

Video Transcript

by Learning Service

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Title: Add Alternative Text to images in Word and PowerPoint. (V2)

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Verbatim Transcript

>> Mark: One of the most common themes that Ally detects within blackboard is an image without description. We refer to this as alternative text or better known in shorter terms as just alt text.

Ally will always detect when an image doesn't contain one. Exactly the one that you can see 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 being shown, into audio, to support visually impaired users.

Without a description in the background the image will simply mean nothing to the user. So let's see just how quick it is to resolve the 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 and choose 'edit' from the alt text menu. For this example, I'm just going to type 'Syrup drizzling on a stack of pancakes'. It's really important to be as descriptive as possible as it gives a good meaning to what's actually being shown, possibly with a verb to convey an action and emotion.

Now all we have to do is close the toolbar on the right down and save the document. Then we can be re-uploaded it to Blackboard. We can now see that Ally can confirm that the image now contains a description.

End.