How to fix Missing Alternative Text ( Alt-Text) within a Powerpoint Presentation :

Open the PDF by going to File menu – then click OPEN, and then navigate to where the PDF was saved. Then click on FILE menu, then Save As. Enter a new name for the file, and underneath the name is the File Type – and make sure that says PPTX or Powerpoint .

Once saved, Open the Powerpoint file then

1. Click on the REVIEW menu option,
2. Click Check Accessibility on the ribbon menu at the top.
3. You will see errors showing Missing Alternative Text and on the left side you can click to expand that to the individual errors.
4. Click on the down arrow on the right side of the error.. and choose either Add a Description , OR Mark as Decorative ( for images that are simply separation border lines etc ).
5. Once you click the Add description it will present a box to add descriptive text - once done click the “X” in the upper right corner and that will close the box and error will be removed.

Repeat these steps until the errors are eliminated