

Accessibility Considerations

Adding Alternative Text on Ploud(6) Sites

Table of Contents

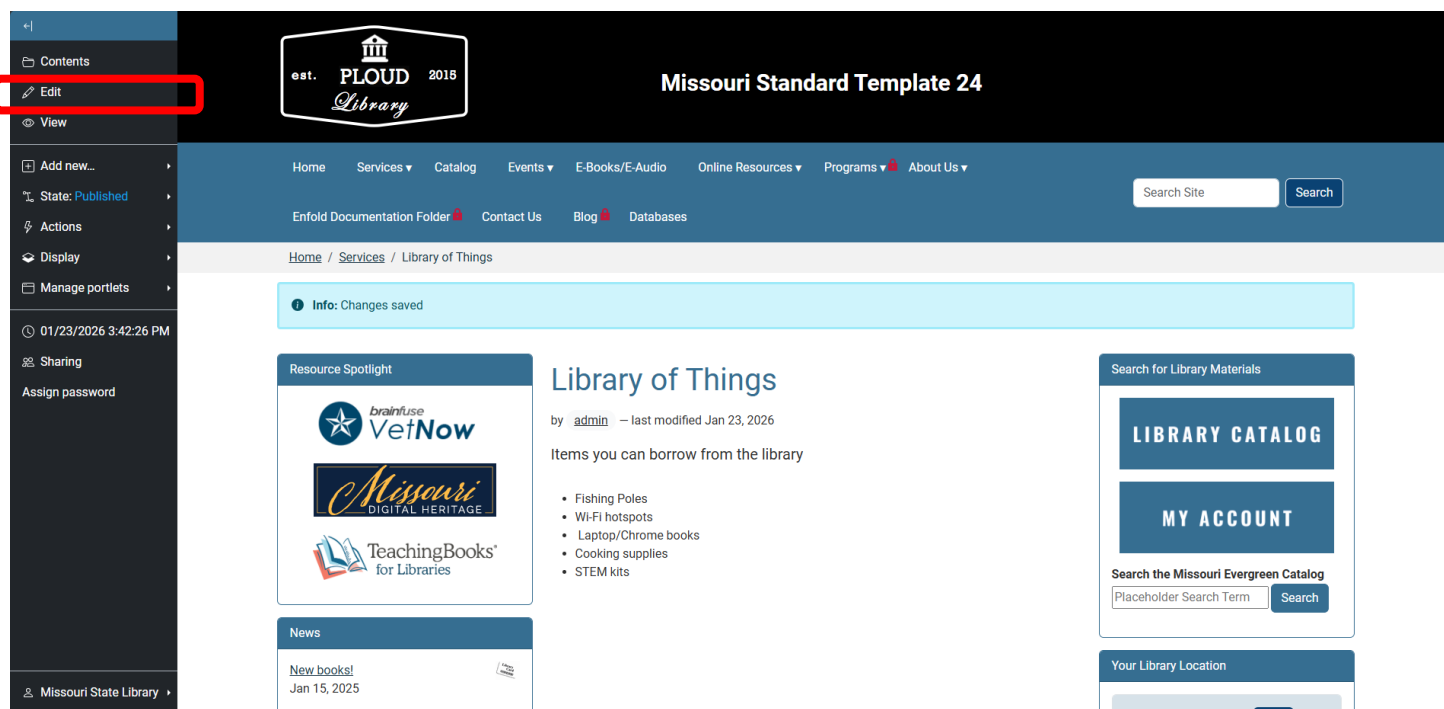
1. [Navigating to Insert or Edit an Image](#) (Pages 2-5)
2. [Adding an Image and Including Alternative Text](#) (Pages 6-22)
3. [Editing an Existing Image to Add Alternative Text](#) (Pages 23-27)
4. [Things to Note](#) (Page 28)



This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

Navigating to Insert or Edit an Image

1. To add or edit an image, select the Edit button while on the page. It is located on the left side of the screen.



The screenshot displays the Missouri Standard Template 24 website interface. On the left side, a dark sidebar contains a menu with the following items: Contents, Edit (highlighted with a red box), View, Add new..., State: Published, Actions, Display, Manage portlets, 01/23/2026 3:42:26 PM, Sharing, Assign password, and Missouri State Library. The main content area features a header with the Missouri State Library logo (est. 1820, PLOUD 2015) and the title 'Missouri Standard Template 24'. Below the header is a navigation bar with links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right side of the navigation bar. The main content area includes a breadcrumb trail: Home / Services / Library of Things. A light blue notification bar at the top of the content area states 'Info: Changes saved'. The main content area is divided into three columns. The left column is titled 'Resource Spotlight' and features logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. The middle column is titled 'Library of Things' and includes the text 'by admin — last modified Jan 23, 2026' and 'Items you can borrow from the library'. Below this text is a list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. The right column is titled 'Search for Library Materials' and contains two buttons: 'LIBRARY CATALOG' and 'MY ACCOUNT'. Below these buttons is a search bar with the text 'Search the Missouri Evergreen Catalog' and a search button. At the bottom of the right column is a section titled 'Your Library Location'.

2. This will take us to the Edit Page screen for that page.

The screenshot displays the 'Edit Page' interface for a library website. The top navigation bar includes links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right corner. The left sidebar contains navigation options such as Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and a timestamp of 01/23/2026 3:42:26 PM. The main content area is titled 'Edit Page' and features a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below this is a 'News' section with two items: 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024). The 'Edit Page' section has tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Title' field contains 'Library of Things' and the 'Summary' field contains 'Items you can borrow from the library'. Below the summary is a text editor with a toolbar and a list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. On the right side, there is a 'Search for Library Materials' section with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a 'Your Library Location' section with a 'Missouri State Library Main Branch' button and a photo of the library building.

3. Near the top of the Edit Page screen, there may be an alert box that says, “You are editing the default view of a container. If you want to edit the container itself, go here.”

You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).

Ignore this as this isn't relevant to adding alternative text.

4. Instead, we want to focus on the Text section. Despite its name, this is where all assets on your page will go, such as images, links, PDFs, and other files.

The screenshot displays the 'Edit Page' interface for a library website. The central focus is the 'Text' editor, which is highlighted with a red rounded rectangle. The editor includes a rich text toolbar with options like 'Insert image', 'Paragraph', and '12pt', and a content area containing a bulleted list: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'. The interface also features a left sidebar with navigation options, a top navigation bar, and several content sections: 'Resource Spotlight' (featuring brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries), 'News' (with items like 'New books!' and 'Example News Item'), 'Upcoming Events' (listing Memorial Day and Independence Day library closures), 'Search for Library Materials' (with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button), and 'Your Library Location' (for Missouri State Library).

5. First, select approximately where you want the image to go. For example, let's add an image of something on our Library of Things page under the STEM kits, which is the last bullet point.

The screenshot displays the 'Edit Page' interface for a library website. The interface is divided into three main sections: a left sidebar, a central content area, and a right sidebar.

Left Sidebar: Contains navigation options such as 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and a timestamp '01/23/2026 3:42:26 PM'. The bottom of the sidebar shows 'Missouri State Library'.

Central Content Area: Titled 'Edit Page', it includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Title' field is set to 'Library of Things'. The 'Summary' field contains the text 'Items you can borrow from the library'. The 'Text' field contains a bulleted list: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'. The 'STEM kits' item is highlighted with a red rectangle. Below the text field is a 'Change Note' field and a comment box. At the bottom are 'Save' and 'Cancel' buttons.

