# FunDAI Checklist: Accessible Images

In Word and PowerPoint, the alternative text field is located in the Format Picture pane. To access it, right-click the graphic, and then select **Format Picture > Layout & Properties > Alt Text**.

## Alternative Text

* **Alternative text is provided for all images, charts, graphs, and diagrams.***Explanation: Alternative text (alt text) is accessed by screen reading technology and is read aloud to the student. Alt text allows the content and function of images and other visual elements to be accessible to those with visual disabilities.*
* **The alternative text is meaningful and sufficiently “replaces” the images, charts, graphs, and diagrams.***Explanation: For a student unable to see the image, a meaningful replacement allows the student to conceptualize the image’s content.*

## Long Descriptions

* **An indication of where to find the longer description is provided in the alternative text for ALL complex images, such as charts, graphs, and diagrams.**

*Explanation: Providing the location of a long description in the complex image’s alternative text helps students who use screen readers find the long description.*

**AND**

* **A long description is provided near the complex image.***Explanation: The content of some academic imagery is more complex than what alternative text can provide, especially when the images are instructional in nature. For these images, additional information is needed so that students may learn what is intended. Providing it near the image allows ALL students to benefit from a long description.*

**OR**

* **A link to the long description is provided before or after the complex image.***Explanation: The option of providing a link rather than text near the image is design choice. Providing a longer description on the same page or linking to it provides an opportunity for all students to learn from the description. To link to a long description, type the image’s description in a word processor, upload the document, and then create a link to it.*