

Accessibility Considerations

Adding Alternative Text on Ploud(6) Sites

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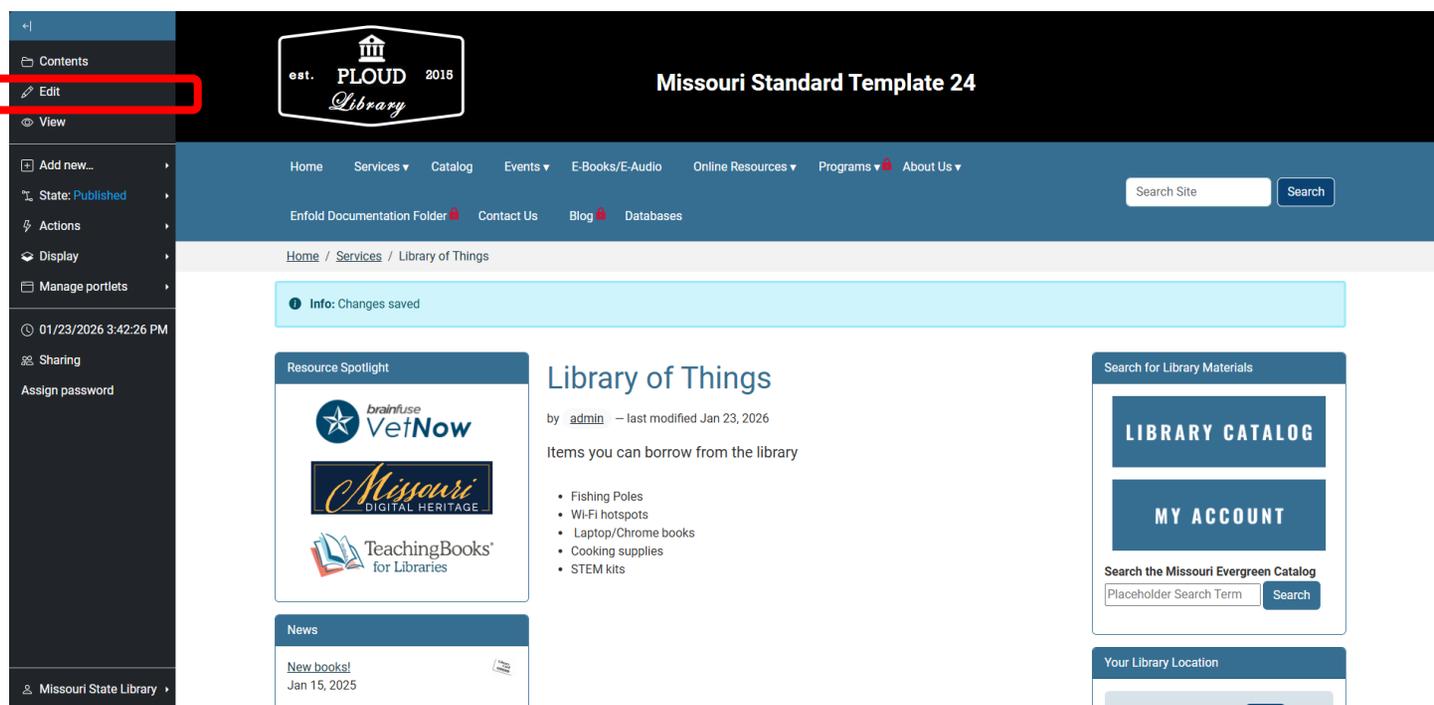
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This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

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.



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

- 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 interface is organized into several key sections:

- Left Sidebar:** Contains navigation and management options such as 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', a timestamp '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 Section:** Lists 'New books!' (dated Jan 15, 2025) and an 'Example News Item' (dated Apr 03, 2024).
- Upcoming Events:** Shows 'Memorial Day: Library Closed' on May 25 at 12:00 AM and 'Independence Day: Library Closed' on July 04 at 12:00 AM.
- Edit Page Editor:** The central area for editing content, including:
 - Title:** 'Library of Things'
 - Summary:** 'Items you can borrow from the library'
 - Text Section (highlighted):** Contains a rich text editor with a toolbar (bulleted list, link, insert image, paragraph, font size) and a list of items: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'.
 - Change Note:** A field for entering a comment that describes the changes made.
 - Buttons:** 'Save' and 'Cancel' buttons at the bottom.
- Right Sidebar:** Includes a search bar for 'Library Materials', 'LIBRARY CATALOG', 'MY ACCOUNT', a search box for the 'Missouri Evergreen Catalog', and 'Your Library Location' information for the 'Missouri State Library Main Branch', including address, phone numbers, and 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 shows a CMS interface for editing a page. 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 titled 'Edit Page' and has tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Title' field contains 'Library of Things'. The 'Summary' field contains '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 box. The right sidebar contains a 'Search for Library Materials' section with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a 'Your Library Location' section with a photo of the Missouri State Library and contact information.

Resource Spotlight

brainfuse VetNow

Missouri DIGITAL HERITAGE

TeachingBooks[®] for Libraries

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

UL = LI
text/html

Change Note
Enter a comment that describes the changes you made.

