



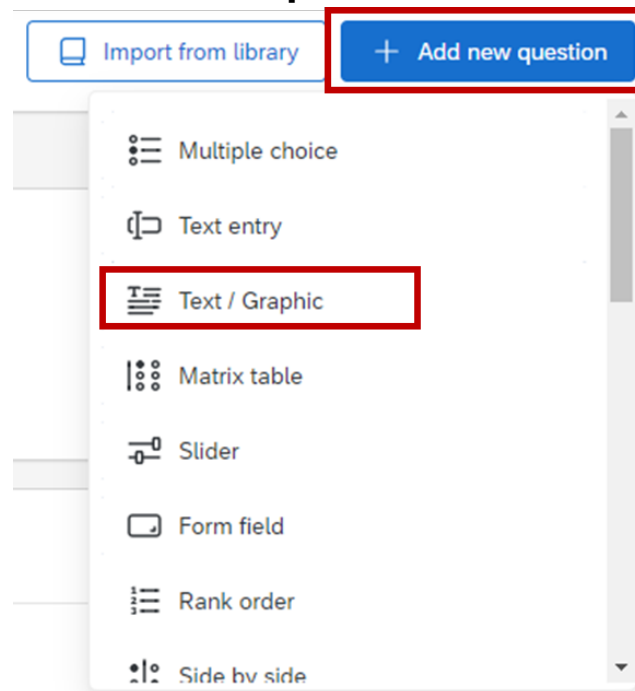
[Knowledgebase](#) > [Qualtrics](#) > [Qualtrics: Adding Instructions to a Survey](#)

## Qualtrics: Adding Instructions to a Survey

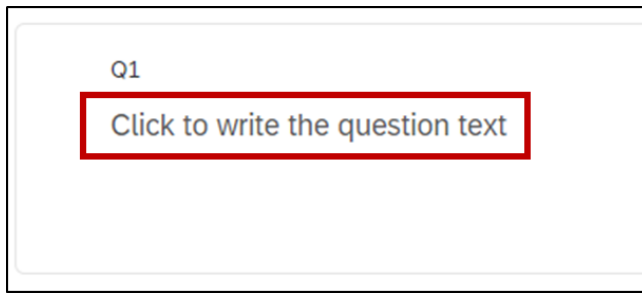
Samantha Starr - 2024-05-17 - [Qualtrics](#)

### Adding Instructions to a Qualtrics Survey

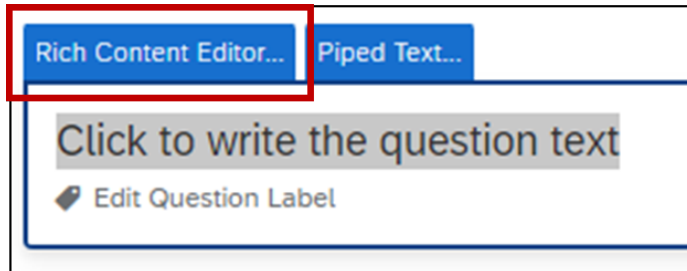
1. Navigate to **fau.qualtrics.com**
2. In your Qualtrics Project (Survey), **Add New Question** and select **Text/Graphic**.



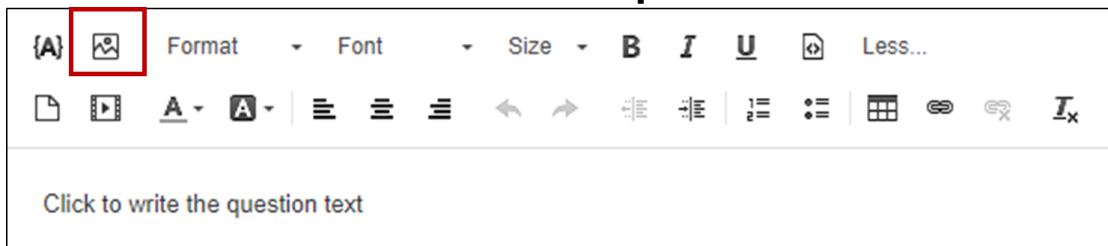
3. In the question box, type the instructions for your survey.



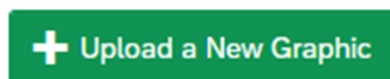
4. Add a graphic by selecting **Rich Content Editor**



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](#)



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**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](#)