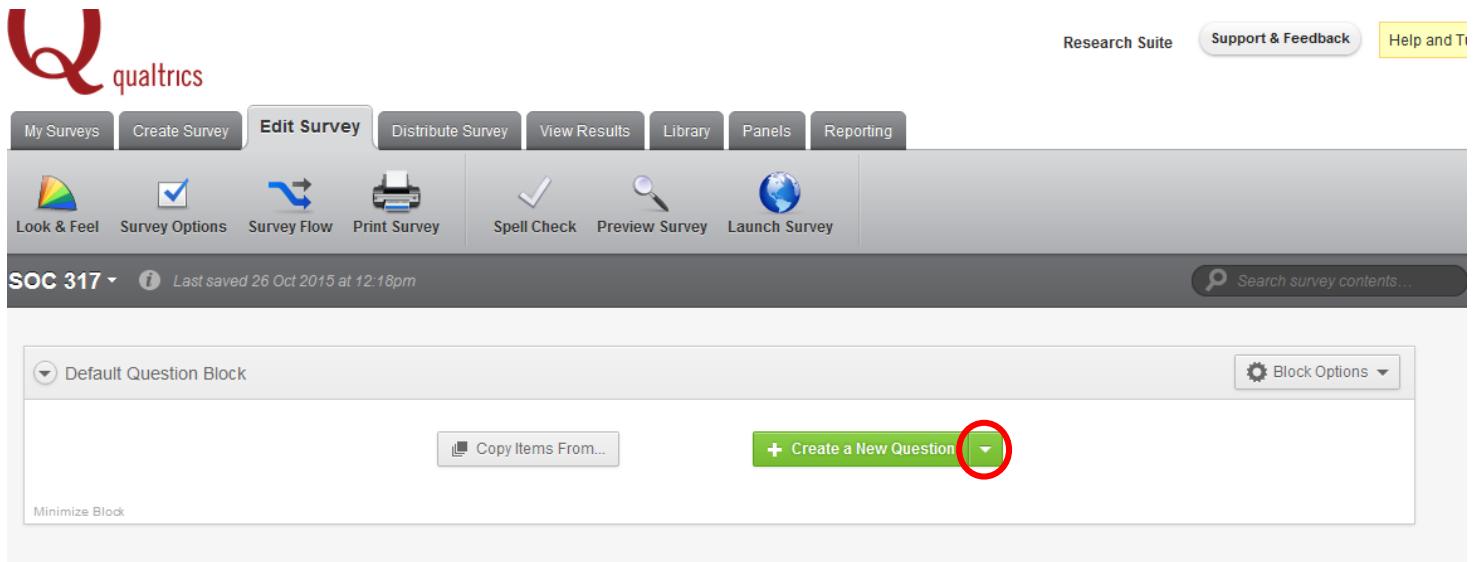
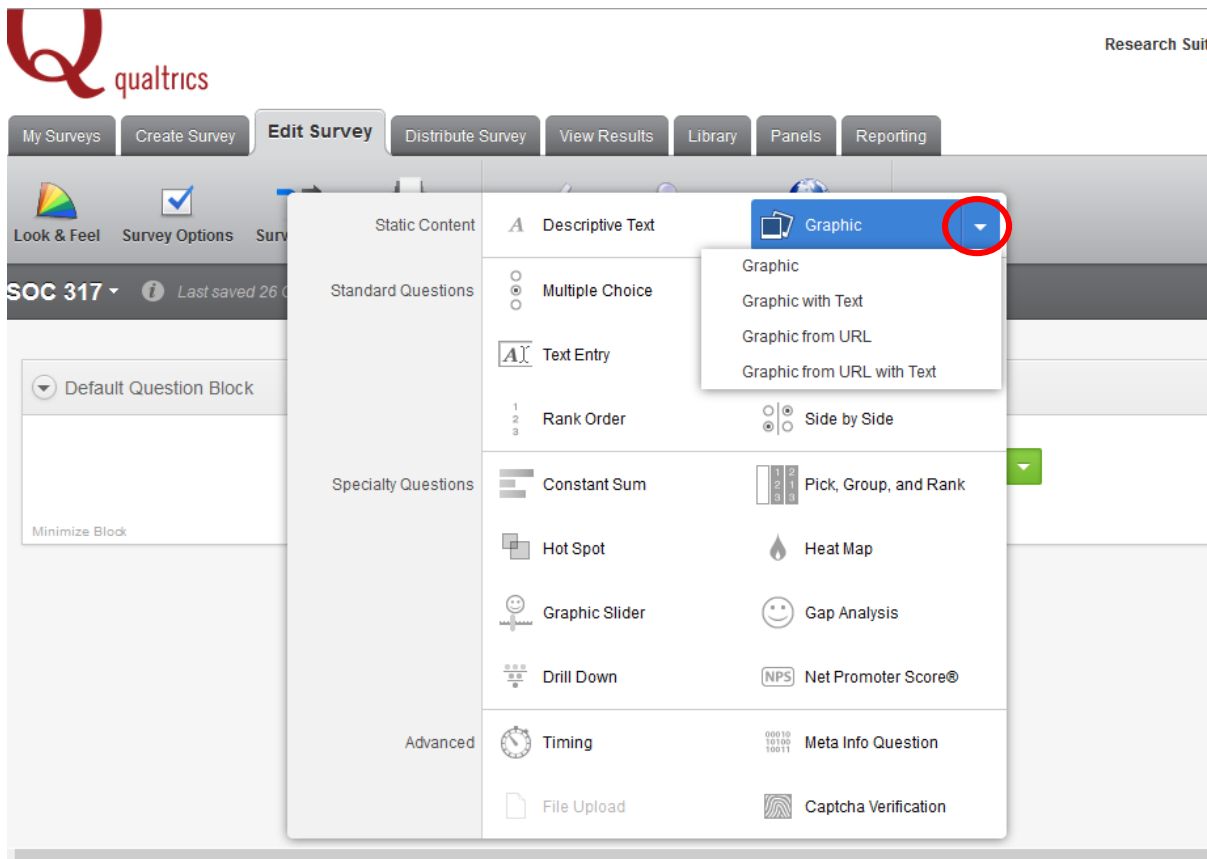


