# Digital Accessibility Checklist Explanations: Accessible Images

This document contains two sections: Alternative Text and Long Descriptions. It has five checkbox items followed by an explanation for each item. Use the up and down arrows to navigate the document.

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

[ ]  **A long description is included near more complex images, charts, graphs, and diagrams.**

*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.*

**OR**

[ ]  **A link to the long description is provided before or after the complex image.**

*Explanation: 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 it in a word processor, upload the document, and then create a link to it.*

**[ ]  An indication of where to find the longer description is provided in the image’s alternative text.**

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