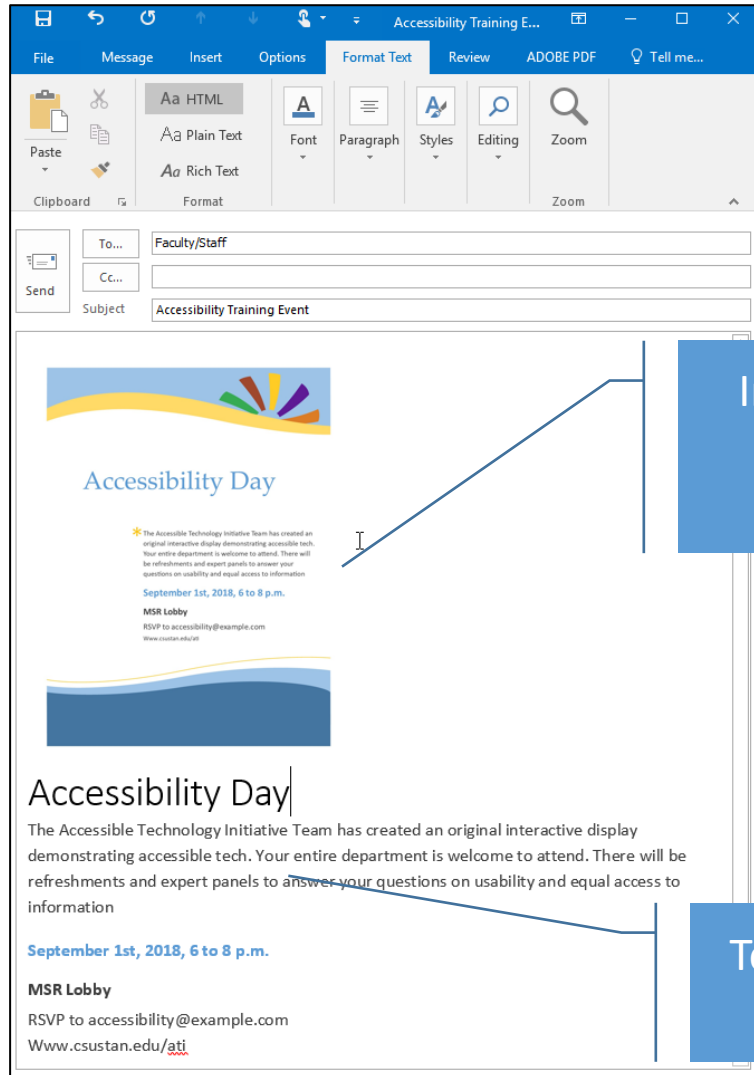


Creating Accessible Email

Text vs. Images in Email Messages *The Super-Shortcut Training Series*

*Tawn Gillihan, Office of Information Technology
Stanislaus State*

Images vs Text? – Text Wins!

