



Creating a Survey 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.

There are three ways to create a survey in Zoomerang:

- From a template
- From scratch
- From a previous survey

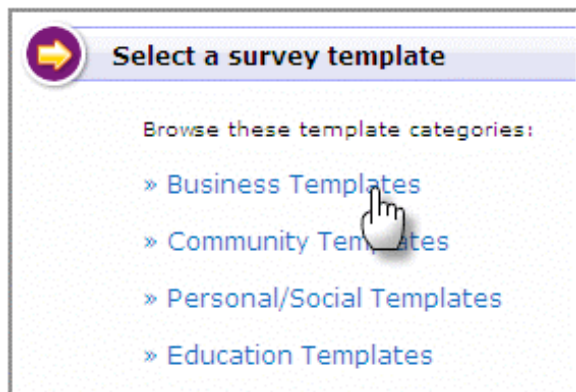
Creating a Survey from a Template

Let's take a look at creating a survey from a template first.

1. Log in to your Zoomerang account and then click on the **Create a survey from a template** link.



2. **Choose the category** for the type of survey template you would like to use. Let's assume that we want to create a survey for our business. A list of surveys available in that category will be displayed.



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 or 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.

Additional Features

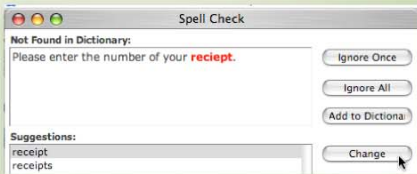
Spell Check

You can check the spelling in most text boxes that appear in answers, questions, and invitations.

Just click the **Check Spelling** button:

CHECK SPELLING

A pop-up window will display and let you make any necessary spelling corrections.



Change fonts, colors, and formatting

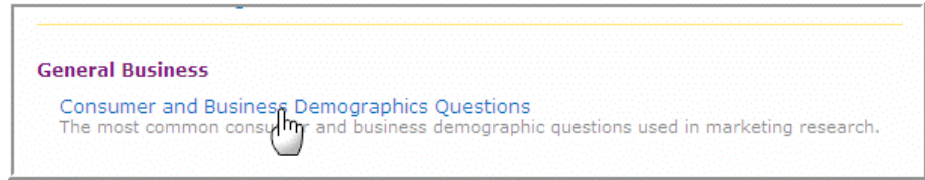
Use the formatting toolbar to format survey questions, answers, web greeting, and email invitations. Hover your cursor over each icon to see what function it will perform. For complete details and examples of how to use the formatting toolbar, click on the Learn More link on the Edit a Question page or click on the Support/Help link on any Zoomerang page to search our online knowledge base.

Copy & Paste Questions

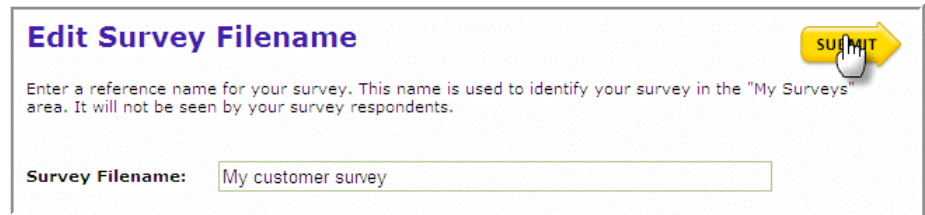
Copy a question by clicking the **Copy** link, move the part of the survey where you want to paste it and then click the **Paste** link.

Copy
Paste

3. Click on a survey title to select it from the ones available in that category.



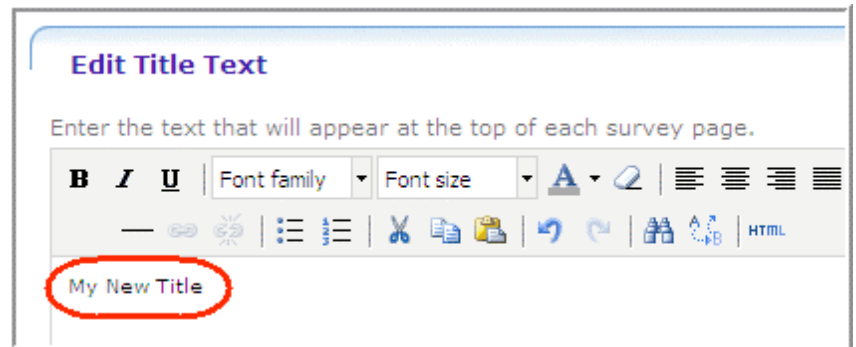
4. Give the survey a filename. This name is only used within Zoomerang and is not shown to respondents.



