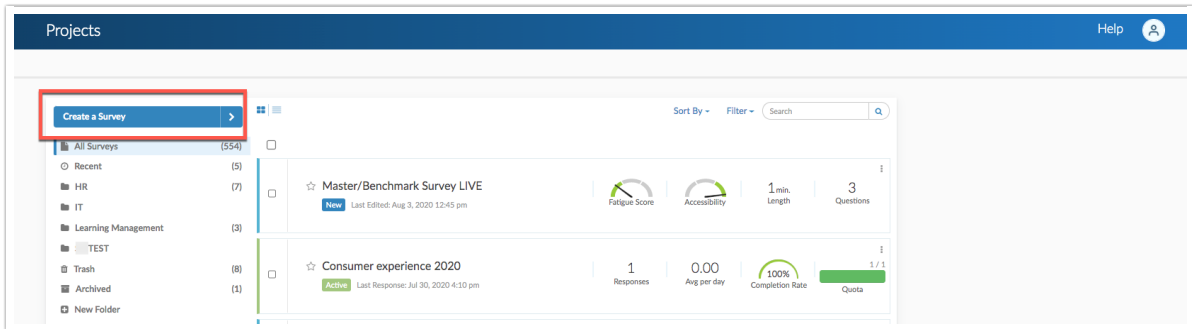


Create a Survey

1 of 13

Start by clicking the **Create Survey** button on your account homepage. Give your new survey a name and click **Start Building**.

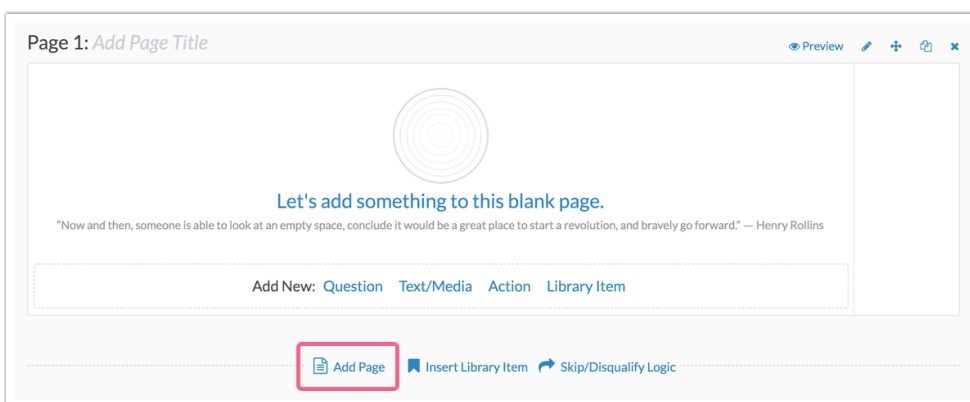


Pat yourself on the back; you've created a survey! Ok, so it's not *that* simple. Click **Next** for the next step.

