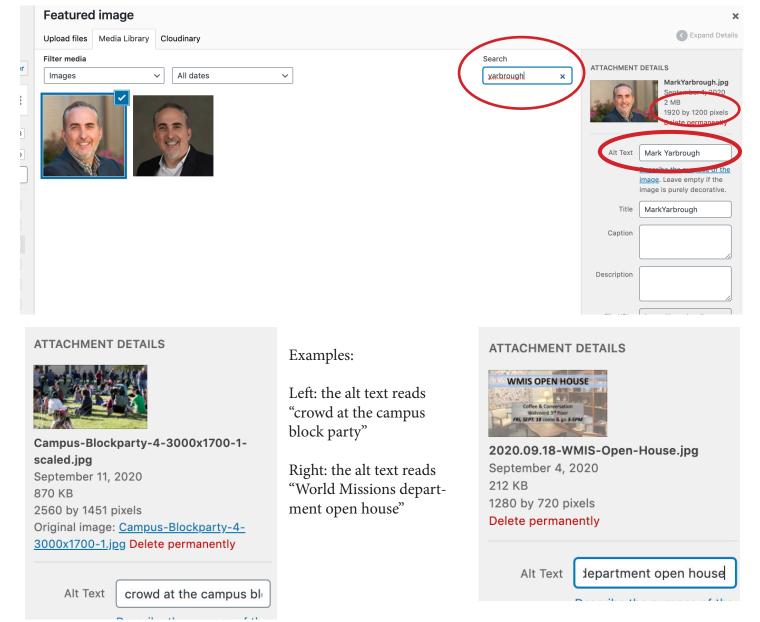
## **How to Enter Images**

- 1. Before uploading a new image, use the search bar to see if there is already one in the media files. Particularly for chapel speakers, all of our professors already have images. *Please do not upload a second picture*.
- 2. Note the size below. This image is 1920x1200. If you're not sure if your image meets those specifications, email Amelia Palmer, one of our graphic designers, at apalmer@dts.edu. She can crop it to those specs if needed.
- 3. Note the "Alt Text." This is the text that a screen reader will read for those who cannot see. This is required for ADA compliance. For a person's headshot, just use their name. For others, see below.



The "Alt Text" will always be in the grey "Attachment details" section of the media files, but it might not always be listed first. Even if there is text in the "Title" or "Caption" boxes, THIS field is mandatory because this is what is required for ADA compliance.