

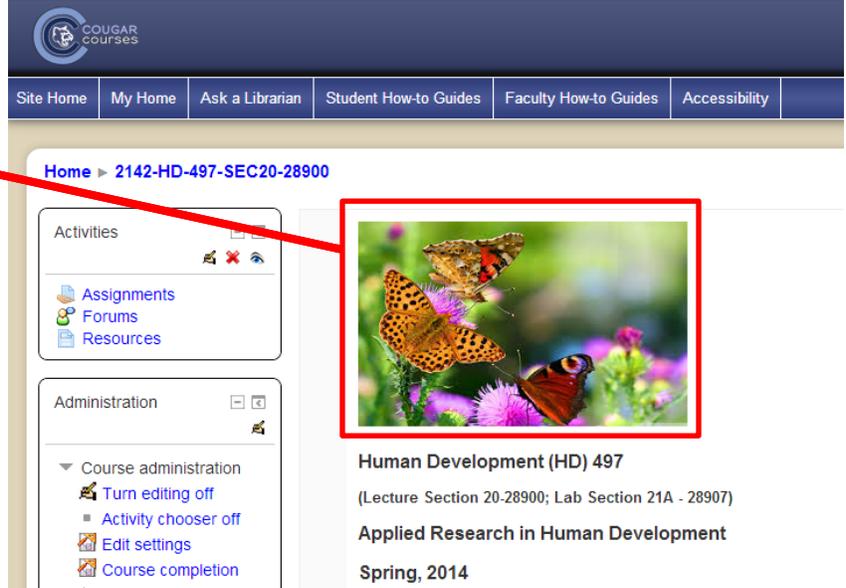
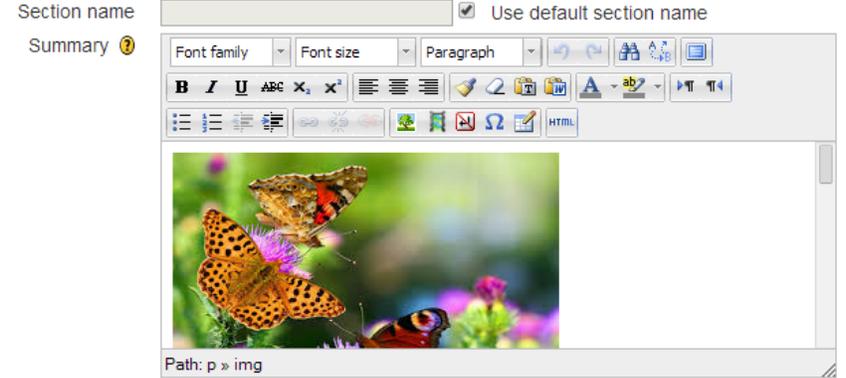
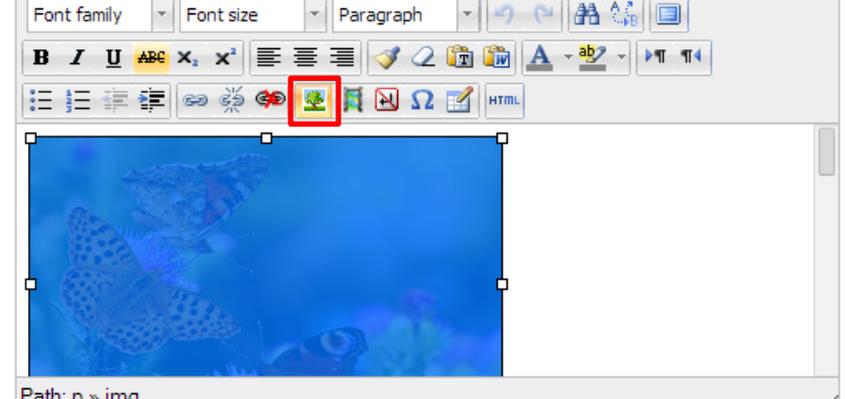
Adding Alt. Text to Images in Cougar Course

What is Alternative Text?

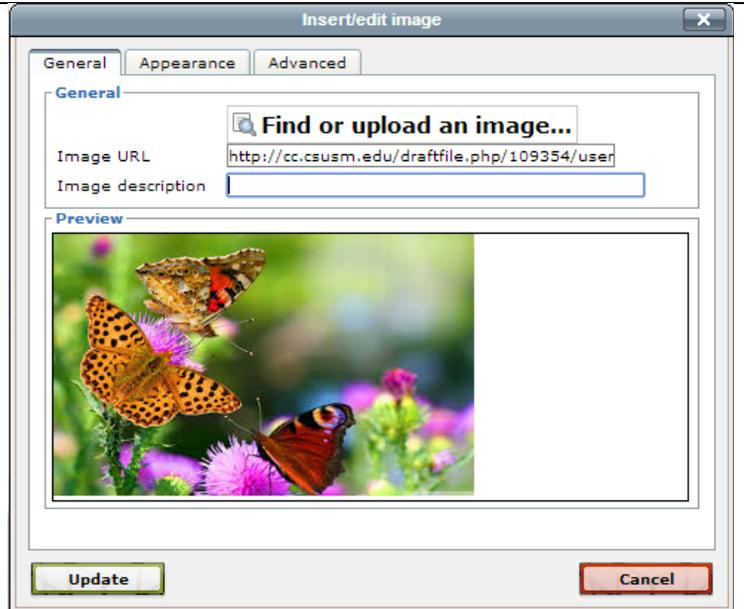
Adding Alternative (Alt.) Text is an easy way to ensure that your students can enjoy all of the content that you add to your Cougar Course page!