Save Cancel

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
Enter your hours of operation here

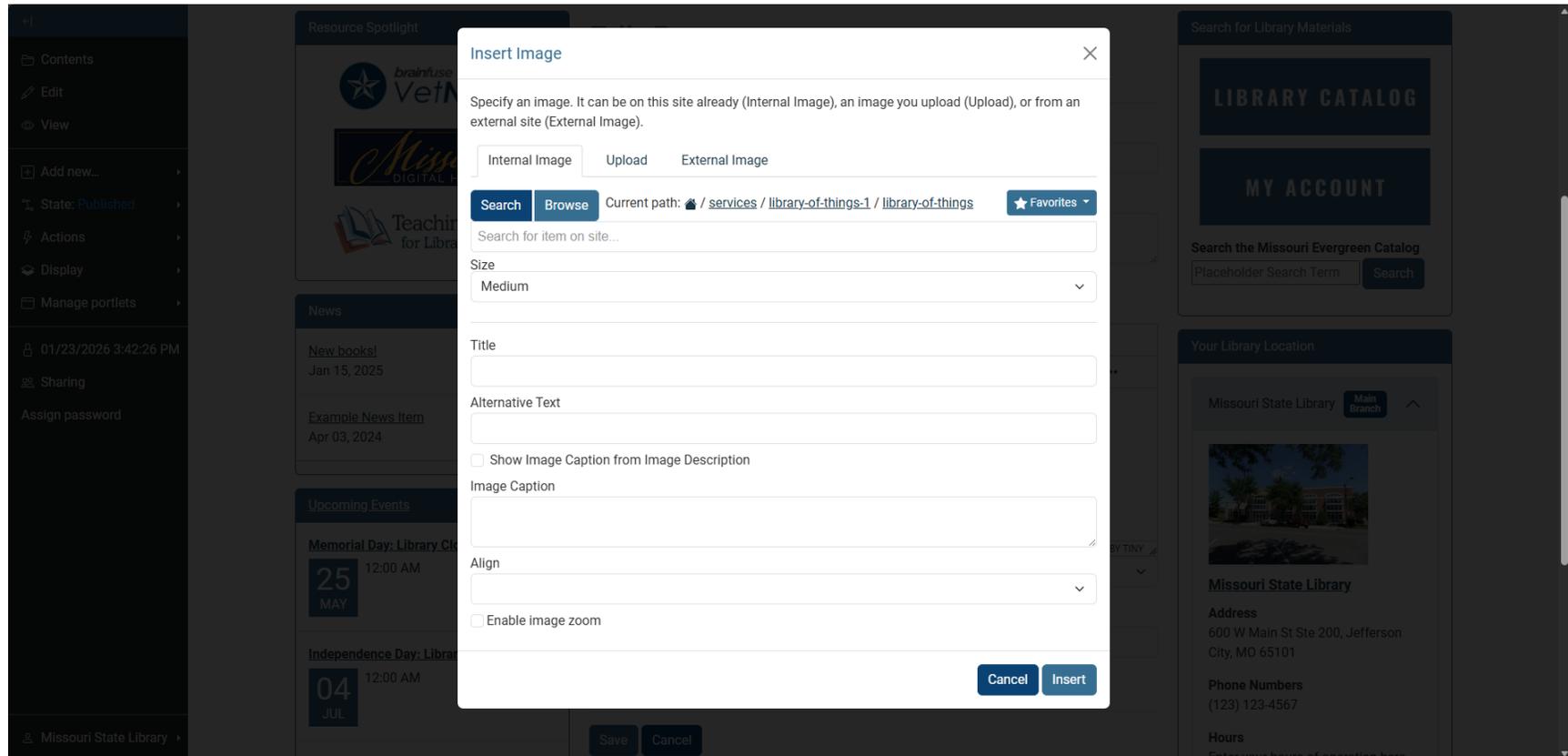
Adding an Image and Including Alternative Text

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', a timestamp '01/23/2026 3:42:26 PM', 'Sharing', 'Assign password', and the site name 'Missouri State Library'.
- Main Content Area:** Features three sections:
 - Resource Spotlight:** Displays 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).
- Central Editor:** Titled 'Edit Page', it includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Text' section is active, showing a toolbar with the 'Insert image' button highlighted in a red box. Below the toolbar is a list of items: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'. The editor also includes a 'Change Note' field and 'Save' and 'Cancel' buttons.
- Right Sidebar:** Contains two sections:
 - Search for Library Materials:** Features a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, a search bar with a 'Placeholder Search Term' and a 'Search' button, and the text 'Search the Missouri Evergreen Catalog'.
 - Your Library Location:** Displays the 'Missouri State Library Main Branch' with a photo of the building, the address '600 W Main St Ste 200, Jefferson City, MO 65101', and phone numbers '(123) 123-4567'. It also includes a section for 'Hours' with the text 'Enter your hours of operation here'.

