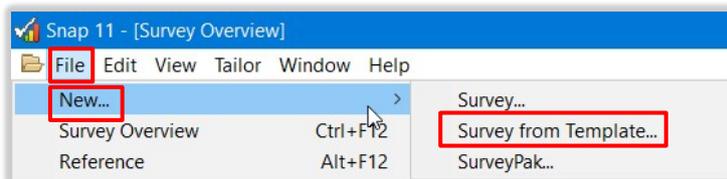


Snap – Getting started with the basics

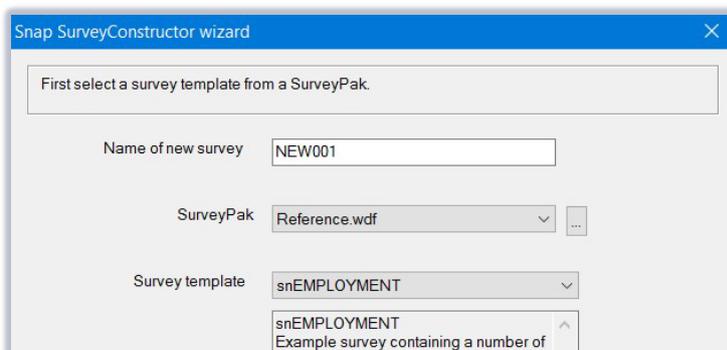
Designing a survey based on a template

When creating your survey you can choose to design it yourself, or begin by using a template.

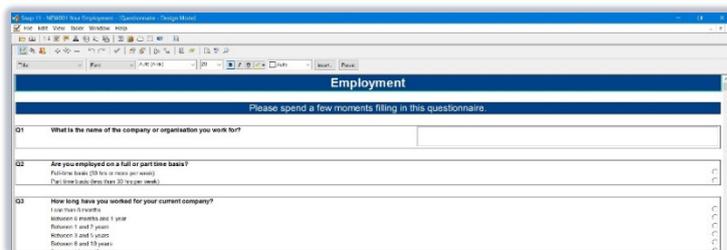
1. Click **File**, then **New**, then **Survey from Template**.



2. There are a few different surveys included with the download, covering areas such as employment and family which may serve as a useful starting point.



3. To use a template, follow the steps in the Snap SurveyConstructor wizard. You can then add and edit survey elements as described on page 2.



Designing a new survey from scratch

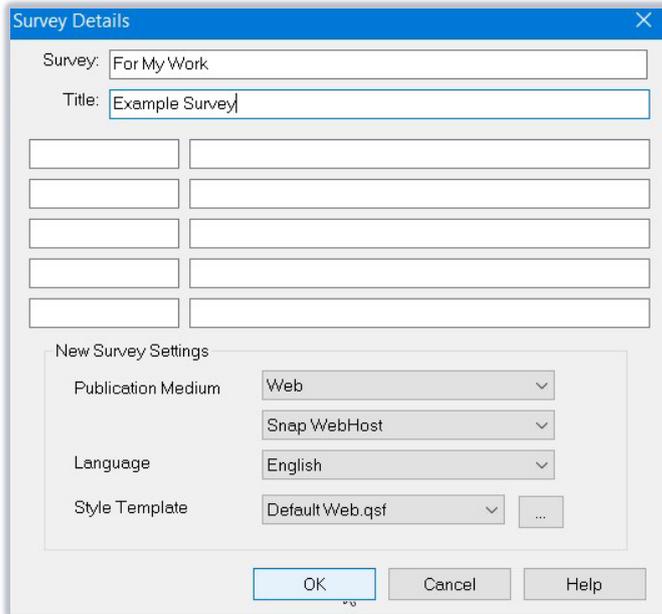
If you don't have a template, or can't find one to suit your needs, you can easily design a survey yourself using the simple interface.

1. Click **File**, then **New**, then **Survey**.

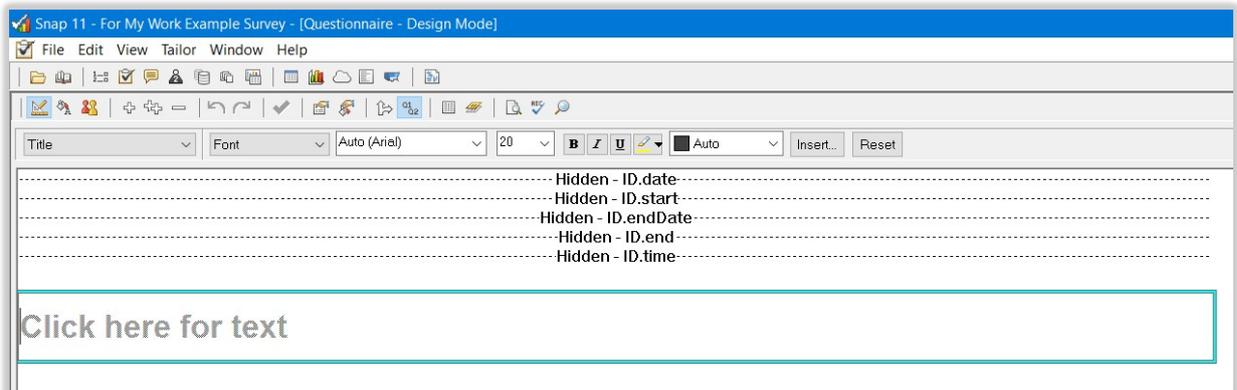


2. Enter some basic details about the survey and click **OK**.

- Survey: A brief **description** of your survey
- Title: Your survey **title**
- Publication Medium: Select **Paper, Web** or **Email (select Web to publish online)**
- Language: Defaults to **English**
- Style Template: Driven by the **Publication Medium** you selected



