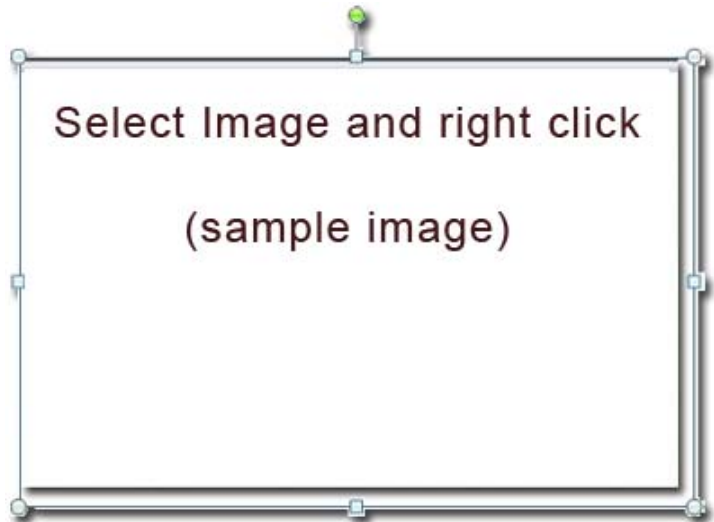



## Adding Alternative Text to 2007 Power Points

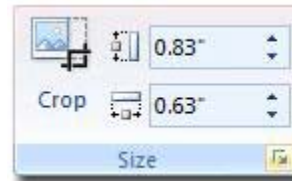
All online files, ppts, pdfs and htmls must have **Alternate Text** for each image used within the document.

*(Alternate Text is a description of the image to identify the picture for those students who use Text Readers.)*

To add an **Alt Text**, right click on the image to open the Picture Tools Format tool bar ribbon.



Find the **Size** box and click the  button.



Click the Alt Text tab then type in the image description in the Alternative text box.

Click 