2. This will pull up the Insert Image menu.



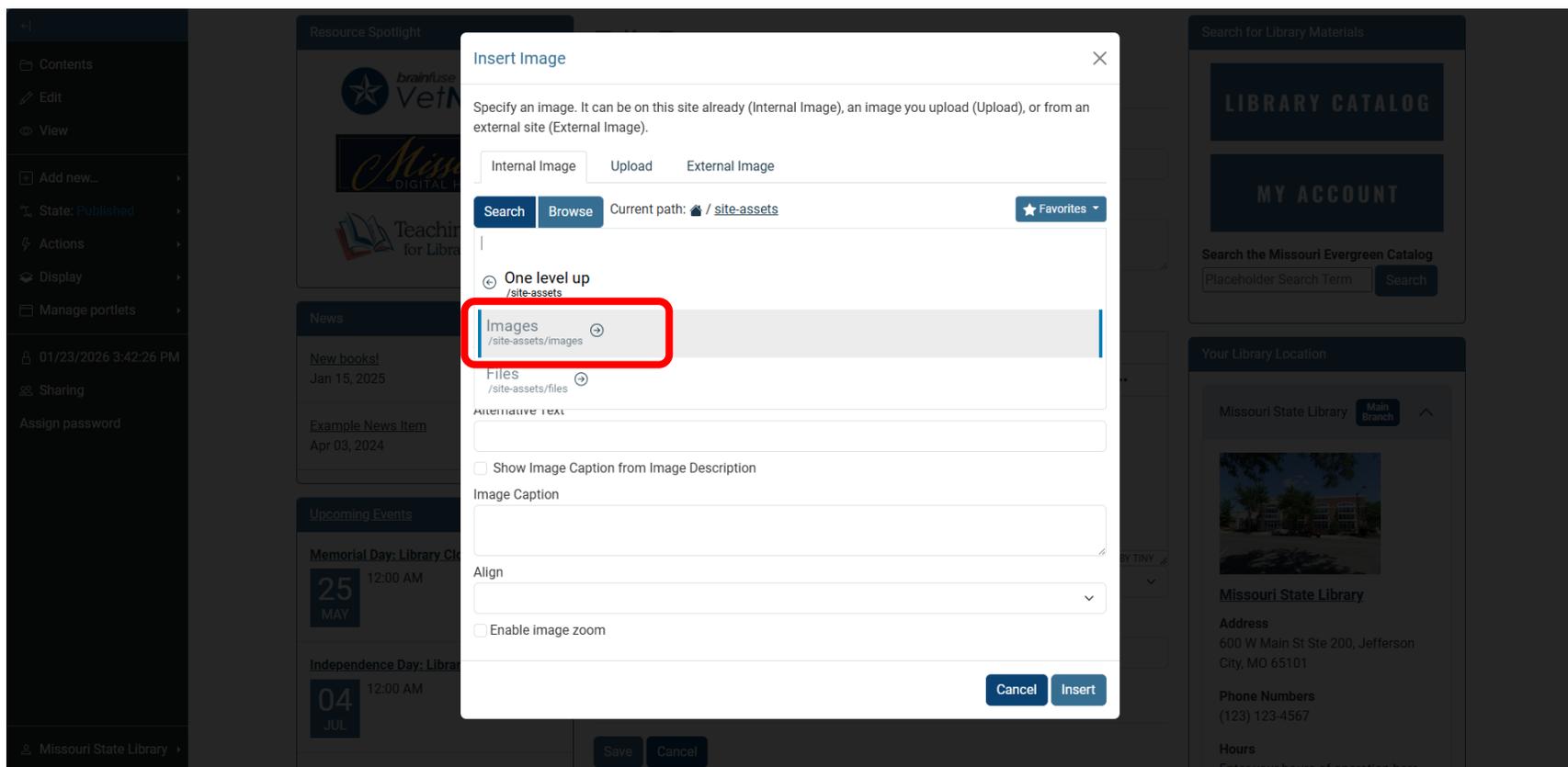
3. We will need to use this menu to select our image. The easiest way to do that is to select the home icon.

The screenshot displays a CMS interface with an 'Insert Image' dialog box open. The dialog box has three tabs: 'Internal Image', 'Upload', and 'External Image'. The 'Internal Image' tab is selected. Below the tabs, there is a search bar with the text 'Current path: /services/library-of-things-1/library-of-things' highlighted in a red box. To the right of the search bar is a 'Favorites' button. Below the search bar is a text input field for 'Search for item on site...'. Below that is a 'Size' dropdown menu set to 'Medium'. Below the size dropdown are fields for 'Title', 'Alternative Text', and 'Image Caption'. There is a checkbox for 'Show Image Caption from Image Description' which is unchecked. Below the 'Image Caption' field is an 'Align' dropdown menu. At the bottom of the dialog box are 'Cancel' and 'Insert' buttons. The background shows a CMS dashboard with a sidebar on the left and a main content area on the right. The sidebar has a 'Contents' menu and a 'Missouri State Library' link. The main content area has a 'Resource Spotlight' section with a 'brainfuse Vet' logo and a 'Teaching for Learning' logo. There is also a 'News' section with a 'New books!' article and an 'Upcoming Events' section with 'Memorial Day: Library Cl' and 'Independence Day: Librar' 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. The sidebar contains navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', a date '01/23/2026 3:42:26 PM', 'Sharing', 'Assign password', and 'Missouri State Library'. The main content area features a 'Resource Spotlight' section with logos for 'brainfuse VetM', 'Missouri DIGITAL', and 'Teaching for Librarians'. Below this is a 'News' section with 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024). An 'Upcoming Events' section shows 'Memorial Day: Library Cl...' (25 MAY, 12:00 AM) and 'Independence Day: Libra...' (04 JUL, 12:00 AM). A search bar at the top right is labeled 'Search for Library Materials' and 'LIBRARY CATALOG'. Below it is a 'MY ACCOUNT' section and a 'Search the Missouri Evergreen Catalog' section with a search input and button. The 'Your Library Location' section shows 'Missouri State Library Main Branch' with an image and contact information: 'Address: 600 W Main St Ste 200, Jefferson City, MO 65101', 'Phone Numbers: (123) 123-4567', and 'Hours: Enter your hours of operation here.' A white 'Insert Image' dialog box is open in the center, with a red box highlighting the 'Site Assets' folder in the list. The dialog box has tabs for 'Internal Image', 'Upload', and 'External Image', and a 'Search' button. The list includes 'Site Assets (/site-assets)', '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)'. A 'Favorites' button is also visible in the dialog box.

