

I forgot what this is about. What are we doing? Sorry. So, we're we're looking today at alternative facts. Oh, okay. Good. Yeah. We'll um we might as well jump right into it. Seems like we got some people here on time. And let me see. Let me share my screen. Just do it that way. Do this. Oh, now we've got everything open that we're trying to troubleshoot. Let's get this set. Oh, two more people waiting. Admit all.

All right. So, that's the one I want right there. All right. So, the um topic for today here, let's just see Google. I saw Dana. I thought I saw Dana coming in too. Let's know. It's We'll We're'll recording. We'll be good. Um so, the the topic for today is um alt text. And I thought what I would do is get a slideshow going here. Um I thought what I would do is show you a little bit here, give you a little bit of screen tips, uh little slideshow, but then we'll go in and and I'll do a couple of files and I'll show you a few things about alt text that um we haven't really talked about a whole lot in some of the sessions like inlining our file, our images. Um but we we'll get to that.

Basically alt text or alternative text is it's text that you apply to your images and this will be read by a screen reader. So the idea here is that you know your reading line you get a screen reader there's a picture pops up on the screen and if somebody can't see what the text is then they can't see what the image is then they get to at least read what's there. Um, and this is this is one of the the fundamental uh things that you have to do with with um uh with accessibility and we have to put in closed captions. Alt text is one of those things that it really needs to be done on on every image that goes into anything. It goes into emails, it goes into Moodle pages, it go uh word files.

We do have a there's some technical difficulties having is trying to get if she has this. There we go. Let's hold off a sec. We're trying to get Dana from Workforce Development to join and we want to before we go too far, we see if we can get her in. It says that she's joining, but um is she in? Hey, she's here. All right. Fantastic.

Um so I'll alternative text again that is uh text that is read by a screen reader and it's intended for people who can't uh see that the image is there. Of course, the other reason that we use alt text, if you're going through and and creating a document and your image gets lost somehow, you at least have a cue as to what was there, what was supposed to be there, so you can go back in and rebuild it. Um, and it's it's one of those things that all text can be a pain in the neck if you don't do it when you set up the file the first time. Um, if you do it the first time, it's good, but if you have to go back and redo, uh, you know, if you've got 50 slides and there's a picture on each slide and you forgot to put all text on them, then you have 50 pictures to go in and add all text to. Um, so we we try we we're encouraging folks to try to learn how to do alt text and get in the habit of doing alt text um, the first time you do you go and create a file.

Now, um, where does this go? You know, how do we put it into a an alt, how do we assign alt text to an image? And basically when you uh go into something like uh Microsoft either Microsoft Word or PowerPoint or when you go into uh Google Docs or Google Slides, all you have to do is rightclick on the picture and then the context menu that pops up. There's something there about alt text in Microsoft. You can there's little tiny words here. It says view alt

text. Like I said, we'll I'll show you how to do this in a minute. uh in the in the programs. Um but there there's something about alt text. When you click on that, it opens a pane on the right hand side of the screen and there's a little file there. There's a bot where you can type in the description to just go in and type in uh whatever it needs to say.

The cool thing about alt text that you add here in Microsoft Office um or Google documents is that tends to be assigned to the image. So, like if you want to put a a picture in your signature in a uh in your Google in your your Gmail, if you go into a Google document, add the alt text there, copy the picture, when you go and paste that into your signature file, it's going to be there. Um, I have found if you if you assign alt text in a word processing file like in Word or in PowerPoint, when you then add that into Moodle, it gets added automatically right into Moodle, which is kind of cool. Um, but then in general, like I said, I'll show you how to do this here in a minute in the programs, but you right click on a picture, go into the alt text um menu that pops up there, add

Um, what kind of files uh what what kind of files should we add alt text to? So, you're you're cruising along and you're you're creating uh you're you're putting pictures into a word processing file, a slideshow, an email. any picture that's in any of these files and basically any digital file that you create, if you're putting a picture into it, you need to be adding alt text to it. Um, in in Microsoft Word or in in uh in you see I've got a Gmail file open here. All you have to do is click on the picture and there's a button on the bottom. There's a tab that says edit the alt text. Just go in and that's where you add it there. Um but in and as we think about the images and think about the files that that need to have alt text added to them. Um some of the things it's kind of simple you know word processing files word processing slideshows. Um but the the fact is and I didn't think about this until I was kind of late in the whole process. I was like oh yeah hey that's right we put pictures into email. So those need to have alt text as well. Uh so basically any digital file that you create um got to have alt text added to it.

Um what kind of images or what kind of things are we talking about? Um if you add shapes to your im your your PowerPoint presentations and I'm talking like shapes that that identify something you know I'm somebody who you know I teach I CIS courses you know I show people how to use spreadsheets. So, I will frequently put a an image into a slideshow or into a uh you know into an email responding to students and I will you know put a picture on it that kind of highlights this is the part of the screen that you need to click on that text you know that is a shape that needs to have a a text.

Uh Montre, you've got a question. Go ahead mute and and ask away. Yeah, this is a very basic question but is this for people who can't see? And if they can't see, how do they understand that text? How is that delivered to them? Uh, so it is delivered in a and it's word. So basically what happens the the alt text is read by a screen reader. Okay. So if somebody is cruising through my slideshow and they get to, you know, this picture of a computer, then rather than, you know, they're not going to see that, but what they're going to hear is the the screen reader say this is an image of a computer. Okay? And actually, we'd want to say something more than that, but we'll talk about that in a second. But but it is it is read to the uh the person who's viewing the file. Um, and it's read it's read out loud to them by by the computer and people who aren't using a screen reader won't see it unless they go looking for the alt text. It's like attached to the file

information. Um, it doesn't show up like beneath the text. It's just if you go looking for it, if that makes sense, right? Um, and so if you that could either be using a screen reader or just the way you would create alt text for an image by right-clicking and going to the alt text option and then editing it.

I noticed there was somebody else who had a there was a chat it looked like. Was that Montra? Was that your question or did somebody else have something? Go ahead and unmute and ask away if you'd like if you'd like to ask a question. Right. Can you hear me? Yeah. Okay. What is alt text? Like what is this definition of it I guess? Yeah. So alt text it it's called alternative text. Um and it is that is the the words that are again read out loud uh to describe a picture. Um so it's it is it's an alternative to the picture. That's how they describe it. Yeah. So for someone who can't see an image, it's a written description of whatever the image is, which is then read using a screen reader typically. Y how detailed does it need to be? Is there like a level of it? Uh there is and we we'll get to that in a slide. I was gonna say I think Gary should get to that next. Yeah. And and actually that's a really great great question and...