

How to Build a Survey

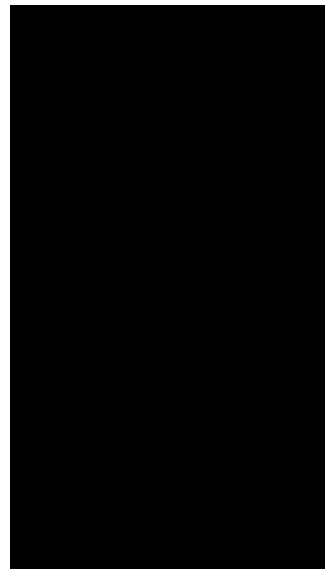
2. Open a past survey: Click on one of the links to a past survey. This will open the survey in the Edit Survey tab, allowing you to continue editing.

3. Collaborate: The Collaborate function allows you to share or co-author a survey in your account with another group or individual.

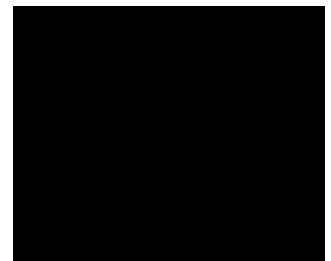
5. Create a survey: Click on the Create Survey tab. To create your survey from scratch, select "Quick Survey Builder". Give your survey a name, and select "Create". You will then be moved to the Edit Survey Tab.

6. Create questions: Click on the Create a New Question link to add a new question to your survey. This option lets you create a new question in your survey, which can then be customized using the formatting panel to the right side of your screen.

8. Add/subtract answer choices:



11. Add page break: Select a question and click the Add Page Break link. This will put a page break directly below the selected question.



12. Add display logic: Select the question that you would like to display or

14. Remove question: Click on the red minus sign to remove the question from your survey. The question will be placed in your "Trash/Unused Questions" at the bottom of the page. If you removed a question in error, you will have the option to restore your question from the trash.

15. Edit the Look and Feel: The Look and Feel section allows you to format and personalize the overall appearance of your survey.



16. Check Survey Options: The Survey Options section allows you to customize the experience, protection and termination options for your survey.