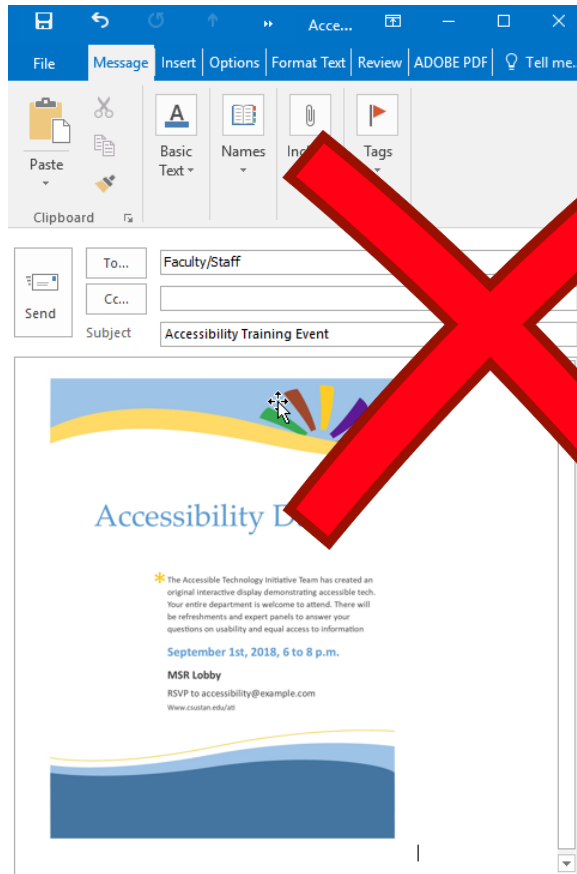


Images are not
Accessible in
Outlook

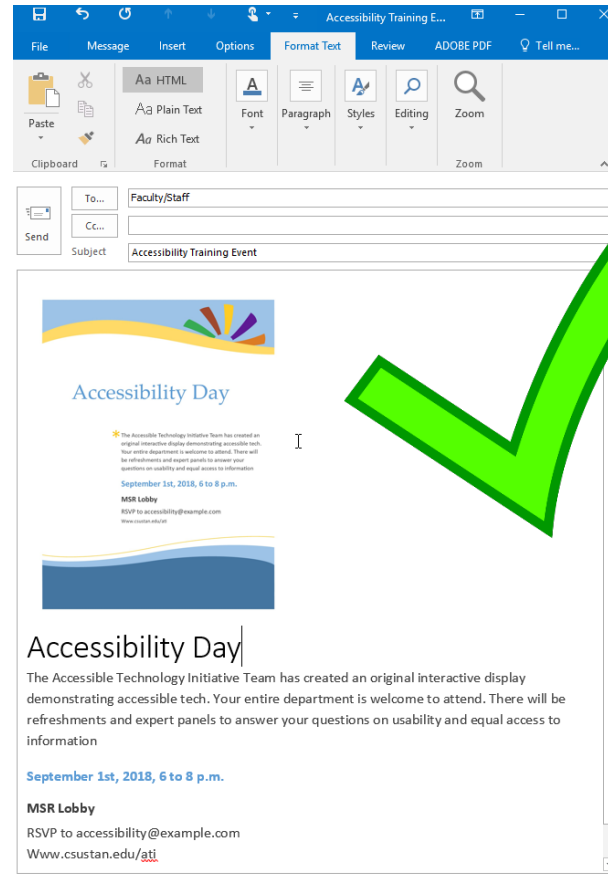
Text is Accessible
In Outlook

- Avoid using text in images as the sole method of conveying important information.
- If you must use an image with text in it, repeat that text in the document.
- If you can only use one or the other, always choose TEXT!

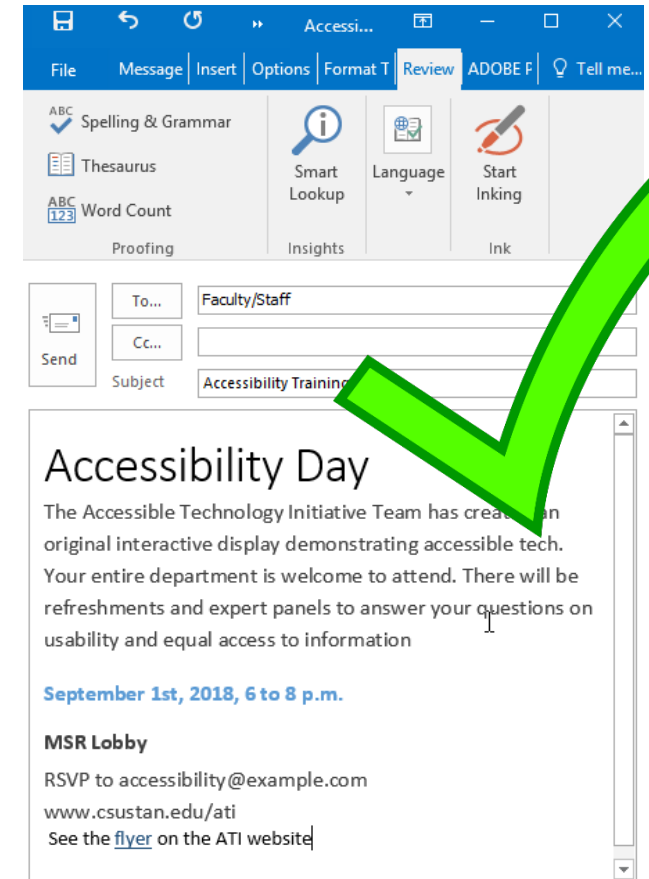
Super Shortcut for Creating Accessible Email



✗ Inaccessible – image only

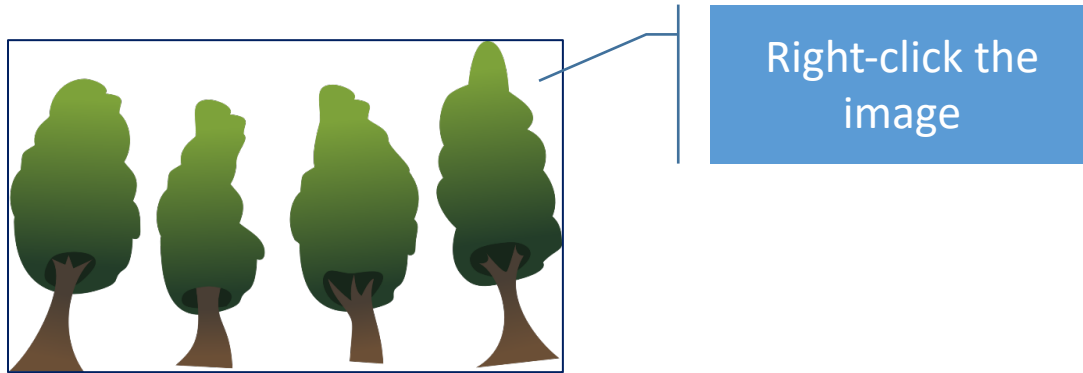


✓ Accessible – image + text



✓ Accessible –Text Only

Adding Alt Text to Images



- Alt text helps people who can't see the screen to understand what's important in images and other visuals.
- In alt text, briefly describe the image and mention the existence of the text and its intent.