5. Then, select Images' arrow.



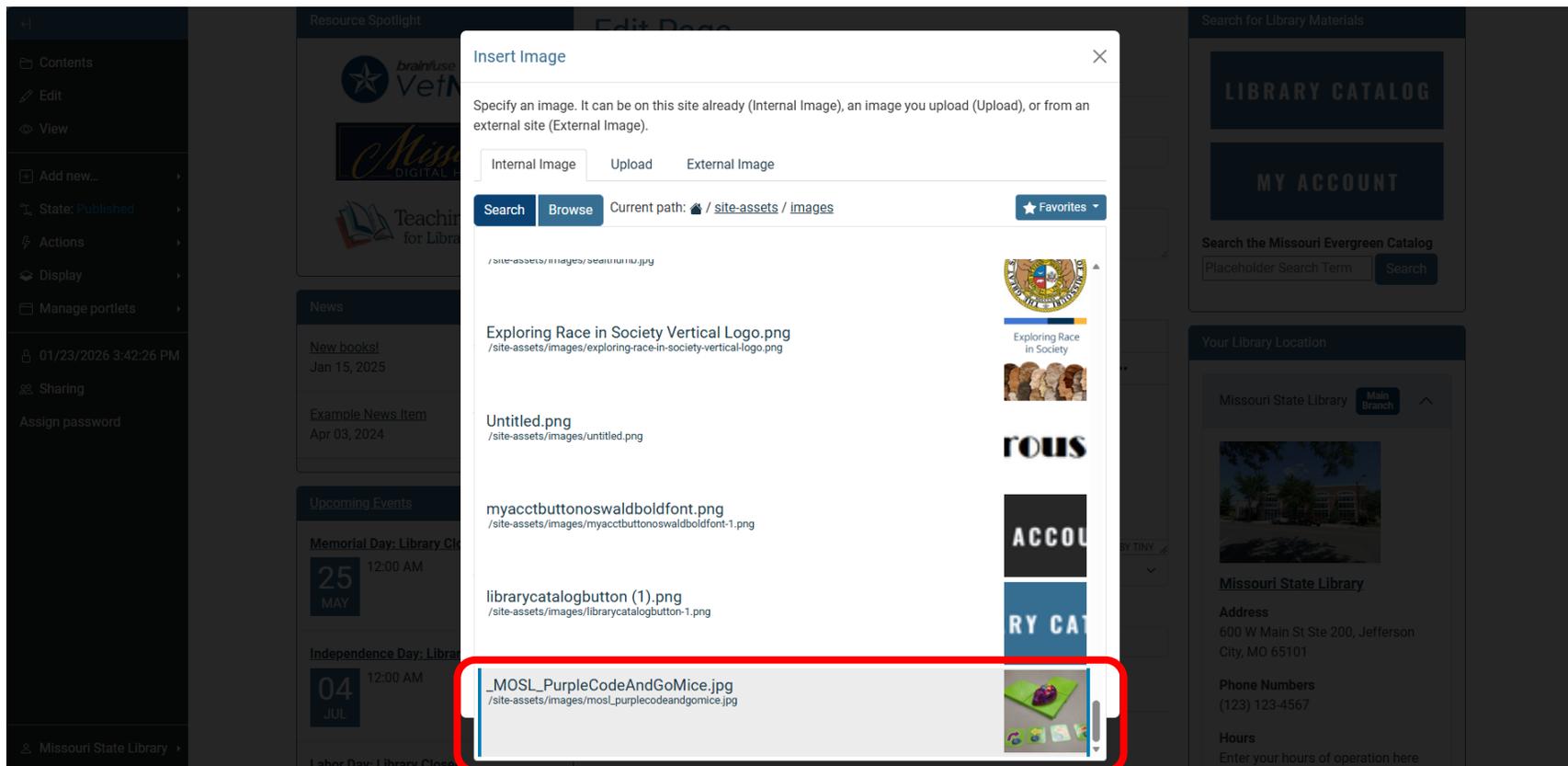
6. Next, find and select the image you want.

The screenshot 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 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'. 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'. There is also a 'Favorites' button. The main area of the dialog shows a list of images with their file names and thumbnails. The list includes:

- One level up (/site-assets/images) with a thumbnail of a colorful abstract pattern.
- _0e50d439-e7bd-4ba7-ac2b-8113ae813260.jpeg (/site-assets/images/0e50d439-e7bd-4ba7-ac2b-8113ae813260.jpeg) with a thumbnail of a colorful abstract pattern.
- Actions-menu-define-action.png (/site-assets/images/actions-menu-define-action.png) with a thumbnail of a menu.
- cookie-the-pom-gySmaocSdqS-unsplash.jpeg (/site-assets/images/cookie-the-pom-gysmaocsdqs-unsplash.jpeg) with a thumbnail of a teddy bear.
- Data Base Logos (/site-assets/images/data-base-logos) with a thumbnail of a blue square with a white 'f'.
- Facebook_Logo_128x128.png (/site-assets/images/facebook_logo_128x128.png) with a thumbnail of a blue square with a white 'f'.
- Free Resource Buttons (/site-assets/images/free-resource-buttons) with a thumbnail of a blue square with a white 'f'.

The background of the screenshot shows a CMS interface with a sidebar on the left containing 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 search bar and a 'LIBRARY CATALOG' button. Below the search bar, there is a 'MY ACCOUNT' button and a search box for the 'Missouri Evergreen Catalog'. The bottom of the page shows the 'Missouri State Library' logo and address 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 such as '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 Library' logo, and a 'Teacher for Libr' logo. Below this is a 'News' section with 'New books!' dated 'Jan 15, 2025' and an 'Example News Item' dated 'Apr 03, 2024'. The 'Upcoming Events' section lists 'Memorial Day: Library' on '25 MAY' at '12:00 AM' and 'Independence Day: Libr' on '04 JUL' at '12:00 AM'. The 'Missouri State Library' logo is visible at the bottom left of the sidebar.

