

508 Compliance and Alt Text

If you can read the photo, what you read needs
to be entered in the alt text

Why add alt text?

Text that is in an image MUST be entered as Alt Text or it cannot be read by assistive technology, and will be inaccessible to some users. While it is best to avoid inserting photo files to show charts, graphs, text and complex non-image documents, when that is not possible, text that is exact or that includes all important information must be entered in the alt text field. The box will hold a lot of text, but it may be easier to type text into Word or notepad and paste. Be sure to save and close to retain entered text. The following are examples of compliant and non-compliant alt text. If the image containing the text has information that is not fully available elsewhere in the presentation, it must be described or transcribed fully in ALT text. For extremely detailed images, such as line graphs and charts that contain non-essential information (see example 5), a summary including all information pertinent to the presentation will be sufficient. The following examples show insufficient slide Alt text followed by compliant slide text.

To add alt text in PowerPoint, right-click the image, click Format Picture, and then click the Alt Text pane. To add Alt Text to the image, click the border of the SmartArt graphic or chart, and not an individual shape or piece. In the Description box, enter a detailed description. If the box contains text, copy. This box should always be filled in. In the Title box, enter a brief summary only if you are entering a detailed or long explanation in the Description box.

Inspection Results

- Missing Alt Text
 - Picture 2 (Slide 2)
- Missing Slide Title
 - Slide 1
 - Slide 2

Check Reading Order
Slide 1

Why Fix:

Alternate text helps readers understand information presented in pictures and other objects.

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

▷ POSITION

▷ **TEXT BOX**

▲ ALT TEXT

Title ⓘ

Description


Add Alt Text Here

Example 1: Text in photo format, insufficient Alt Text

Diagnostic Criteria for Major Depression

Depressed mood or markedly decreased pleasure in most activities that occurs for 2 weeks or more defines a major depressive disorder. Patients will experience at least five of the following symptoms nearly every day. These symptoms cause clinically significant distress or impairment in social, occupational, or other functioning. To be considered a major depressive disorder, psychotropic drugs or a general medical condition aren't the cause of these symptoms and they don't occur within 2 months of the loss of a loved one:

- Depressed mood (irritability in children and adolescents) most of the day, nearly every day
- Markedly diminished interest or pleasure in almost all activities most of the day, nearly every day, as indicated either by subjective account or observation by others
- Significant weight loss or gain
- Insomnia or hypersomnia
- Psychomotor agitation or retardation
- Fatigue or loss of energy
- Feeling of worthlessness or guilt
- Impaired concentration
- Recurrent thoughts of death or suicide.



Diagnostic Criteria for Major Depression

Example 1: Text in photo format, detailed Alt Text

Diagnostic Criteria for Major Depression


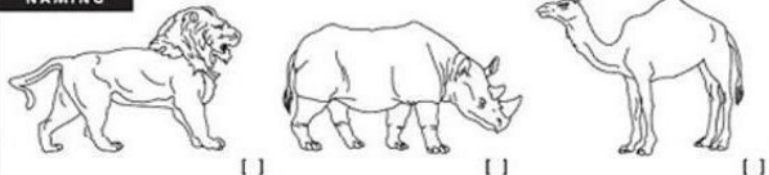
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Example 2: Form in photo format, bad Alt Text

MONTREAL COGNITIVE ASSESSMENT (MOCA)		NAME :	Education :	Date of birth :
		Sex :		DATE :
VISUOSPATIAL / EXECUTIVE		Copy cube		
		Draw CLOCK (Ten past eleven) (3 points)		
[] [] []		[] [] []		
		___/5		
NAMING				
				
