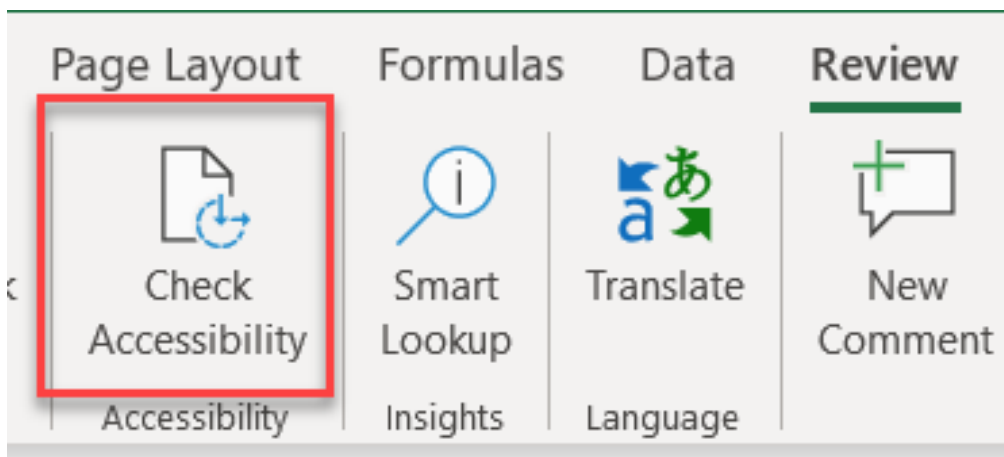# Adding Alternative Text with MSO Accessibility Checker

Enabling Accessibility Checker (ALL Microsoft 365 Programs)

1. On the ribbon located across the top of Microsoft PowerPoint, select the **Review** tab.
2. Select **Check Accessibility.**

Adding Alternative Text (ALL Microsoft 365 Programs)

3. The **Image [1]**, does not have alternative text. The Accessibility Checker will notify you of the **Issue [2]** and provide you with a recommendation to **Add a description [3]**.
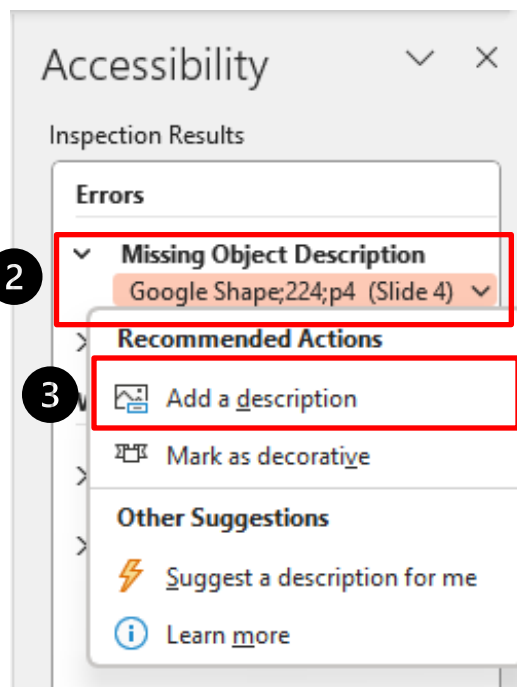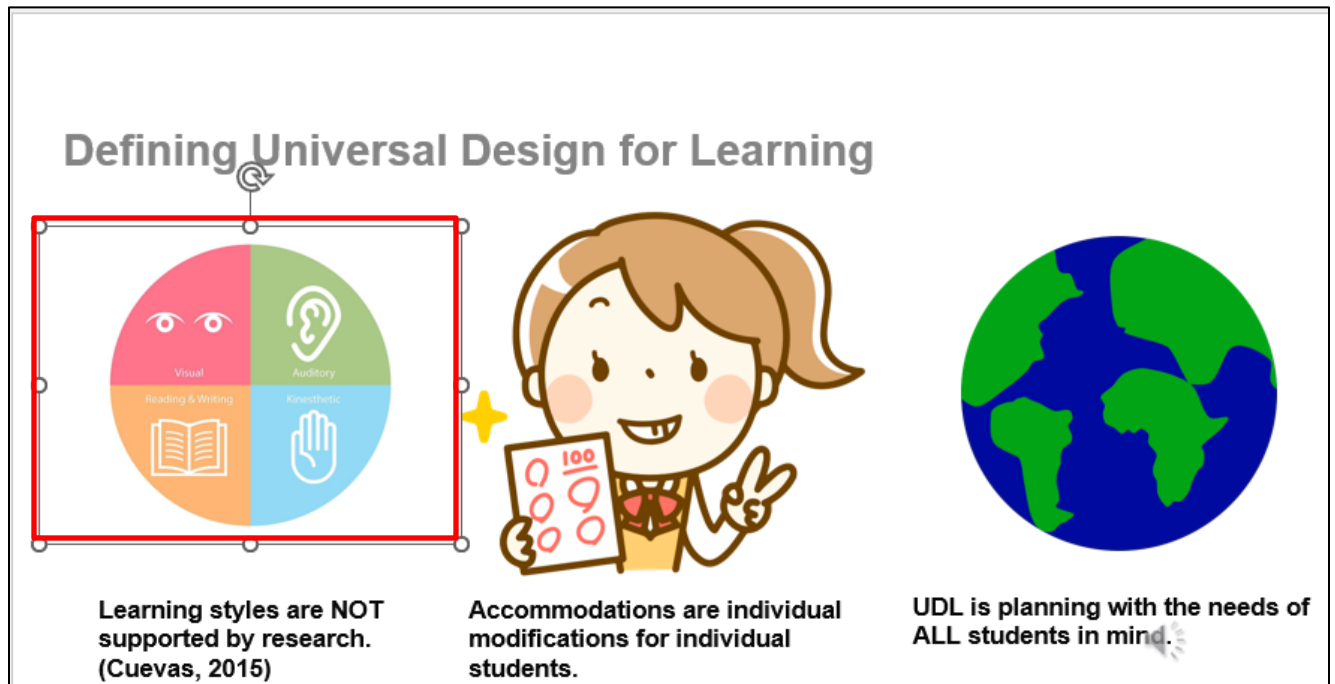
4. Provide a **detailed description [1]**. Then, you may **exit out [2].** All changes will be saved.