## Inserting Graphics in Qualtrics

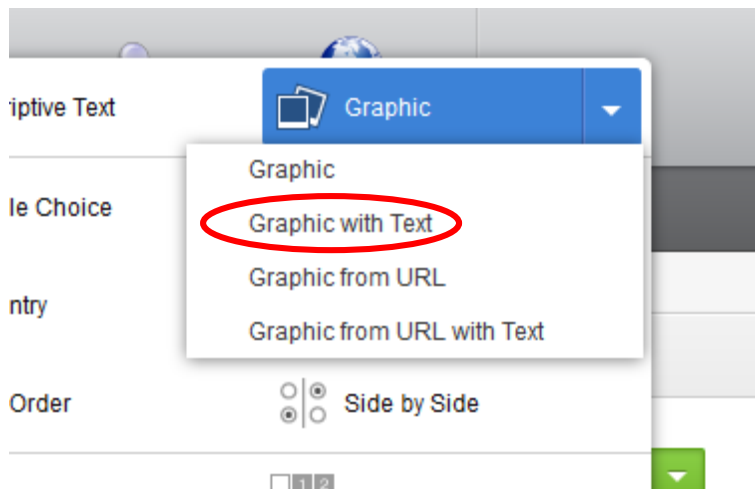
**Step 1:** Click the arrow on the right side of the “Create a New Question” box



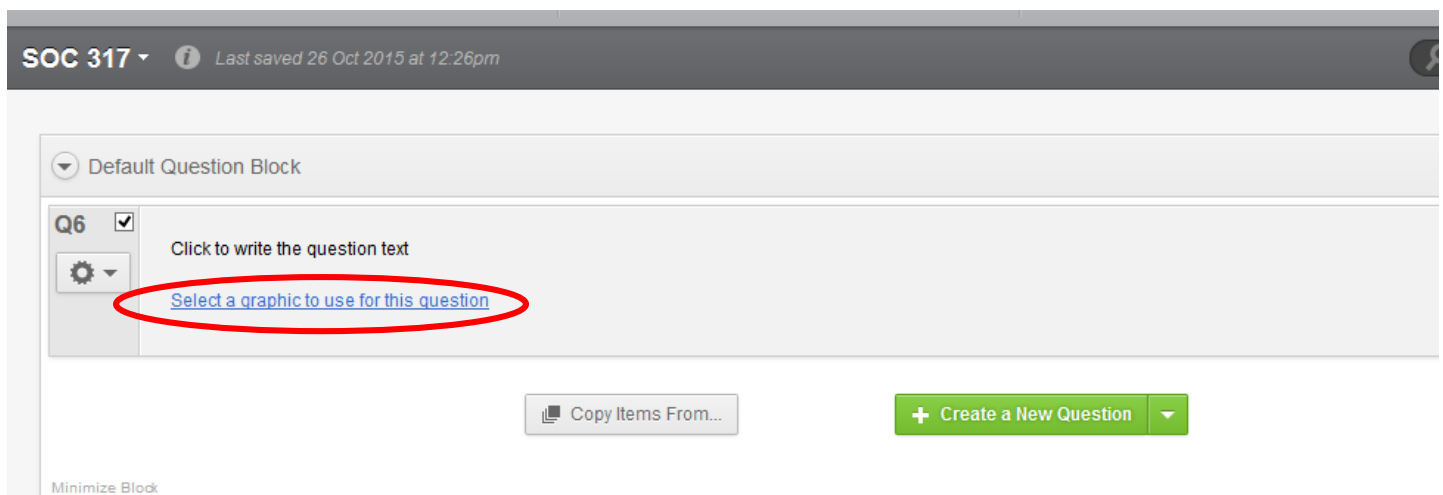
**Step 2:** Put your cursor over “graphic” and click the arrow on the right side.