The 'Insert Image' pop-up menu is centered on the screen. It has a title bar with 'Insert Image' and a close button. The main text reads: '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', 'Upload', and 'External Image'. The 'Search' and 'Browse' buttons are highlighted in blue. The 'Current path' is '/ site-assets / images'. A 'Favorites' button with a star icon is also present. A search result is displayed: '* _MOSL_PurpleCodeAndGoMice.jpg' with the path '/site-assets/images/mosl_purplecodeandgomice.jpg'. To the right of the text is a small thumbnail image of a purple mouse on a green surface. Below the search result are fields for 'Size' (set to 'Medium'), 'Title', 'Alternative Text', and 'Image Caption'. There is a checkbox for 'Show Image Caption from Image Description' and another for 'Enable image zoom'. The 'Align' dropdown is set to 'None'.

The background content area on the right includes a 'Search for Library Materials' section with a 'LIBRARY CATALOG' button and a 'MY ACCOUNT' button. Below this is a search bar with a 'Placeholder Search Term' and a 'Search' button. The 'Your Library Location' section shows 'Missouri State Library' with a 'Main Branch' dropdown and a photo of the library building. Below the photo is the 'Missouri State Library' name, address ('600 W Main St Ste 200, Jefferson City, MO 65101'), phone numbers ('(123) 123-4567'), and 'Hours'.

