# How to add images to your
SONA Online Internal Survey (OIS)

PUT YOUR IMAGE ONLINE

- You will need a hosting location for your image(s). I used: https://postimages.org/
  - Go there, sign up for a free account so you can upload multiple images and organize them into albums, if so desired
- If you use PostImages, put the image you want to upload and use in your survey somewhere you can easily find it (like on your desktop or in your OneDrive folder)
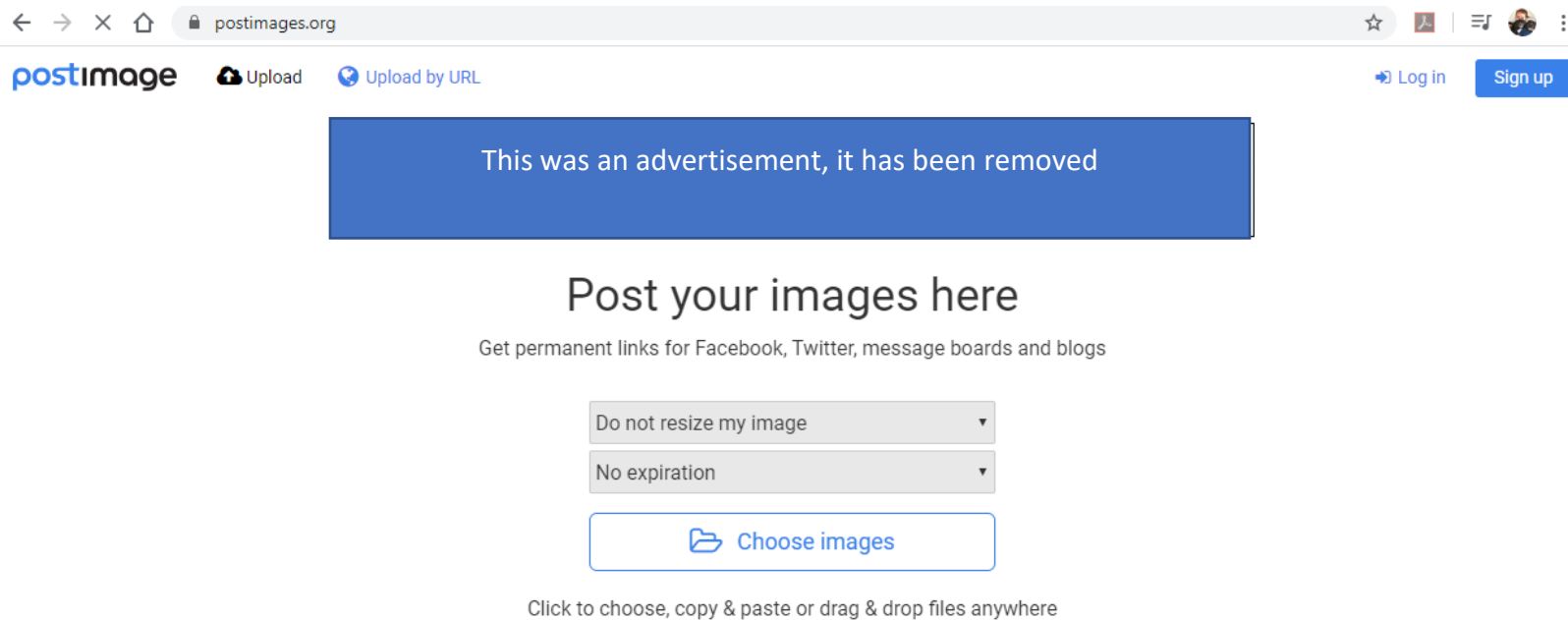
- Upload your image and select the size (I recommend 640x480) that you want it to display it.
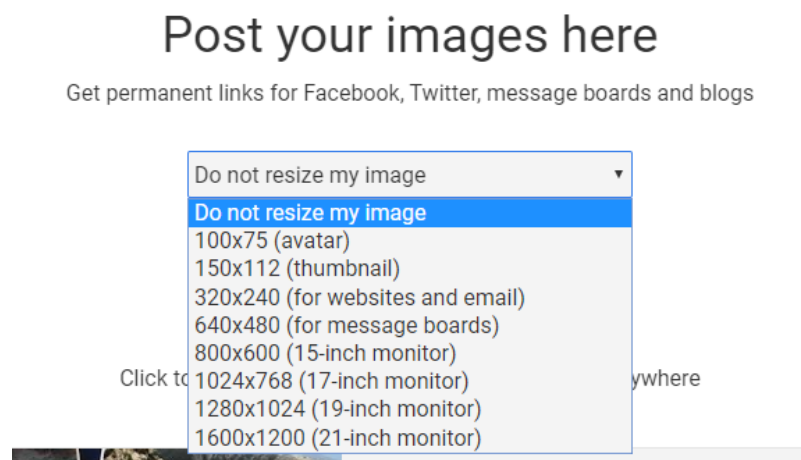
- Once you upload, you will be directed to the detailed sharing page where you can select the link you want to use to put the image into the SONA OIS. You want to copy the URL after the tab that says Direct link:
  - (the blue button at the end of the row will automatically copy the link for you if you click it)

