add Alternative Text to images in Word and PowerPoint.

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Contributors: Mark Wilcock.

Produced by: Learning Services, Learning Technology Development

Verbatim Transcript

>> Mark: One of the most common themes that Ally detects in Blackboard, is an image without a description. We refer to this as "Alternative Text" or better known in shorter terms "Alt Text". Ally always detects when an image doesn't contain one, exactly like the one I'm using in front of me now.

The main purpose of an image description is to enable screen-readers to transfer its appearance of what's actually been shown into audio to support visually impaired user. Without this description in the background image will simply mean nothing to the user. So, let's see just how quick it is to resolve this issue by adding Alternative Text in Microsoft Office 365.

With the image I want to add Alt Text to, I simply right click on it from the menu, I select 'Edit Alt Text', this will bring up a menu on the right, giving me a field to add a description. This one, it's just going to say, "Syrup drizzling on a stack of pancakes". I don't think I could be any more descriptive than that, and it gives a really good meaning to what's been shown. It's really important to provide good a description, possibly with a verb to convey an action or emotion.

Now all I have to do now is close-down the tool bar on the right, and that will automatically save to the image then I can just save the document and re-upload it to Blackboard and I'll find that Ally can now confirm that the image contains a description.

End.