

Accessibility Considerations

Adding Alternative Text on Ploud(6) Sites

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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 Ploud(6) user interface for a Missouri Standard Template 24 site. On the left, a dark sidebar contains several menu items: 'Contents', 'Edit' (highlighted with a red rectangle), 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', a clock showing '01/23/2026 3:42:26 PM', 'Sharing', and 'Assign password'. The main content area features a header with the 'PLOUD 2018 Library' logo and navigation links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right. Below the header, a breadcrumb trail reads 'Home / Services / Library of Things'. A light blue notification bar states 'Info: Changes saved'. The main content is titled 'Library of Things' and includes a 'Resource Spotlight' section with logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'. A list of items for borrowing is provided: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. A 'News' section at the bottom left shows a post titled 'New books!' dated Jan 15, 2025. On the right, there are sections for 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, a search bar for the 'Missouri Evergreen Catalog', and a 'Your Library Location' section.

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

The screenshot shows the 'Edit Page' interface for a library website. At the top, there is a navigation menu with links like Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is also present. Below the navigation, a breadcrumb trail reads 'Home / Services / Library of Things'. A light blue alert box at the top of the main content area contains the text: 'You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).' The main content area is divided into several sections: 'Resource Spotlight' featuring logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries; 'News' with two items: 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024); and 'Upcoming Events'. The central '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 rich text toolbar and a list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. On the right side, there are three widget areas: 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, a search bar for the Missouri Evergreen Catalog, and 'Your Library Location' showing 'Missouri State Library Main Branch' with a photo of the 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. 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 features a 'Resource Spotlight' with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below this is a 'News' section with items like 'New books!' and 'Example News Item'. The 'Upcoming Events' section lists 'Memorial Day: Library Closed' (May 25) and 'Independence Day: Library Closed' (July 04). The central 'Edit Page' editor has tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Text' section is highlighted with a red box and contains a rich text editor with a toolbar (bulleted list, bold, italic, link, insert image, paragraph, font size) and a list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. The right sidebar includes a 'Search for Library Materials' section with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a 'Your Library Location' section for the Missouri State Library Main Branch, showing an address, phone numbers, and a placeholder for hours.

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 the Missouri State 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', and 'Missouri State Library'.
- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri Digital Heritage', and 'TeachingBooks for Libraries'.
- News:** Lists recent news items, including 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024).
- Upcoming Events:** Displays 'Memorial Day: Library Closed' (May 25, 12:00 AM) and 'Independence Day: Library Closed' (July 04, 12:00 AM).
- Edit Page:** The central form for editing the page content. It includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Title' field is set to 'Library of Things'. The 'Summary' field contains 'Items you can borrow from the library'. The 'Text' field contains a bulleted list of items: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'. The 'STEM kits' item is highlighted with a red box. The 'Text' field also includes a rich text editor toolbar with options like 'Insert image', 'Paragraph', and '12pt'.
- Search for Library Materials:** Features a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a search bar for the 'Missouri Evergreen Catalog'.
- Your Library Location:** Displays the 'Missouri State Library Main Branch' location, including an image of the building, the address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers ((123) 123-4567), and a section for 'Hours'.