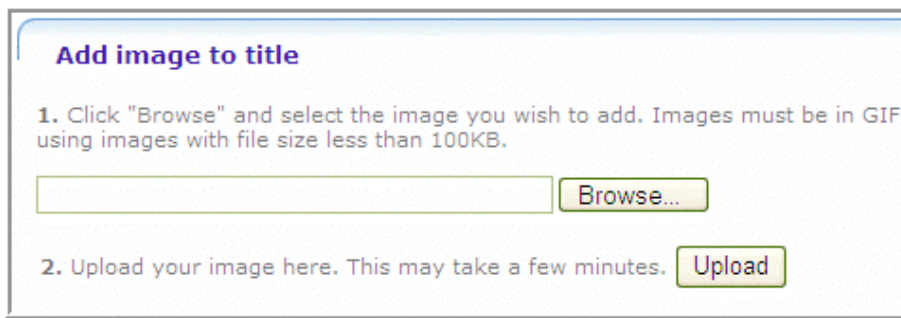
5. Click on the **Edit Title** link to change the title of the survey and add a title image to the survey.



6. In the **Edit Title Text** section, add a personalized title for your survey. This title will appear at the top of each page of your survey. Use the formatting toolbar to format the text.



7. In the **Add image to title** section, you can choose to upload an image to display at the top of each survey page and its position in relation to your survey title. Click the **Submit** arrow to return to your survey.

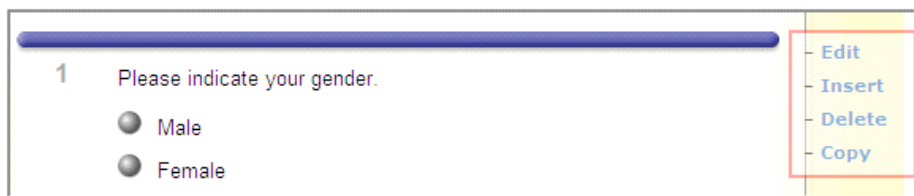


You will not be able to see the logo that you upload in design mode. Click the **Preview** button to see how the survey will appear to your respondents.

8. To change the overall look and feel of your survey, you can choose from any of the design themes available in the pull-down. You will be able to preview the design theme you select right away in the current view.



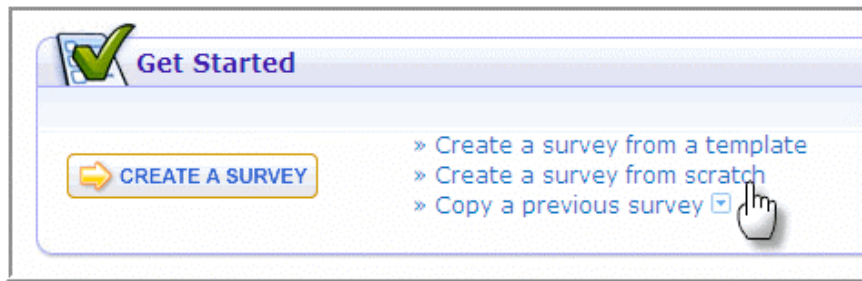
9. You can now edit the survey questions and answers to customize the survey for your needs.



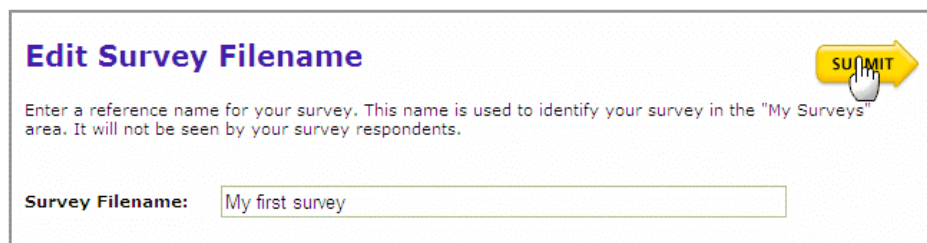
- The **Edit** link allows you to edit the question or answer options.
 - The **Insert** link allows you to insert a new question. For a guide to available question types, refer to the *Question Types Quick Start Guide*.
 - The **Delete** link allows you to delete a question.
 - The **Copy** link allows you to copy a question/answer. Once you click the link, a **Paste** link will appear allowing you to paste the question/answer in another part of the survey.
10. When you are happy with the questions and answers, click the **Next** arrow to begin the launch process for your survey. More information about launch options is available in the *Launching Your Survey Quick Start Guide*.

