



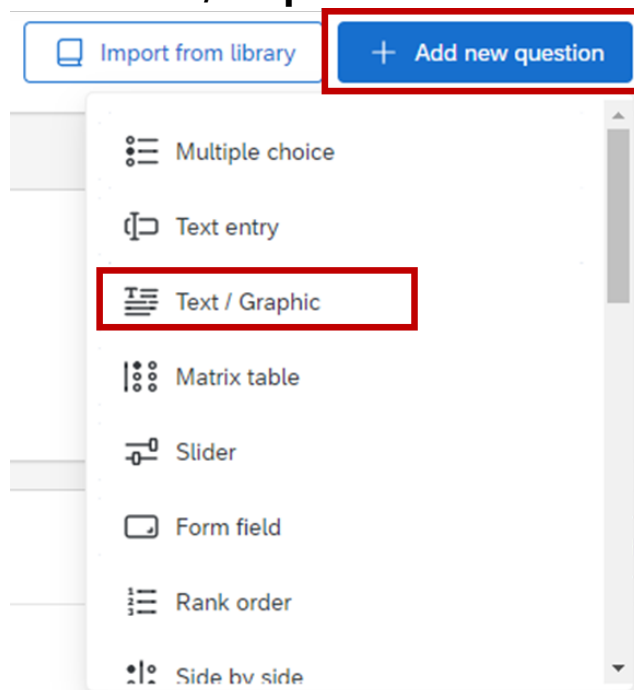
Qualtrics: Adding Instructions to a Survey

Samantha Starr - 2024-05-17 - Qualtrics

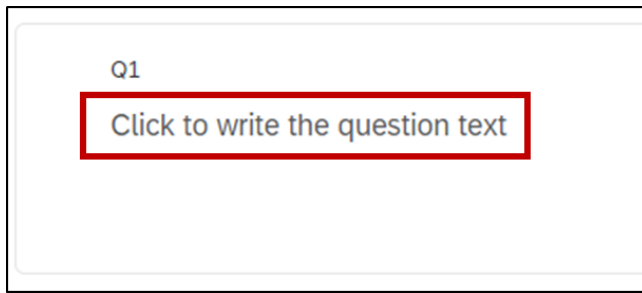
Adding Instructions to a Qualtrics Survey

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

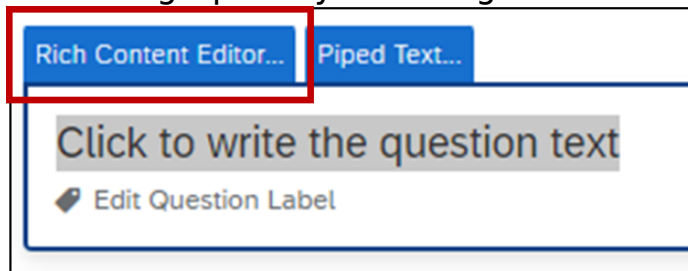
2. In your Qualtrics Project (Survey), **Add New Question** and select **Text/Graphic**.



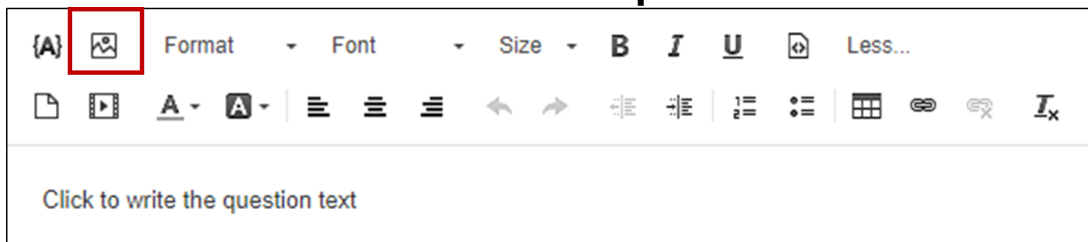
3. In the question box, type the instructions for your survey.



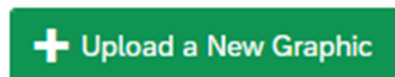
4. Add a graphic by selecting **Rich Content Editor**



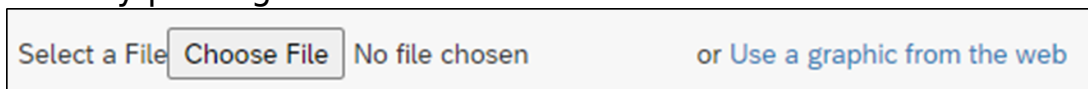
5. Select **Picture Icon** to **Insert Graphic**



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)

Width: Height: [Update Preview](#)



The logo for Florida Atlantic University Schmidt College of Medicine features a stylized owl head in blue and red on the left. To the right, the text "FLORIDA ATLANTIC UNIVERSITY" is in a smaller, blue, sans-serif font, with a thin red horizontal line underneath it. Below that, "Schmidt College of Medicine" is written in a larger, blue, sans-serif font.

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