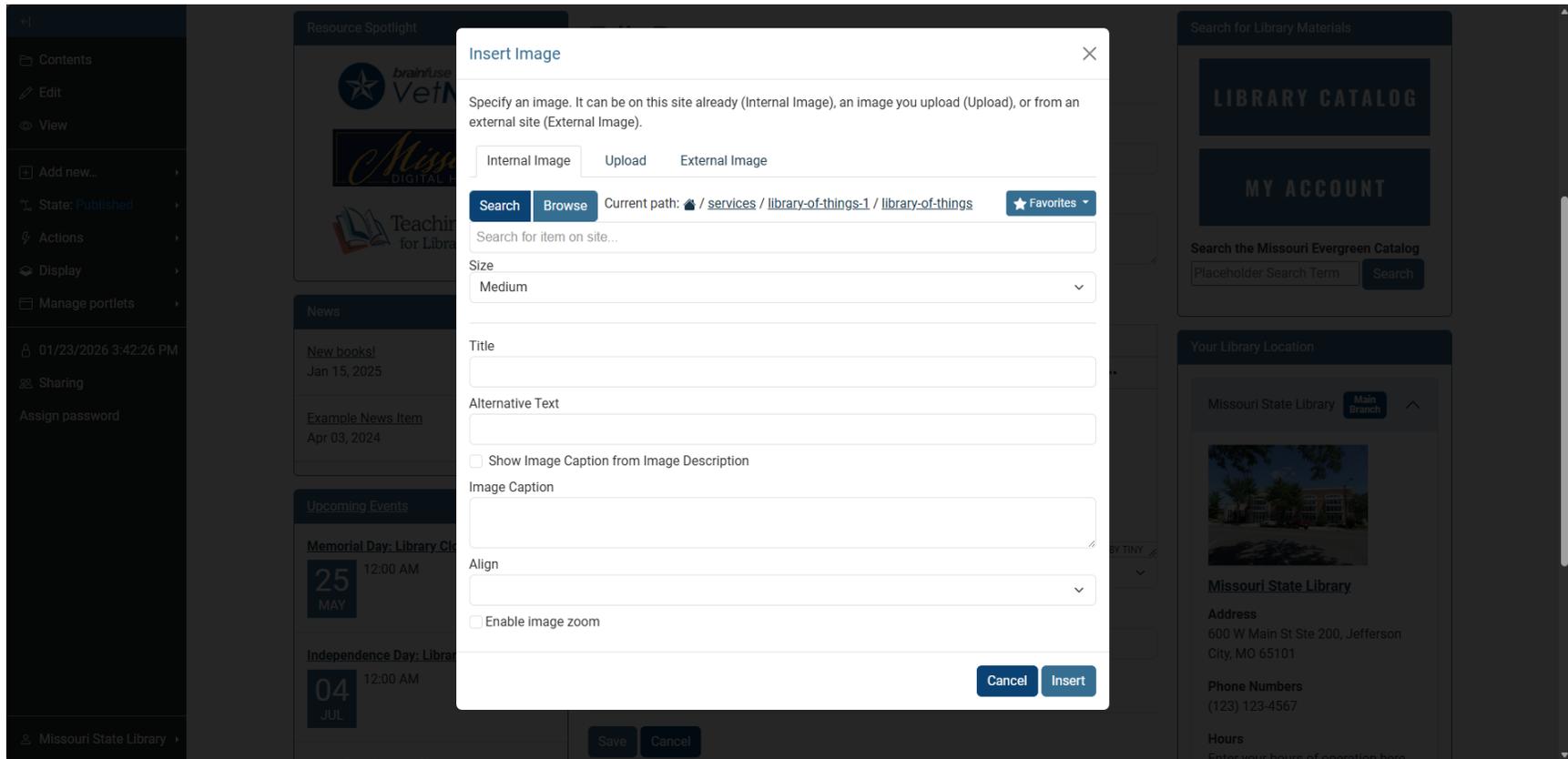
Adding an Image and Including Alternative Text

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 area 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 red box around the 'Insert image' button. Below the text area 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:** Features a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a search bar for the 'Missouri Evergreen Catalog'.
- Your Library Location:** Shows a photo of the Missouri State Library building and its address: 600 W Main St Ste 200, Jefferson City, MO 65101. It also includes 'Phone Numbers' (123) 123-4567 and 'Hours'.

2. This will pull up the Insert Image menu.



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 a dark sidebar on the left and a main content area. A modal dialog titled "Insert Image" is open in the center. The dialog 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", followed by a "Current path" field containing the path: `/services / library-of-things:1 / library-of-things`. This path field is highlighted with a red rectangular box. To the right of the path field is a "Favorites" button with a star icon. Below the path field is a search input field with the placeholder text "Search for item on site...". Further down, there is a "Size" dropdown menu set to "Medium". Below that are input fields for "Title" and "Alternative Text". There is a checkbox labeled "Show Image Caption from Image Description" which is currently unchecked. Below that is an "Image Caption" input field. An "Align" dropdown menu is also present. At the bottom of the dialog, there is a checkbox for "Enable image zoom" and two buttons: "Cancel" and "Insert".

