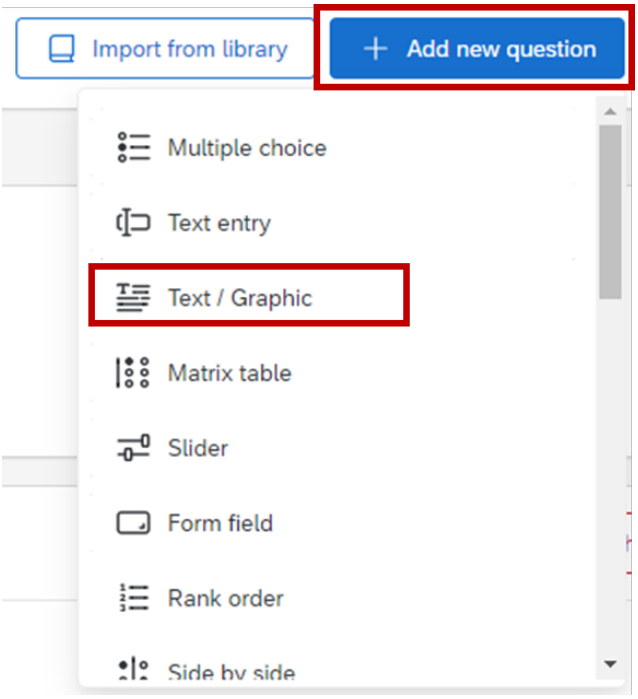
Qualtrics: Adding Instructions to a Survey

Samantha Starr - 2024-05-17 - Qualtrics

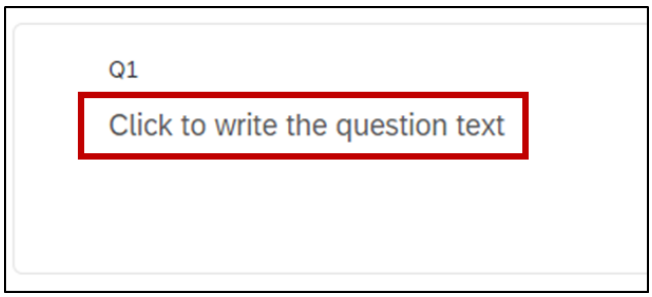
Adding Instructions to a Qualtrics Survey

1. Navigate to **fau.qualtrics.com**

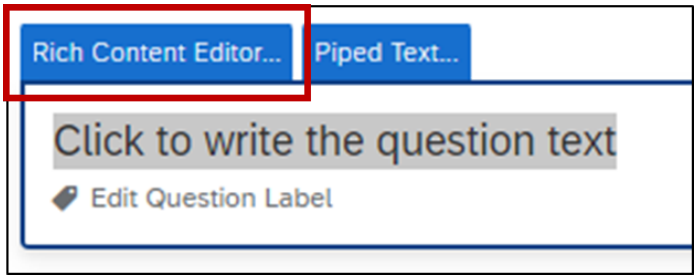
2. In your Qualtrics Project (Survey), **Add New Question** and select **Text/Graphic.**



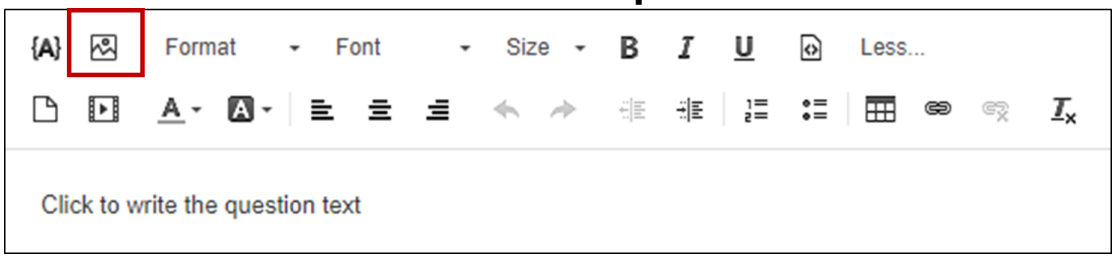
3. In the question box, type the instructions for your survey.



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



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



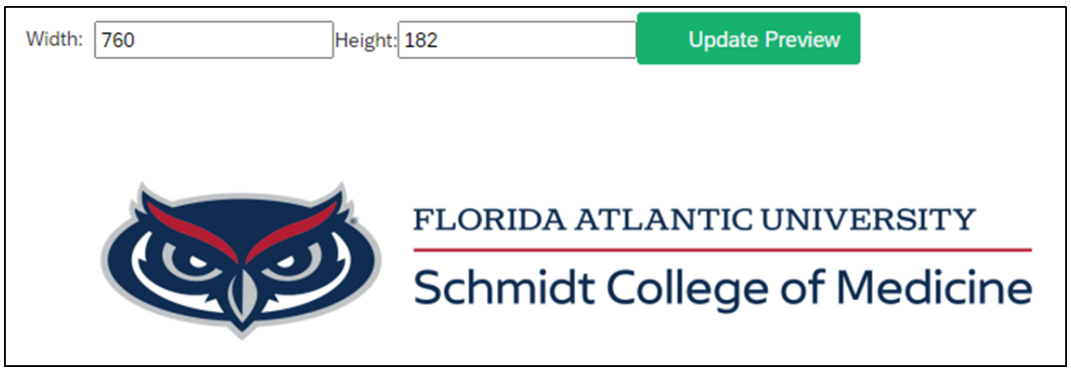
6. Select **Upload a New Graphic**



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

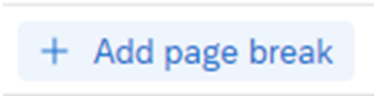


Tip #1: Adjust the Width to fit better in your survey (recommend size is at or below 770)



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** 

- Tags
- instructions
- qualtrics
- survey