



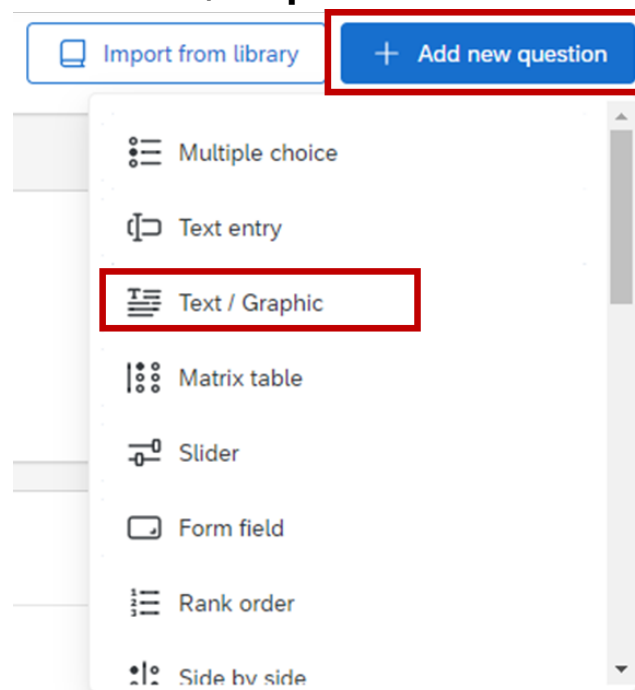
[Knowledgebase](#) > [Qualtrics](#) > [Qualtrics: Adding Instructions to a Survey](#)

Qualtrics: Adding Instructions to a Survey

Samantha Starr - 2024-05-17 - [Qualtrics](#)

Adding Instructions to a Qualtrics Survey

1. Navigate to **fau.qualtrics.com**
2. In your Qualtrics Project (Survey), **Add New Question** and select **Text/Graphic**.



3. In the question box, type the instructions for your survey.

Q1

Click to write the question text


4. Add a graphic by selecting **Rich Content Editor**

Rich Content Editor... Piped Text...

Click to write the question text


Edit Question Label

5. Select **Picture Icon** to **Insert Graphic**

{A}  Format Font Size B I U Less...

Click to write the question text

6. Select **Upload a New Graphic**


 Upload a New Graphic

7. **Choose a File** from your computer or a **graphic from the web** by pasting in a URL

Select a File No file chosen or [Use a graphic from the web](#)

Tip #1: Adjust the Width to fit better in your survey
(recommend size is at or below 770)

Width: Height: [Update Preview](#)



FLORIDA ATLANTIC UNIVERSITY

Schmidt College of Medicine

Tip #2: Select all (ctrl+a) to center text and graphic

8. Select Save



Tip #3: Add a Page Break after your instructions for your respondents to have a landing page before beginning the survey questions. Hover your mouse between your instructions and first

question and click **Add Page Break**

[+ Add page break](#)

- Tags
- [instructions](#)
- [qualtrics](#)
- [survey](#)