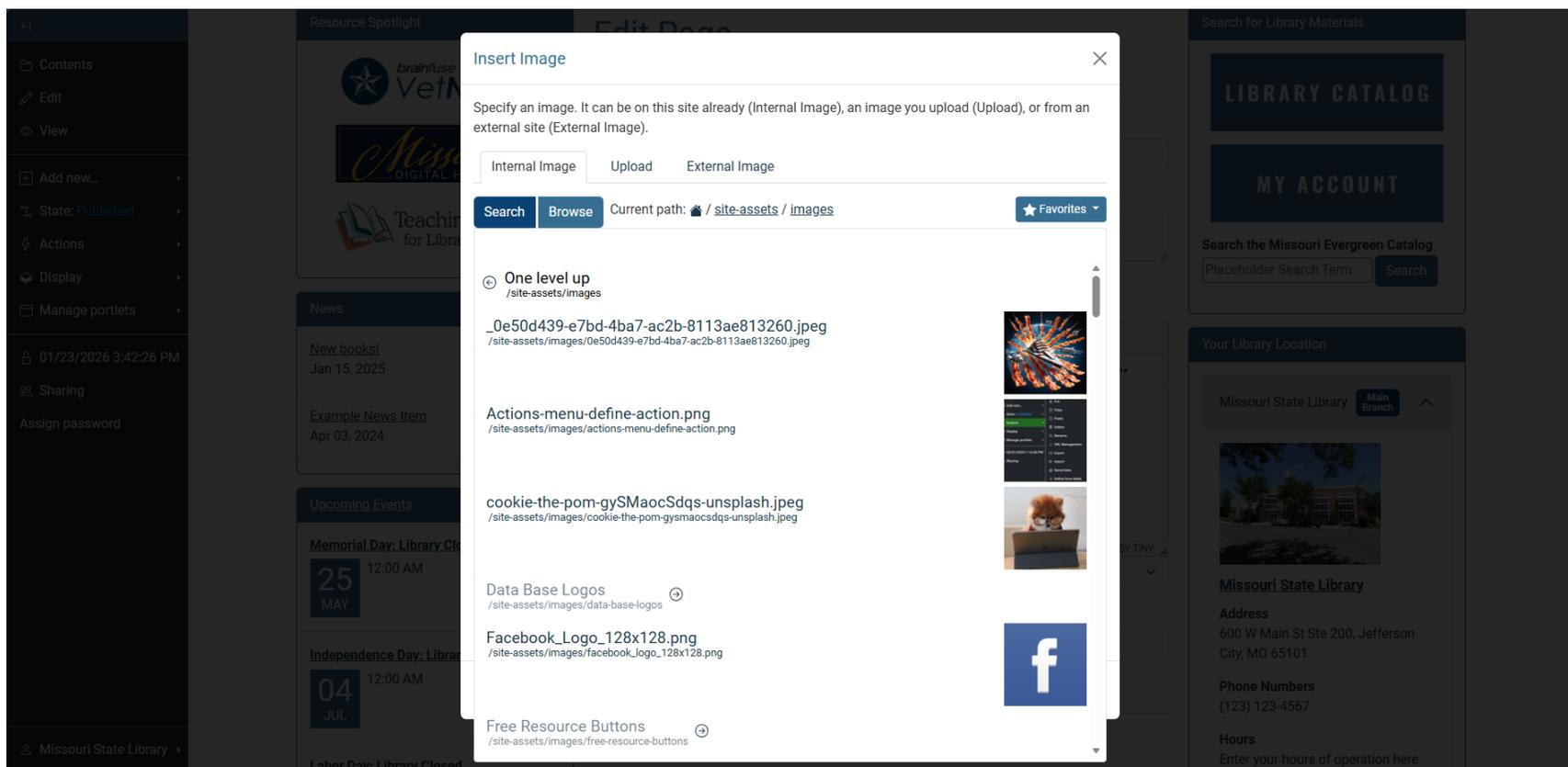
4. This will pull up the main folders. From here, we select Site Assets' arrow.

