

**Adding Images to Fields and Multiple-Choice Options**

A step-by-step guide showing you how to add images to your REDCap Fields and how to use them as multiple-choice options.

**How to Add an Image to a REDCap Field**

* When adding a new field, make sure that **Field Type** is set to **Descriptive Text** and that you have a **Field Label** and **Variable Name** entered.
* Click **Upload Document**, choose the desired image, and then click **Upload Document** again.
* Once the image has been uploaded successfully, you can either set it as a **Link**, which creates a downloadable link for the image in the form, or you can set it as an **Inline Image**, which will show the image in the form. More than likely, you will want it set as an **Inline Image**.
* If you are using the image for a multiple-choice option (steps shown below), you will want to hide this image from the form by using the **Action Tag:** **@HIDDEN**.
* Finally, click **Save**.



*Steps to upload and save an inline image as a descriptive field*

**How to Use Images as Fields for Multiple-Choice**

* Save the desired images that you want to use for the multiple-choice options as described above. *Make sure that the****Action Tag: @HIDDEN****is used for each.*



*Save each descriptive field as the image you would like to use later*

* Add a new field and make sure that **Field Type** is set to **Multiple-Choice - Radio Buttons** and that there is both a **Variable Name** and **Field Label** for the survey question. You can also edit which direction you want the images to line up.Steps to create a multiple-choice field
* For each image, you will need to copy the **img src**, which is the HTML link to each image. To find the **img src**, right-click on the image and click **Inspect**. HTML code for that image will pop up and the **img src** should be highlighted in blue. Right-click on the **img src** and click **Copy Element**.
* In the **Choices** text box, you will type in: "**1,** ". After the comma, type a space, and then **paste the img src** HTML code for the desired image. Do this for each image using "2, " for choice 2 and "3, " for choice 3, etc. *Click on the link below to watch a video of Steps 3 and 4 together.*
* Finally, click **Save** and you should have your multiple-choice question with images!

*Example display of image option choices*