2 of 13

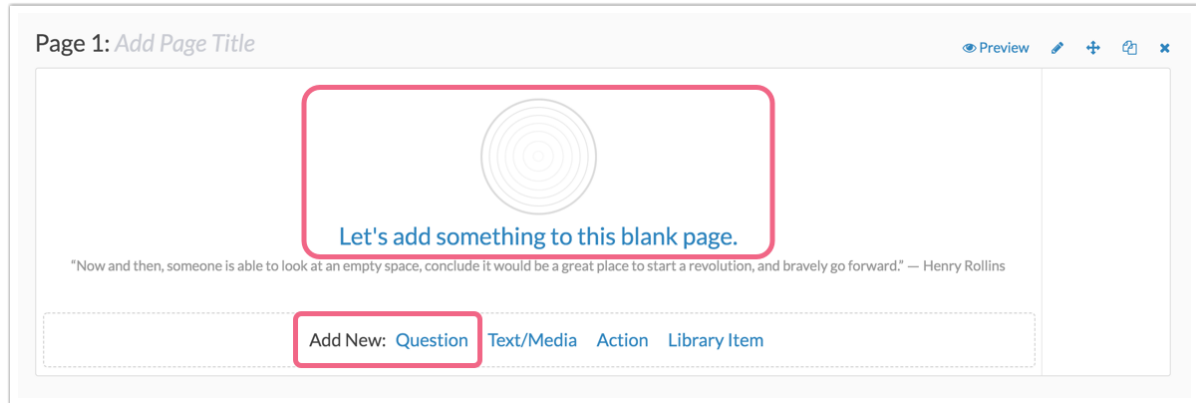
Add Pages to Your Survey

New SurveyGizmo surveys will always start with two pages, an initial page, called Page 1, and a Thank You Page. You can add as many questions to a survey page as you wish. You can also add pages by clicking **Add Page** between any two pages in your survey.



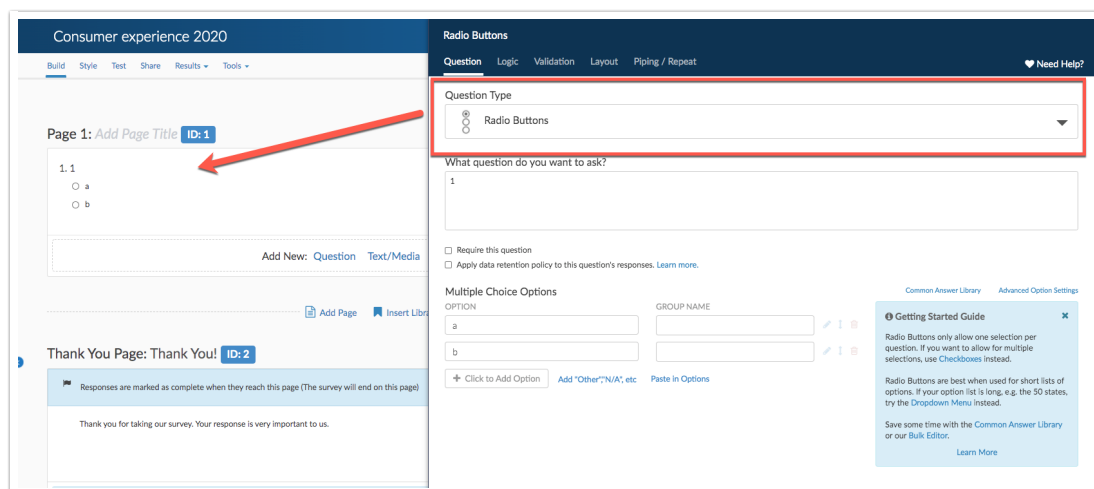
Add a Question

Next, start adding questions for your survey respondents by clicking **Question** at the bottom of the page or between any two existing questions.



