

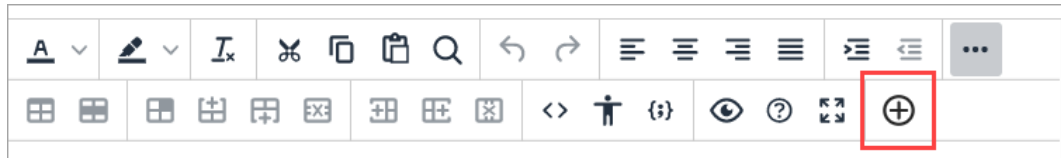
# USING ALTERNATIVE (Alt) TEXT IN ULEARN

Each posted image in ulearn must include alternative text in the alternative description text box.

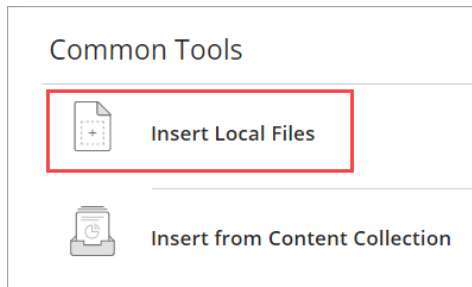
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## Method 1: Upload and Add Alternative Text to New Image

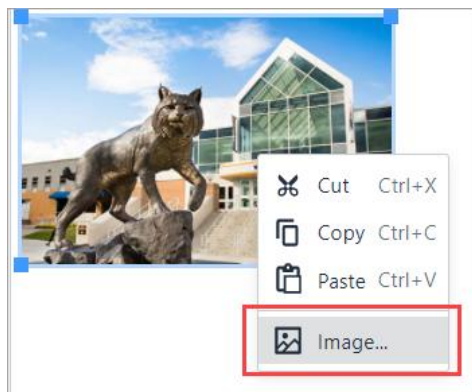
1. Within a text box, select the **Add content (plus sign)** at the far right of the bottom row.



2. Click **Insert Local Files**.

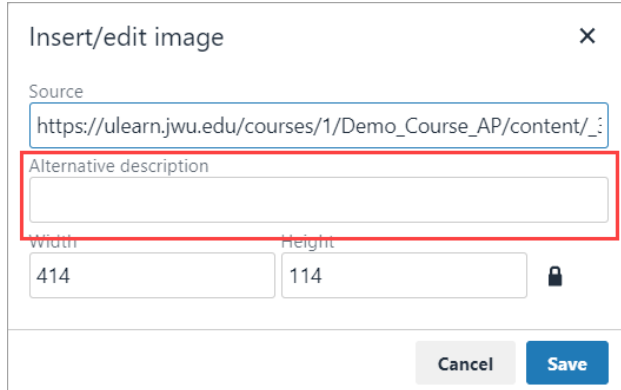


3. Find and select the image you want to upload.
4. Right click the image and select **Image**.



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5. Add a description, or alt text, to your image in the **Alternative description** text box.



Insert/edit image

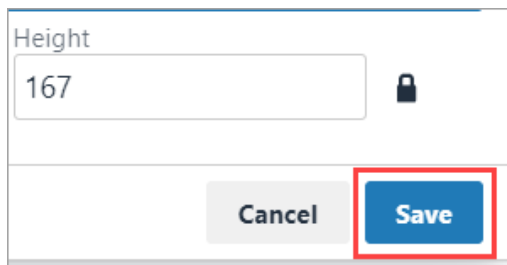
Source  
https://ulearn.jwu.edu/courses/1/Demo\_Course\_AP/content/\_:

Alternative description

Width: 414 Height: 114

Cancel Save

6. Click **Save** when finished.

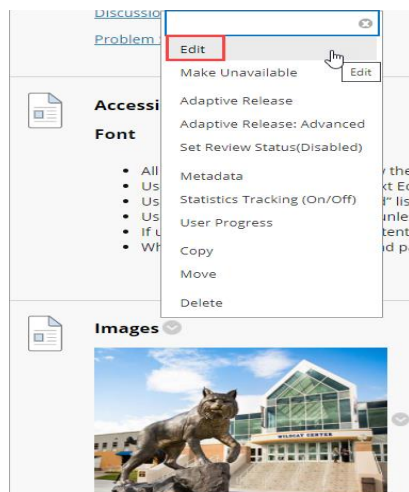


Height: 167

Cancel Save

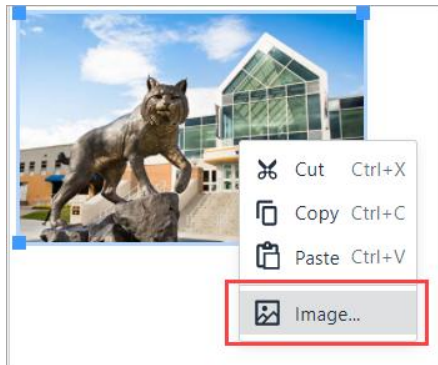
## Method 2: Add Alternative Text to Existing Image

