



Using Images in MyCap Field Labels and Response Options

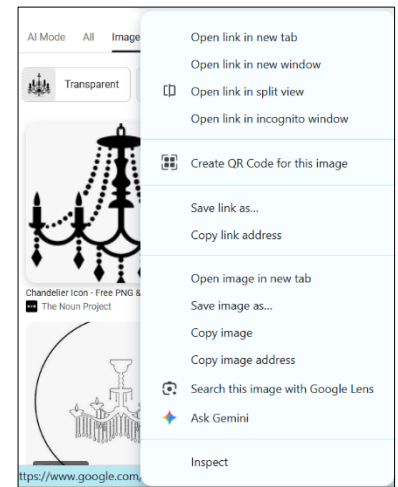
Adding images to MyCap questions and answer options can make tasks easier to understand, more visually engaging, and more participant-friendly, especially when an image clarifies a symptom, action, object, or response choice. This guide describes MyCap’s current support for **images and videos**, which includes:

1. Using REDCap’s Rich Text Editor to embed **online images*** in field labels or response options
2. Uploading media files (pictures or videos) via the **Descriptive Text Field**

* Images using an online image source require internet access to load the image initially. However, as of MyCap 2.6.8, online images are cached in the app so they will display if a participant returns to the image while they are offline.

Including Online Images in MyCap

1. Find an image or icon online that you want to add to a MyCap field.
2. Right click on the image and click “**inspect**”.