[] [] [] ___/3				
MEMORY				
Read list of words, subject must repeat them. Do 2 trials. Do a recall after 5 minutes.		FACE	VELVET	CHURCH
1st trial				
2nd trial				
No points				
ATTENTION				
Read list of digits (1 digit/ sec.). Subject has to repeat them in the forward order		[] 2 1 8 5 4		
Subject has to repeat them in the backward order		[] 7 4 2		
___/2				
Read list of letters. The subject must tap with his hand at each letter A. No points if ≥ 2 errors				
[] FBACMNAAJKLBFAKDEAAAJAMOFAB				
___/1				
Serial 7 subtraction starting at 100				
[] 93		[] 86	[] 79	[] 72
		[] 65		
4 or 5 correct subtractions: 3 pts, 2 or 3 correct: 2 pts, 1 correct: 1 pt, 0 correct: 0 pt				
___/3				
LANGUAGE				
Repeat : I only know that John is the one to help today. []				
The cat always hid under the couch when dogs were in the room. []				
___/2				
Fluency / Name maximum number of words in one minute that begin with the letter F [] _____ (N ≥ 11 words)				
___/1				
ABSTRACTION				
Similarity between e.g. banana - orange = fruit		[] train - bicycle	[] watch - ruler	
___/2				
DELAYED RECALL				
Has to recall words WITH NO CUE		FACE	VELVET	CHURCH
		[]	[]	[]
Category cue				
Multiple choice cue				
Points for UNCUE recall only				
___/5				
ORIENTATION				
[] Date		[] Month	[] Year	[] Day
		[] Place	[] City	
___/6				
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Normal ≥ 26 / 30				
TOTAL				
Add 1 point if ≤ 12 yr edu				
___/30				

Example 2: Form in photo format, detailed Alt Text

MONTREAL COGNITIVE ASSESSMENT (MOCA)

NAME : _____ Education : _____ Date of birth : _____
 Sex : _____ DATE : _____

VISUOSPATIAL / EXECUTIVE

Copy cube

Draw CLOCK (Ten past eleven) (3 points)

POINTS

____/5

NAMING

____/3

MEMORY

Read list of words, subject must repeat them. Do 2 trials. Do a recall after 5 minutes.

	FACE	VELVET	CHURCH	DAISY	RED
1st trial					
2nd trial					

No points

ATTENTION

Read list of digits (1 digit/ sec.). Subject has to repeat them in the forward order [] 2 1 8 5 4
 Subject has to repeat them in the backward order [] 7 4 2

____/2

Read list of letters. The subject must tap with his hand at each letter A. No points if ≥ 2 errors
 [] F R A C M N A A I K L R A F A K D F A A A J A M O F A A R

____/1

Serial 7 subtraction starting at 100: []

LANGUAGE

Repeat : I only know that
 The cat always b

Fluency / Name maximum number of words

ABSTRACTION

Similarity between e.g. ba

DELAYED RECALL

Has to recall words
 WITH NO CUE

Optional

Category cue
 Multiple choice cue

ORIENTATION

[] Date []

____/6

____/0

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 www.mocatetest.org

Montreal Cognitive Assessment (MOCA).
 Visuospatial/Executive. Draw a line based on instructions.
 Copy the geometric figure. Draw a clock based on instructions.
 Name three animals from illustrations.
 Memory, read list of words and test recall. Attention, read list of words and repeat, read letters and perform motion at letter a, subtract 7 from list of 5 numbers. Sentence repetition. Verbal fluency, name words starting with a certain letter. Abstraction, ask what do words have in common. Delayed recall, name remembered words. Optional score field. Orientation, date month, year, day, place, city. Score. Total score.

Example 3: Table in photo format, insufficient Alt Text

Current Contraceptive Options: All Birth Control is not Equal

Extremely Effective	Very Effective	Moderately Effective	Effective
>99%	~91%–99%	~78%–98%	~72%–99%
<ul style="list-style-type: none">• Sterilization• Long-Acting Reversible Contraception:<ul style="list-style-type: none">• Intrauterine Devices (IUDs)• Implants	<ul style="list-style-type: none">• Pills• Ring• Patch• Injectable	<ul style="list-style-type: none">• Male Condom• Withdrawal• Diaphragm• Female Condom	<ul style="list-style-type: none">• Fertility awareness methods• Spermicide