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 has a title bar with a close button (X) and a subtitle: 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)'. Below the subtitle are three tabs: 'Internal Image', 'Upload', and 'External Image'. The 'Internal Image' tab is selected. Underneath, there are 'Search' and 'Browse' buttons, and a 'Current path:' field with a folder icon. A 'Favorites' dropdown menu is visible in the top right of the dialog. A list of folders is shown below, with 'Site Assets' (/site-assets) highlighted by a red rectangular box. Other folders in the list include 'Services' (/services), 'Catalog' (/catalog), 'Events' (/events), 'E-Books/E-Audio' (/e-books-e-audio), 'Online Resources' (/online-resources), 'Programs' (/programs), 'About Us' (/about-us), 'Our Locations & Hours' (/our-locations-and-hours), and 'Enfold Documentation Folder' (/enfold-documentation-folder). The background CMS interface shows a 'Resource Spotlight' section with a 'brainfuse Vet' logo, a 'LIBRARY CATALOG' section, a 'MY ACCOUNT' section, and a 'Your Library Location' section for 'Missouri State Library' with address and phone number information.

5. Then, select Images' arrow.

The screenshot shows a CMS interface with a dark sidebar on the left and a main content area. A modal dialog titled "Insert Image" is open in the center. The dialog has a close button (X) in the top right corner. Below the title, there is a text instruction: "Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)." Below this, there are three tabs: "Internal Image", "Upload", and "External Image". The "Internal Image" tab is selected. Underneath, there are "Search" and "Browse" buttons, and a text field showing the "Current path: /site-assets". To the right of the path field is a "Favorites" button with a star icon. Below the path field, there is a list of folders: "One level up" (with a back arrow), "Images" (with a right arrow and highlighted by a red box), and "Files" (with a right arrow). Below the folder list, there is an "ALTERNATIVE TEXT" field, a checkbox for "Show Image Caption from Image Description", an "Image Caption" field, an "Align" dropdown menu, and a checkbox for "Enable image zoom". At the bottom right of the dialog are "Cancel" and "Insert" buttons. The background shows a page editor with a sidebar containing "Contents", "Edit", "View", "Add new...", "State: Published", "Actions", "Display", "Manage portlets", and a date/time display. The main content area has sections for "Resource Spotlight", "News", and "Upcoming Events".

