

Use Externally Hosted Images in Surveys

The Alchemer File Library is a great resource for uploading images that you plan on using in your surveys. In the event that you don't have access to the File Library or you are already hosting your images outside of Alchemer, there is another option!

Assuming that your images are hosted online (perhaps a service like Dropbox, Google Drive, etc.), you can add these directly to your survey by referencing the image link (URL).

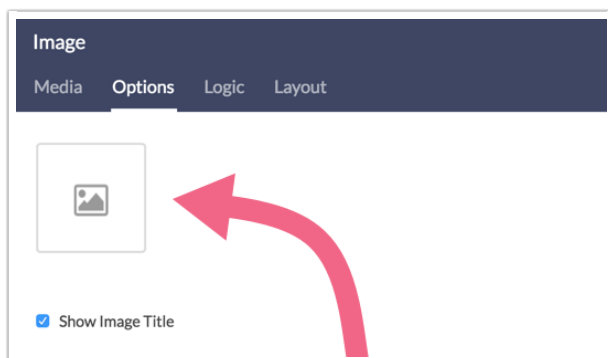
Compatibility

There are a number of places in Alchemer where an image can be added via URL:

- Image Elements
- Question Text
- Image Select questions (single and multi)
- Image Heatmap question
- Survey logo via Style tab
- Survey background image via Style tab

Add Image Via URL

1. To add your externally hosted image URL to any of the compatible items, click on either the image placeholder icon or add/select image button*. An **Insert Image** pop-up will be triggered.



*Note that depending on which part of Alchemer you are in, you may see slightly different method for adding an image to your survey.

2. If you have access to the Alchemer File Library, feel free to select a previously uploaded file or upload a file via the **Upload image file** button.
 3. If you have your image link (URL) ready, paste it into the **Image URL** field.
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4. Click **Insert Image** to finish adding your image.

Using this method, the image will be added to your survey element but not added to the Alchemer File Library.

A Note About Image URLs

If you are hosting your image via an external service like Google Drive, Dropbox, etc., it's important to note that in most cases you can't simply copy the image link from these services and paste it into Alchemer.

If the image link (URL) that you are using is not working, you will likely need to get a *shareable/direct link*. This type of link allows the hosted image to be viewed/accessed outside of the hosting service.

In Google Drive, the process for getting a direct link is as follows:

1. In Google Drive, right click a file and click the *Share* option.
2. A new window will open. Make sure that *anyone with the link* is selected as the link sharing method.
3. Copy the provided link and click *Done*.
4. The link format should be similar to: `https://drive.google.com/file/d/dafsddsafKLJLJLII/view?usp=sharing` where the bolded text is the file ID.
5. Copy the file ID and paste it at the end of this link: `https://drive.google.com/uc?export=view&id=`.
6. The result is something like `https://drive.google.com/uc?export=view&id=dafsddsafKLJLJLII`. Use this link with the above instructions for adding an image via URL.

In Dropbox, the process for getting a direct link is as follows:

1. Upload image into Dropbox by clicking **Upload > Files**, or by dragging and dropping the image into the dropbox window.
2. When the image is within Dropbox, select **Share**, which opens up a new window.
3. In the window that opens up from clicking **share**, select the **Create a Link** option in the bottom of the share window. Copy the link that displays.

4. Lastly, change the link to read as dl.dropboxusercontent.com instead of the original Dropbox.com that displays for the copied link.
5. Take the newly created link and follow the instructions above for adding an image via URL.

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