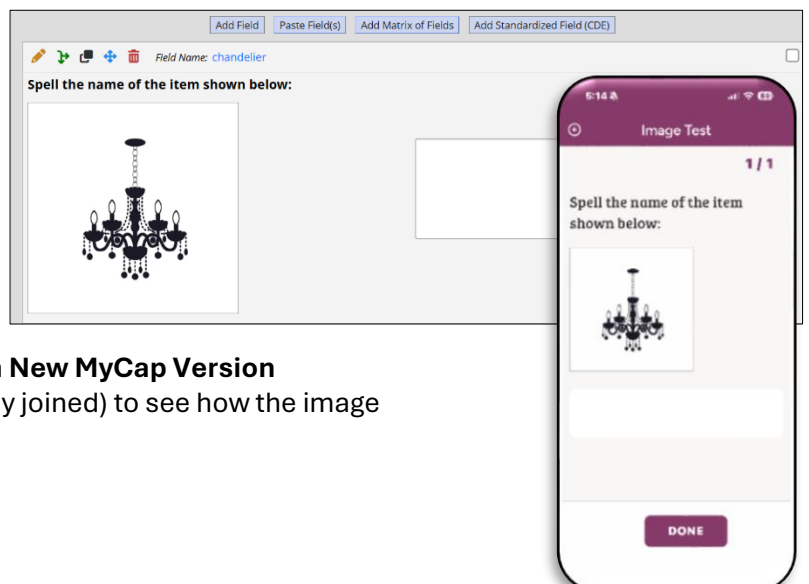
3. From the **Elements** tab, search for or scroll to the image source, which may be highlighted and will start with “</picture></div></div>
```

- b. **Image source of chandelier once text before and after has been deleted:**

<https://us.123rf.com/450wma/olddoolf/olddoolf1804/olddoolf180400584/100306481-chandelier-icon-vector-illustration.avif>

10. Resize image based on your needs and save the field.

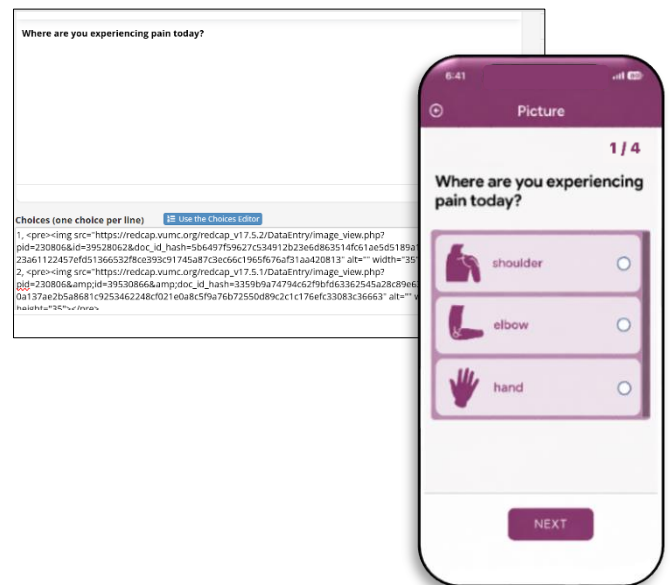
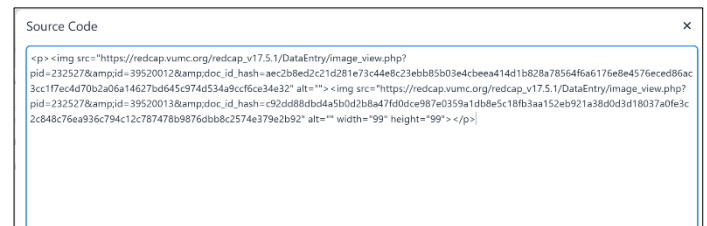
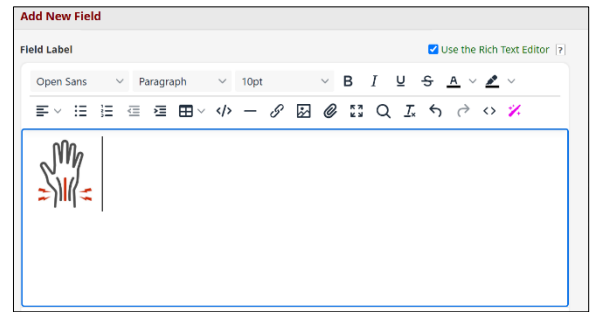
Note: you will likely need to make some adjustments to ensure the image placement looks good in REDCap and MyCap.



11. From the Online Designer, click **Publish New MyCap Version** and join the project (or reload it if already joined) to see how the image looks in MyCap.

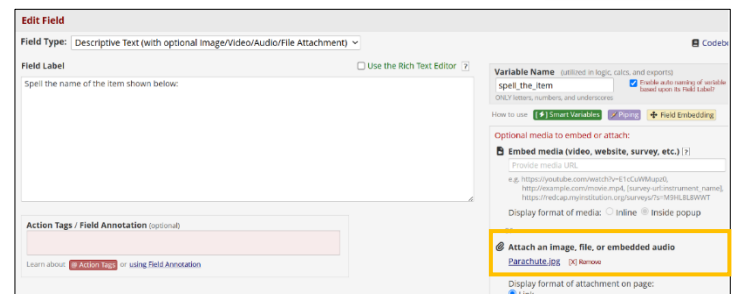
## Adding Images for Answer Options:

1. To add images to multiple choice responses in MyCap, select one of the field types that allows for multiple responses (Multiple Choice- Radio Buttons (Single Answer), Multiple Choice- Dropdown List (Single Answer), or Checkboxes (Multiple Answers).
2. Select “Use Rich Text Editor” and upload your first photo using the “Insert/Edit Image” button.
3. Click on the “Source Code” button to locate the image HTML. Copy the HTML and enter it into “Choices” box below. You can now delete the image from the field label.
4. Repeat the process for as many images as needed.
  - a. Tip: Make sure the “height” and “width” of each photo is the same in the HTML.
5. Enter a question in the field label.
6. Click, “**Publish New MyCap Version**”.
7. Join the project (or reload it if already joined) to see how the image looks in MyCap.
  - a. Tip: You may need to play around with the settings to confirm the images and formatting appears in MyCap as desired.