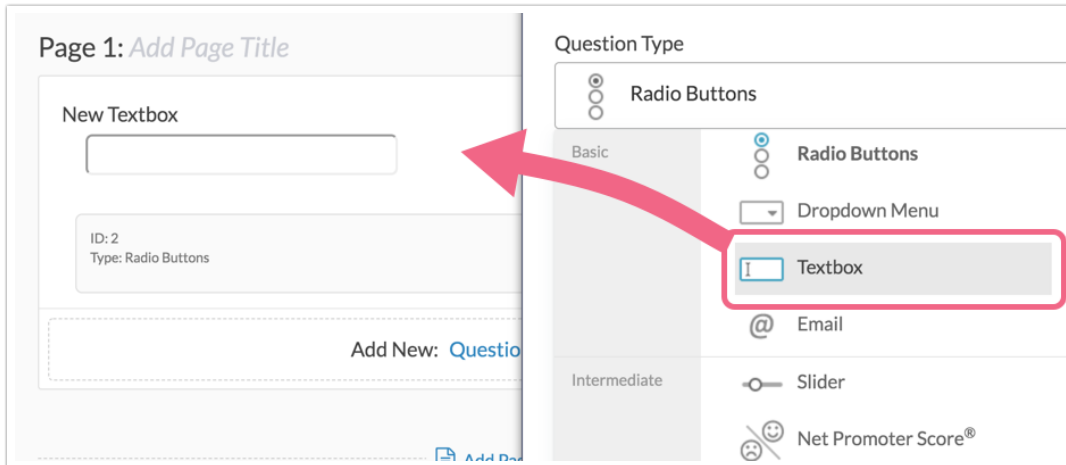
Select Your Question Type

Upon creation, questions will default to the **Radio Buttons** question type. This commonly-used question allows respondents to select a single choice from a list. Selecting the right question type can be tricky because this is the key to getting the data you need. Never fear, though; we're here to help!



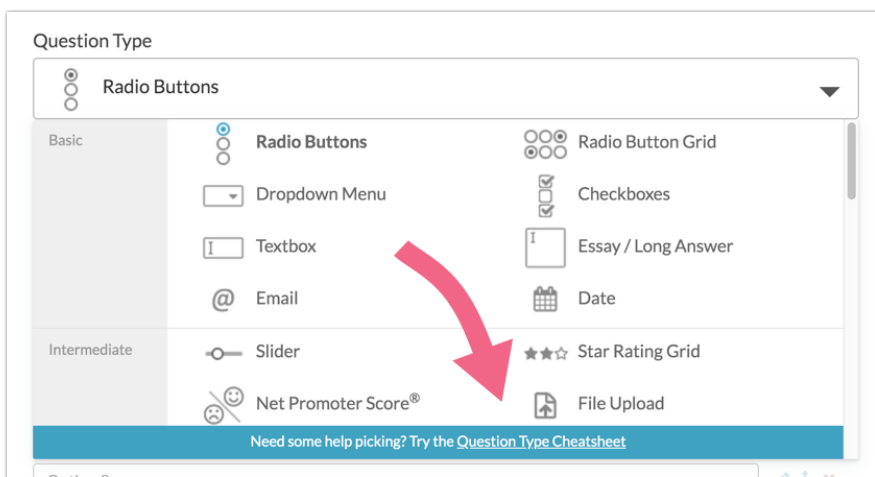
Select Your Question Type

Using the Question Type dropdown, select different question types and check out the preview of the question in your survey on the left; no commitment needed!



Need more help selecting a question type?

We've built in a Question Types Cheatsheet to help you make a decision right inside the application. Scroll to the bottom of the question types dropdown menu and click the **Question Types Cheatsheet** link to view and interact with example questions.



Need more help selecting a question type?

If you like what you see, simply click the **Use this Question Type** link to select the question.

Question Types

- Multiple Choice (Select One)
- Radio Buttons
- Radio Button Grid
- Dropdown Menu
- Dropdown Menu List
- Dropdown Menu Grid
- Checkboxes (Multi Select)
- Text
- Slider
- Rating/Scale
- Ranking
- Grouping (Card Sort)
- Image Select
- File Upload
- Market Research
- Specialty Questions

Radio Button Grid [Use this Question Type](#)

When playing Robotball, which position does each robot play?

	Flagman	Wicket Flicker	Gasketter	Pit Crew
Robot #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robot #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robot #3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Dropdown Menu [Use this Question Type](#)

How is your robot feeling right now?

To learn even more, check out our [Question Type Tutorials](#) to see question and reporting examples!

Once you've selected the right question type for you, click next to learn how to add your question text.

8 of 13

Enter Your Question Text

Next, enter the question you wish to ask. Notice this will dynamically update the survey you are building on the left!

Consumer experience 2020

Build Style Test Share Results Tools

Page 1: [Add Page Title](#) ID: 1

1. In which department do you work?

a

b

[Add New: Question Text/Media](#)

[Add Page](#) [Insert Libr...](#)

Thank You Page: Thank You! ID: 2

Responses are marked as complete when they reach this page (The survey will end on this page)

Thank you for taking our survey. Your response is very important to us.