3. You will now be presented with your blank questionnaire in design mode. The screenshot below is a web questionnaire.

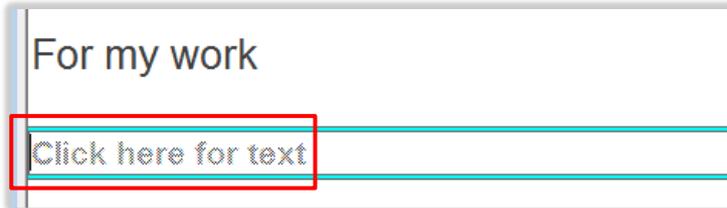


Adding and editing survey elements

1. It is a good idea to start your questionnaire with a title. You can type this in the text placeholder that displays the message 'Click here for text'.

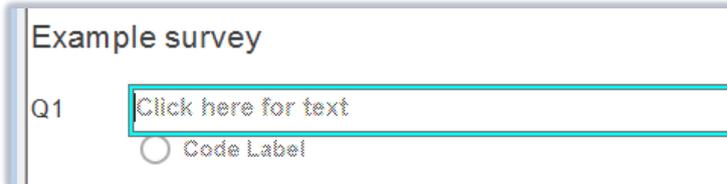


2. If you want to add a sub title or an instructional message about your questionnaire, press **Enter** at the end of your title. This will add a placeholder for you to add text.



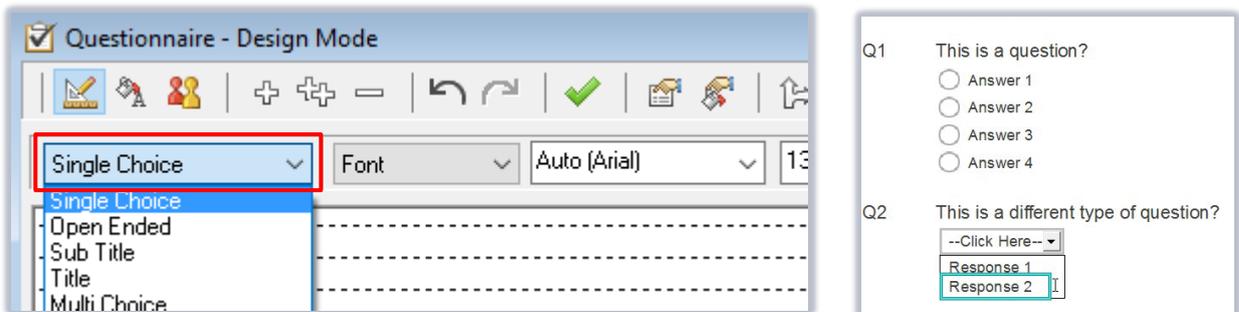
The screenshot shows a text input field containing the text "For my work". Below this field, a red rectangular box highlights a placeholder text "Click here for text".

3. Press **Enter** at the end of your sub title to add your first question.



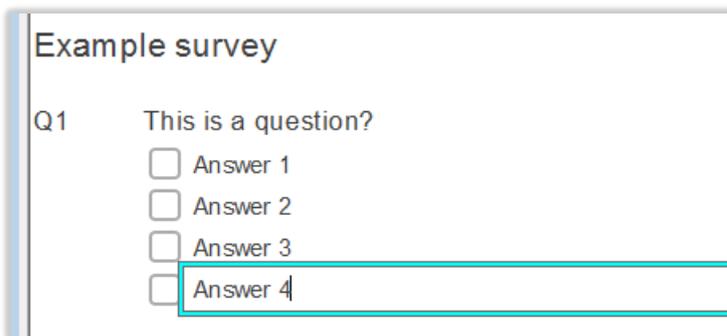
The screenshot shows a text input field containing the text "Example survey". Below this field, a question "Q1" is displayed. To the right of "Q1" is a text input field with the placeholder "Click here for text". Below this field is a radio button followed by the text "Code Label".

4. You can change the **question type** by selecting an option from the first drop-down menu. You can add different types of response such as single choice, sliders, multiple choice and open ended questions.