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

Size

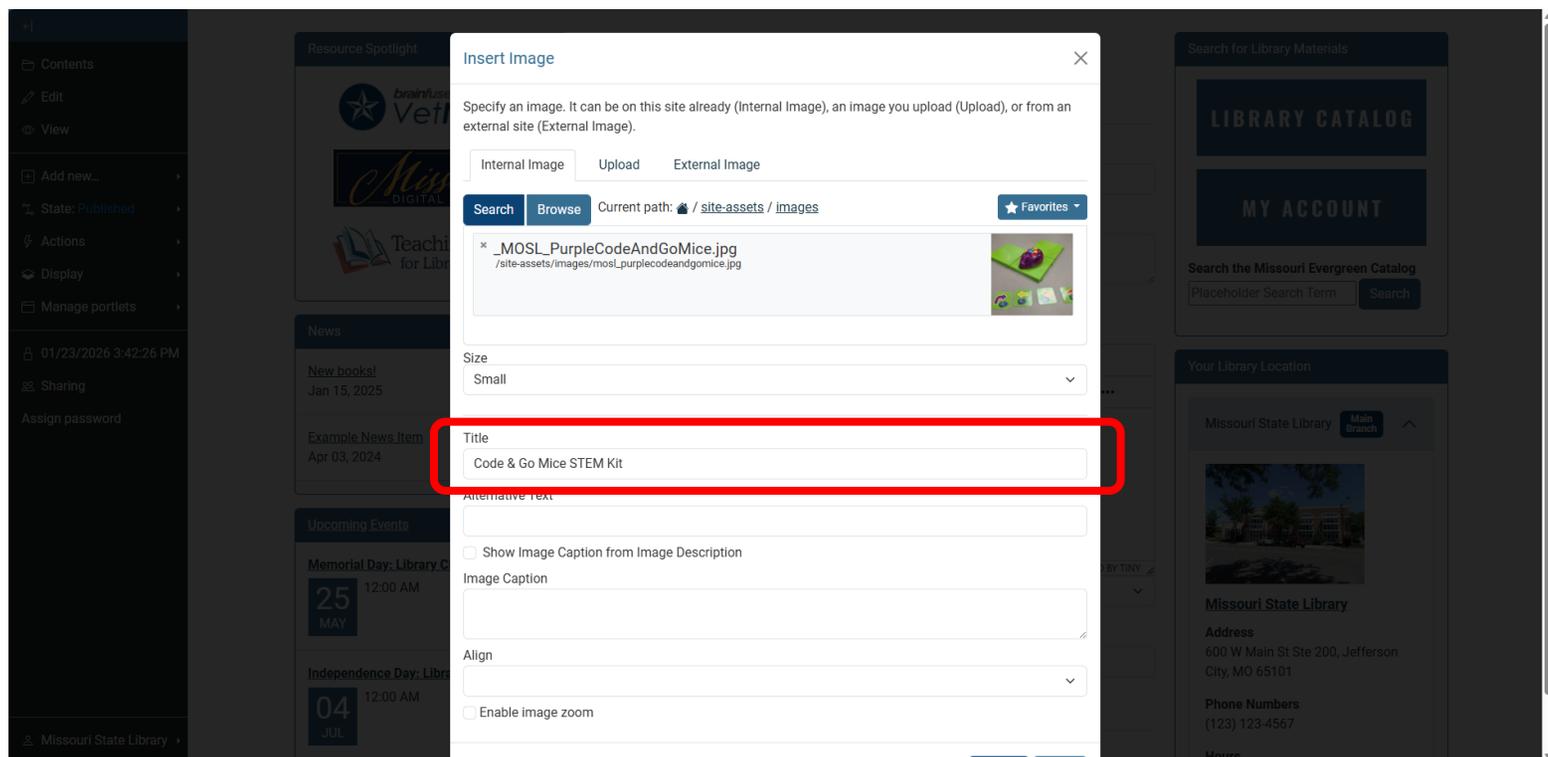
Size

Size

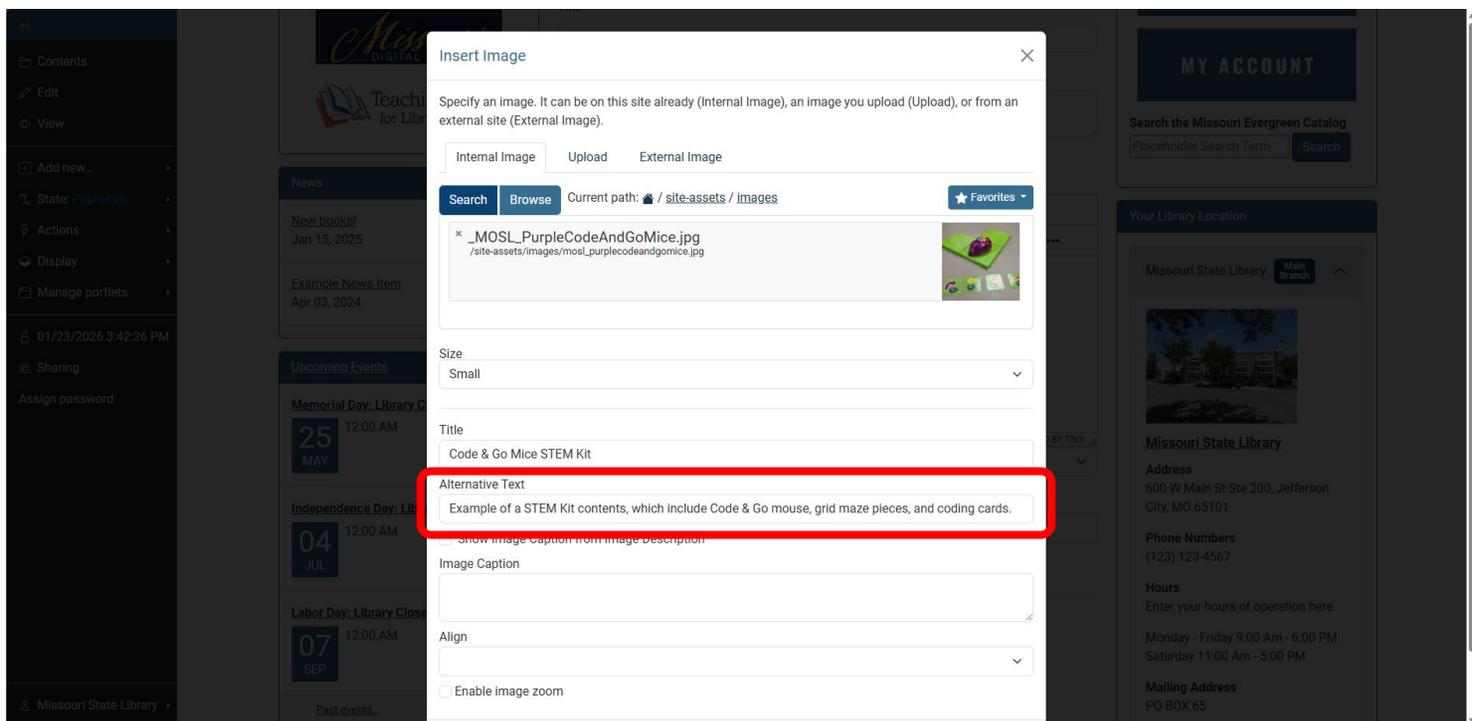
 

9. The Title section adds a description that will appear when a cursor hovers over the image. Otherwise, when a cursor hovers over an image, it will show the image's file name. For example, if we didn't add the title of "Code & Go Mice STEM Kit," the name would appear as "_MOSL_PurpleCodeAndGoMice.jpg"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

