

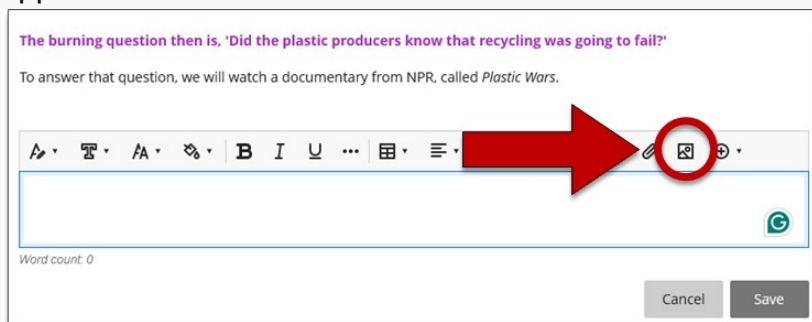
# Finding Images in the Text Editor

Published 5/13/2024 by [Dani Bobak](#)

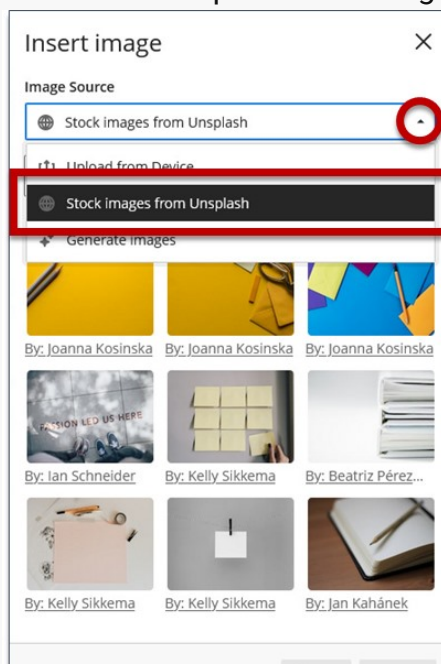
The AI Design Assistant is integrated with Unsplash and can suggest search words to help you find royalty-free images within any text editor.

## Finding Images in the Text Editor

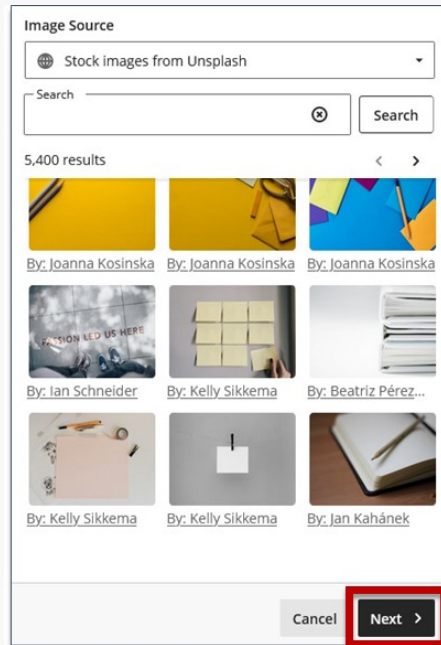
1. From within the text editor, select the **Image** icon. The Insert image pop-up box will appear.



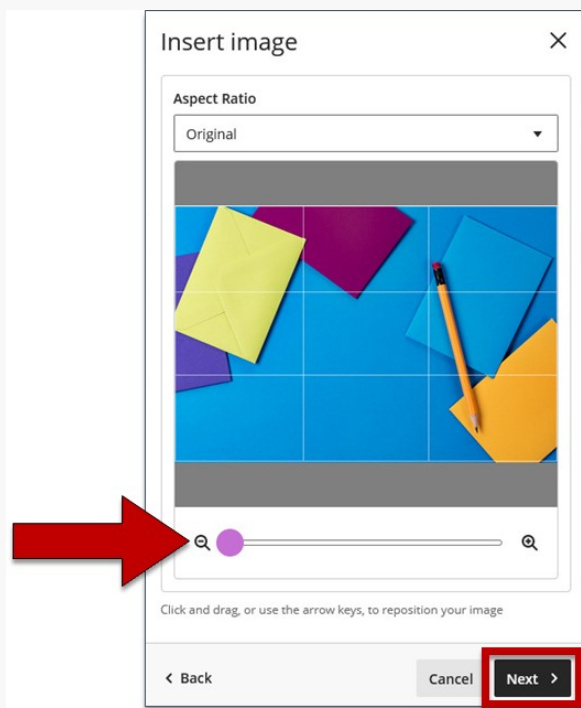
2. From the drop-down menu, select **Stock Images from Unsplash**. The AI Design Assistant will suggest keywords to search Unsplash for a course image (banner). You can change the keywords and run the Unsplash search again.