Current Contraceptive Options, all birth control is not equal

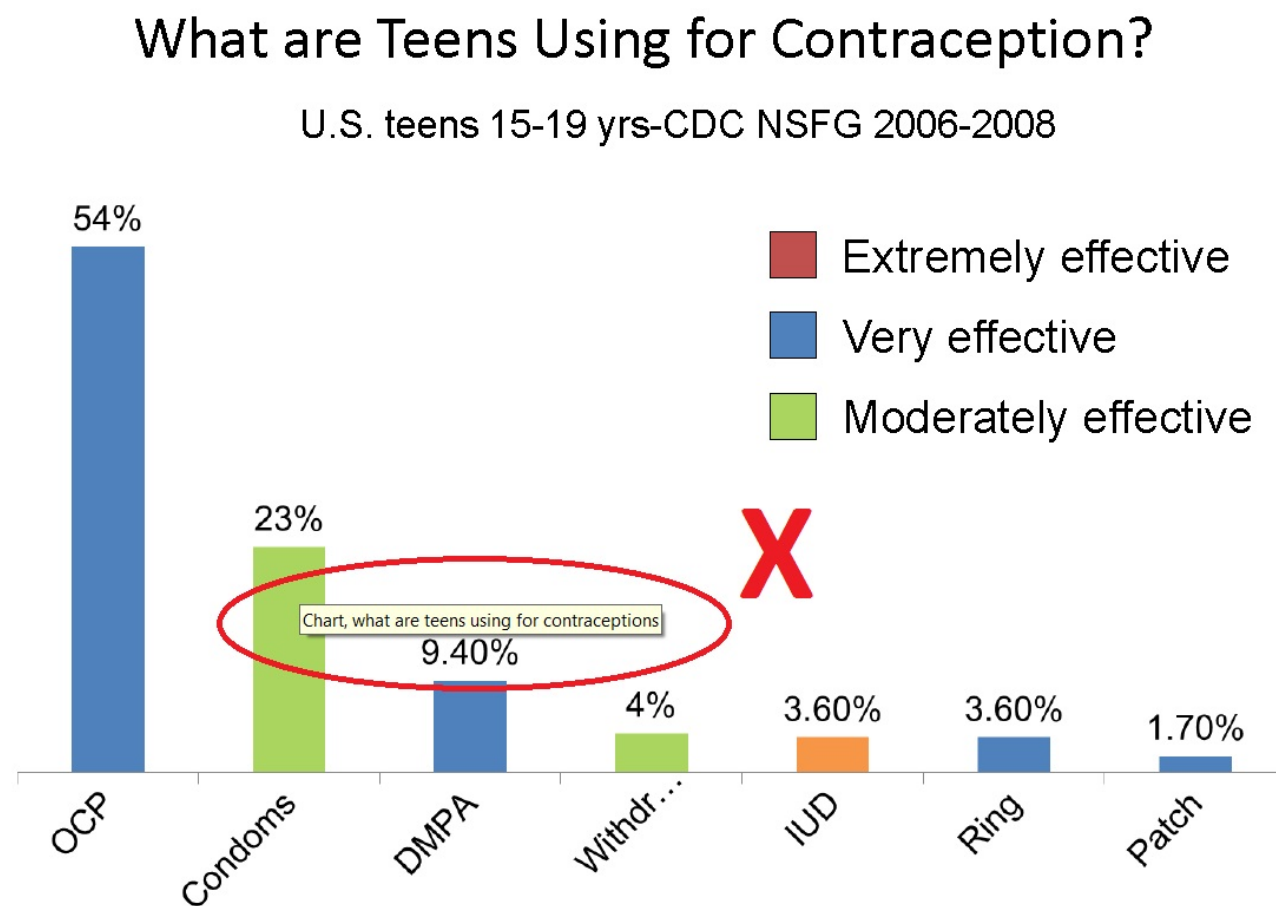
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Current Contraceptive Options, all birth control is not equal. Extremely effective, More than 99%: Sterilization, long acting reversible contraception, IUDs, Implants. Very effective, between 91 and 99 percent, pills, ring patch, injectable. Moderately effective, between 78 and 98 percent, male condom, withdrawal, diaphragm, female condom, effective, between 72 and 99 percent, fertility awareness methods, spermicide