Why should I add in Alternative Text?

Alt. text helps non-visual students understand elements you may have added to your page and it is required by law that all content be accessible to **all** audiences.

<p>Step 1: Log into your Cougar Course and locate an image that you've inserted into the page.</p>	 <p>The screenshot shows the Cougar Course interface. At the top, there is a navigation bar with links: Site Home, My Home, Ask a Librarian, Student How-to Guides, Faculty How-to Guides, and Accessibility. Below this, the course path is shown as Home > 2142-HD-497-SEC20-28900. On the left, there are sections for Activities (Assignments, Forums, Resources) and Administration (Course administration, Turn editing off, Activity chooser off, Edit settings, Course completion). On the right, there is a large image of butterflies on purple flowers, which is highlighted with a red box. Below the image, the course title is 'Human Development (HD) 497' and the semester is 'Spring, 2014'.</p>
<p>Step 2: Find and select the  icon that corresponds with the image that you are adding Alt. Text to.</p> <p>A new page will load and will have your content within the text box.</p>	 <p>The screenshot shows the image alt text editor interface. At the top, there is a 'Section name' field and a 'Use default section name' checkbox. Below this, there is a 'Summary' field and a rich text editor toolbar with various formatting options. The main area of the editor contains the butterfly image from the previous screenshot. At the bottom, the path is shown as 'Path: p > img'.</p>
<p>Step 2: Click on the image that you wish to add Alt. Text to, and then click the  icon in the top panel.</p>	 <p>The screenshot shows the image alt text editor interface, similar to the previous one. The main area of the editor contains the butterfly image. In the top panel, the image icon (a small tree with a picture) is highlighted with a red box. At the bottom, the path is shown as 'Path: p > img'.</p>

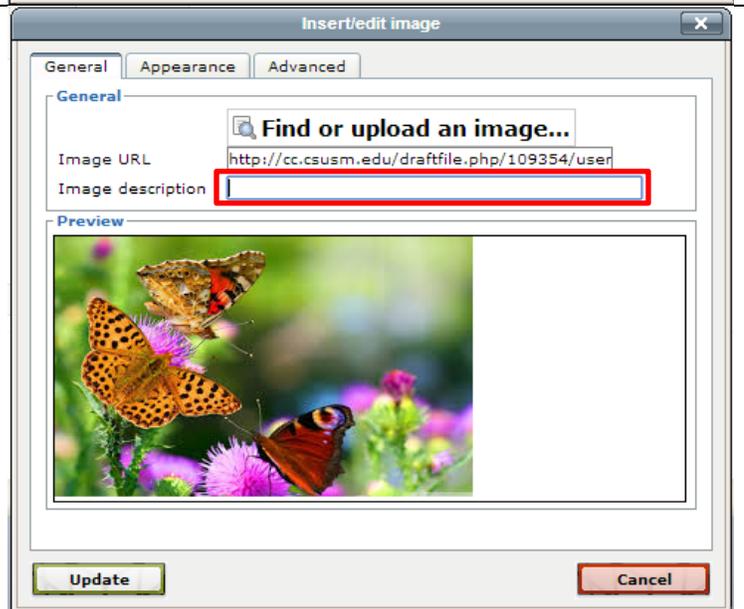
Step 3: As soon as you have clicked the  icon, a pop-up box will appear. Within the pop-up box there will be the URL of the image you had originally posted, an empty Image description text area, and a preview of the image.

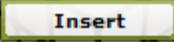


Step 4: In the *Image description* text box, type out a **short** explanation of what the image is.

For the example shown on the right, the Alt. Text would be: “Butterflies on flowers”.

Please note: This short explanation of the image should just be a few words and no longer than a sentence!



Step 5: Once you have added in an Image description, select the  button and your image should now appear within the text box portion of the edit panel. Add in any other Alt. Text needed or text edits and text as needed, then save your changes.

If questions about Alt. Text arise, please contact: accessibility@csusm.edu

Adding Alt. Text to Decorative Images

Remember: Whenever you have an image that is purely decorative, should as a boarder or image break add (quote quote – no spaces!) “” to the Alt. text.

Adding “” will have screen readers skip the content as a natural sounding pause.