Right Sidebar: Contains sections for 'Search for Library Materials' with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, a search bar for the 'Missouri Evergreen Catalog', and 'Your Library Location' for the 'Missouri State Library Main Branch' with an address, phone number, and hours field.

Adding an Image and Including Alternative Text

1. You will select the Insert Image button within the Text section.

The screenshot displays the 'Edit Page' interface for a library website. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', '01/23/2026 3:42:26 PM', 'Sharing', 'Assign password', and 'Missouri State Library'.
- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- News:** Lists 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024).
- Upcoming Events:** Shows 'Memorial Day: Library Closed' (25 MAY, 12:00 AM) and 'Independence Day: Library Closed' (04 JUL, 12:00 AM).
- Edit Page:** The central editor with tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. It includes a 'Title' field (Library of Things), a 'Summary' field (Items you can borrow from the library), and a 'Text' section. The 'Text' section has a toolbar with an 'Insert image' button highlighted by a red box. Below the toolbar is a list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. There is also a 'Change Note' field and a 'Save' button.
- Search for Library Materials:** A search bar with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a search input field with a 'Search' button.
- Your Library Location:** A section for 'Missouri State Library Main Branch' with an image of the library building, address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers ((123) 123-4567), and a field for 'Hours'.

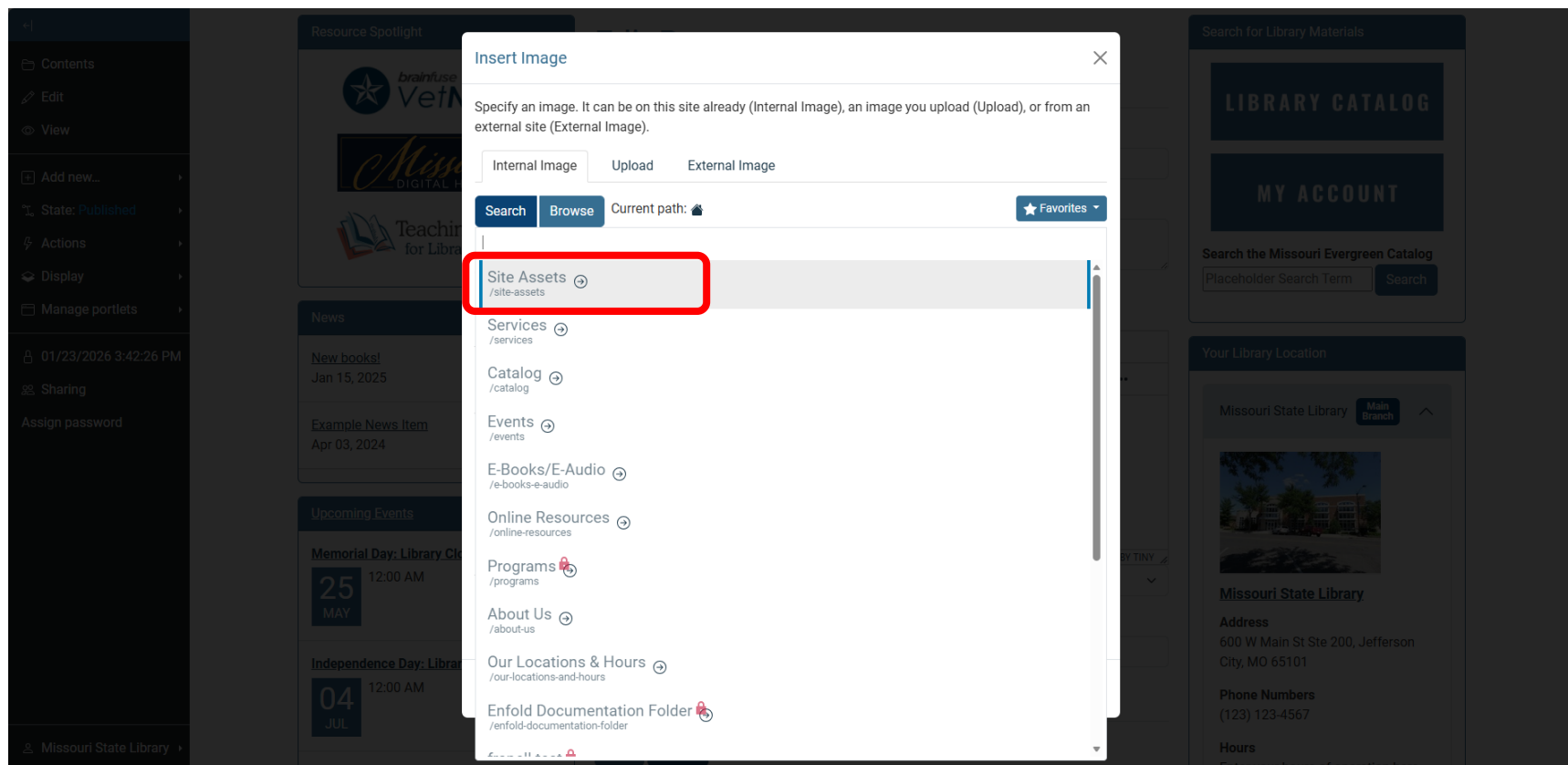
2. This will pull up the Insert Image menu.

The screenshot shows a CMS interface with a dark sidebar on the left containing navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', and 'Manage portlets'. The main content area is dimmed, showing a 'Resource Spotlight' with 'Missouri Digital History' and 'Teaching for Learning' logos, a 'News' section with 'New books!' and 'Example News Item', and an 'Upcoming Events' section with 'Memorial Day: Library Cl...' and 'Independence Day: Libra...'. A 'Search for Library Materials' section is visible on the right with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons. Overlaid on this is a white 'Insert Image' dialog box. The dialog has a title bar with a close button. Below the title, it says 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)'. There are three tabs: 'Internal Image' (selected), 'Upload', and 'External Image'. Below the tabs are 'Search' and 'Browse' buttons, and a breadcrumb path: 'Current path: /services/library-of-things-1/library-of-things'. A search input field contains 'Search for item on site...'. Below that is a 'Size' dropdown menu set to 'Medium'. There are three text input fields: 'Title', 'Alternative Text', and 'Image Caption'. A checkbox labeled 'Show Image Caption from Image Description' is unchecked. At the bottom of the dialog are 'Cancel' and 'Insert' buttons.