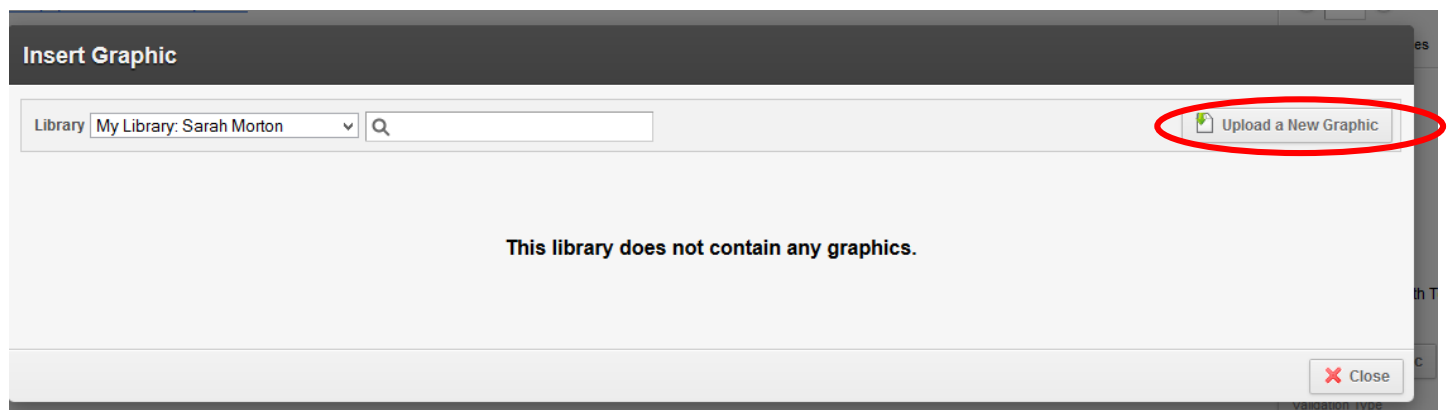
**Step 3:** Click an option for which graphic you would like to insert. For this tutorial, I'm going to choose the "Graphic with text" option



