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Complex Image Description Section

The Complex Image Descriptions section goes near the end of the book, and it is where you place your complex descriptions.

We create longer, complex descriptions for any image that contains complex information or data. Common examples are Maps, Graphs, Charts and Diagrams. We can also create longer, complex descriptions when we need to transcribe an image, such as an image of a letter. If you are not sure if your image requires a complex description, ask in the [Q&A Section](#).

For images that require more complex or extended descriptions we create two descriptions:

1. Standard [Alt-Text](#) in Alt-Text Description Box ending with the See the link below the image for an extended description.
2. [Long Description](#) in the Complex Image Descriptions Section that links back to the image being described.



You must include a shorter image description in the Alt-text box that compliments the longer description. Remember, all images must have Alt-text.

Creating Section: Headings, Bookmarks and Hyperlinks

Section title is Complex Image Descriptions. Apply Heading Style 1 to heading. Place the section in the back matter of the book *before* the [Terms of Use](#) section.



Don't forget to include a brief description in the Alt-text box for the image ending with See the link below the image for an extended description.

Setting Up Headings and Text

You need to set up your headings and the text before you can create the internal navigation.

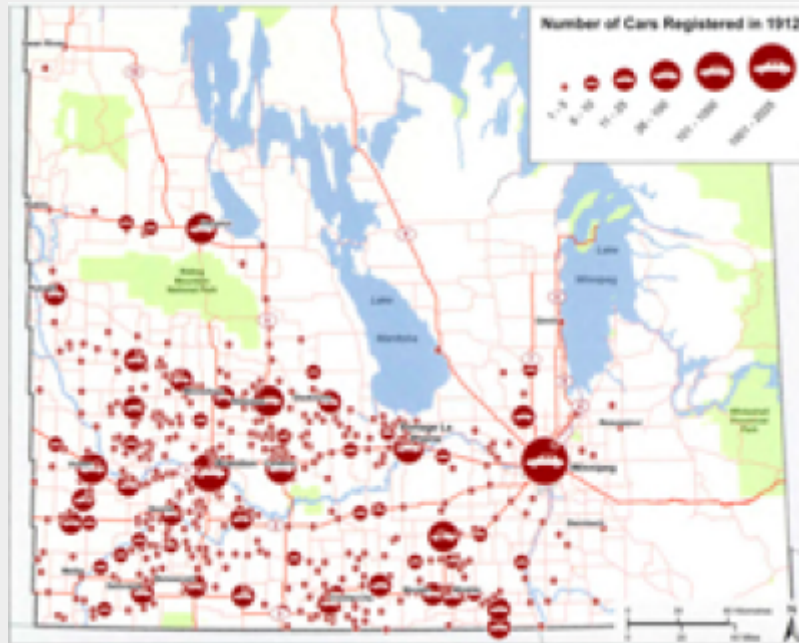
For the Image:

- Locate the image in the text that requires a complex description
- Below the Image and Caption enter the text: Follow this link for an extended description at the end of the book.
- Style as Normal



Do not create a heading for the image. Images do not require additional headings

Example



Caption text

Follow this link for an extended description at the end of the book.

Body text of book.

For the Complex Image Description:

- Locate the Complex Image Descriptions section
- Create a subheading section in Heading 2 style
- Title the section Description of ____
 - e.g. Description of Map for Number of Cars Registered in 1912
- Enter your complex description in this section. See below for [writing tips](#).
- At the end of the description enter the text: Navigate back to image.
- Style as Normal

Example

Complex Image Descriptions [heading 1]

Below you will find the complex descriptions for images in the text. [Normal]

Description of Map for Number of Cars Registered in 1912 [heading 2]

Map depicting vehicle ownership in Southern Manitoba. The title of the map reads: Number of Cars Registered in 1912. There is a legend that shows red circles of increasing size with a white car icon in the center of the circle. Each circle represents a number of cars. The smallest circle is 1-5, then next size up is 6-10, then 11-25, then 26-100, then 101-1000 then 1001-2025.

The map shows Manitoba with all the major cities and towns labelled with a variety of different sized red circles, mainly over the southern part of the province. The main areas are highlighted as follows: Winnipeg, represented by the circle for 1001-2025 cars, and Brandon, represented by the circle for 101-1000 cars, have the largest circles. Dauphin, Virden, Neepawa, Carberry, Portage La Prairie are represented by the circle for 26-100 cars. Russell, Minnedosa, Gladstone, Souris, Deloraine, Boissevain, Crystal City, Morden, and Winkler are represented by the circle for 6-10 cars. [Normal]

Navigate back to image.[Normal]

[Here is a quick tutorial of how to do this.](#)

Adding Links and Bookmarks

Now that you have set up the Headings and text you are ready to create the navigation for this section by using the Bookmark and Internal Links features.

First you will need to create your link to the description section.

- Locate the image for the complex description
- Highlight the phrase `Follow this link for an extended description at the end of the book.`
- Right click to open the popup menu
- Select `Hyperlink`
- This will open a popup window `Insert Hyperlink`
- Select the `This Document` tab
- Open up the drop menu for `Headings`
- Open up the drop menu for `Complex Image Descriptions` and select the sub-heading for the complex description to link to.
 - Example: `Headings>Complex Link Descriptions> Description of Map for Number of Cars Registered in 1912`

This will create your link from the image to the correct description sub-heading in the Complex Image Descriptions section.

Next you will need to set up the return link.

First insert a bookmark as an anchor for the return link.

For the Return Link Bookmark:

- Locate the image for your complex description
- Highlight the image

- Go to the Insert Menu
- Locate the Links Section
- Select Bookmark
- A popup window will appear
 - In the Bookmark name field enter an identifying name for the image, so you know what image goes with what description.
 - NOTE: It *must* have no spaces
 - Example: ReturntoMapManitobaVehicles
 - Select Add
- You now have a bookmark for your return link!



You *must* insert the bookmark *before* you insert the return hyperlink or it will not work.



Make sure to give each bookmark a unique and identifiable name. This will help you keep track if you have multiple bookmarks in a single etext.

If you have any questions ask in the [Q and A section](#).

Now that you have created your bookmark, you are ready to create your return to image link.

For the Return to Image Link:

- Locate the description in Complex Image Descriptions
- Highlight the phrase "Navigate back to image."
- Right click to open the popup menu
- Select Hyperlink
- This will open a popup window Insert Hyperlink
- Select the This Document tab
- Under Bookmarks open the dropdown menu and select the bookmark you created for the *return to image*
 - Example: select "MapofManitobaRoadMap"

[Here is a quick tutorial showing you how to do this.](#)

You can set your bookmarks to be visible to help you keep track of where they are in your document.



For Window's PC: Open the Options Dialogue box through File>Options and select the Advanced section. Scroll down to Show Document Content section and make sure Bookmarks is selected. Click OK. You will now see a square bracket beside the location of your bookmark.

For Mac: Open the Words Preferences box through Word>Preferences and select View. Make sure Bookmarks is selected. Close the window. You will now see a square bracket beside the location of your bookmark.

If you ever find you made a mistake and need to delete a bookmark do the following:

- Locate the bookmark you need to delete
- Place your cursor in the etext
- Go to the Insert Menu
- Locate the Links Section
- Select Bookmark
- A popup window will appear
- Click and highlight the bookmark you wish to delete
- Select Delete



On how to write long descriptions go to Complex Descriptions.

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