3. We will need to use this menu to select our image. The easiest way to do that is to select the home icon.

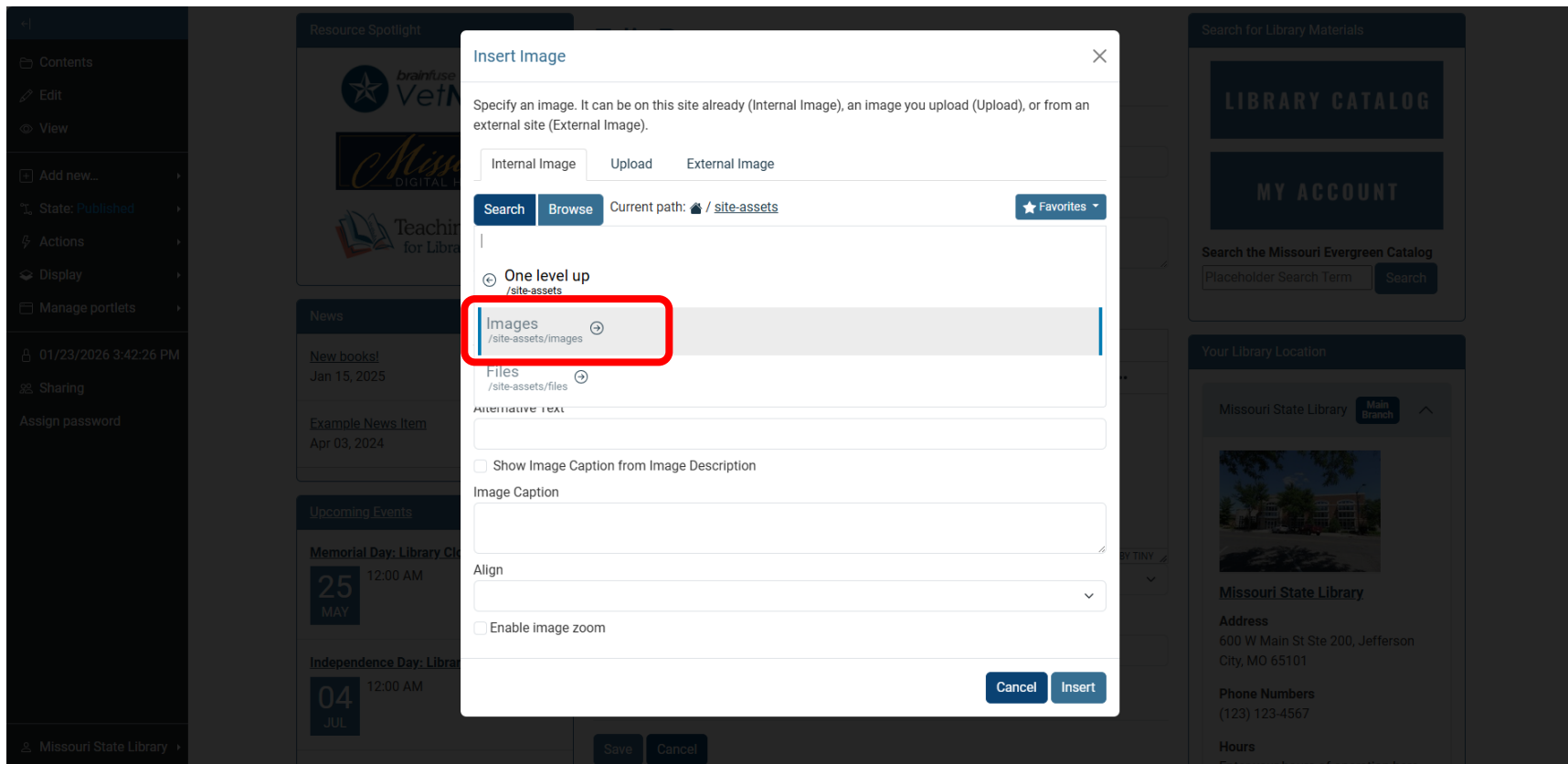
The screenshot displays a CMS interface with an "Insert Image" dialog box open. The dialog box has three tabs: "Internal Image", "Upload", and "External Image". The "External Image" tab is selected. Below the tabs, there are buttons for "Search" and "Browse". The "Current path" field is highlighted with a red box and contains the text: "services / library-of-things:1 / library-of-things". Below this field is a search input field with the placeholder text "Search for item on site...". There are also fields for "Size" (set to "Medium"), "Title", "Alternative Text", "Image Caption", and "Align". There are checkboxes for "Show Image Caption from Image Description" and "Enable image zoom". At the bottom of the dialog box are "Cancel" and "Insert" buttons. The background shows a sidebar with navigation options like "Contents", "Edit", "View", "Add new...", "State: Published", "Actions", "Display", "Manage portlets", and a main content area with sections for "Resource Spotlight", "News", and "Upcoming Events".

4. This will pull up the main folders. From here, we select Site Assets' arrow.



The screenshot displays a CMS interface with a dark sidebar on the left and a main content area. A white 'Insert Image' dialog box is open in the center. The dialog box has a title bar with 'Insert Image' and a close button. Below the title bar, there is a text prompt: 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)'. There are three tabs: 'Internal Image', 'Upload', and 'External Image'. Below the tabs, there are 'Search' and 'Browse' buttons, and a 'Current path:' field. A list of folders is shown below, with 'Site Assets' highlighted by a red rectangle. The list includes: 'Site Assets' (with a right-pointing arrow), 'Services' (with a right-pointing arrow), 'Catalog' (with a right-pointing arrow), 'Events' (with a right-pointing arrow), 'E-Books/E-Audio' (with a right-pointing arrow), 'Online Resources' (with a right-pointing arrow), 'Programs' (with a right-pointing arrow and a red lock icon), 'About Us' (with a right-pointing arrow), 'Our Locations & Hours' (with a right-pointing arrow), and 'Enfold Documentation Folder' (with a right-pointing arrow and a red lock icon). The background shows a sidebar with 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and a date/time stamp. The main content area has a 'Resource Spotlight' section with 'brainfuse VetM' and 'Missouri Digital' logos, and 'News' and 'Upcoming Events' sections.

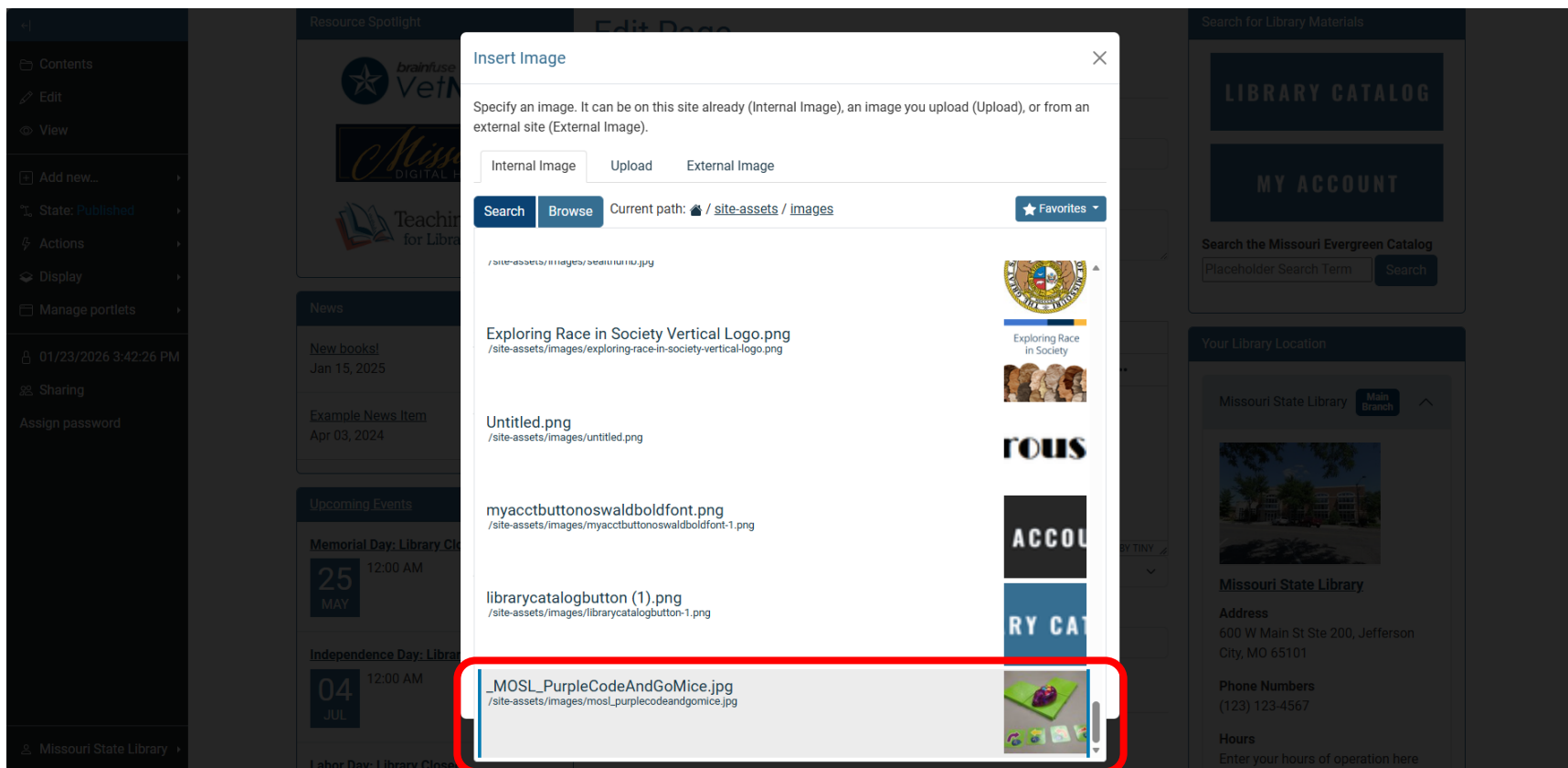
5. Then, select Images' arrow.