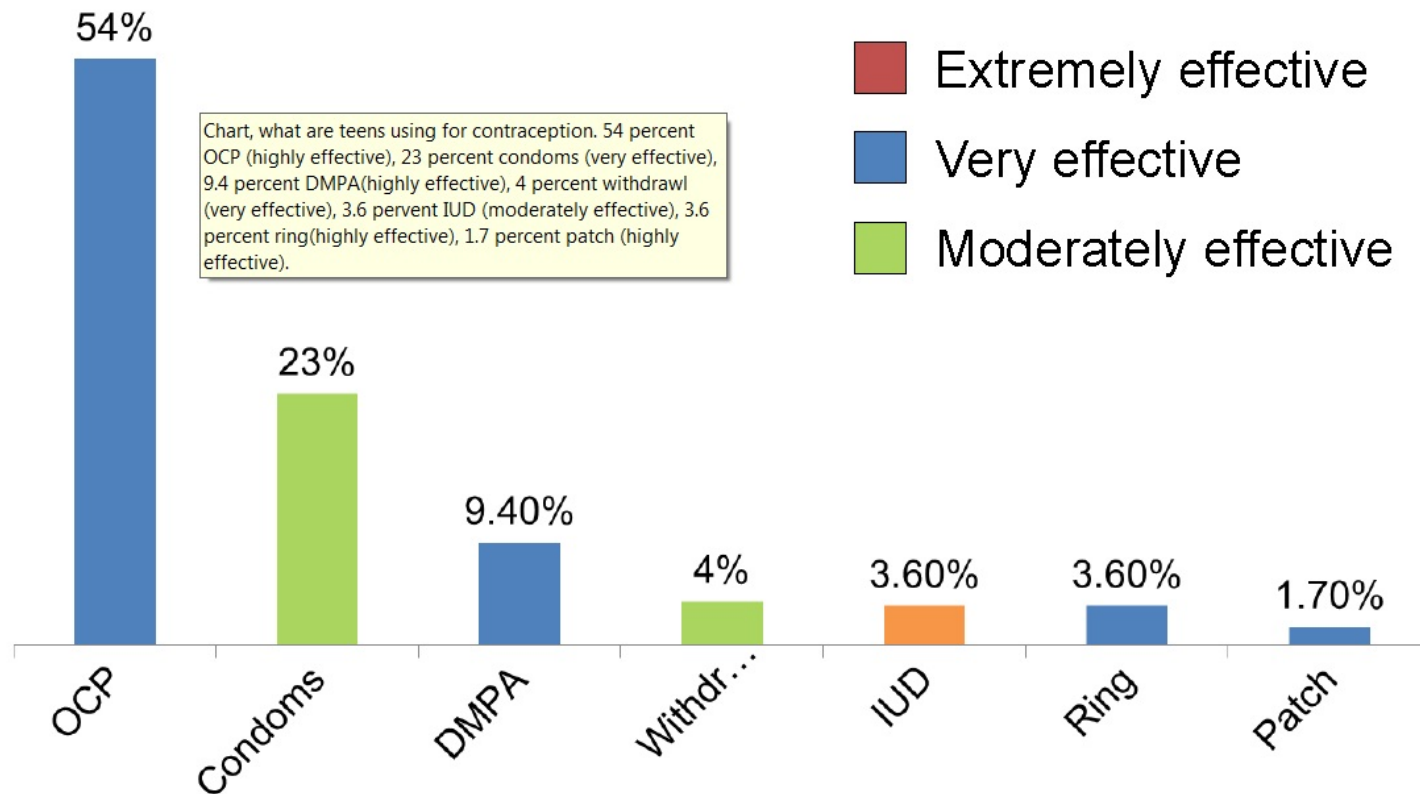
Example 4: Bar graph in photo format, insufficient Alt Text



