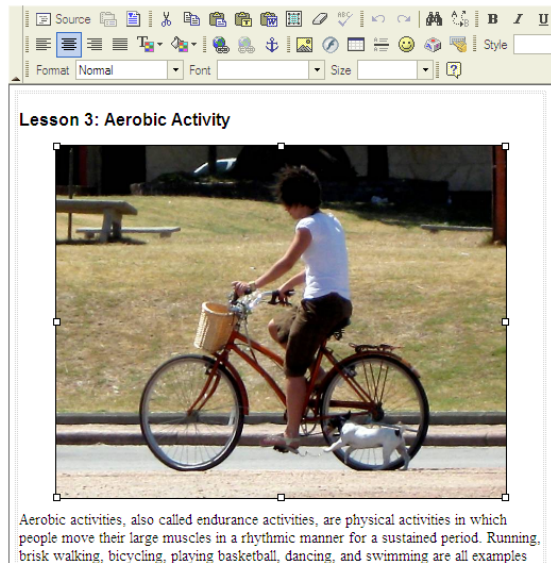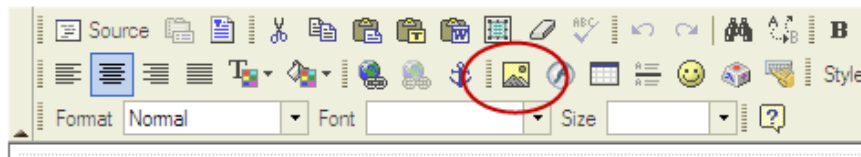**How to make an EXISTING image accessible in Etudes**
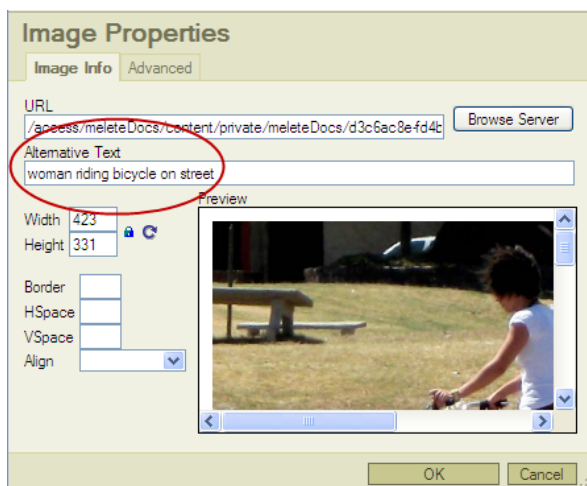
1. Click on the image in a Module section to select the image.

2. Click on the image icon in the Toolbar.
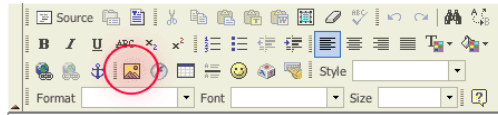

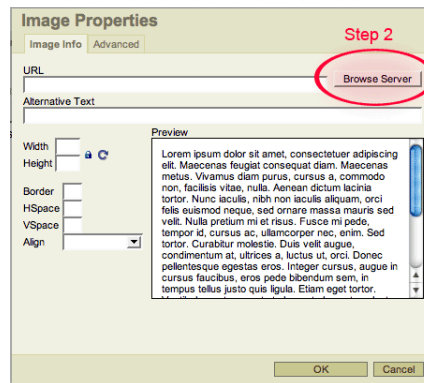3. Type a description of the image in the Alternative Text box unless the image is purely decorative.

How to make a NEW image accessible in Etudes

Here are the steps for inserting images and making them accessible using the Etudes built-in editor.

1. Place your cursor where you want the picture to be inserted. Then click on the Insert Image icon in the toolbar. (The icon looks like a mountain with the sun in the sky and it is yellowish.) The Image Properties dialog box will appear.

2. If the image is on a web page by itself, type in the URL (webpage address). If the image is on your local computer and needs to be uploaded, click on the Browse Server button.
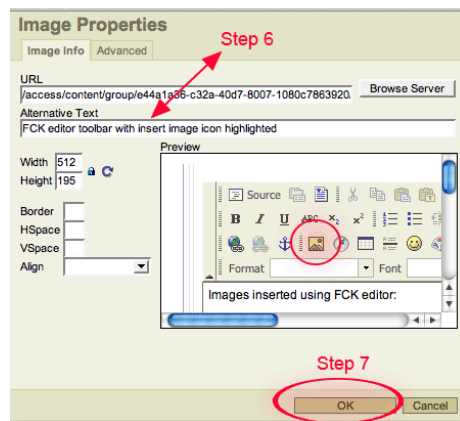

3. Get the image.

a. Click the **Browse** button at the bottom of the window to locate the image you want to upload from your computer. Find the image in your computer and select it. It will fill in the address to that file in the little white box.

b. Next, click on the **Upload** button at the far right of the screen.

4. When the file is uploaded, it will appear in the list of files within the folder. **Click on the newly uploaded file.**

5. You will be returned to the Image Properties dialog box, with the URL to the image already filled in correctly.

6. You MUST put a description of the image in the Alternative Text line unless the image is purely decorative. This description is for screen readers to read the text description to those with low vision.

7. Then click on the OK button at the bottom of the page. You will be returned to your page with the image in the spot where your cursor had been set.