6. Next, find and select the image you want.

The screenshot displays a CMS interface with a dark sidebar on the left and a main content area. The sidebar contains navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and a user profile for 'Missouri State Library'. The main content area features a 'Resource Spotlight' with 'brainfuse VetM' and 'Missouri State Library Digital Learning' logos, a 'Teaching for Learning' logo, and sections for 'News' (with 'New books!' and 'Example News Item'), 'Upcoming Events' (listing Memorial Day and Independence Day), and 'Labor Day: Library Closed'. A modal dialog titled 'Insert Image' is open in the center, showing a file browser with the current path '/site-assets/images'. The dialog includes tabs for 'Internal Image', 'Upload', and 'External Image', and buttons for 'Search' and 'Browse'. A list of files is displayed, including 'One level up', '_0e50d439-e7bd-4ba7-ac2b-8113ae813260.jpeg', 'Actions-menu-define-action.png', 'cookie-the-pom-gySMaocSdqS-unsplash.jpeg', 'Data Base Logos', 'Facebook_Logo_128x128.png', and 'Free Resource Buttons'. Each file entry includes a thumbnail and its full path. The background website also shows a 'LIBRARY CATALOG' section, a 'MY ACCOUNT' section, and a 'Your Library Location' section for the 'Main Branch' of the Missouri State Library, providing address and phone number information.

We had to scroll down to the end of the list of our photo to select our Code & Go Mice image to go under the STEM kits bullet point.



7. Once you select your image, you will be taken back to the Insert Image pop-up menu, and your chosen picture will appear under the Search and Browse buttons.

The screenshot displays a CMS interface with a dark sidebar on the left and a main content area on the right. The sidebar contains navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 01/23/2026 3:42:26 PM, Sharing, and Assign password. The main content area features a 'Resource Spotlight' section with a 'brainfuse Vet' logo, a 'Missouri DIGITAL' logo, and a 'Teacher for Libr' logo. Below this is a 'News' section with a 'New books!' announcement for Jan 15, 2025, and an 'Example News Item' for Apr 03, 2024. The 'Upcoming Events' section lists 'Memorial Day: Library C' on May 25 at 12:00 AM and 'Independence Day: Libr' on July 04 at 12:00 AM. The bottom of the sidebar shows 'Missouri State Library'. The 'Insert Image' pop-up menu is centered, showing a search result for '_MOSL_PurpleCodeAndGoMice.jpg' with a thumbnail image of a purple mouse. The pop-up includes fields for Title, Alternative Text, Image Caption, and Align, along with checkboxes for 'Show Image Caption from Image Description' and 'Enable image zoom'. The background content is dimmed.