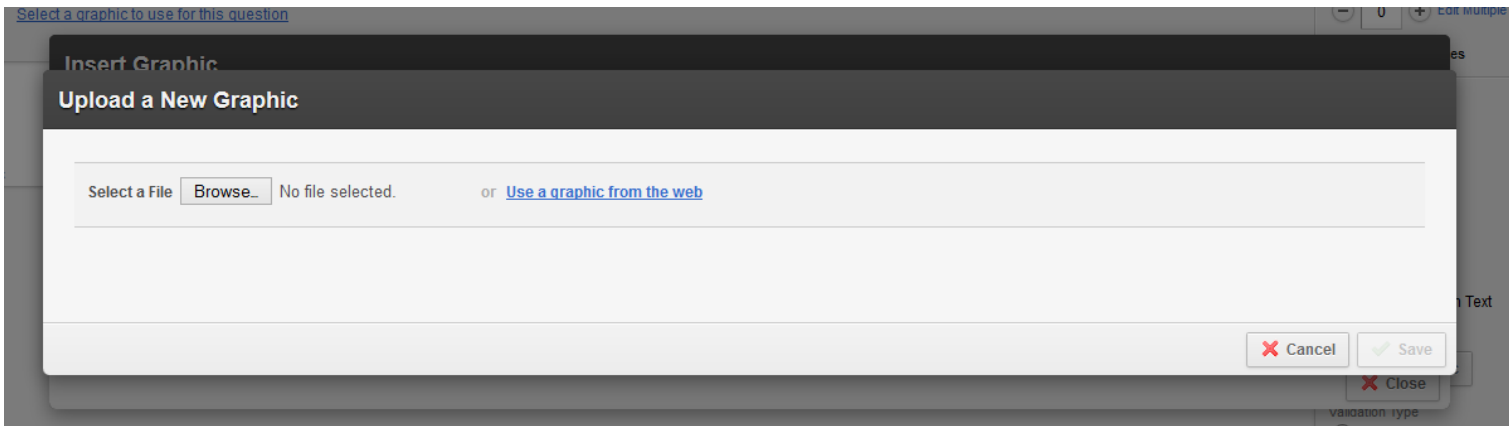
**Step 4:** Your new text box will pop up. Now click "Select a graphic to use for this question."



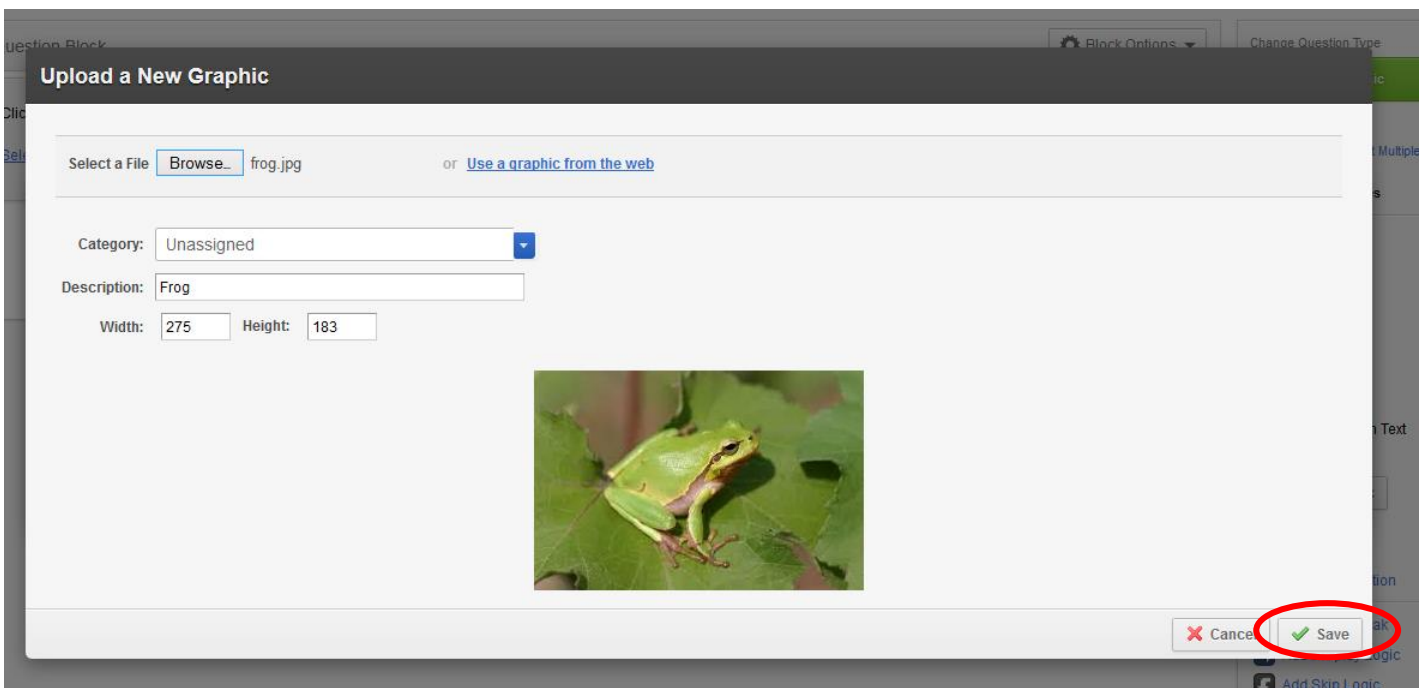
**Step 5:** Click "Upload a New Graphic" to get the graphic you want



