

## How to Add Alt Text to Images in Canvas

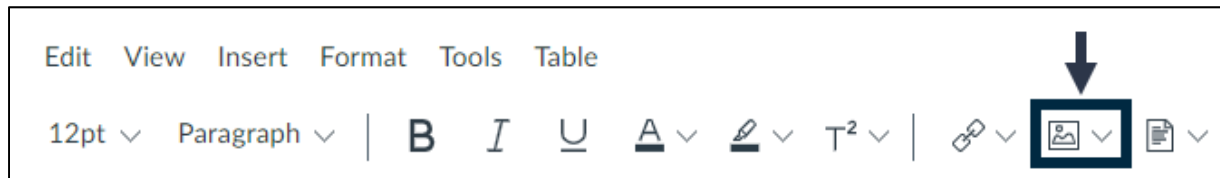
### Contents

Adding Alt Text to a Newly Uploaded Image .....	1
Uploading from Course Images.....	1
Uploading from Your Computer .....	3
Updating an Existing Image.....	5

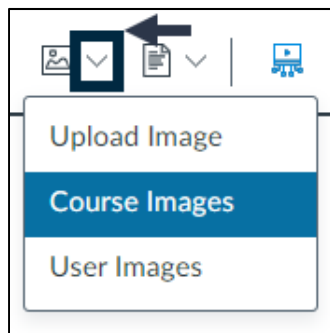
### Adding Alt Text to a Newly Uploaded Image

#### Uploading from Course Images

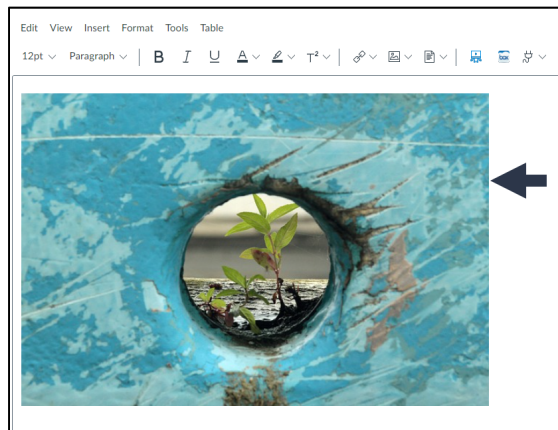
In Canvas' rich text editor, find the image icon.



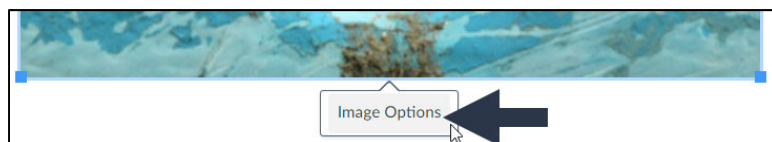
Select the dropdown arrow beside the icon. A dropdown menu asking where you you'd like to retrieve the image from should appear. Select Course Images- this will pull an image already stored within your course files rather than make you upload a new image, and prevents duplicate files if you've already stored images in your files.



When you select an image from your files, it should appear embedded in the content body of the rich text editor.

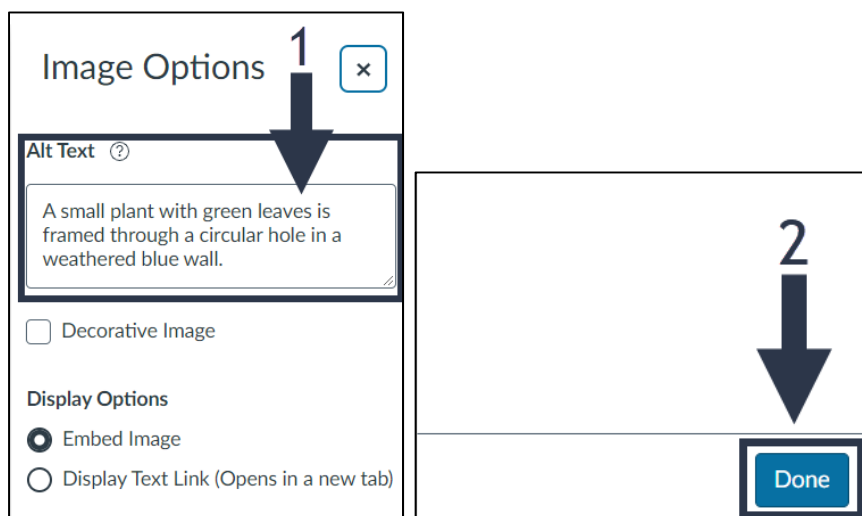


Click on the image. It should highlight with a blue border, and an **Image Options** button should appear beneath the image. Select this button.



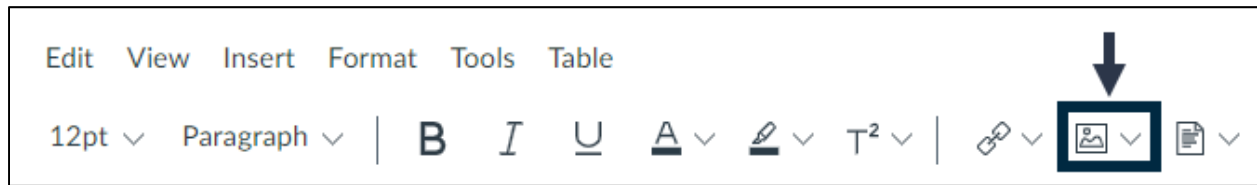
Once you select the **Image Options** button, an Image Options editor will pop up on the right of the screen. To add alt text to the selected image, follow two steps:

1. There will be an Alt Text editor towards the top of these options. In the text field, enter appropriate alt text. Here is a good reference for [writing appropriate alt text](#).
2. Make sure to click the blue **Done** button at the bottom right corner of the pop up. If you don't click this, your edits will not save.