8. You can select a baseline size for your photo as either Large, Medium, or Small.

Size

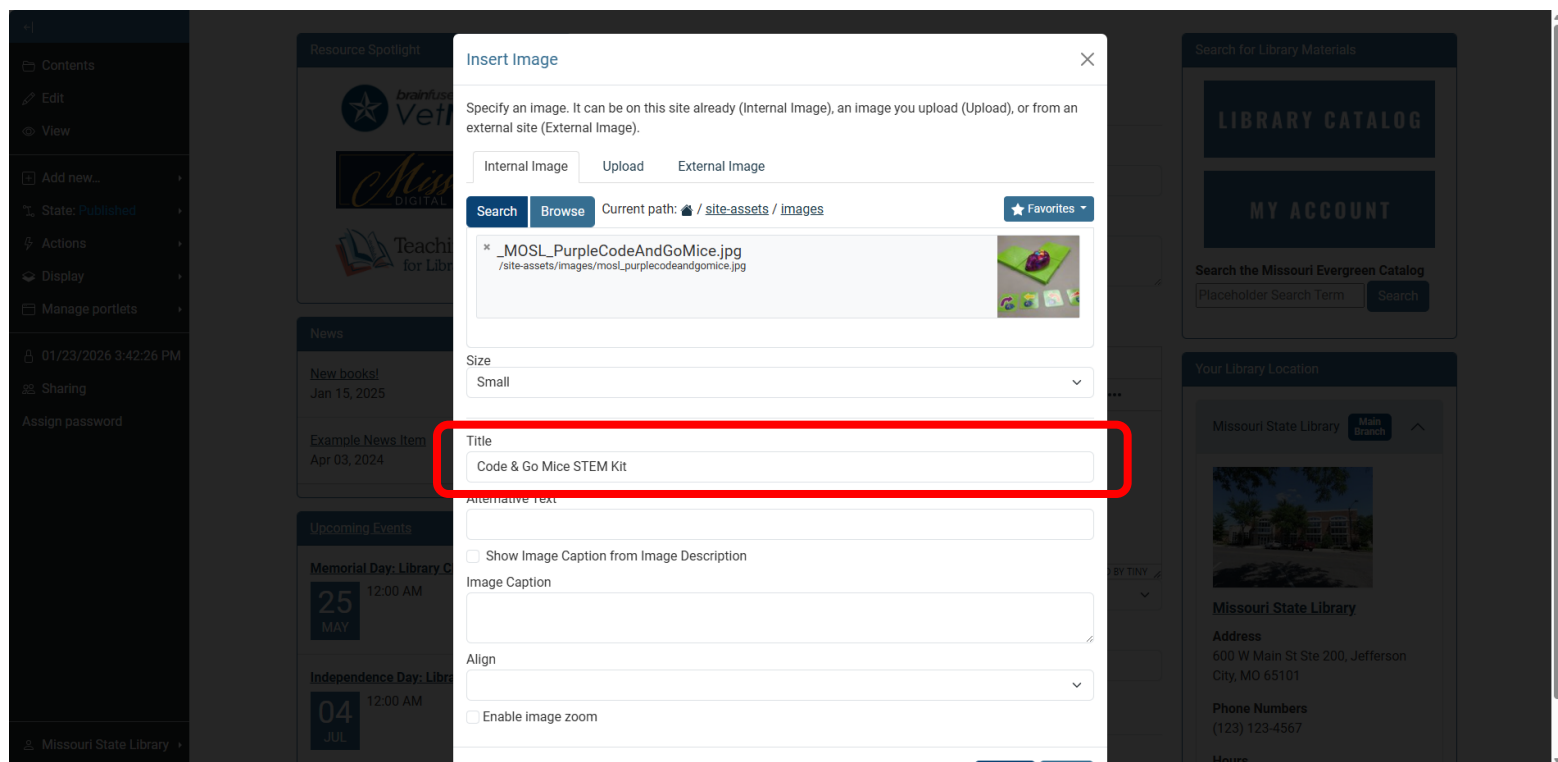
Size

Size

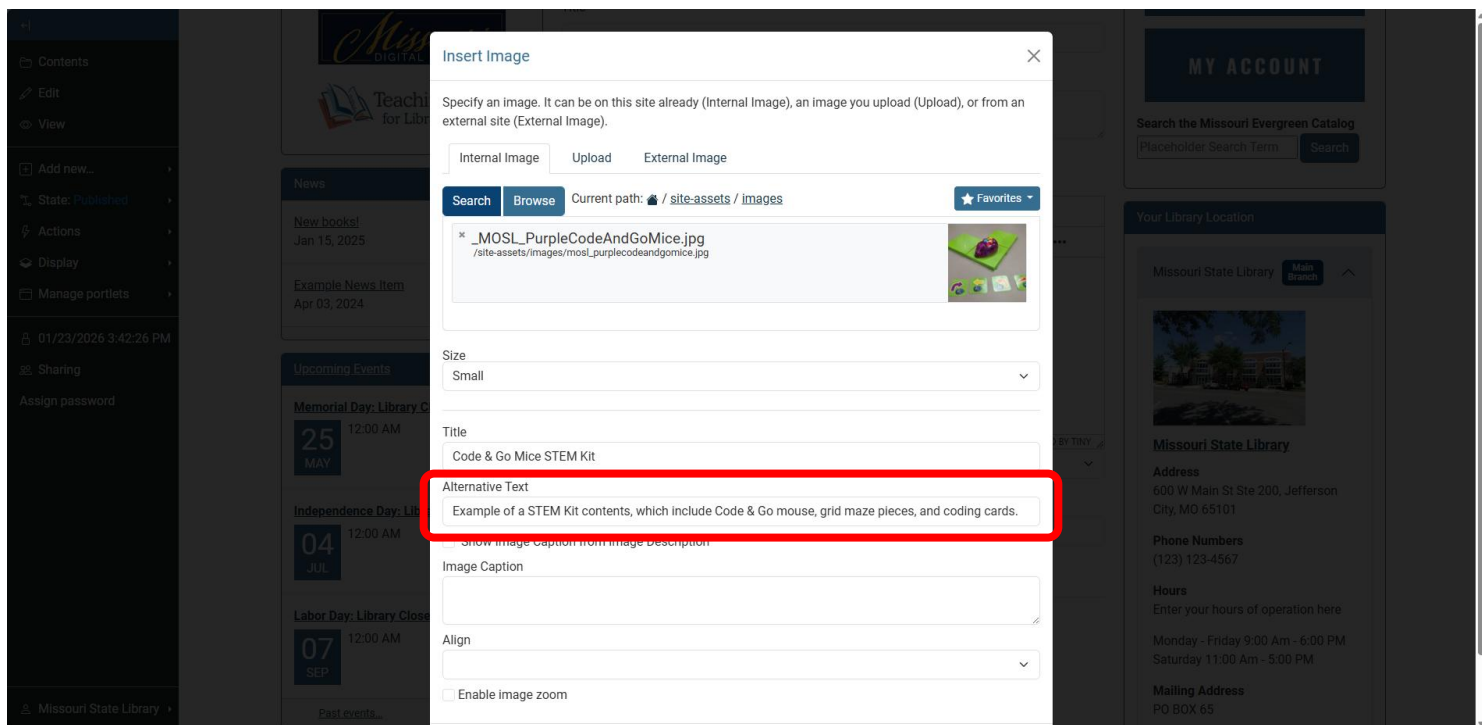
 

9. The Title section adds a description that will appear when a cursor hovers over the image. Otherwise, when a cursor hovers over an image, it will show the image's file name. For example, if we didn't add the title of "Code & Go Mice STEM Kit," the name would appear as "_MOSL_PurpleCodeAndGoMice.jpg" when a cursor hovers over the image.

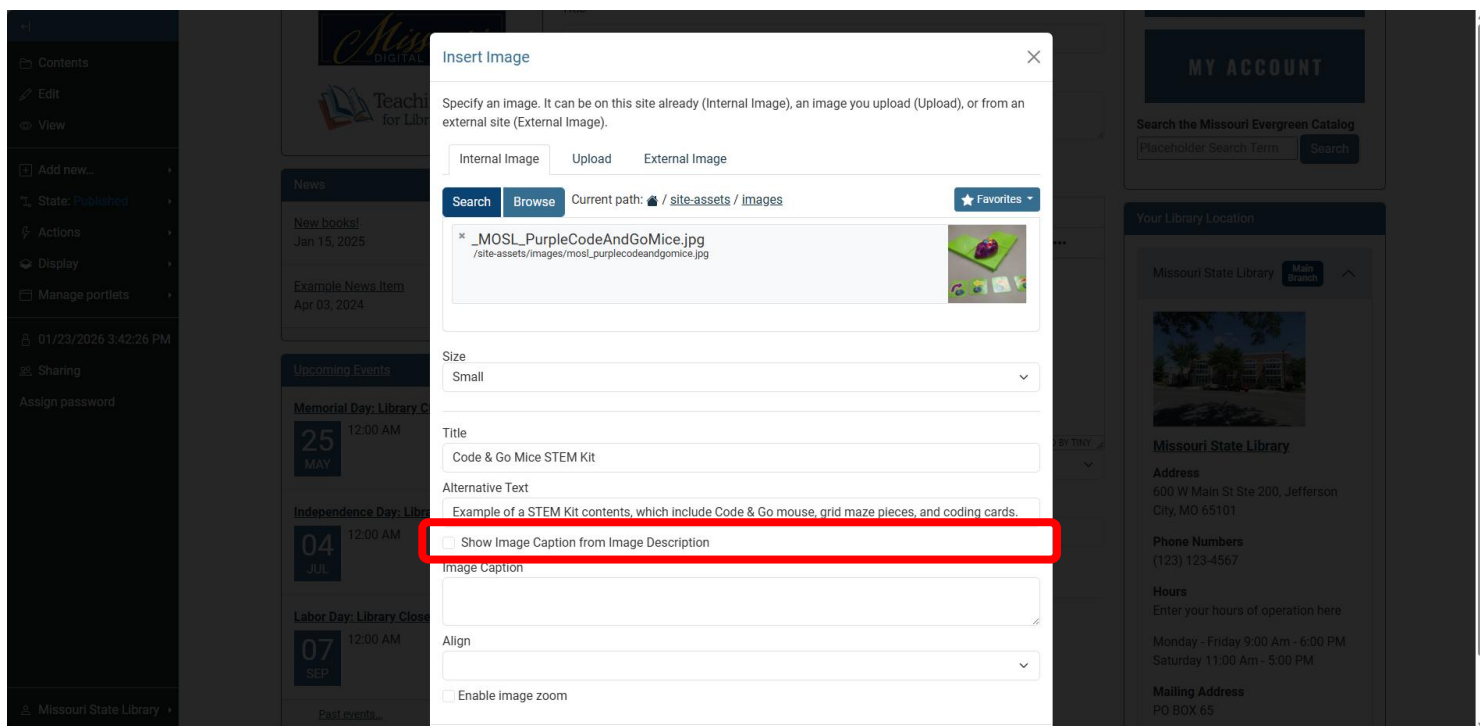


10. While it is beyond the scope of this tutorial to go over all possibilities for alternative text on your Ploud site, it is especially important to include alternative text for ADA Compliance as this allows screen readers to describe the photo.
 - a. Generally, your alternative text (also called alt text) should be brief, convey the same information as the visuals and images, avoid repeating information already provided in the text, and end with a period regardless of being a complete sentence.