GET YOUR LINK INTO YOUR STUDY

- Now that you have your link to your image, navigate back to https://ccsu.sona-systems.com/
- Login and open your OIS.
- Select "Update Online Survey" from the study menu
- **(next page)**

- Select "Edit Questions and Sections"
- Make a new section or new question as needed
  - Adding a new section adds a new page to your survey
  - If you add a new section, you will still have to add a new question in that section
  - In the first question for the page on which you want your image to be displayed, copy the code below and add it into your OIS
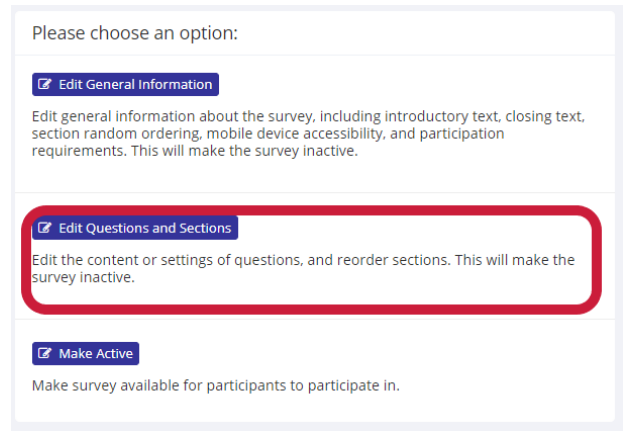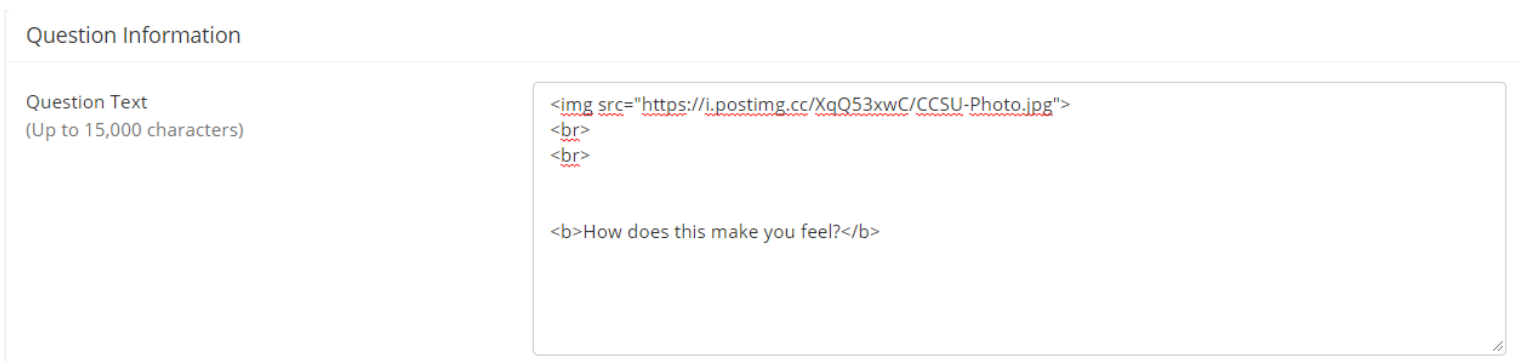
Copy:

<img src="https://i.postimg.cc/XqQ53xwC/CCSU-Photo.jpg">

How does this make you feel?

- You will replace the red text of the above code with the ***direct link to your image*** that you copied in the step above
- Replace the green text with the first question that you want to aske people about the image you uploaded

If done properly, your OIS question box will look like this:

- Finish adding the response options etc as you normally would, then click "Save Changes"
- As with any survey updates, click the "Update Section" when finished.
- Your updated question should have your image displayed in it now
- **(see next page)**

- It should look like this, and you have a "preview section " button that will let you see how your question will look to a participant.

- o **NOTE:** If you want your image to be bigger or smaller, upload it again at a different size following the steps outlined at the beginning of this guide, then proceed as normal
- Add the remainder of the questions to the section as needed
  - o All questions that you add to the section will be displayed together with your image, if you don't want this image to show, make a new section for the questions.
  - o Remember to Save and Update!

That is the end of the tutorial. If you have questions, please reach out to your professor or the SONA Executive Director. Good luck!