Images in Powerpoint

Inserting Images in Powerpoint

1. Click inside the content area where you want to insert the image
2. Click on the Insert tab
3. Select the type of picture you want to insert (Picture, Clip Art, and Screenshot are the most common)
4. Follow directions to insert image

Labeling with Alt Text

Alt Text labels images in a way that screen readers (devices that help individuals with disabilities) can "read" the images.

1. Right-click on the image
2. Select the Format Picture…option
3. Select Alt Text
4. Add appropriate Alt Text to the Description field
5. *Optional:* add appropriate title (may be the same as Alt Text or shortened version of Alt Text)

Best Practices

- Keep image size and coloring in mind
- **Avoid** flashing or animated images
- **Avoid** text boxes or Word Art lettering
- **Avoid** background images or watermarks