- i. If an image is only decorative and does not convey information. You may leave the alternative text box blank to signify this. A logo is not considered decorative, so you must include alternative text for it.
- b. Here are two helpful resources for writing alternative text with examples.
 - i. [“Authoring Meaningful Alternative Text” by Section508.gov](#)
 - ii. [“Write Helpful Alt Text to Describe Images” by Harvard University Information Technology Digital Accessibility Services](#)
- c. In our example, the alternative text is “Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards.” If this image is used elsewhere on the site, the alternative text may need to be different depending on the context of and information on that page.

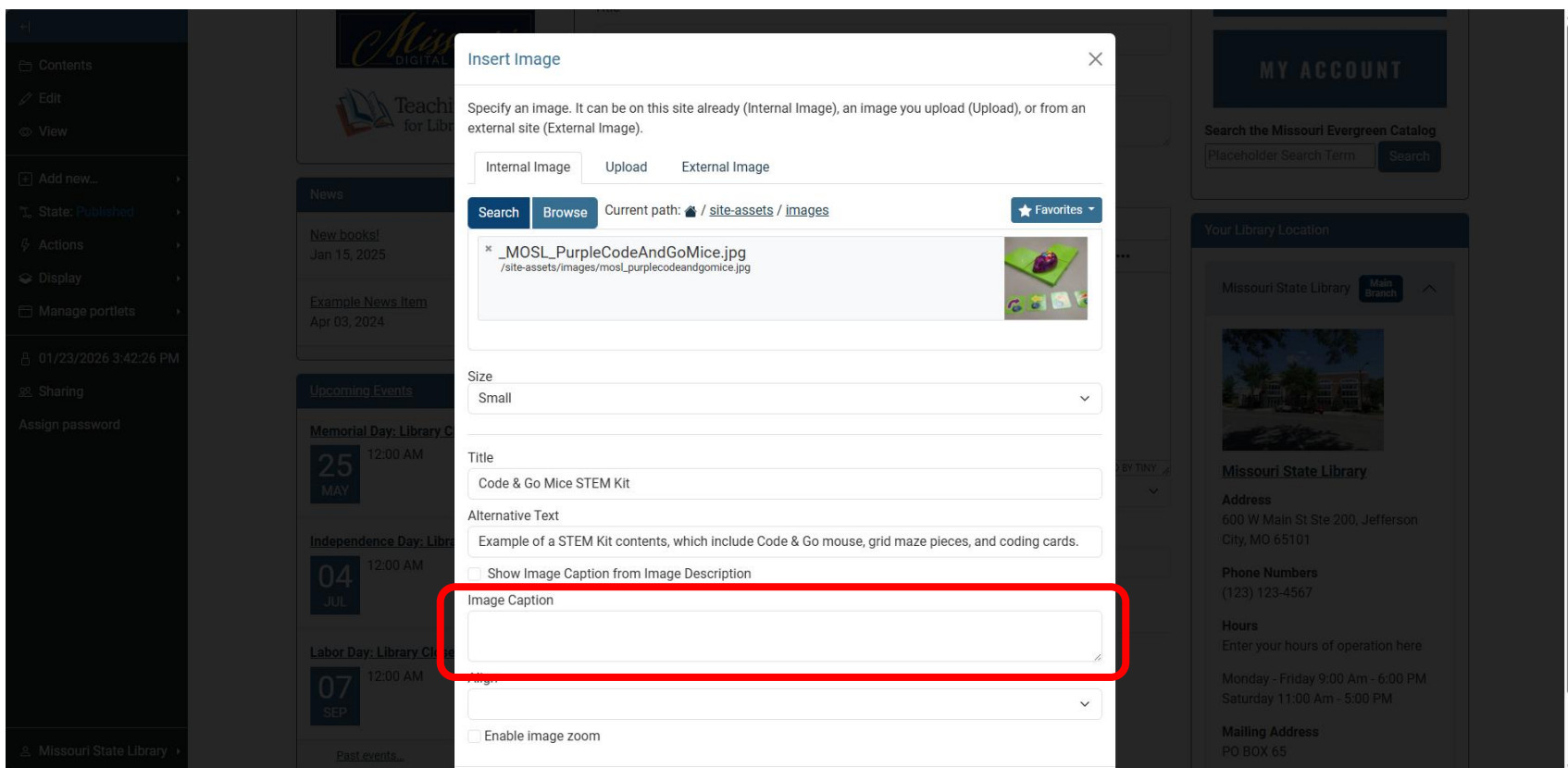


11. Ignore the Show Image Caption from Image Description checkbox and leave it in the default setting as unchecked, especially if you are adding a caption to your image.



12. The Image Caption section allows you to put a caption below the image. A caption can be useful to add description and context to the images you add to your website.
 - a. However, you need to note to avoid repeating information in the Alternative Text. For example, if we added the caption “One STEM kit option is the Code & Go Mice kit, which includes programable mice, grid maze pieces, and coding codes pictured above as well as chargers, tunnels, plastic cheese, and walls,” then what we have in our current Alternative text repeats information present on the page elsewhere, so we can remove or change the alternative text since our original alternative text is already conveyed in the caption.

- b. Please note that captioned images often still require alt text. Consider if the image conveys information beyond what the text and caption already address as well as the purpose of the image on that page.



The screenshot shows a CMS interface with a dark sidebar on the left and a main content area. A white 'Insert Image' dialog box is open in the center. The dialog has tabs for 'Internal Image', 'Upload', and 'External Image'. The 'Internal Image' tab is selected, showing a search results list with one item: '* _MOSL_PurpleCodeAndGoMice.jpg' with a thumbnail image of a purple mouse. Below the search results, there are fields for 'Size' (set to 'Small'), 'Title' (set to 'Code & Go Mice STEM Kit'), and 'Alternative Text' (set to 'Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards.'). A checkbox for 'Show Image Caption from Image Description' is checked. The 'Image Caption' field is highlighted with a red rectangle and is currently empty. At the bottom, there is a checkbox for 'Enable image zoom'.

13. The Align dropdown menu gives you the option to have the image show up inline, left, or right within the Text box section of the page. You can also accomplish this in the Text box toolbar options after inserting the image. The Enable image zoom checkbox allows people using your site to zoom and enlarge the image. The default setting is unchecked, meaning that the image is not enabled for enlarging.

Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image).

