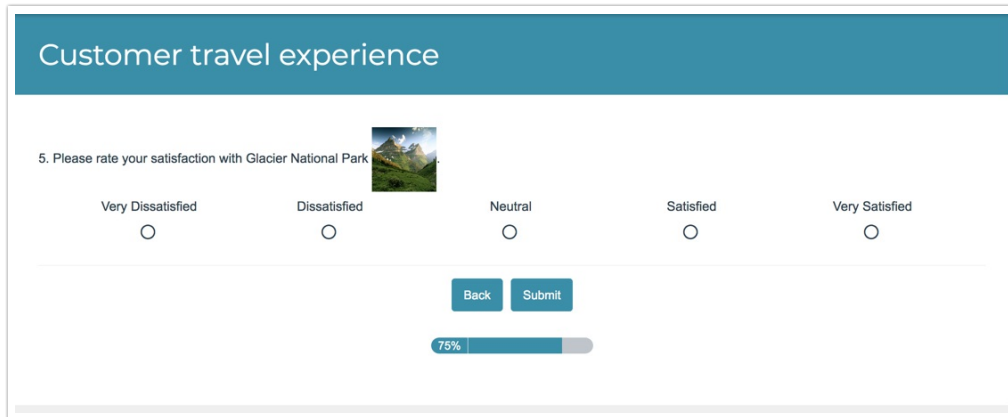


# Add an Image to Question Text

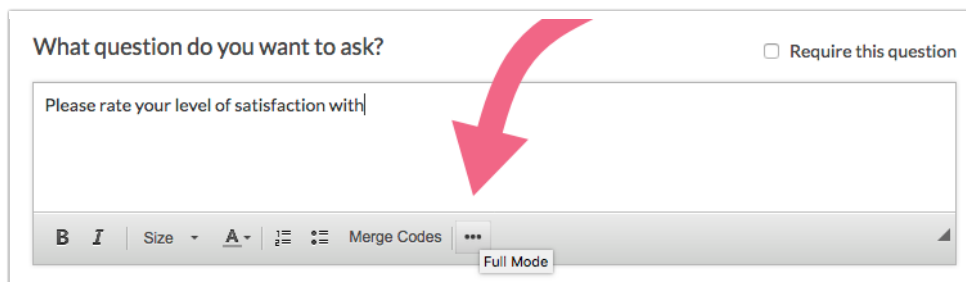
If you want to add an image to the text of a question, you can use the HTML Editor to quickly insert an image uploaded to your [File Library](#).



The screenshot shows a survey question titled "Customer travel experience". The question text is "5. Please rate your satisfaction with Glacier National Park". To the right of the text is a small image of a mountain landscape. Below the text are five radio button options: "Very Dissatisfied", "Dissatisfied", "Neutral", "Satisfied", and "Very Satisfied". At the bottom of the question area are "Back" and "Submit" buttons, and a progress bar showing "75%".

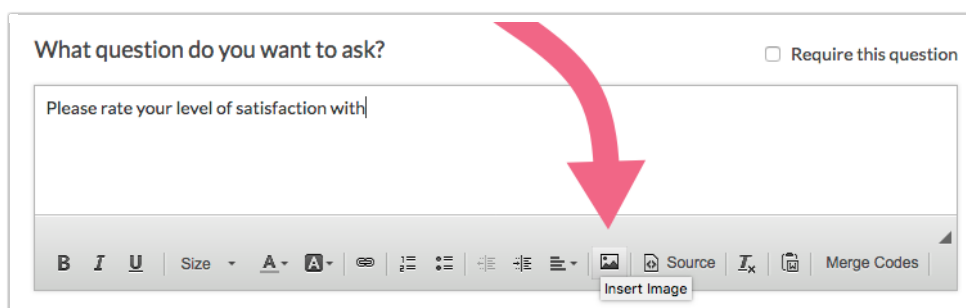
## Setup Instructions

1. Edit the question and click into the question text field. Click the **Full Mode** button (...) in the editor toolbar.



The screenshot shows the question editor interface. The question text is "Please rate your level of satisfaction with". Below the text is a toolbar with various formatting options. A red arrow points to the "Full Mode" button, which is represented by three dots (...).

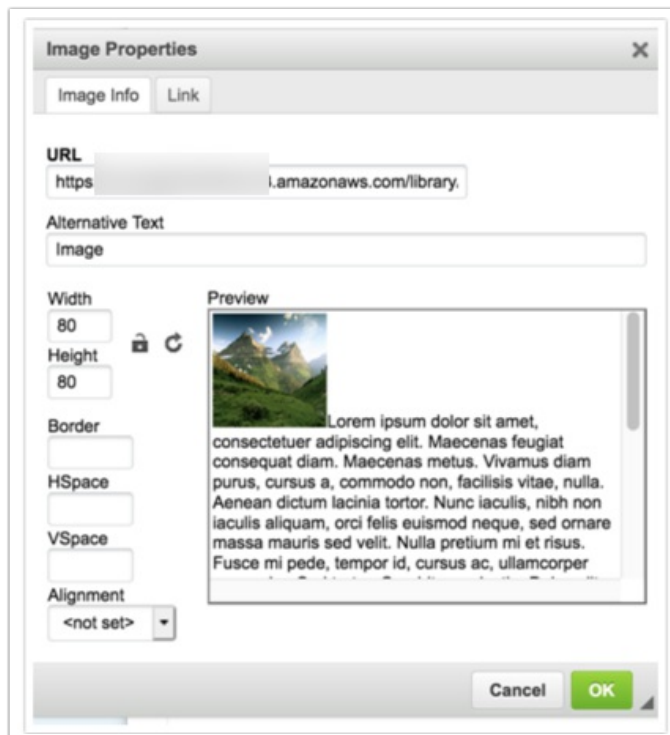
2. Click the **Insert Image** button to bring up a list of the files in your File Library.



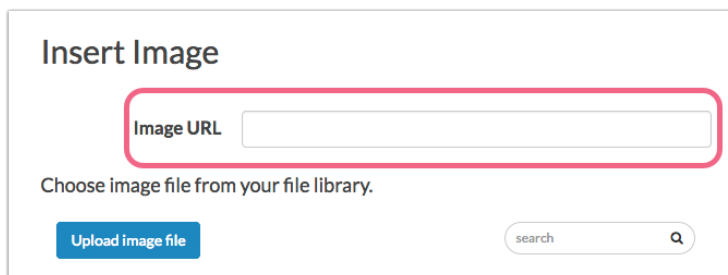
The screenshot shows the question editor interface. The question text is "Please rate your level of satisfaction with". Below the text is a toolbar with various formatting options. A red arrow points to the "Insert Image" button, which is represented by an image icon.

3. Select the image that you wish to use from your File Library and click **Insert Image**.
  - o The image will be inserted at your cursor but you can then move it around as needed.

- Double-click on the image to bring up the **Image Properties** where you can make further customizations. This is a great way to add **Alternative Text** (alt text) which is utilized by screen-readers and will help make your images accessible to the visually impaired.



4. If the image is hosted on an external site, you can input the URL in the **Image URL** field and click **Insert Image**. Make sure to include the *http://* or *https://* at the beginning of the link.



If you need to insert another image in the same question, simply repeat these steps!

Related Articles