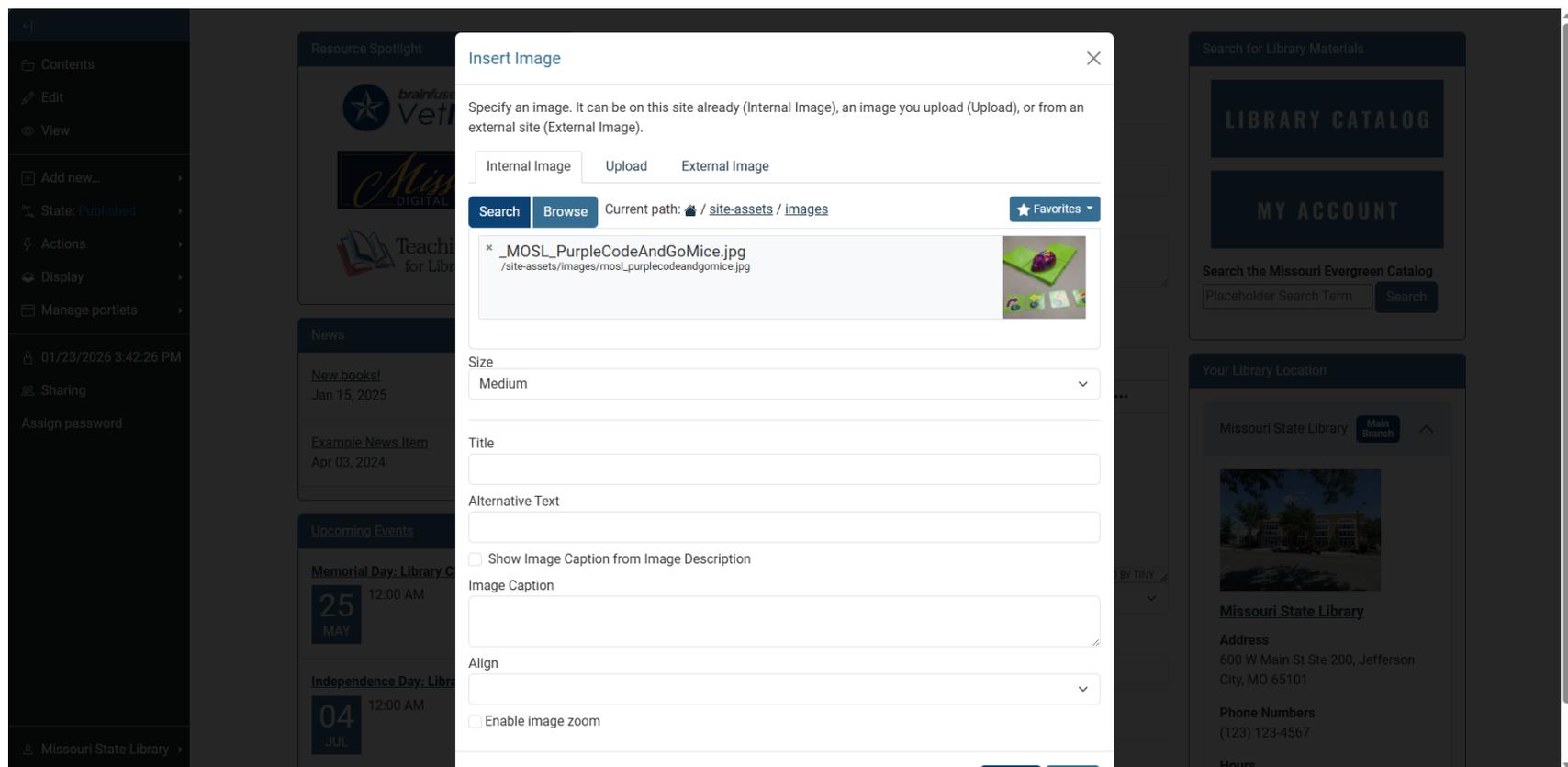
6. Next, find and select the image you want.



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.

The image shows a CMS interface with an "Insert Image" dialog box open. The dialog box has a title bar "Insert Image" and a close button. Below the title bar, there is a text area that 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)." Below this text are three tabs: "Internal Image", "Upload", and "External Image". The "Internal Image" tab is selected. Below the tabs, there is a search bar with "Search" and "Browse" buttons, and a "Current path" field showing "/ site-assets / images". To the right of the search bar is a "Favorites" button. Below the search bar is a list of image files. The files listed are: "sealunlu.jpg", "Exploring Race in Society Vertical Logo.png", "Untitled.png", "myacctbuttonoswaldboldfont.png", "librarycatalogbutton (1).png", and "_MOSL_PurpleCodeAndGoMice.jpg". The "_MOSL_PurpleCodeAndGoMice.jpg" file is highlighted with a red box. To the right of the list is a vertical scroll bar and a preview area showing a small thumbnail of the selected image. The background of the CMS interface is dimmed and 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 like "Resource Spotlight", "News", and "Upcoming Events".

- 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.