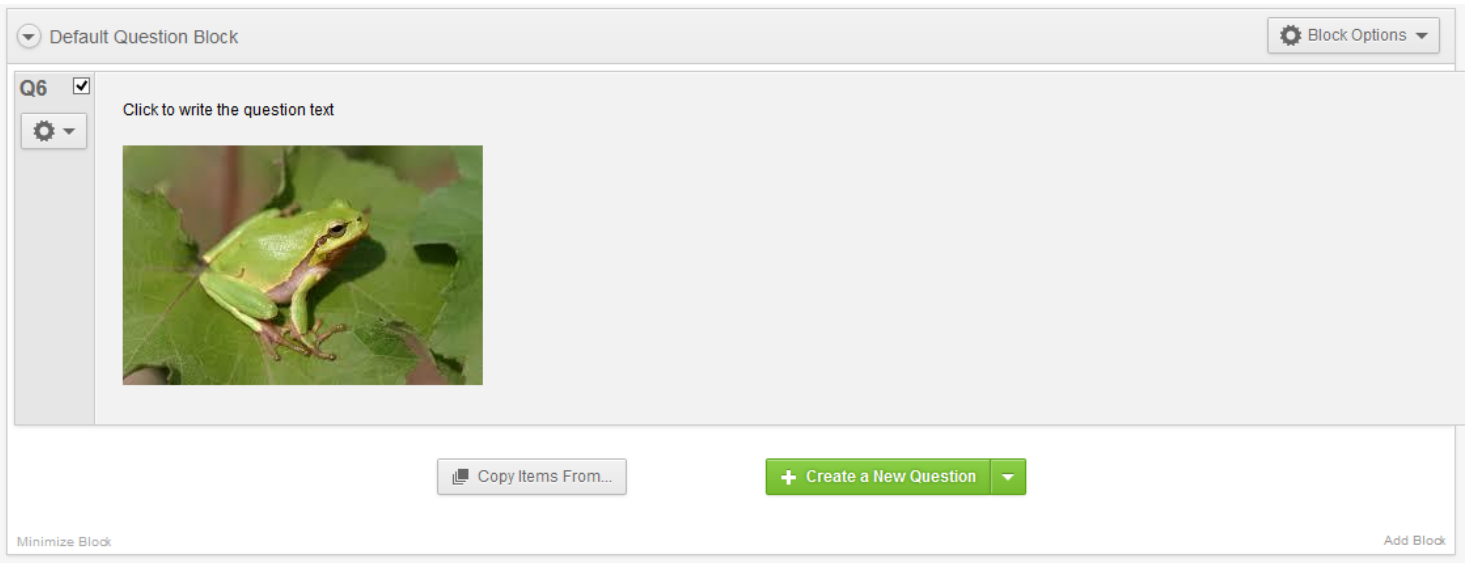
**Step 6:** Click “browse” to get a graphic from your computer, or click “use a graphic from the web” to get a graphic from the web



