



## Qualtrics: Adding Instructions to a Survey

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# 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