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

Size

Large

Size

Medium



Size

Small



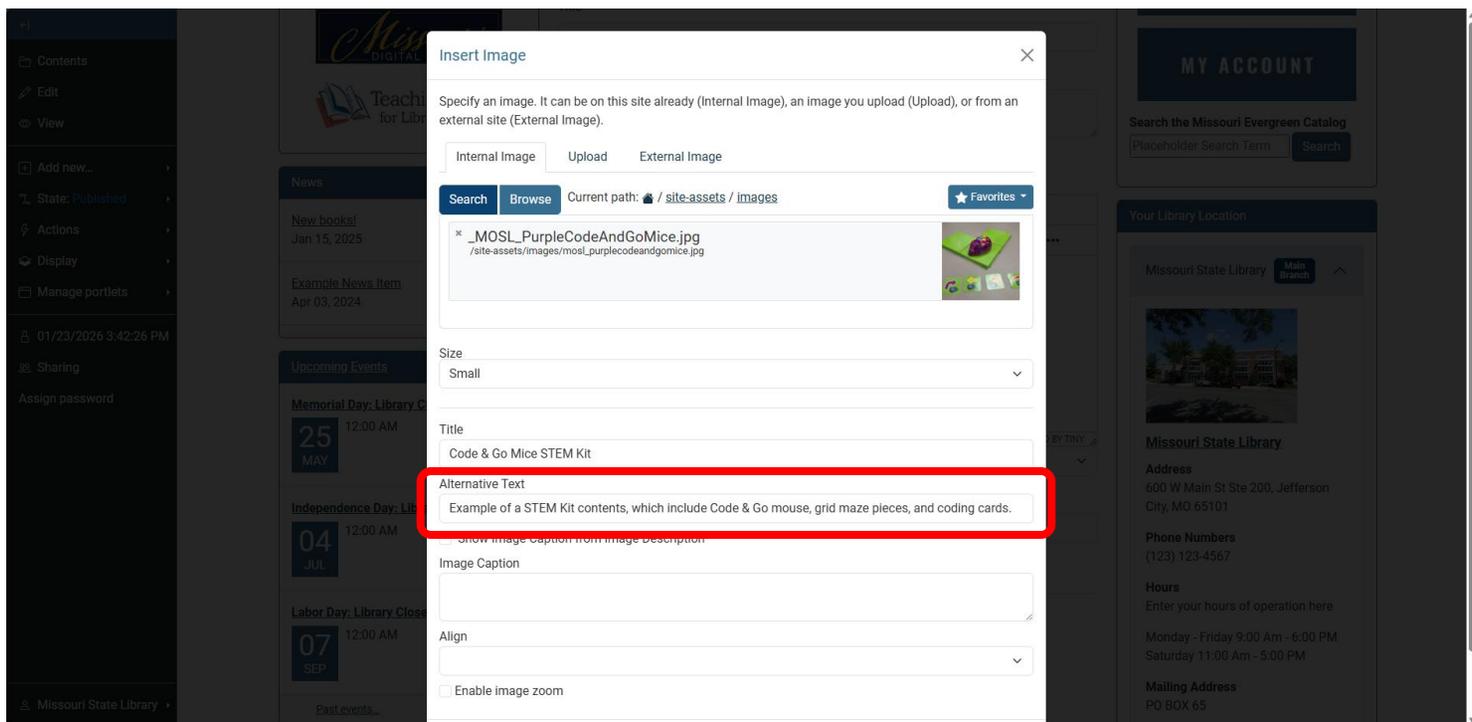
9. The Title section adds a description that will appear when a cursor hovers over the image. Otherwise, when a cursor hovers over an image, it will show the image's file name. For example, if we didn't add the title of "Code & Go Mice STEM Kit," the name would appear as "_MOSL_PurpleCodeAndGoMice.jpg"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

The screenshot displays a CMS interface with a sidebar on the left and a main content area. A modal window titled "Insert Image" is open in the center. The modal contains the following elements:

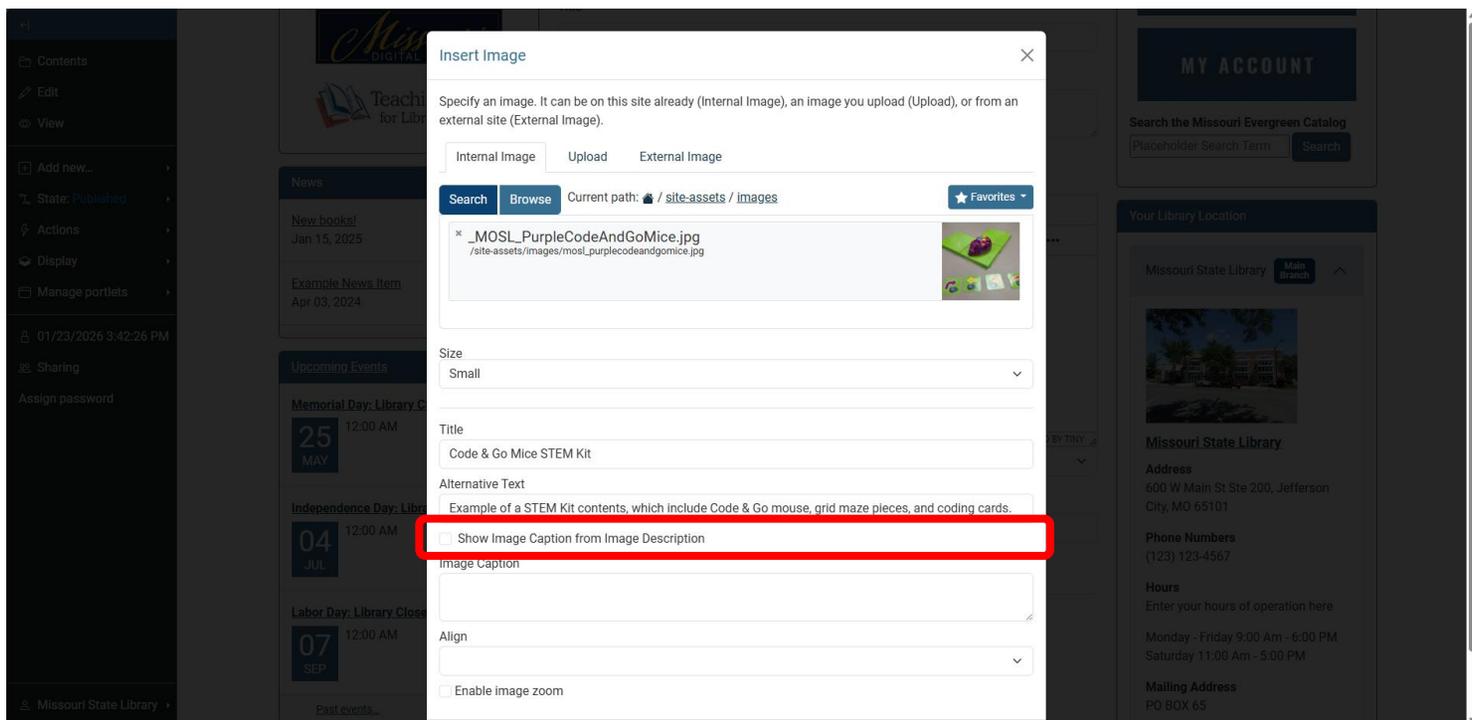
- A close button (X) in the top right corner.
- Instructions: "Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)."
- Three tabs: "Internal Image", "Upload", and "External Image".
- Buttons for "Search" and "Browse".
- Current path: "/ site-assets / images".
- A list of selected images, including "_MOSL_PurpleCodeAndGoMice.jpg" with a thumbnail.
- A "Size" dropdown menu set to "Small".
- A "Title" text input field containing "Code & Go Mice STEM Kit", which is highlighted with a red rectangle.
- An "Alternative text" text input field.
- A checkbox for "Show Image Caption from Image Description".
- An "Image Caption" text input field.
- An "Align" dropdown menu.
- A checkbox for "Enable image zoom".

The background shows a sidebar with navigation options like "Contents", "Edit", "View", "Add new...", "State: Published", "Actions", "Display", "Manage portlets", and a date/time stamp. The main content area features a "Resource Spotlight" section with "brainfunz Vellum DIGITAL" and "Teach for Librarians". Below that is a "News" section with "New books! Jan 15, 2025" and "Example News Item Apr 03, 2024". At the bottom is an "Upcoming Events" section with "Memorial Day: Library C 25 MAY 12:00 AM" and "Independence Day: Libr 04 JUL 12:00 AM". The right side of the page shows a search bar for "LIBRARY CATALOG", "MY ACCOUNT", and "Your Library Location" with "Missouri State Library Main Branch" and address information.