## Adding Media files via the Descriptive Text Field

1. Save the image you would like to add to a REDCap field to a location on your computer that you can easily access.
2. Add a descriptive field to your instrument and click, “**Attach an image, file, or embedded audio**”.
3. Upload your image.



- Choose your desired display format for the image (“**link**” or “**Inline image/PDF**”). *This setting only impacts how the image is shown in a REDCap Survey. It will appear as an image in MyCap either way.*

**Edit Field**

Spell the name of the item shown below:

Variable Name: `spell_the_item` (used in logic, calc, and reports)

How to use: [Select variables](#) [Fields](#) [Field Embedding](#)

Optional media to embed or attach:

Embed media (video, website, survey, etc.) [?]

Display format of media: ☐ inline ☒ inside popup

☒ Attach an image, file, or embedded audio

Display format of attachment on page:

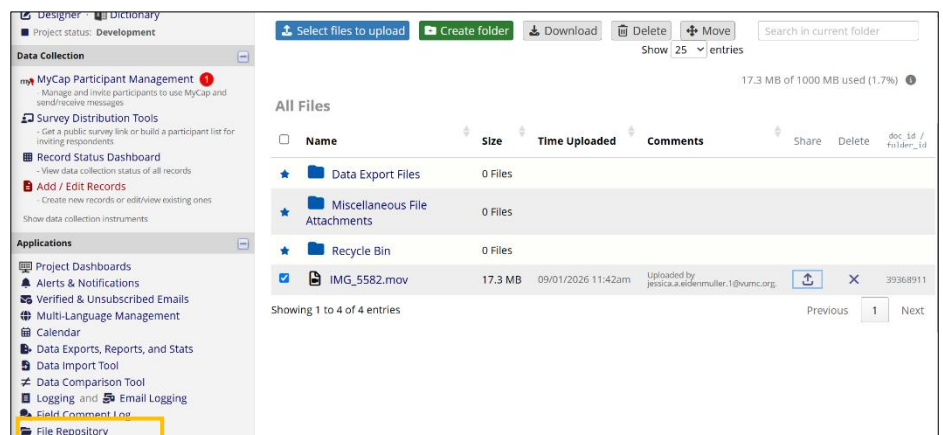
☒ Link ☐ Inline image/PDF ☐ Audio file (play in embedded player on page)

- Click, “**Publish New MyCap Version**”.
- Join the project (or reload it if already joined) to see how the image looks in MyCap.

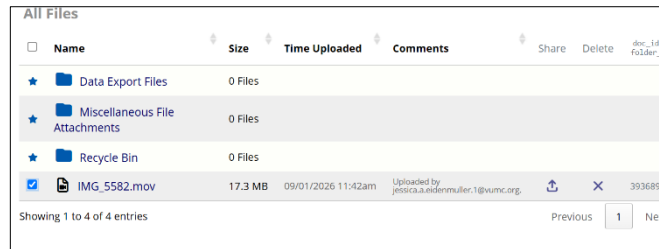


## Embedding Videos in MyCap:

- To embed a video in MyCap, you must first upload it to the REDCap File Repository.

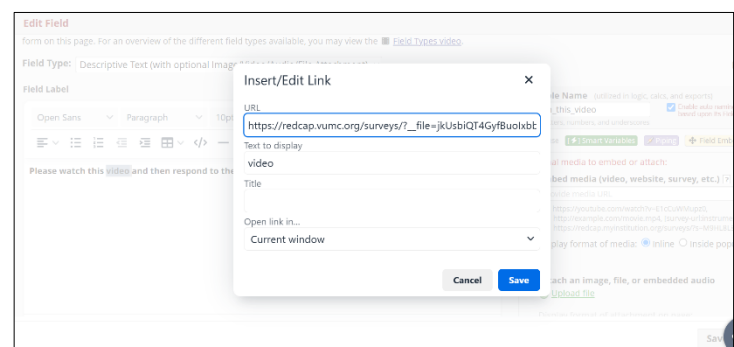


2. Once your video is in your File Repository, select the file and click the **“Share”** icon.



3. Click **“Copy link”** under **“Share a public link to view the file”**.

4. Navigate to your desired instrument and add a descriptive field.
5. Select **“Rich Text Editor”** and use the **“Insert/Add Link”** to paste in your URL.



6. Join the project (or reload the project if already joined) to confirm that the video works. Note that participants will be taken to a browser to watch the video.

