



Charting and Downloading Survey Results Quick Start Guide

This guide is part of the Survey Coach Quick Start Guide series.

For guides on other topics, please visit www.zoomerang.com/qs or click the **Support/Help** link on any Zoomerang page.

Charting and Downloading Survey Results are features available only to Zoomerang Pro subscribers.

Charting and Downloading Survey Results

Zoomerang's Charting feature allows you to create custom charts of any individual closed-ended survey question or displayed on the Results Overview page.

Follow the steps below to create custom charts of your survey results:

1. Launch a survey with at least one closed-ended question. For more information about how to set up your survey, refer to the *Creating a Survey Quick Start Guide*.
2. Click on the Analyze Results tab from the survey that contains the results you would like to chart.
3. Select which types of responses (completes, partials, screen outs, over quota) you would like to include in your charted results.
4. Click on the **Apply** button to display your selection.

A screenshot of a dialog box titled 'Options' with a light blue background. It contains four checkboxes: 'Completes' (checked), 'Partials', 'Screen Outs', and 'Over Quota'. Below the checkboxes is a yellow button with the word 'APPLY' in black capital letters.

Zoomerang Support Resources

Learn More Links

Click on any of the **Learn More** links next to some of the features within Zoomerang to bring up help articles directly related to that topic.

Demo Videos

We have several short demo videos that show you how to create, deploy, and analyze the results of your survey. Visit www.zoomerang.com/demos for a complete list.

Online Support Center

Just click the **Support/Help** link on the top of any Zoomerang page to be taken to our Online Support Center. Once there you can:

- Search our extensive Knowledge Base
- Submit your question to our support team
- View your support question history

User Forums

Curious about how others are using Zoomerang? Visit our User Forums at forums.zoomerang.com to find out and ask any questions you might have about using Zoomerang.

Telephone Support

Paid members have phone support available to them. Just click the **Support/Help** link at the top of any Zoomerang page once you are logged in for a list of support phone numbers.

Charting Tips

Charting is not supported for the following question types:

- Date and Time
- Heading
- Image
- Name and Address
- Open-ended questions

You cannot create charts of open-ended survey responses.

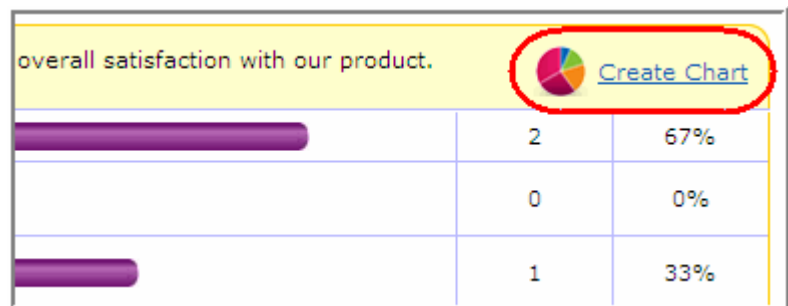
Manage Presentation Additional Info.

- The PPT or PDF file you download from the **Manage Presentation** page will contain all of the charts you added, even if they originated from a survey (or combination of surveys) other than the one that is currently open.
- Since you cannot remove individual charts from your presentation, we recommend you **Reset** the slide set after you are satisfied with the downloaded file so that when you add additional slides from another survey, the presentation will contain only the charts added from the survey you're working in.

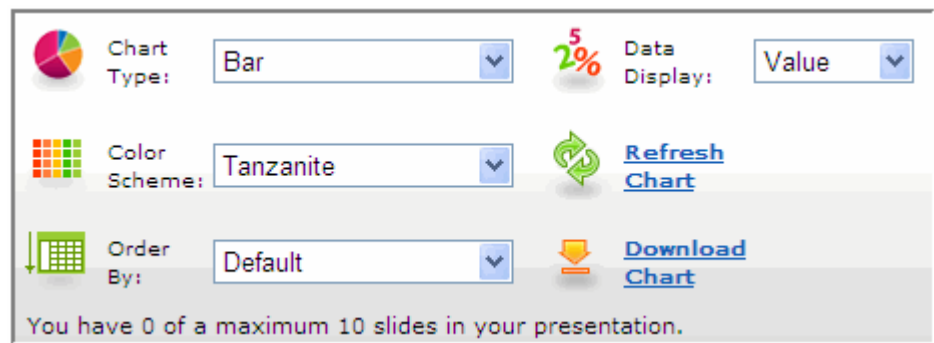
5. If you would like to create a chart of a report, select the **Cross Tab Report** you would like to chart, or create a new one.