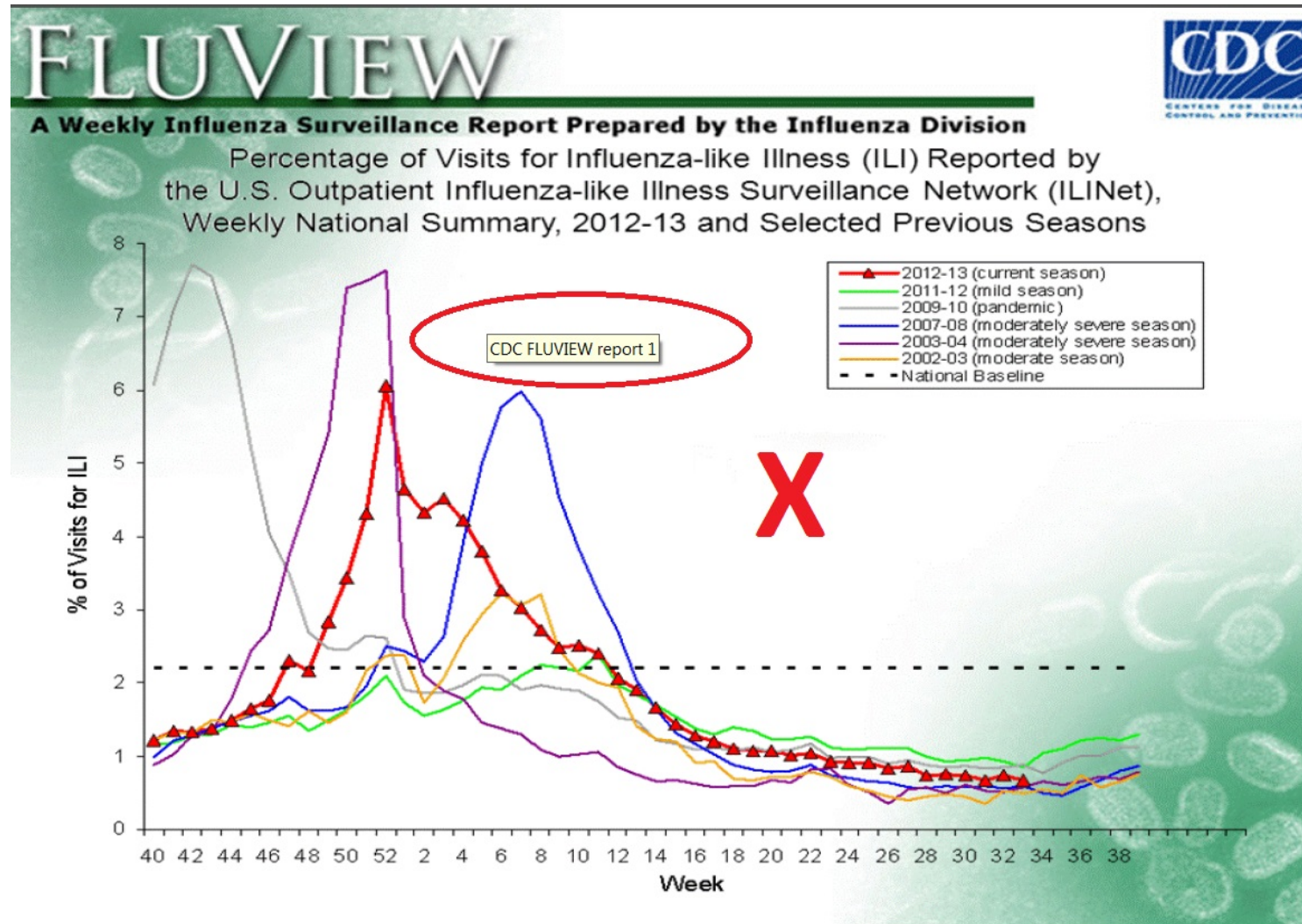
Example 4: Bar graph in photo format, detailed Alt Text

What are Teens Using for Contraception?

U.S. teens 15-19 yrs-CDC NSFG 2006-2008



Example 1: Line graph in photo format, insufficient Alt Text



Example 5: Line graph in photo format, detailed Alt Text