1. Click the arrow next to the name of the item that contains the image and select **Edit**.

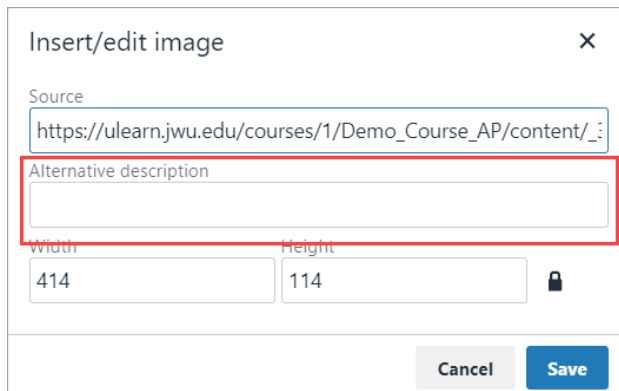


2. Right click the image and select **Image**.

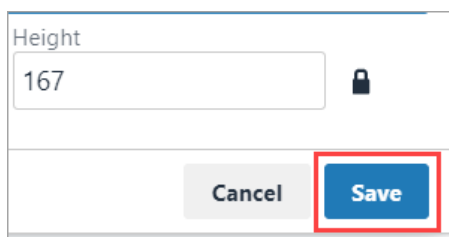
# USING ALTERNATIVE (Alt) TEXT IN ULEARN



3. Add a description, or alt text, to your image in the **Alternative description** text box.



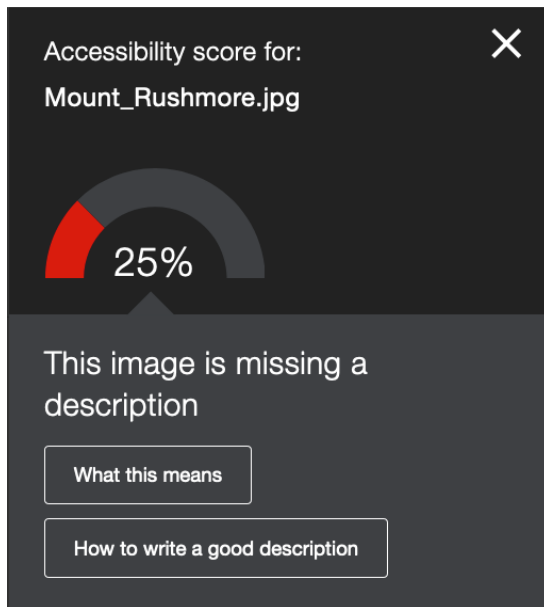
4. Click **Save** when finished.



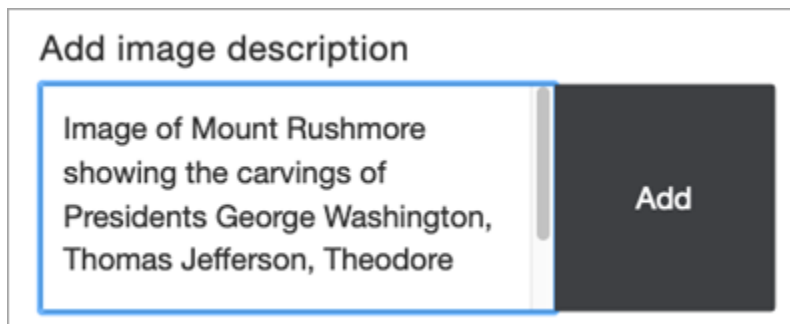
## Method 3: Add Alternative Text Using the Accessibility Indicator

1. If your image lacks a text description, the accessibility indicator will appear “red.” Selecting the indicator reveals that the file is only 25% accessible, because it lacks an alternative description.
2. Select the “What this means” button for an explanation, and “How to write a good description” for some quick tips.

# USING ALTERNATIVE (Alt) TEXT IN ULEARN

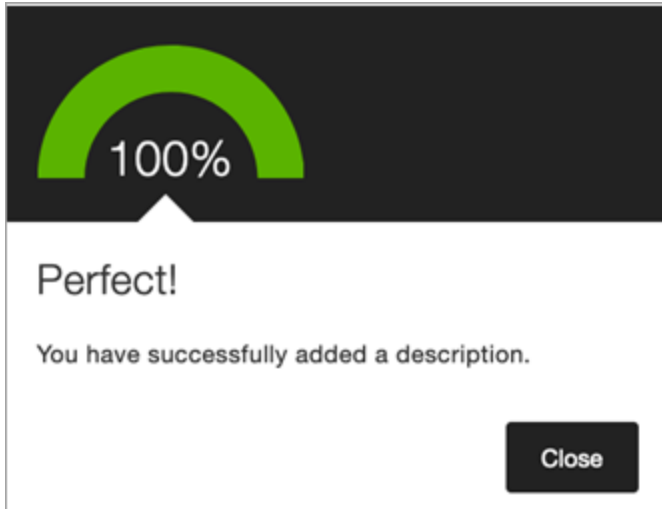


3. Add your alternative description to the text field in the accessibility feedback window. You can also edit existing text in the box. When you're done, select "Add."



4. Make sure your description is more than just the title of the file, or the accessibility checker will report an error. Describe the image and what's important, and mention any text in the image to improve your score.

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5. If your image is only for visual effect and does not contain information relevant to the learning content, you can also mark the image as “decorative.” This means no alternative description is necessary, and your accessibility score will improve.