Internal Image Upload External Image

Search Browse Current path: / site-assets / images Favorites

*_MOSL_PurpleCodeAndGoMice.jpg
/site-assets/images/mosl_purplecodeandgomice.jpg

Size
Small

Title
Code & Go Mice STEM Kit

Alternative Text
Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards.

Show Image Caption from Image Description

Image Caption

Align
Inline

Enable image zoom

Cancel Insert

14. Once you have made your selections, you can add the photo on the page by hitting the Insert button.

Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image).

Internal Image Upload External Image

Search Browse Current path: / site-assets / images Favorites

* _MOSL_PurpleCodeAndGoMice.jpg
/site-assets/images/mosl_purplecodeandgomice.jpg

Size
Small

Title
Code & Go Mice STEM Kit

Alternative Text
Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards.

Show Image Caption from Image Description

Image Caption

Align
Inline

Enable image zoom


Cancel Insert

15. This is an example of what it might look like.

←

- Contents
- Edit
- View
- Add new...
- State: Published
- Actions
- Display
- Manage portlets
- 01/23/2026 3:42:26 PM
- Sharing
- Assign password
- Missouri State Library

Resource Spotlight



News

New books! /
Jan 15, 2025

[Example News Item](#) /
Apr 03, 2024

Upcoming Events

Memorial Day: Library Closed
25 12:00 AM
MAY

Independence Day: Library Closed
04 12:00 AM
JUL

Edit Page

Default Settings Categorization Dates Ownership Layout

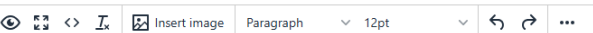
Title •
Library of Things

Summary
Items you can borrow from the library


Used in item listings and search results.

Text

Insert Table



- Fishing Poles
- Wi-Fi hotspots
- Laptop/Chrome books
- Cooking supplies
- STEM kits



Search for Library Materials

LIBRARY CATALOG


MY ACCOUNT

Search the Missouri Evergreen Catalog

Placeholder Search Term Search

Your Library Location

Missouri State Library Main Branch ^



Missouri State Library

Address
600 W Main St Ste 200, Jefferson City, MO 65101

Phone Numbers
(123) 123-4567

Hours
Please check hours of operation here

16. Make sure to hit the Save button for these changes to appear on your page.

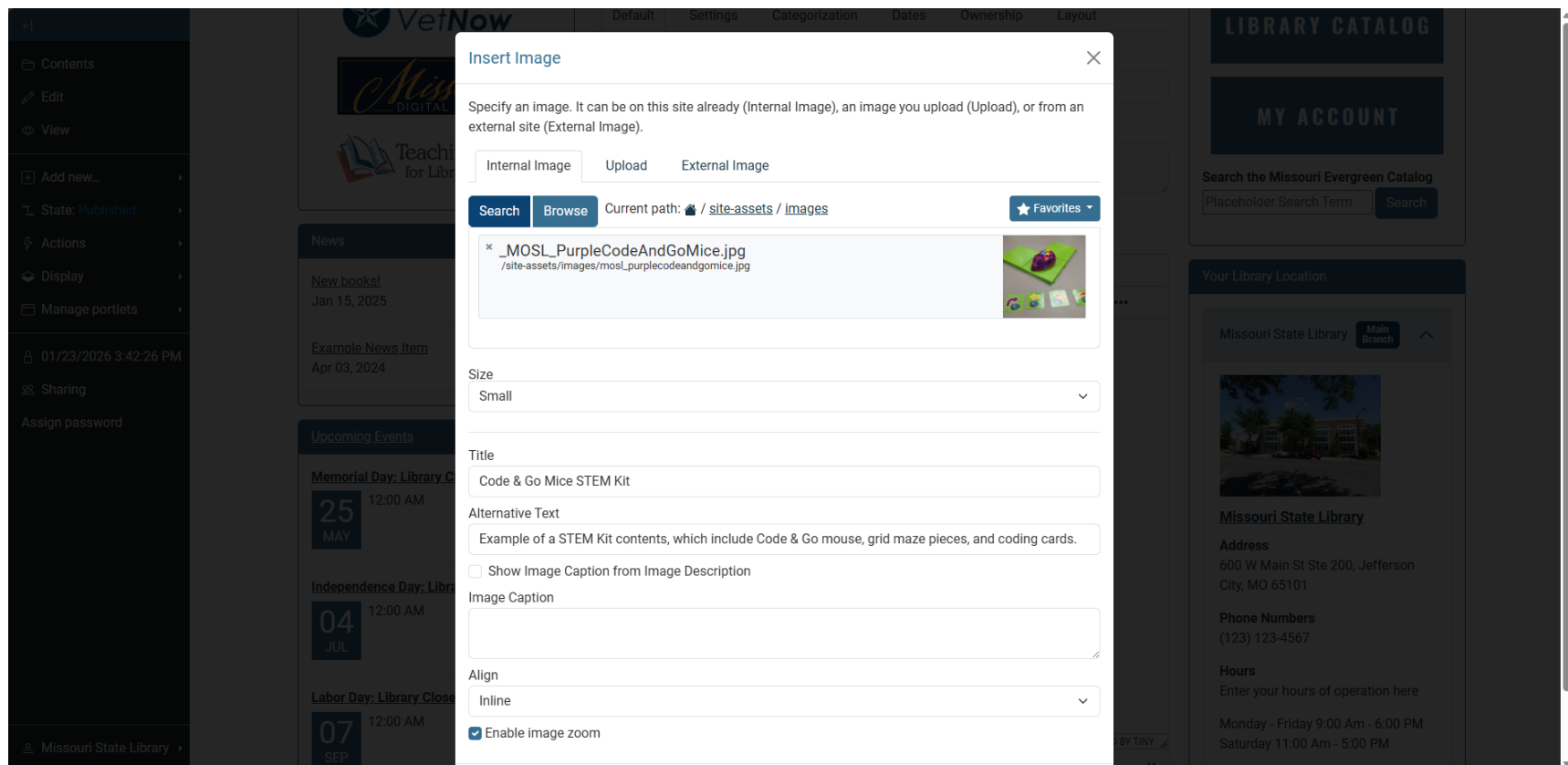
The screenshot displays a web editor interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 01/23/2026 3:42:26 PM, Sharing, Assign password, and Missouri State Library. The main content area is divided into three sections: 'New books!' with a date of Jan 15, 2025 and a link to 'Example News Item' dated Apr 03, 2024; 'Upcoming Events' listing 'Memorial Day: Library Closed' (25 MAY, 12:00 AM), 'Independence Day: Library Closed' (04 JUL, 12:00 AM), and 'Labor Day: Library Closed' (07 SEP, 12:00 AM); and a rich text editor with a toolbar (Insert, Table, Bold, Italic, Paragraph, 12pt) and a bulleted list: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. Below the list is an image of a purple robot on a green base with four directional arrows. The right-hand panel, titled 'Your Library Location', shows 'Missouri State Library Main Branch' with a photo of the building, the address '600 W Main St Ste 200, Jefferson City, MO 65101', phone numbers '(123) 123-4567', and hours 'Monday - Friday 9:00 Am - 6:00 PM' and 'Saturday 11:00 Am - 5:00 PM'. At the bottom, a 'Change Note' field is present with the instruction 'Enter a comment that describes the changes you made.' and two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Editing an Existing Image to Add Alternative Text