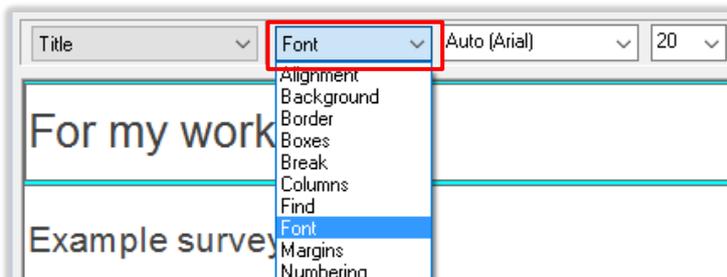
The screenshot shows the "Questionnaire - Design Mode" interface. On the left, a drop-down menu is open, showing options: "Single Choice", "Open Ended", "Sub Title", "Title", and "Multi Choice". The "Single Choice" option is highlighted. To the right, a preview of two questions is shown. Q1 is "This is a question?" with four radio button options labeled "Answer 1" through "Answer 4". Q2 is "This is a different type of question?" with a "--Click Here--" dropdown and two text input fields labeled "Response 1" and "Response 2".

5. Whilst you are in a question section, the **Tab** key will **add a new part to a multi part answer**, and hitting the **Enter** key will **add an entirely new question**.



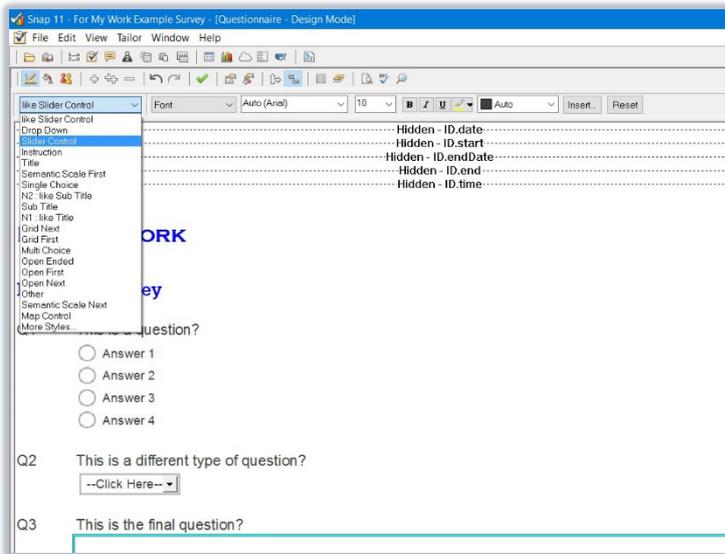
The screenshot shows a text input field containing the text "Example survey". Below this field, a question "Q1 This is a question?" is displayed. To the right of the question are four radio button options labeled "Answer 1", "Answer 2", "Answer 3", and "Answer 4".

6. The second drop-down menu allows you to select a design element to change.

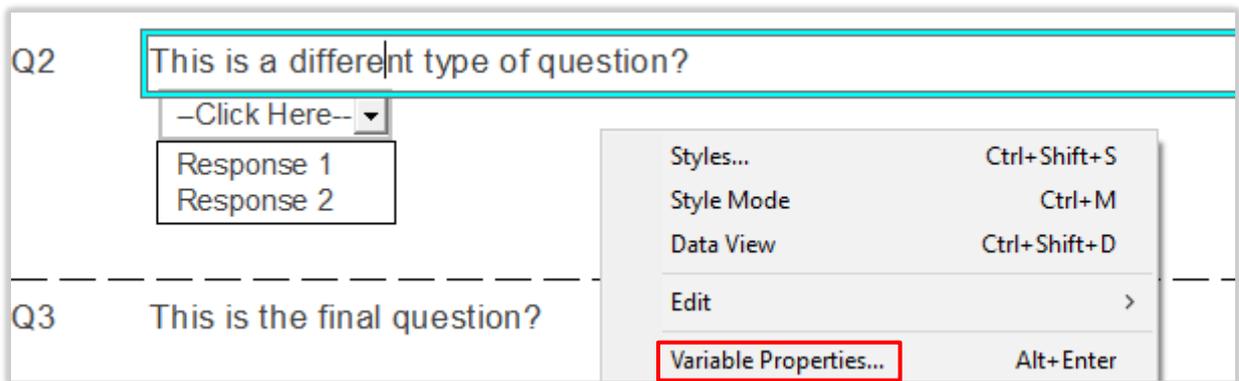


The screenshot shows the "Questionnaire - Design Mode" interface. On the left, a drop-down menu is open, showing options: "Alignment", "Background", "Border", "Boxes", "Break", "Columns", "Find", "Font", "Margins", and "Numbering". The "Font" option is highlighted. To the right, a preview of two questions is shown. Q1 is "For my work" and Q2 is "Example survey".

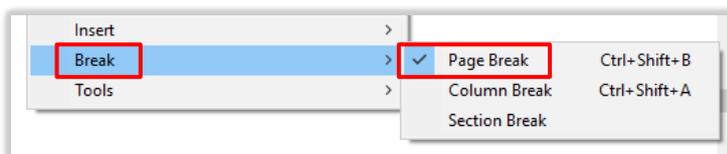
7. Continue developing your questionnaire until you are happy with layout, formatting and questions.



8. If you need to examine question properties, right-click on the question and select **Variable Properties**.



9. If you need to insert a page break, right-click and select **Break**. You can also select a question and press **Ctrl + Shift + B** on your keyboard to insert a page break above it.



10. To save your survey, click **File**, then **Save**, or click the **tick** on the menu.