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 displays a CMS interface for inserting an image. The 'Insert Image' dialog box is open, showing the following details:

- Internal Image** | Upload | External Image
- Search | Browse | Current path: /site-assets / images | Favorites
- File list: **_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** (highlighted with a red box)
- Align: (dropdown menu)
- Enable image zoom

The background shows a library website with a sidebar menu (Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 01/23/2026 3:42:26 PM, Sharing, Assign password) and a main content area with sections for News (New books!, Example News Item), Upcoming Events (Memorial Day, Independence Day, Labor Day), and a 'MY ACCOUNT' section with a search bar and library location information.

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 MAY 12:00 AM

Independence Day: Library Closed
04 JUL 12:00 AM

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

Insert image Paragraph 12pt

- 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
Patrons 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; 'Upcoming Events' listing Memorial Day (May 25), Independence Day (July 04), and Labor Day (September 07), all marked as 'Library Closed' at 12:00 AM; and a rich text editor. The rich text editor contains 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 buttons. The editor toolbar shows 'Insert Table', 'Insert image', 'Paragraph', and '12pt'. Below the editor is a 'Change Note' field with a placeholder text: 'Enter a comment that describes the changes you made.' At the bottom center, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'. On the right side, there is a 'Your Library Location' sidebar for the 'Main Branch' of Missouri State Library, including an address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers (123) 123-4567, and hours of operation (Monday-Friday 9:00 AM - 6:00 PM, Saturday 11:00 AM - 5:00 PM).

Editing an Existing Image to Add Alternative Text

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

←

- 📁 Contents
- ✎ Edit
- 👁 View
- ➕ Add new...
- 🔍 State: Published
- ⚡ Actions
- 🖨 Display
- 📁 Manage portlets
- 🕒 01/23/2026 3:42:26 PM
- 🔗 Sharing
- 🔒 Assign password
- 🏠 Missouri State Library





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

Labor Day: Library Closed
07 12:00 AM
SEP

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

 Paragraph 12pt

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



POWERED BY TINY

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
Enter your hours of operation here

Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM

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

17. 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.
- [“Authoring Meaningful Alternative Text” by Section508.gov](#)
 - [“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.

The screenshot displays a CMS interface with an "Insert Image" dialog box open. The dialog box is titled "Insert Image" and has a close button (X) in the top right corner. It contains the following elements:

- Instructions: "Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)." Below this are three tabs: "Internal Image" (selected), "Upload", and "External Image".
- Search and Browse: A search bar and a "Browse" button. The current path is shown as "/ site-assets / images". There is also a "Favorites" button.
- Image Selection: A list of images. One image, "_MOSL_PurpleCodeAndGoMice.jpg", is selected and shown in a preview. The path for this image is "/site-assets/images/mosl_purplecodeandgomice.jpg".
- Image Properties: Fields for "Size" (set to "Small"), "Title" (set to "Code & Go Mice STEM Kit"), "Alternative Text" (set to "Example of a STEM Kit contents, which include Code & Go mouse, grid maze pieces, and coding cards."), "Image Caption", "Align" (set to "Inline"), and a checked "Enable image zoom" checkbox.

The background page shows a sidebar with navigation options like "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 has a header with "VetNow" and "Missouri State Library" logos, and a sidebar with "LIBRARY CATALOG", "MY ACCOUNT", "Search the Missouri Evergreen Catalog", "Your Library Location", and "Missouri State Library" information.

3. 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

4. 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 sections: 'New books!' (Jan 15, 2025), 'Example News Item' (Apr 03, 2024), and 'Upcoming Events'. The events list includes: '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...'. A rich text editor is active, showing a toolbar with options like 'Insert image', 'Paragraph', and '12pt'. The editor contains a bulleted list of items: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. Below the list is a photo of a purple robot on a green mat with four directional arrows. The editor also shows a 'Change Note' field and a 'POWERED BY TINY' watermark. On the right, a 'Your Library Location' sidebar displays the Missouri State Library Main Branch, a photo of the building, and contact information: Address (600 W Main St Ste 200, Jefferson City, MO 65101), Phone Numbers ((123) 123-4567), Hours (Monday - Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM), and Mailing Address (PO BOX 65). At the bottom, a 'Save' button is highlighted with a red box, next to a 'Cancel' button.

5. 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.