

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 screenshot shows a media management interface. At the top, there are tabs for 'Upload files', 'Media Library', and 'Cloudinary'. Below that, there are filters for 'Filter media' with 'Images' selected and 'All dates' for the date range. A search bar contains the text 'yarbrough'. Two image thumbnails are shown, with the first one selected. To the right, the 'ATTACHMENT DETAILS' for 'MarkYarbrough.jpg' are displayed. The search bar and the 'Alt Text' field (containing 'Mark Yarbrough') are circled in red. Other details include the date 'September 4, 2020', size '2 MB', and dimensions '1920 by 1200 pixels'. There is also a 'Delete permanently' link.

ATTACHMENT DETAILS

Campus-Blockparty-4-3000x1700-1-scaled.jpg
September 11, 2020
870 KB
2560 by 1451 pixels
Original image: [Campus-Blockparty-4-3000x1700-1.jpg](#) [Delete permanently](#)

Alt Text

Examples:

Left: the alt text reads "crowd at the campus block party"

Right: the alt text reads "World Missions department open house"

ATTACHMENT DETAILS

2020.09.18-WMIS-Open-House.jpg
September 4, 2020
212 KB
1280 by 720 pixels
[Delete permanently](#)

Alt Text

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.