**Step 7:** You can adjust the dimensions of your picture on this screen. Click “save” when you are finished.



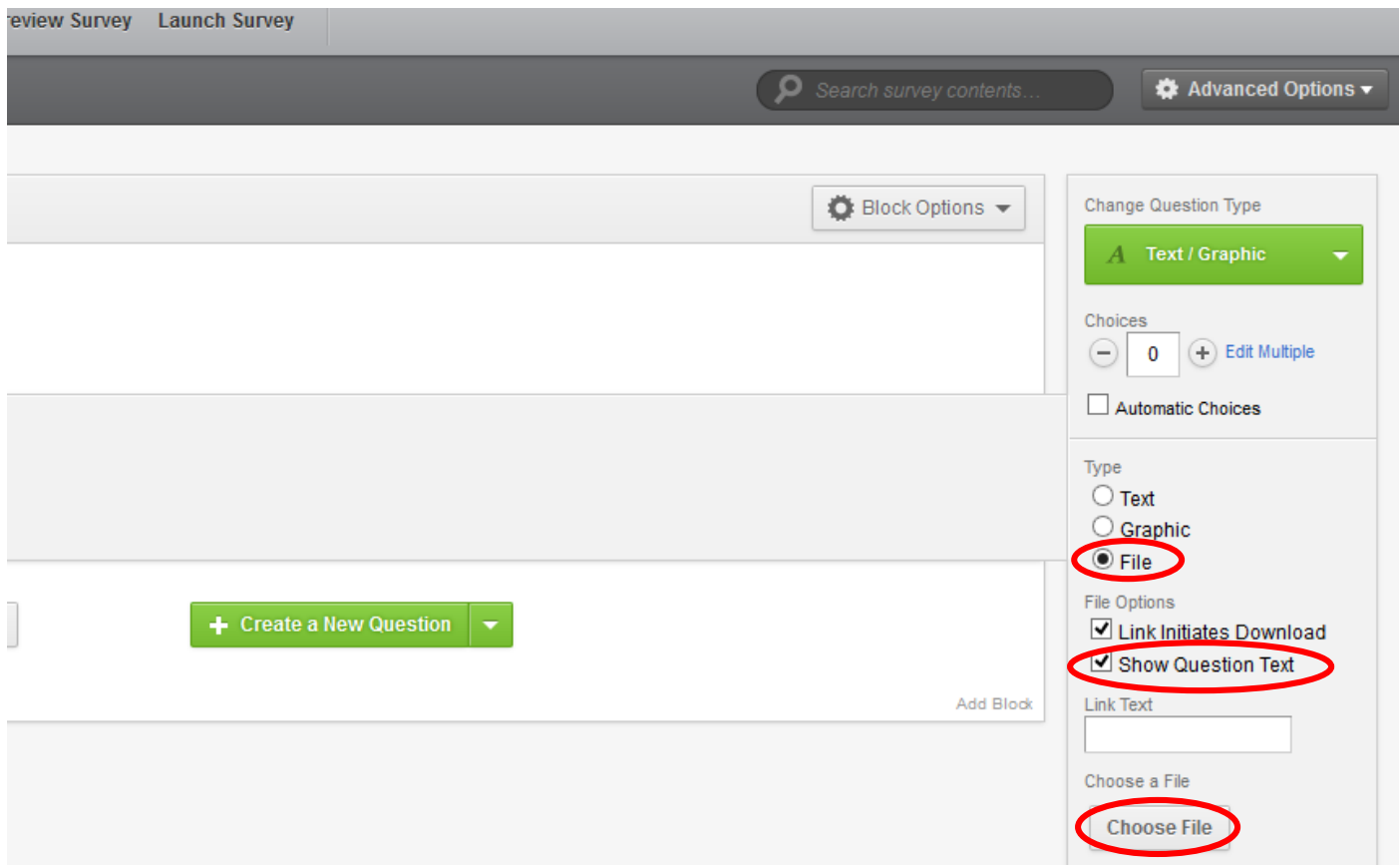
**Step 8:** Your picture is now in the text. Click “click to write the question text” to add a description.



The screenshot shows a question editor interface. At the top, there is a dropdown menu labeled "Default Question Block" and a "Block Options" button. Below this, the question is identified as "Q6" with a checkmark. The text "Click to write the question text" is displayed above a photograph of a green frog on a leaf. At the bottom of the editor, there are buttons for "Copy Items From...", "Create a New Question", "Minimize Block", and "Add Block".

