



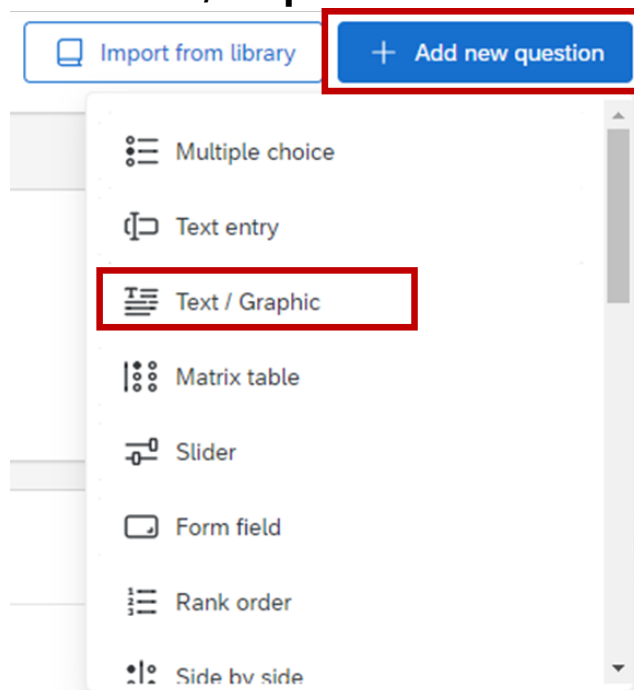
## Qualtrics: Adding Instructions to a Survey

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

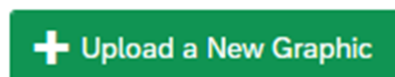
5. Select **Picture Icon** to **Insert Graphic**

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

  A **A**                  

Click to write the question text

6. Select **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](#)



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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**

[+ Add page break](#)

Tags

instructions

qualtrics

survey