6. Click on the **Create Chart** link next to the survey question or Cross Tab Report you would like to chart.



7. The chart will appear in a new window in the default style (shown below), but you can edit any of the following attributes: Chart Type: Point, Bar, Column, Line, Pie, Donut, Stacked Area; click through each one to preview in the current view.

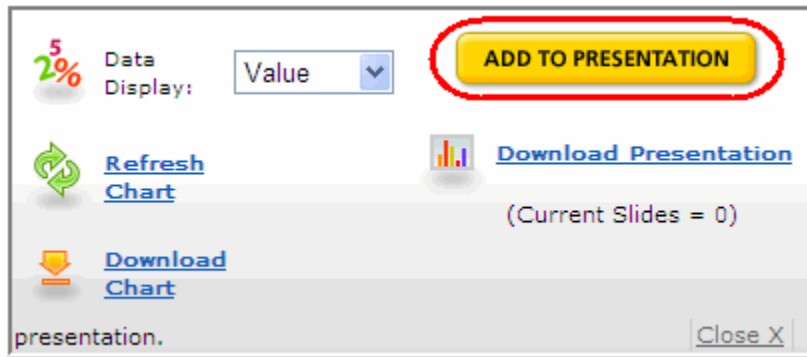


- **Color Scheme:** 22 color combinations are available; click through each one to preview in the current view
- **Order By:** Default, Ascending/Descending by Label or Value
- **Data Display:** Value or Percent

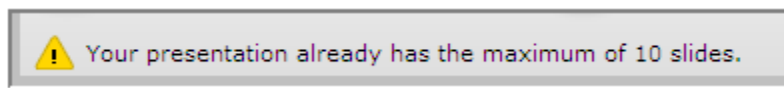
Note: A different selection of chart types is available for Cross Tab Reports and Rating Scale - Matrix and Ranking questions.

8. Click on the **Refresh Chart** link to display the chart with the attributes you selected if the chart does not refresh automatically.

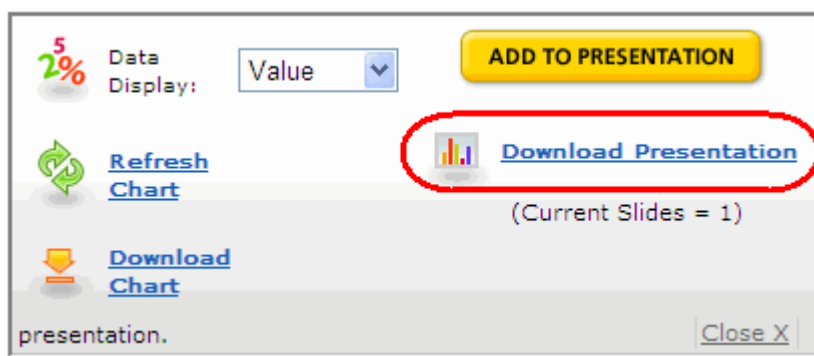
9. Click on the **Download Chart** link to download the chart as a single .png image file. You can download an unlimited number of individual charts using this feature.
10. Click on the **Add to Presentation** button to add the chart (with the custom attributes you selected) to your presentation.
11. The number of slides currently selected for the presentation is displayed; the number will increase every time you click on the **Add to Presentation** button.