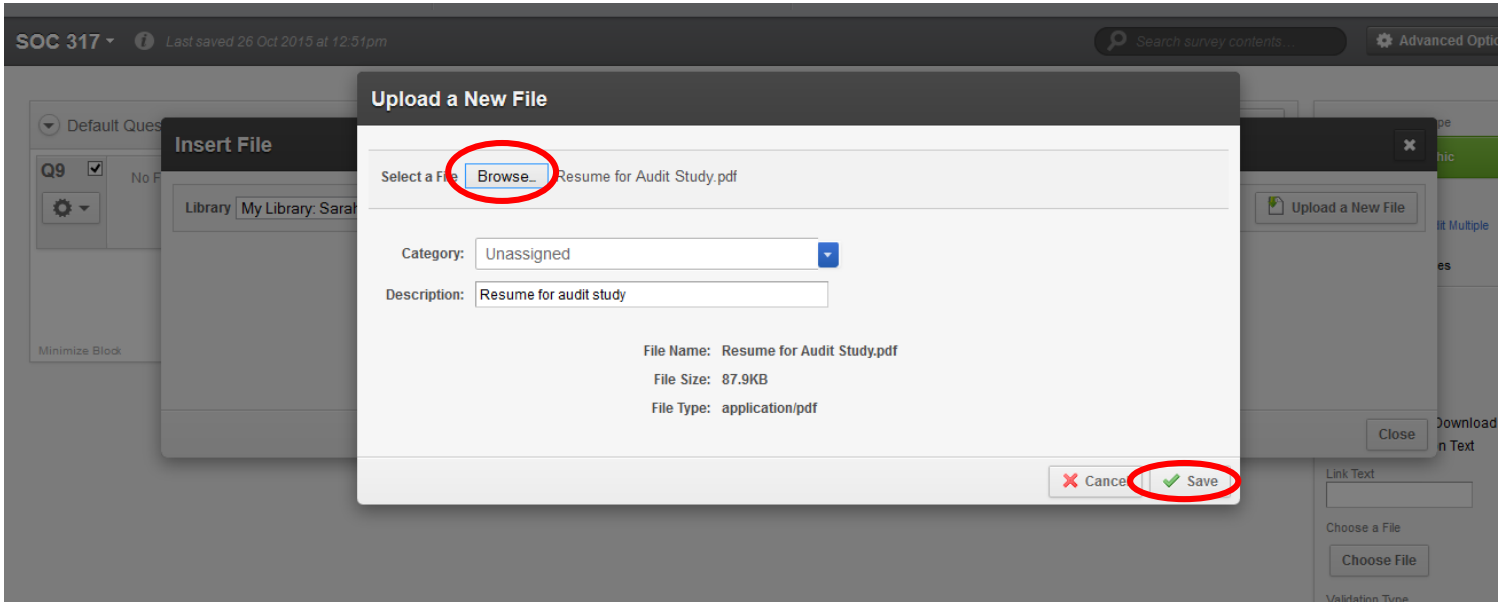
Alternatively, you can put a file within the text instead of a graphic (e.g., a resume)

**Step 9:** Create a “graphic with text” as you did in steps 1-4. On the right side of the screen, click “File” under the Type and “Show Question Text” under file options. After that, click “Choose File.”