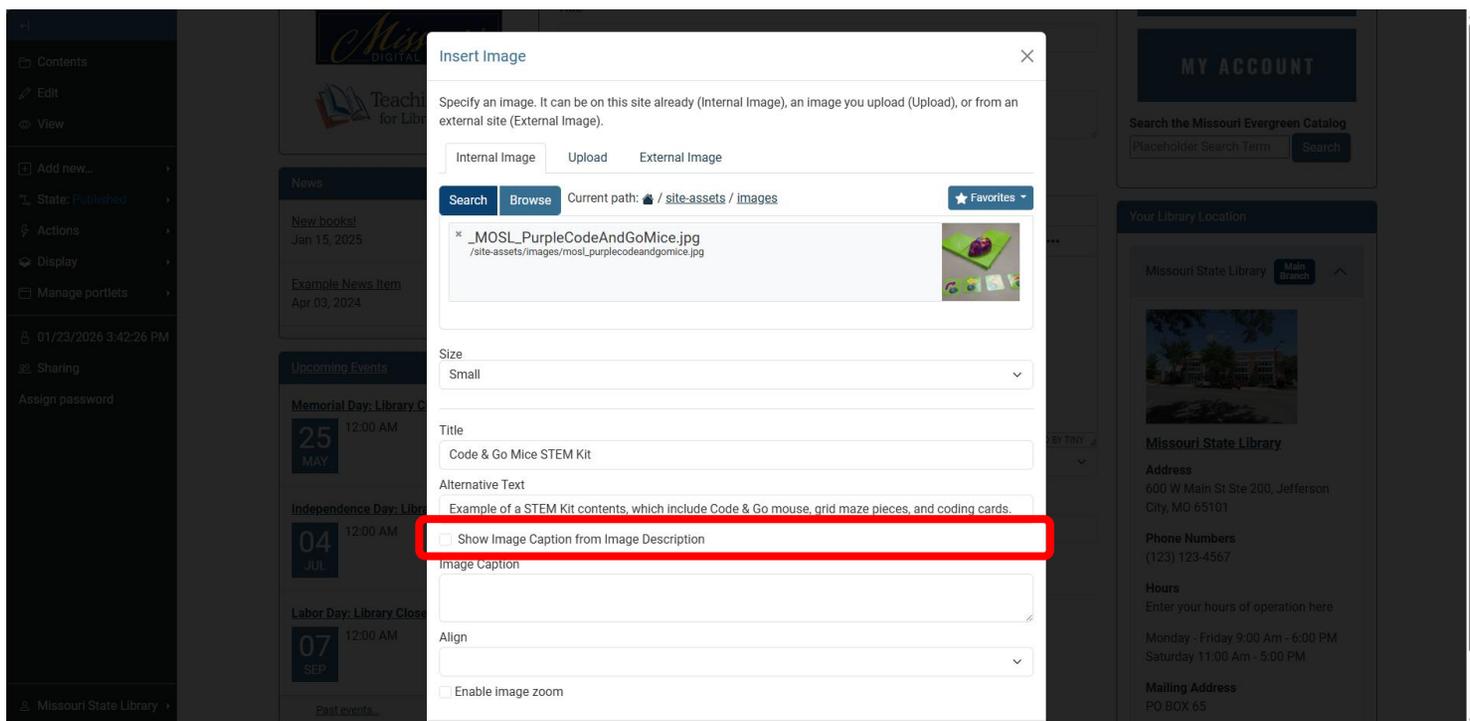


10. While it is beyond the scope of this tutorial to go over all possibilities for alternative text on your Ploud site, it is especially important to include alternative text for ADA Compliance as this allows screen readers to describe the photo.
 - a. Generally, your alternative text (also called alt 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 image shows a screenshot of 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 area 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". There is also a "Favorites" button. Below the search bar, there is a list of images. One image is selected, showing a thumbnail of a purple code and go mice kit. Below the image list, there are several form fields: "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."), "Show Image Caption from Image Description" (checked), "Image Caption" (a text input field with a red border), "Align" (a dropdown menu), and "Enable image zoom" (unchecked).

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

👁️ 🗑️ <> 🔗 🖼️ 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
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 bulleted list: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies, and STEM kits. The editor includes a toolbar with icons for undo, redo, bold, italic, link, and image, and a text area containing an image of a purple robot on a green base with four directional arrow buttons below it. Below the image is a 'Change Note' field and a prompt: 'Enter a comment that describes the changes you made.' At the bottom of the editor are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red square. On the right is a 'Your Library Location' panel for the 'Main Branch' of Missouri State Library, featuring a photo of the building and details for 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).