12. You may add up to 10 charts at a time from any survey (or combination of surveys) in your account to download as a presentation. The following warning message will appear to indicate that you have already selected 10 slides to add to your presentation:



13. Click on the **Download Presentation** link to download a Microsoft PowerPoint or Adobe PDF file that contains all of the charts you selected.



14. The **Manage Presentation** page is displayed. (You can return to this page anytime by clicking on the **Analyze Results** tab from any survey.)

15. You can add additional charts to the current presentation by clicking on the **Add** link and continue from Step 6 above.

Presentation Details

Select up to 10 charts from any survey in your account to include in your presentation.

Current number of slides selected: **1 slide**

Total File Size: **75 KB**

Reset Slide Set: [Reset](#)

Add More Slides: [Add](#)

16. You can remove all of the charts from the presentation by clicking on the **Reset** link.

Presentation Details

Select up to 10 charts from any survey in your account to include in your presentation.

Current number of slides selected: **1 slide**

Total File Size: **75 KB**


Reset Slide Set: [Reset](#)


Add More Slides: [Add](#)


Follow the steps below to select the Presentation Format:

17. Select the option whether to include data tables along with or instead of the charts.

Presentation Format

 **Chart Only**

 **Data Table Only**

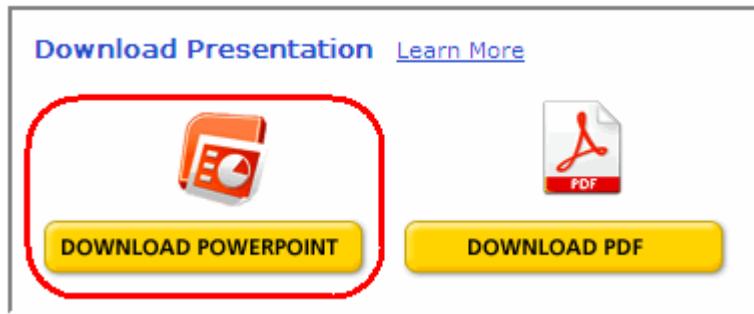
 **Chart + Data Table**

Note: The data table title, label rows, and background color can be customized to correspond with the color scheme selected for your chart.

Follow the steps below to download your presentation:

You may select up to 10 charts at a time from any survey (or any combination of surveys) in your account to download as a presentation.

18. Click on the **Download PowerPoint** button to download a PowerPoint version of the presentation.

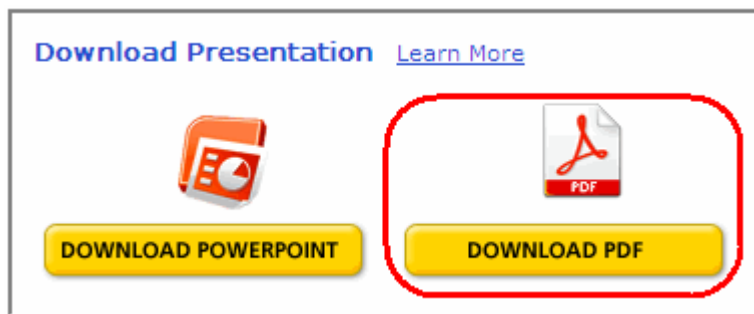


19. You will be prompted to either open or save the file.

The presentation file will consist of a title slide and one slide for each chart and/or data table included in the presentation.

Each chart will display as an image file in the presentation. You cannot edit the chart images once you add them to your presentation, but you can edit each slide's text (title on the introduction slide as well as the survey question displayed above each chart), data tables, change the design theme, and remove the Zoomerang logo.

20. Click on the **Download PDF** button to download a PDF version of the presentation.



21. You will be prompted to either open or save the file.

The presentation file will consist of a title page and one page for each chart and/or data table included in the presentation.

You cannot edit or customize the PDF file, but you can download the presentation to PowerPoint and convert the file to a PDF.

Downloading PPT and PDF Resources

Download latest version of **Microsoft's PowerPoint Viewer** at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en>

Download the latest version of **Adobe Reader** at:

<http://www.adobe.com/products/acrobat/readstep2.html>