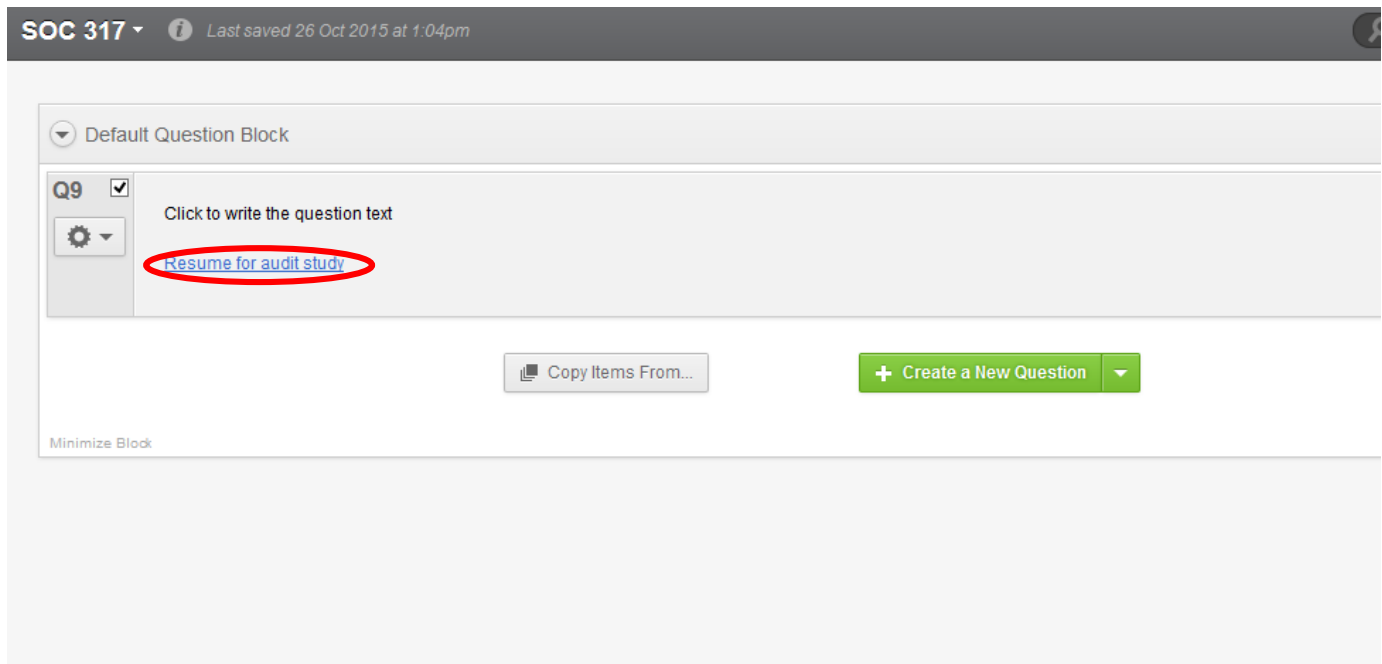


The screenshot shows the configuration panel for a question block. The panel is titled "Change Question Type" and has a dropdown menu set to "Text / Graphic". Below this, there are "Choices" controls with a minus sign, a box containing "0", and a plus sign with the text "Edit Multiple". There is also an unchecked checkbox for "Automatic Choices". Under the "Type" section, there are three radio buttons: "Text", "Graphic", and "File", with "File" selected and circled in red. Under "File Options", there are two checked checkboxes: "Link Initiates Download" and "Show Question Text", both circled in red. Below these are a "Link Text" input field and a "Choose a File" section with a "Choose File" button circled in red.

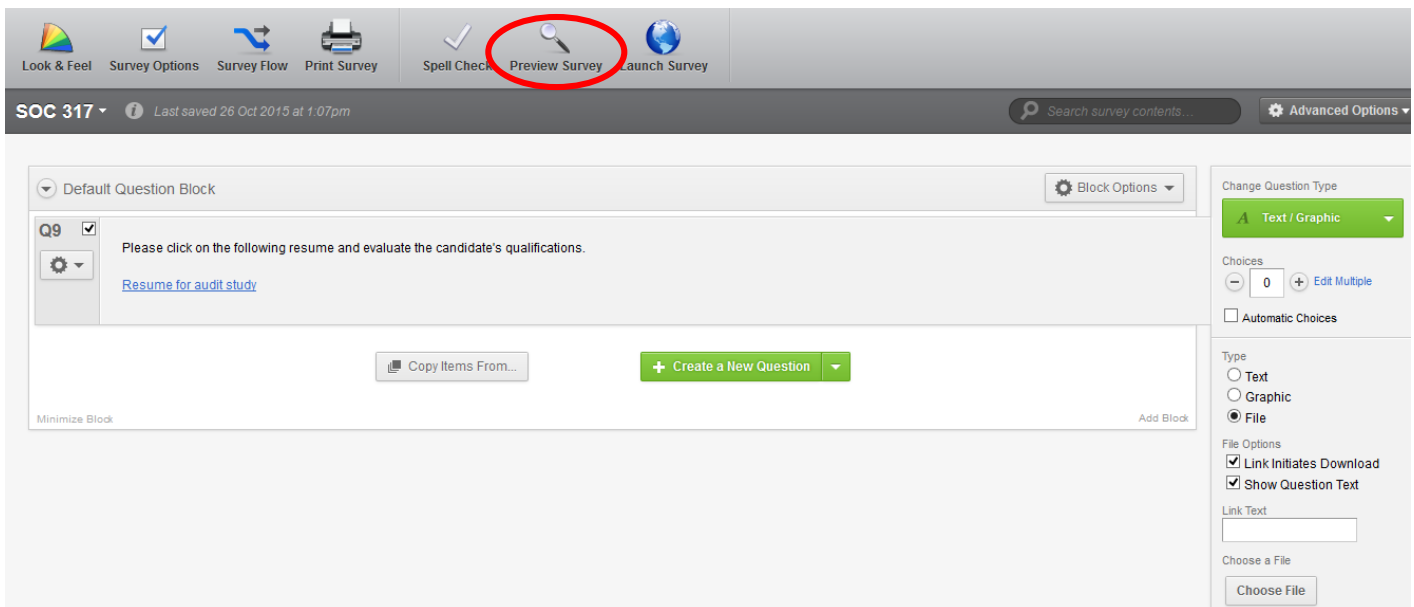
**Step 10:** Click “browse” to get your file. I would recommend using a PDF file. Click “save” when you are finished.



When you click on your file, it should open. You can also add text as described in step 8.



**Step 11:** To see if your file or graphic works, click “preview survey.”



Your survey will look something like this. Click the link to make sure that it opens. Having it as a PDF will ensure that it can open on multiple computers, even those without Microsoft office. The left side of the screen shows how your survey will appear online, while the right side of the screen allows you to see how your survey will appear on a smartphone.