Creating a Survey from Scratch

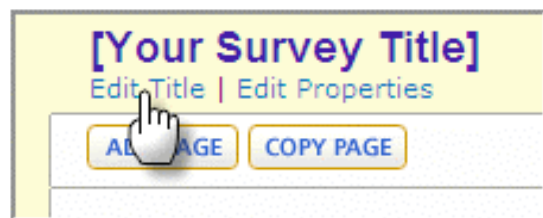
1. Log in to your Zoomerang account and then click on the **Create a survey from scratch** link.



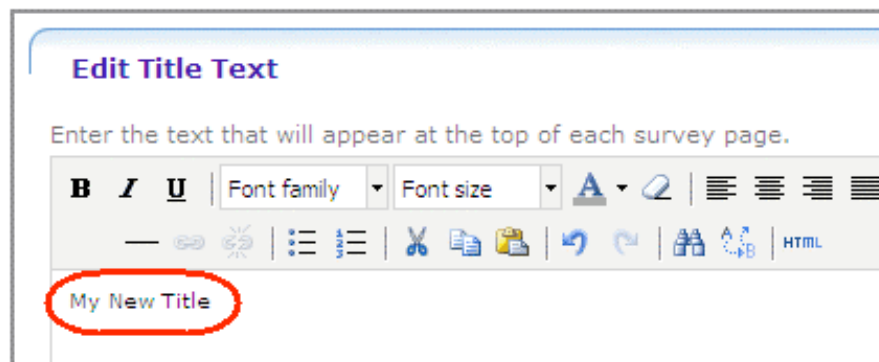
2. **Enter a filename** for your survey and then click **Submit**. This name is not shown to respondents -- it's just a way for you to identify the purpose or version of the survey.



3. Click on the **Edit Title** link to add a survey title and title image to the survey.



4. In the **Edit Title Text** section, enter a personalized title for your survey. This title will appear at the top of each page of your survey. Use the formatting toolbar to format the text.



5. In the **Add image to title** section, you can choose to upload an image to display at the top of each survey page and its position in relation to your survey title. Click the **Submit** arrow to return to your survey.

Add image to title

1. Click "Browse" and select the image you wish to add. Images must be in GIF using images with file size less than 100KB.

2. Upload your image here. This may take a few minutes.

You will not be able to see the logo that you upload in design mode. Click the **Preview** button to see how the survey will appear to your respondents.

6. You can also click on the **Edit Properties** link to edit your survey options:

My first survey
[Edit Title](#) | [Edit Properties](#)

- Disable the browser **Back** button to prevent survey respondents from changing responses on previous pages
- Change the language used for the survey deployment
- Change or customize button styles
- Customize mandatory question messages

7. To change the overall look and feel of your survey, you can choose from any of the design themes available in the pull-down. You will be able to preview the design theme you select right away in the current view.

Edit Survey

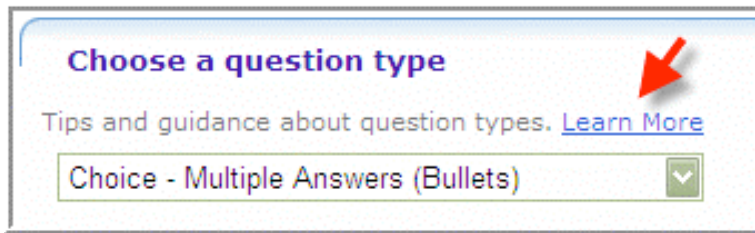
Design Theme:

8. Click the **Edit** link to add your first question.

To type in your initial question, click **Edit**. Insert adds a new question either above or below this one.

