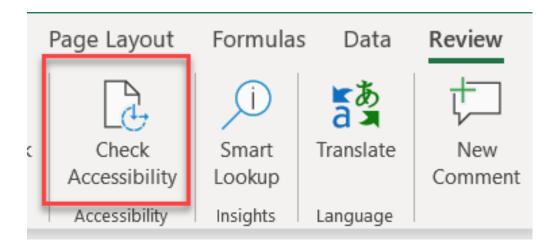
## Adding Alternative Text with MSO Accessibility Checker

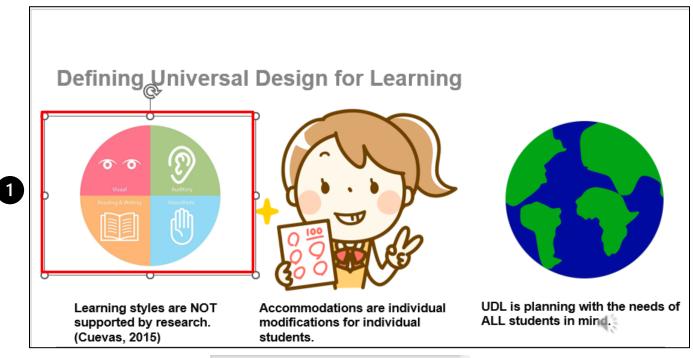
Enabling Accessibility Checker (ALL Microsoft 365 Programs)

- 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)

 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].



A	٩cc	essibility ~ ×
I	nspe	ection Results
	Er	rors
2	~	Missing Object Description Google Shape;224;p4 (Slide 4) V
	>	Recommended Actions
8		Add a description
	>	迎 Mark as decorati <u>v</u> e
	,	Other Suggestions
	1	Suggest a description for me
		(i) Learn <u>m</u> ore

 4. Provide a detailed description [1]. Then, you may exit out[2]. All changes will be saved.

	Alt Text 2	×	R			
	How would you describe this object a its context to someone who is blind of vision? - The subject(s) in detail - The setting - The actions or interactions - Other relevant information (1-2 detailed sentences recommended	r low				
D	Chart that illustrates the four different learning styles. These learning styles are Visual, Auditory, Reading and Writing, and Kinesthetic.					
	Generate alt text for me					
	Mark as decorative ①					
	Give feedback on this alt text					

## RUSH Excellence is just the beginning.