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 MAY 12:00 AM

Independence Day: Library Closed
04 JUL 12:00 AM

Labor Day: Library Closed
07 SEP 12:00 AM

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



P > IMG POWERED BY TINY text/html

LIBRARY CATALOG

MY ACCOUNT

Search the Missouri Evergreen Catalog

Placeholder Search Term Search

Your Library Location

Missouri State Library **Main Branch**



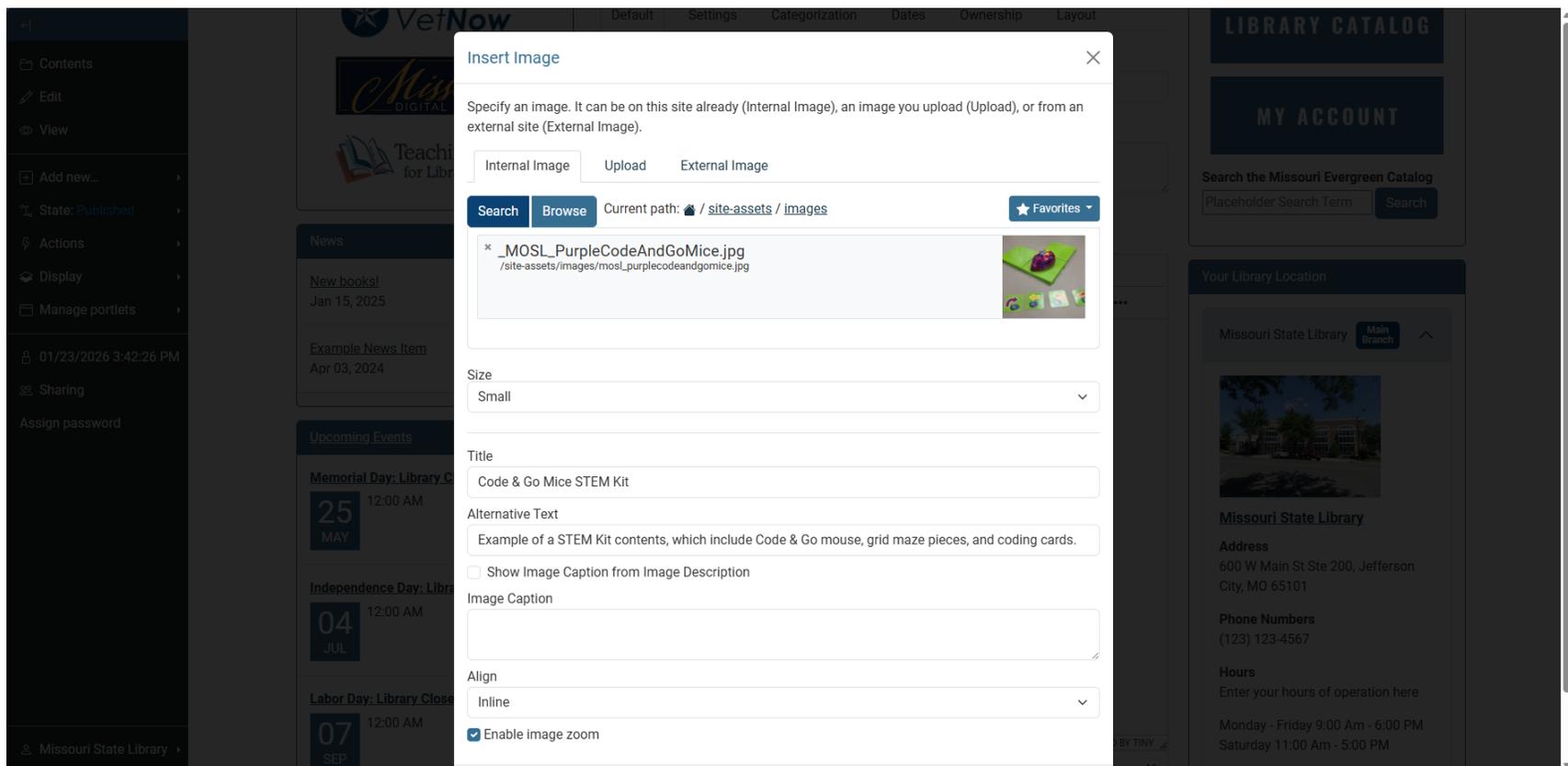
Missouri State Library

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

Phone Numbers
(123) 123-4567

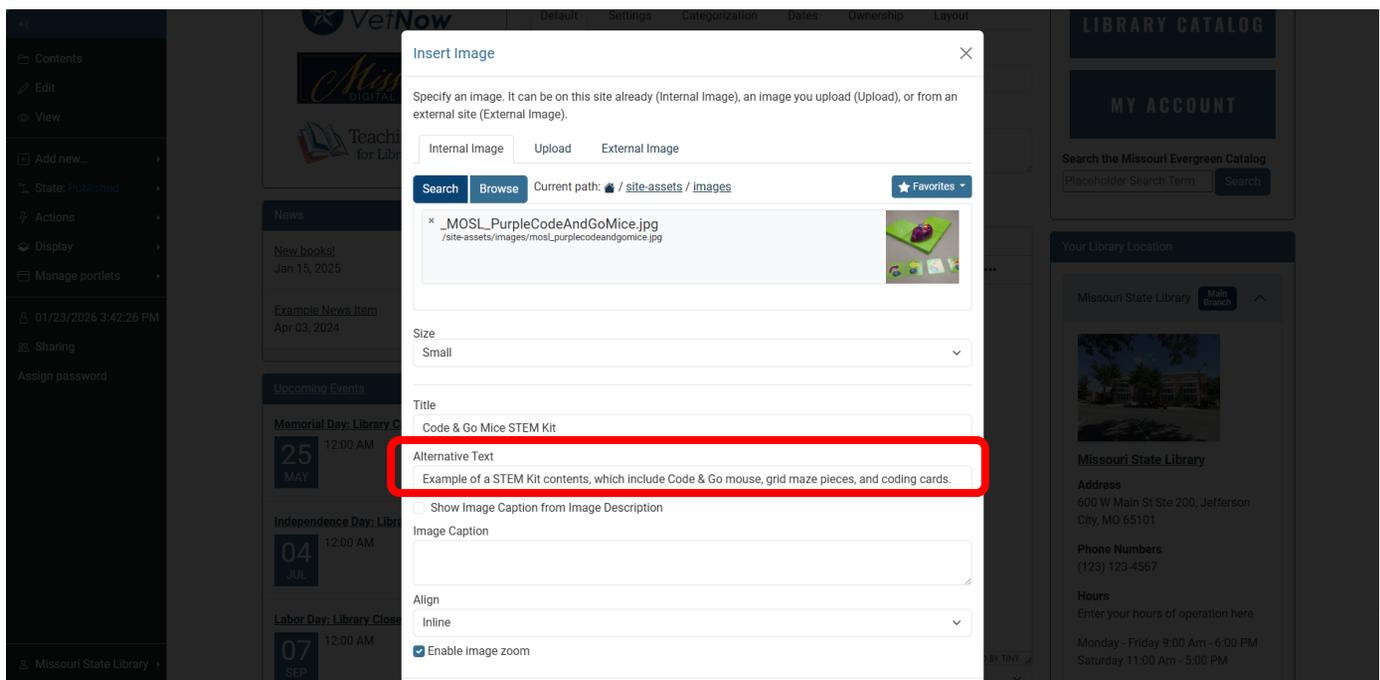
Hours
Enter your hours of operation here
Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM

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.
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- 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.



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 three sections: 'New books!' with a date of Jan 15, 2025; 'Example News Item' with a date of Apr 03, 2024; and 'Upcoming Events' which lists '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' rich text editor with a toolbar containing options like 'Insert image', 'Paragraph', and '12pt'. The editor's content includes a bulleted list: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', 'Cooking supplies', and 'STEM kits'. A photo of a purple STEM kit on a green base is inserted into the editor. Below the photo, the text 'P > IMG' and 'POWERED BY TINY' are visible, along with a dropdown menu set to 'text/html'. A 'Change Note' field is present with the placeholder text 'Enter a comment that describes the changes you made.' At the bottom of the editor are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red square. On the right side, a 'Your Library Location' sidebar shows the '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'.

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.