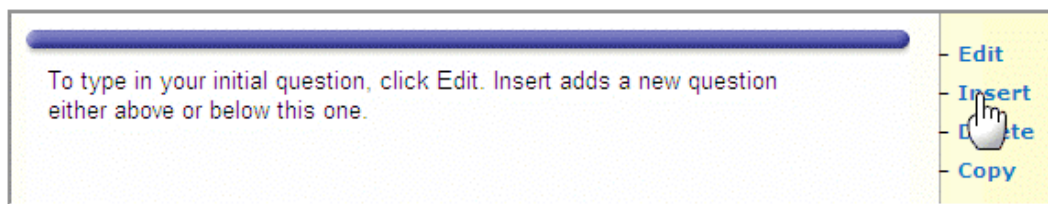
9. Next, choose the **question type** from the pull-down that you would like to add to your survey.

A list of available question types can be found in the *Question Types Quick Start Guide* or by clicking on the **Learn More** link that appears above the question type pull-down.

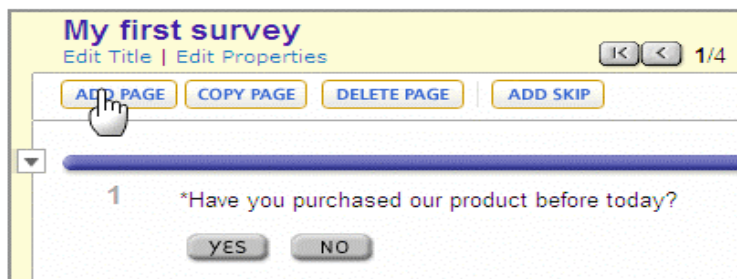


Once you choose a question type, the options available for that type will appear on the screen. Fill in the answer options and then click the **Continue** button.

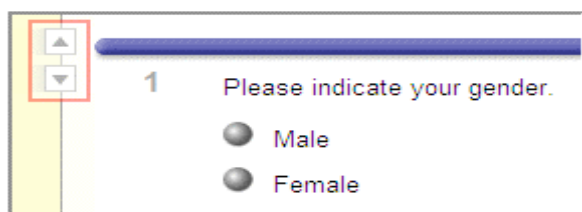
10. Add additional questions by clicking on the **Insert** link.



11. Click on the **Add Page** button to add additional pages to your survey.



12. If you have multiple questions on a survey page, you can move questions up or down, even to different pages, using the up and down arrows to the left of each question.

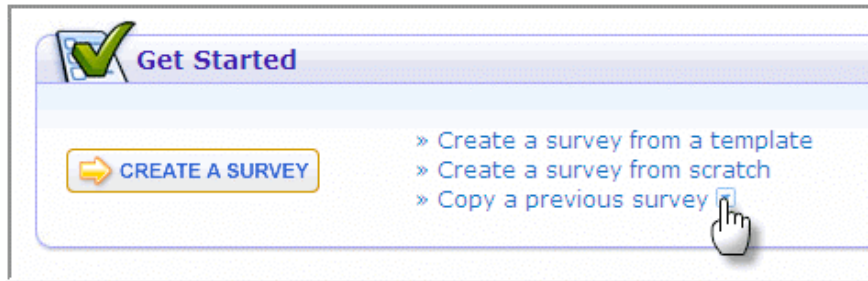


13. When you are done adding questions, click the **Next** arrow from the last page of your survey to begin the launch process. Refer to the *Launching your Survey Quick Start Guide* for more details.

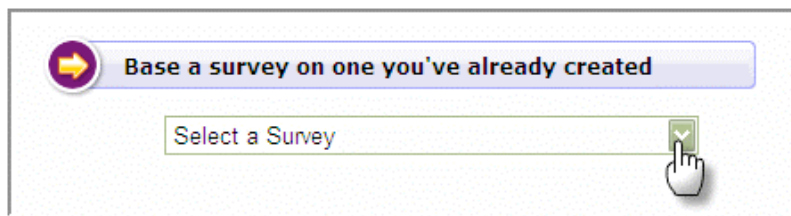
Creating a Survey from a Previously Created Survey

