Qualtrics – Advanced Tab

https://siue.qualtrics.com
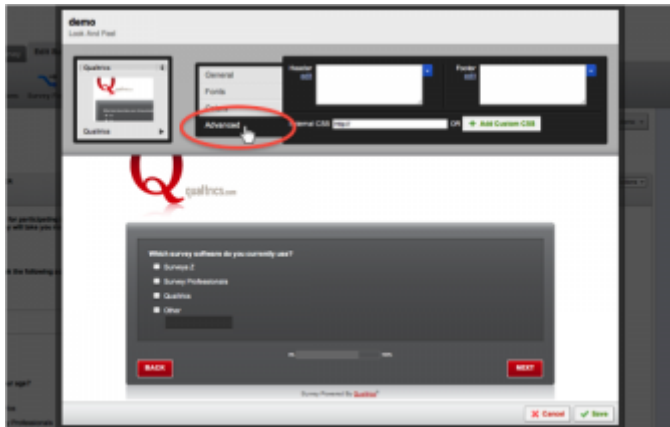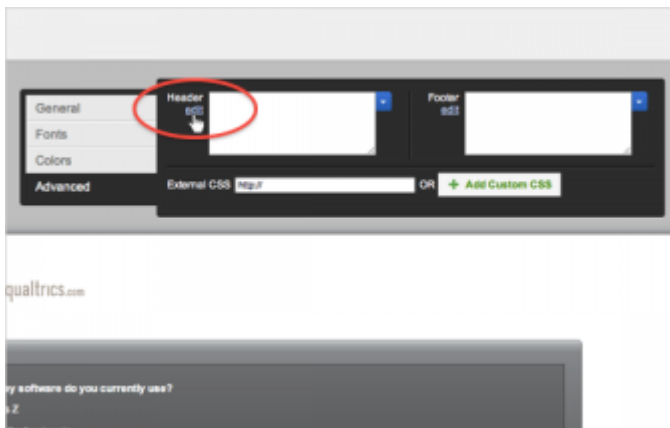
SOUTHERN ILLINOIS UNIVERSITY
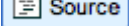EDWARDSVILLE

<u>Headers and Footers</u>

To edit the **Header** in your survey:

1. Click on the **Advanced tab**.

2. You will see your Header box at the top of the page. Click the **edit** button to enter the Rich Text Editor or enter text straight into the Header box.

3. Insert text, images or videos into your heading using the Rich Text Editor toolbar. You can also click [Source] to insert HTML or Javascript into the code of the Header. Add style tags to the Header to make changes that apply to every page of your survey.

4. Click **Save** to save changes to the Header.

The Header and Footer are useful for inserting titles, graphics, or contact information, into your survey. The items put into the Header and Footer will appear on every page of the survey.

CSS Editor

You can provide your own CSS by clicking the Add Custom CSS button in the Advanced tab and using an editor, or by pasting in the URL to a CSS file you have hosted online.