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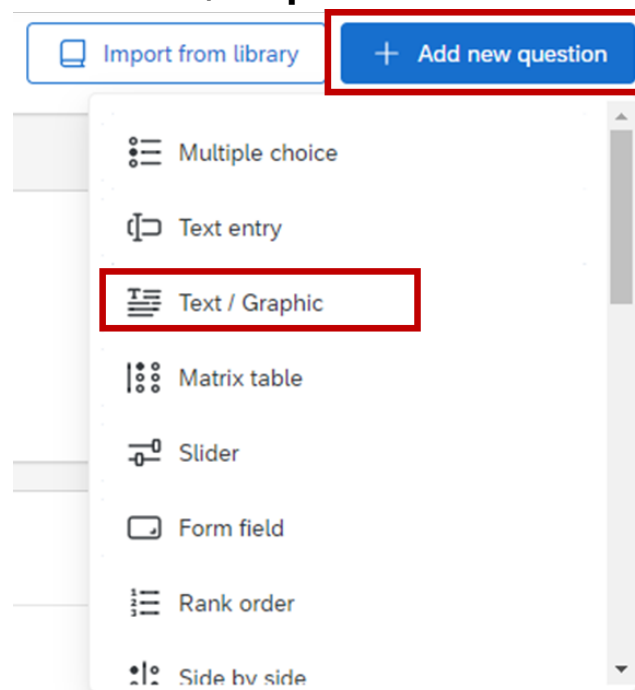
3. In the question box, type the instructions for your survey.

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...

A ▾   A ▾   ≡   ≡   ≡   ↰   ↱   ≣   ≣   ≣   ≣   ⊞   ⚭   ⚬   I×

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   Choose 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)

8. Select Save

question and click **Add Page Break**

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