1. Log in to your Zoomerang account and then click on the **Copy a previous survey** link.

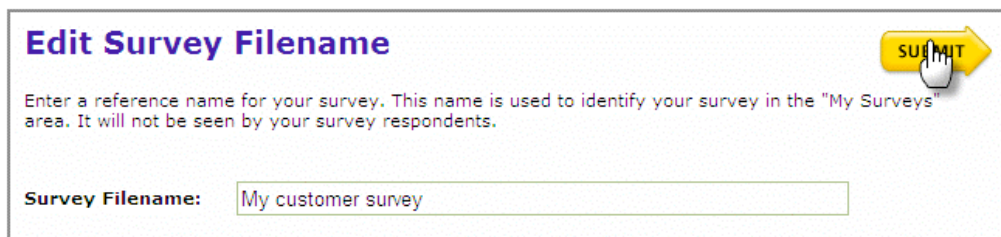
Or, hover your cursor over the arrow next to the **Copy a previous survey** option to select from a list of your most recent surveys. If you do not see the survey you want to copy here, click **More...** to see a complete list of your previous surveys.



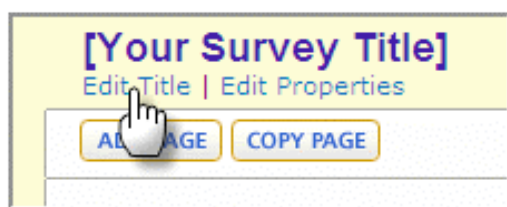
2. Select the survey that you want to copy from the pull-down list.



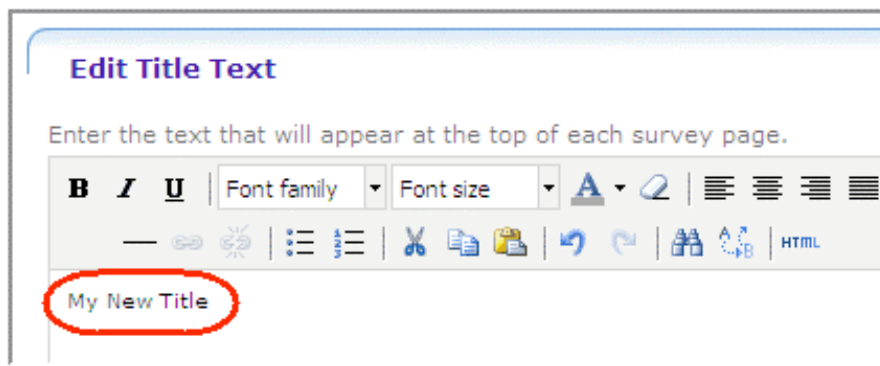
3. Give the survey a unique filename to help you identify this version and then click the **Submit** button.



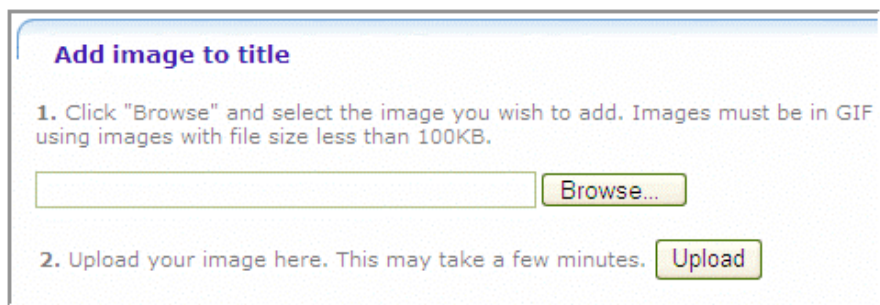
4. Click on the **Edit Title** link to add the survey title and title image to the survey.



5. In the **Edit Title Text** section, enter a personalized title for your survey. This title will appear at the top of each page of your survey. Use the formatting toolbar to format the text.



6. In the **Add image to title** section, you can choose to upload an image to display at the top of each survey page and its position in relation to your survey title. Click the **Submit** arrow to return to your survey.



You will not be able to see the logo that you upload in the current view. Click the **Preview** button to see how the survey will appear to your respondents.

7. You can now edit the survey questions and answers to customize the survey for your current needs.
8. When you are happy with the questions and answers, click the **Next** arrow to begin the launch process. Refer to the *Launching your Survey Quick Start Guide* for more details.