## Uploading from Your Computer

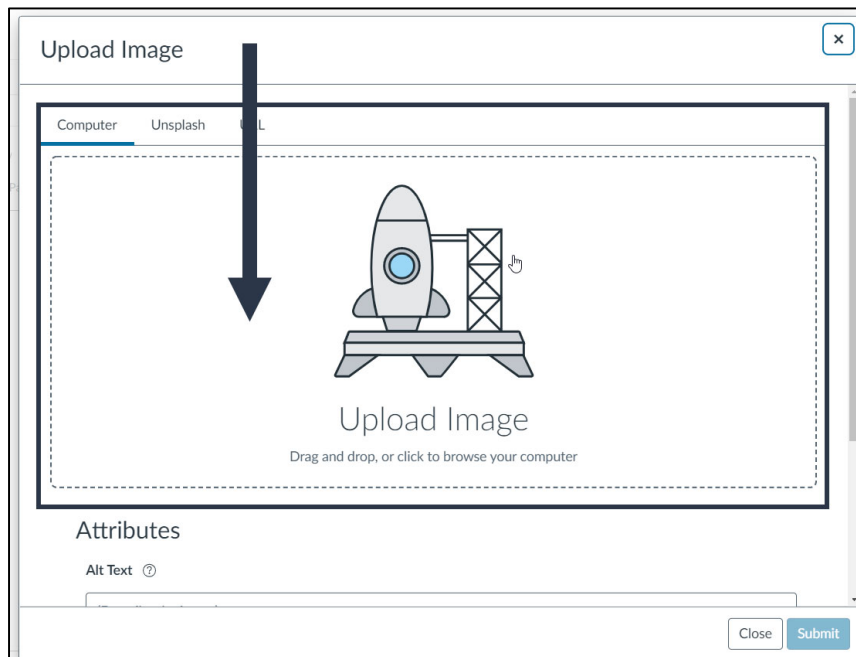
In Canvas' rich text editor, find the image icon.



Select the image icon, not the drop down menu.



A pop up to upload your image will appear. You can drag and drop, or click the boxed space to upload an image from your computer.



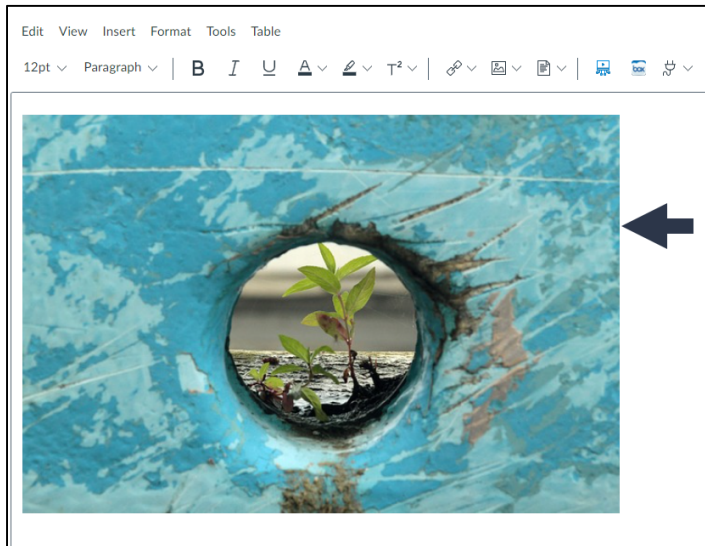
Once you select an image to upload, scroll down on this pop up. Lower on this screen are **Image Attributes**. To add alt text to the selected image, follow two steps:

1. There will be an Alt Text editor towards the top of these attributes. In the text field, enter appropriate alt text. Here is a good reference for [writing appropriate alt text](#).
2. Make sure to click the blue **Submit** button at the bottom right corner of the pop up. If you don't click this, your edits will not save.

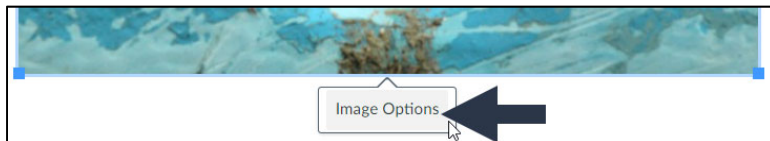
The screenshot shows a pop-up window titled "Upload Image" with a close button (X) in the top right corner. Inside the window, there is a large image of a small green plant growing through a circular hole in a weathered blue wall. Below the image, the "Attributes" section is visible. A large black arrow labeled "1" points to the "Alt Text" field, which contains the text: "A small plant with green leaves is framed through a circular hole in a weathered blue wall." Below the alt text field, there is a checkbox for "Decorative Image" which is unchecked. Under the heading "Display Options", there are two radio buttons: "Embed Image" (which is selected) and "Display Text Link (Opens in a new tab)". At the bottom right of the pop-up, there are two buttons: "Close" and "Submit". A large black arrow labeled "2" points to the "Submit" button.

## Updating an Existing Image

Find the image you're wishing to add alt text to and select it.



When you click on the image, it should highlight with a blue border and an **Image Options** button should appear beneath the image. Select this button.



Once you select the **Image Options** button, an Image Options editor will pop up on the right of the screen. To add alt text to the selected image, follow two steps:

1. There will be an Alt Text editor towards the top of these options. In the text field, enter appropriate alt text. Here is a good reference for [writing appropriate alt text](#).
2. Make sure to click the blue **Done** button at the bottom right corner of the pop up. If you don't click this, your edits will not save.