1. You can make changes to this image by selecting it and then selecting Insert Image.

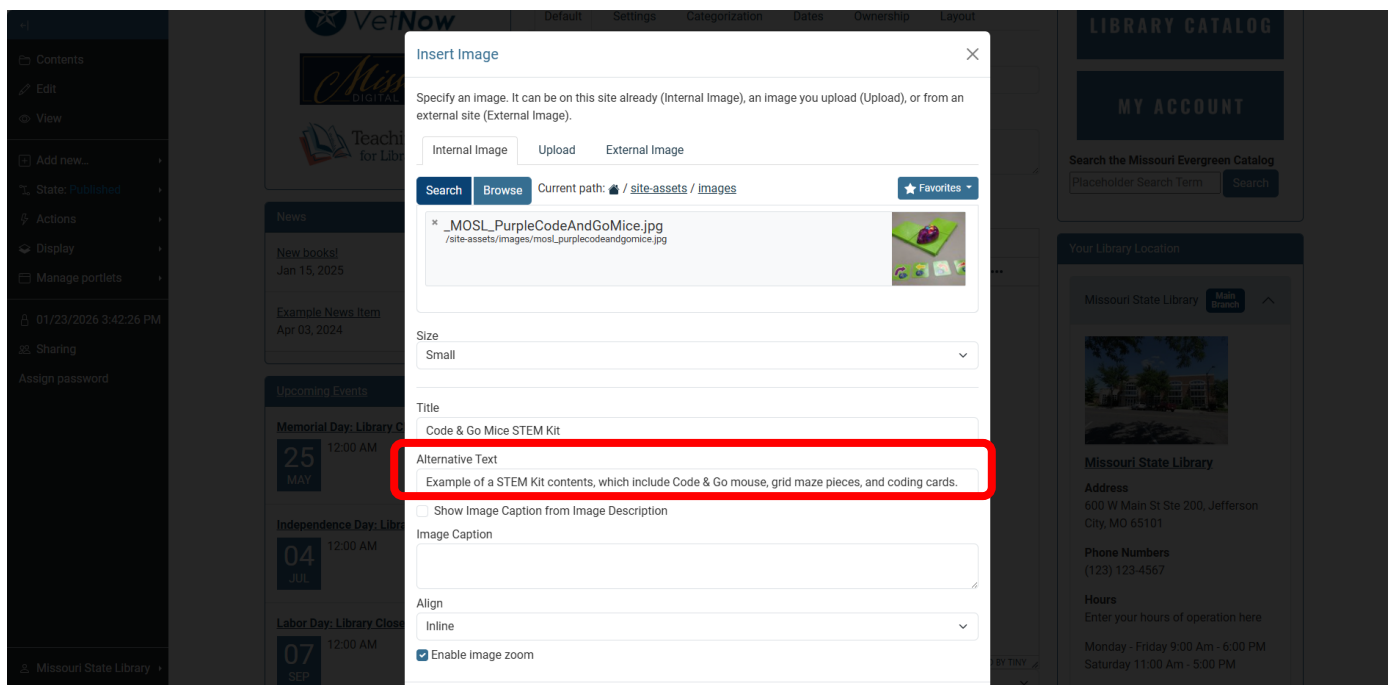
The screenshot displays a web editor interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 01/23/2026 3:42:26 PM, Sharing, and Assign password. The main content area is divided into several sections: a header with logos for VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries; a 'News' section with items like 'New books!' and 'Example News Item'; and an 'Upcoming Events' section listing 'Memorial Day: Library Closed', 'Independence Day: Library Closed', and 'Labor Day: Library Closed'. The right side of the editor shows a 'Text' block with a list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. Below the list is a placeholder image of a purple robot on a green base. The 'Insert Image' button in the text editor's toolbar is highlighted with a red box. The bottom right of the editor shows 'POWERED BY TINY' and 'text/html'. On the far right, a preview of the website layout is visible, featuring a 'LIBRARY CATALOG' and 'MY ACCOUNT' header, a search bar for the 'Missouri Evergreen Catalog', and a 'Your Library Location' section for the 'Missouri State Library Main Branch' with address, phone numbers, and hours.

2. This will pull up the Insert Image menu with all of the settings you previously saved.



3. Add or edit the alternative text for this image in the Alternative Text section. While it is beyond the scope of this tutorial to go over all possibilities for alternative text on your Ploud site, it is especially important to include alternative text for ADA Compliance as this allows screen readers to describe the photo.

- a. Generally, your alternative text (also called alt text) should be brief, convey the same information as the visuals and images, avoid repeating information already provided in the text, and end with a period regardless of being a complete sentence.
 - i. If an image is only decorative and does not convey information. You may leave the alternative text box blank to signify this. A logo is not considered decorative, so you must include alternative text for it.
- b. Here are two helpful resources for writing alternative text with examples.
 - i. [“Authoring Meaningful Alternative Text” by Section508.gov](#)
 - ii. [“Write Helpful Alt Text to Describe Images” by Harvard University Information Technology Digital Accessibility Services](#)
- c. In our example, the alternative text is “Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards.” If this image is used elsewhere on the site, the alternative text may need to be different depending on the context of and information on that page.



- Once done editing, you can update the photo on the page by hitting the Insert button.

Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image).

Internal Image Upload External Image

Search Browse Current path: / site-assets / images Favorites

* _MOSL_PurpleCodeAndGoMice.jpg
/site-assets/images/mosl_purplecodeandgomice.jpg

Size
Small

Title
Code & Go Mice STEM Kit

Alternative Text
Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards.

Show Image Caption from Image Description

Image Caption

Align
Inline

Enable image zoom

Cancel Insert

5. Once you have the photo looking as you want in the text box, select the save button.

The screenshot displays a web editor interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 01/23/2026 3:42:26 PM, Sharing, Assign password, and Missouri State Library. The main content area is divided into three sections: 'New books!' with a date of Jan 15, 2025 and a thumbnail; 'Example News Item' with a date of Apr 03, 2024 and a thumbnail; and 'Upcoming Events' with three entries: 'Memorial Day: Library Closed' (25 MAY, 12:00 AM), 'Independence Day: Library Closed' (04 JUL, 12:00 AM), and 'Labor Day: Library Closed' (07 SEP, 12:00 AM). Below the events are links for 'Past events...' and 'Future events...'. The central editor features a 'TinyMCE' toolbar with options like 'Insert image', 'Paragraph', and '12pt'. Below the toolbar is a bulleted list: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'. A large image of a purple robot on a green base is being edited. Below the image is a 'Change Note' field and a prompt: 'Enter a comment that describes the changes you made.' At the bottom, the 'Save' button is highlighted with a red box, next to a 'Cancel' button. On the right, a 'Your Library Location' sidebar shows 'Missouri State Library Main Branch' with a photo of the building, the title 'Missouri State Library', the address '600 W Main St Ste 200, Jefferson City, MO 65101', phone numbers '(123) 123-4567', and hours: 'Monday - Friday 9:00 Am - 6:00 PM' and 'Saturday 11:00 Am - 5:00 PM'. The mailing address is 'PO BOX 65'.

6. It may take some trial and error to get it looking exactly right, so don't be afraid to go back and edit if you feel like it needs more adjustment.

Things to Note

1. If you change the photo in the Insert Image pop-up menu rather than deleting it in the main Edit Page text box, you will need to update the title, alternative text, and caption to reflect the new image.
2. You must add alt text to images page by page. There is no way to add an alt text when you upload a photo in your site assets folder. The alternative text may also differ depending on the contents and context of the page and the purpose of the image on that page.