3. Navigate through the image results until you find the one you want to use. Select the image and then select **Next**.

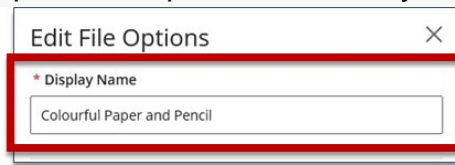


4. Select and drag, or use the arrow keys, to reposition the image. You can Zoom in or out as needed. Select Next to confirm the choice of image.



5. Select the **Display Name** text box to edit the file name displayed to learners. Note:

Make display names descriptive to help learners identify the contents of the image(s).

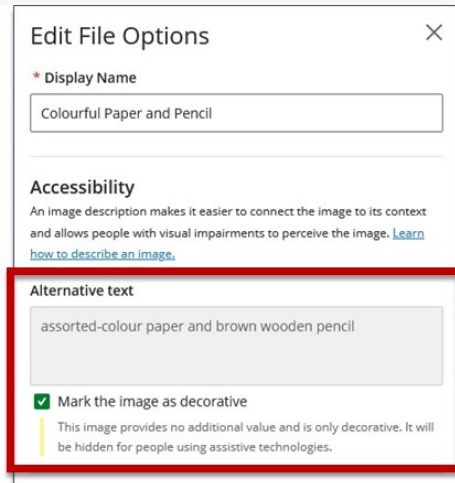


Edit File Options

\* Display Name

Colourful Paper and Pencil

6. Select the **Alternative text** text box and provide a description for screen readers.



Edit File Options

\* Display Name

Colourful Paper and Pencil

**Accessibility**

An image description makes it easier to connect the image to its context and allows people with visual impairments to perceive the image. [Learn how to describe an image.](#)

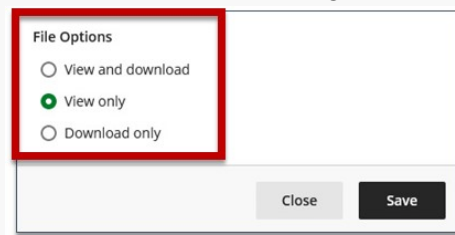
**Alternative text**

assorted-colour paper and brown wooden pencil

Mark the image as decorative

This image provides no additional value and is only decorative. It will be hidden for people using assistive technologies.

7. Select how your learners will interact with the image file:



File Options

View and download

View only

Download only

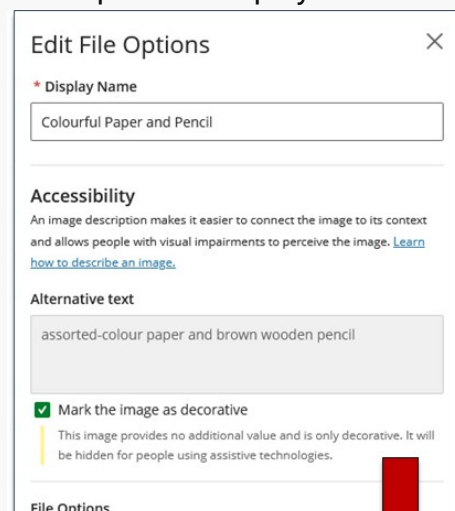
Close Save

a. View and download: Students will be able to view and download the file.

b. View only: Students can only view the file.

c. Download only: Students can only download the file.

8. Select **Save**. The image from Unsplash is displayed in the text editor.



Edit File Options

\* Display Name

Colourful Paper and Pencil

**Accessibility**

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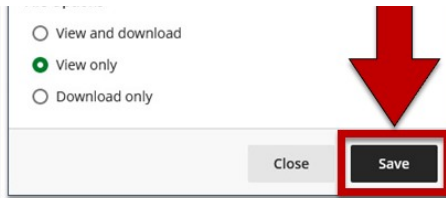
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File Options



tags : ai-design-assistant, artificial-intelligence-design-assistant, blackboard-ultra