[Getting Started Guide](#)

Radio Buttons

Question Logic Validation Layout Piping / Repeat Need Help?

Question Type

Radio Buttons

What question do you want to ask?

In which department do you work?

B I Size A Merge Codes

Require this question

Apply data retention policy to this question's responses. [Learn more.](#)

Multiple Choice Options

OPTION GROUP NAME

a

b

[Click to Add Option](#) [Add "Other"/"N/A", etc](#) [Paste in Options](#)

Getting Started Guide

Radio Buttons only allow one selection per question. If you want to allow for multiple selections, use Checkboxes instead.

Radio Buttons are best when used for short lists of options. If your option list is long, e.g. the 50 states, try the Dropdown Menu instead.

Save some time with the Common Answer Library or our Bulk Editor.

[Learn More](#)

Add Your Answer Options

Your next step is to add answer options for your respondents to select. You can enter your answer options one by one. **Click to Add Option** at the bottom of the list to add new answer options.

What question do you want to ask?

In which department do you work?

Require this question
 Apply data retention policy to this question's responses. [Learn more.](#)

Multiple Choice Options [Common Answer Library](#) [Advanced Option Settings](#)

Option 1

Option 2

[Add "Other"/"N/A", etc.](#) [Paste in Options](#)

Add Your Answer Options

You will also have an option to **Paste in options**. When pasting from a list, each option should be on its own line.

Multiple Choice Options [Common Answer Library](#) [Advanced Option Settings](#)

Option 1

Option 2

[Add "Other"/"N/A", etc.](#) [Paste in Options](#)

Paste in Options

Paste options here

Remove existing options

Add Your Answer Options

For many of our question types, you also have a library of common answer options (like US states or demographic information) available to choose from.

Multiple Choice Options

Option 1

Option 2

+ Click to Add Option Add "Other"/"N/A", etc Paste in Op

Common Answer Library Advanced Option Settings

Common Answers

- ✓ Select from list of common options
- Basics
- Yes / No
- Numbers (1-100)
- Days (7)
- Months (12)
- Years (1950-2021)

Add Another Question Save Question to Library Save Question

Add Your Answer Options

As with the question title, be sure to check out the preview of what your question will look like as you add answer options. When you are all finished, click **Save Question**. Rinse and repeat to finish building your survey!

Consumer experience 2020

Build Style Text Share Results Tools

Page 1: Add Page Title ID: 1

1. In which department do you work?

- Support
- Sales
- Development

Add New: Question Text/Media

Add Page Insert Library

Thank You Page: Thank You! ID: 2

Responses are marked as complete when they reach this page (The survey will end on this page)

Thank you for taking our survey. Your response is very important to us.

Radio Buttons

Question Logic Validation Layout Piping / Repeat Need Help?

Question Type

Radio Buttons

What question do you want to ask?

In which department do you work?

Require this question

Apply data retention policy to this question's responses. Learn more.

Multiple Choice Options

OPTION

Support

Sales

Development

+ Click to Add Option Add "Other"/"N/A", etc Paste in Options

GROUP NAME

Common Answer Library Advanced Option Settings

Getting Started Guide

Radio Buttons only allow one selection per question. If you want to allow for multiple selections, use Checkboxes instead.

Radio Buttons are best when used for short lists of options. If your option list is long, e.g. the 50 states, try the Dropdown Menu instead.

Save some time with the Common Answer Library or our Bulk Editor.

Learn More

Next Steps

- Would you rather [create your survey using a Word document](#)?
- Want to send an email when new responses are collected? Check out our [Send Email Action Tutorial](#) to learn how to set this up!
- Check out your survey on the Style tab to customize your survey's look and feel. Check out [Style Your Survey](#) to learn more!
- Happy with the look and feel of your survey? Learn how to [Test Your Survey](#) to ensure your project is a success!
- Want some data right away? Learn how to [Share a Link to Your Survey](#).

[Back](#)[Next](#)

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