Create a Survey

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

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Create a Survey	xi ≡ Sort By- Filter+ (Search Q)	
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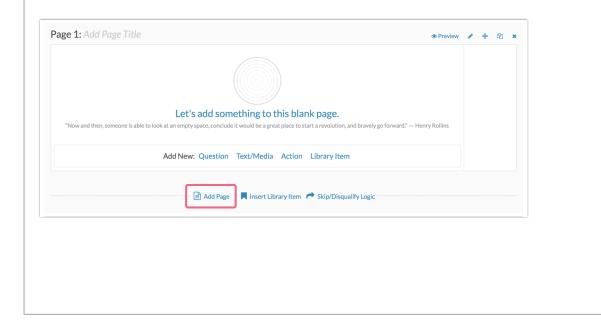
Pat yourself on the back; you've created a survey! Ok, so it's not *that* simple. Click **Next** for the next step.

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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.



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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.

ge 1: Add Page Title •	Preview	+	ආ	×
"Now and then, someone is able to look at an empty space, conclude it would be a great place to start a revolution, and bravely go forward." – Henry Re	llins			
Add New: Question Text/Media Action Library Item				
Add New: Question Text/Media Action Library Item				
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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!

Consumer experience 2020	Radio Buttons	
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age 1: Add Page Title ID: 1	Question Type	•
1.1 O a O b	What question do you want to ask?	
Add New: Question Text/Media	Require this question Apply data retention policy to this question's responses. Learn more.	
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hank You Page: Thank You! ID: 2	b / 1 8	question. If you want to allow for multiple selections, use Checkboxes instead.
Responses are marked as complete when they reach this page (The survey will end on this page)	Click to Add Option Add "Other", N/A", etc Paste in Options	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.
Thank you for taking our survey. Your response is very important to us.		Save some time with the Common Answer Library or our Bulk Editor.
		Learn More

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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!

New Textbox		Radio Buttons			
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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 Cheat sheet** link to view and interact with example questions.

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Question Types Multiple Choice (Select One)	Radio Button Grid				Use this Questi	on T
Radio Buttons Radio Button Grid	When playing Robotball, which	position does each rol	ot play?			
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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 Option 1	Advanced Option Settings
Option 2 + Click to Add Option Add "Other","N/A", etc Paste in Options	
Add Your Answer Options	10 of 13
You will also have an option to Paste in options . Wits own line.	Vhen pasting from a list, each option should be on
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Multiple Choice Options Option 1	Common Answer Library Advanced Option Settings
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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 Common Answer Library Advanced Option Settings Common Answers Option 1 × 1 × ✓ Select from list of common options 1 × Basics Yes / No + Click to Add Option Add "Other","N/A", etc Paste in Op Numbers (1-100) Days (7) Months (12) Years (1950-2021) Add Another Question Save Question to Library Ouestion 12 of 13 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 idio Button Logic Test Share Results + Build Question Type Radio Buttons Page 1: Add Page Title ID: 1 What question do you want to ask? 1. In which department do you work? SupportSales which department do you O Deve Require this question Apply data retention policy to this question's re Add N Multiple Choice Options GROUP NAM Getting Started Guide Support 🖹 Add Page 🛛 🗮 In: Radio But nly allow one sele want to allow for tion. If yo Sales Thank You Page: Thank You! ID: 2 puttons 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. Development + Click to Add Option Add "Other Paste in Op Thank you for taking our survey. Your re

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.

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