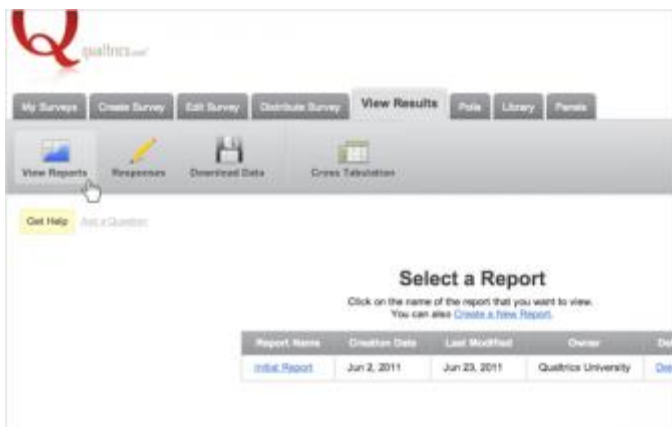


Go to View Reports to view a report that contains the data from your survey organized into summary charts and graphs. Create your own custom reports, or use the Initial Report already provided by Qualtrics.

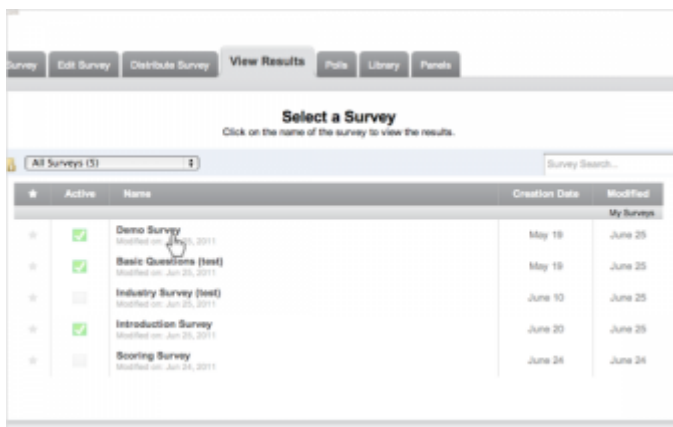
[Accessing Reports](#)

To access and create Reports:

1. Go to the **View Results** tab and open the **View Reports** page.



2. If prompted, select which survey you would like to work with.



3. Select a Report to view.

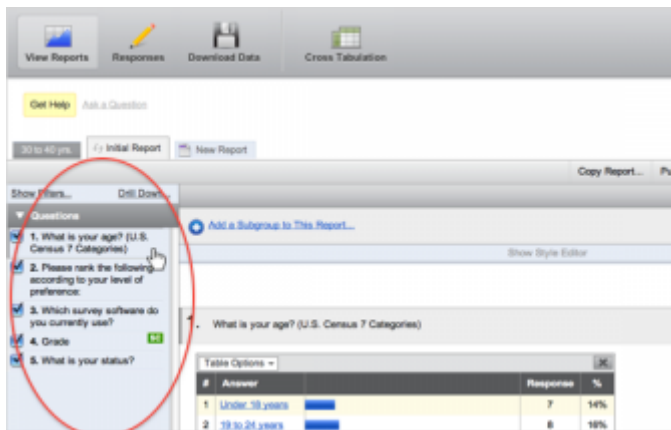


- To open the default report for your survey, click **Initial Report**.
- To create a new report, click **Create a New Report**.
- To delete a report, next to your report name click **Delete**.

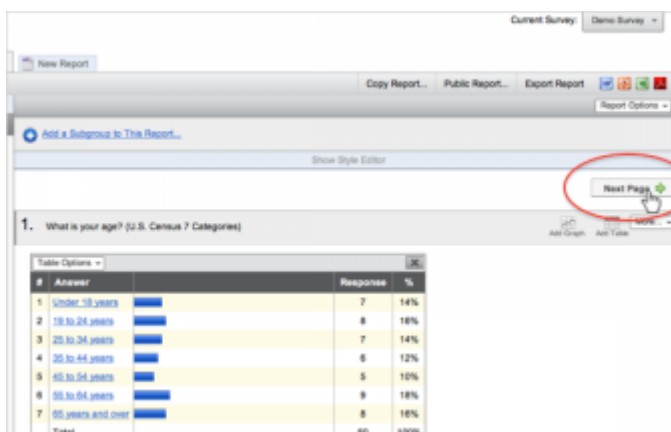
[Navigating Reports](#)

To navigate your Reports:

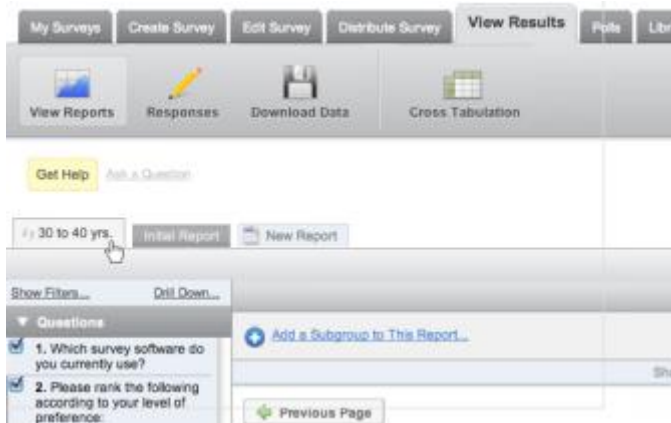
- Click any question on the left of the report to display data for that question.



- Click **Next Page** or **Previous Page** to switch between consecutive pages in your report.

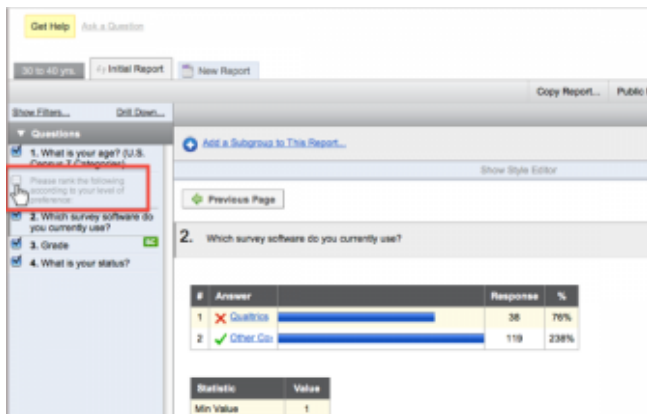


- To switch between reports, click the tab for the report you would like to open at the top of the screen, or select the report you would like to view from the drop-down list.



To select the questions that will show in your report:

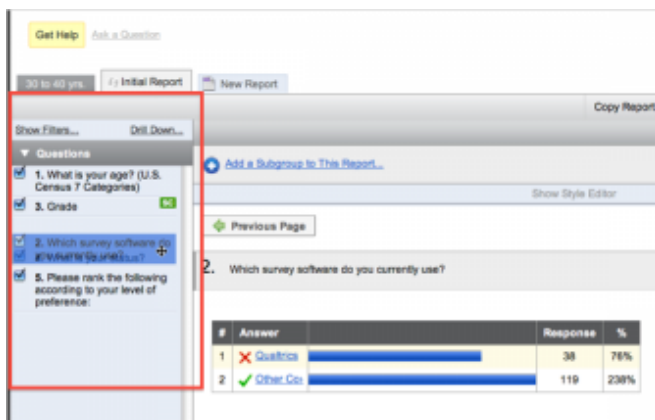
- To deselect or select one question for the report, click the **Checkbox** next to that question in the question list.



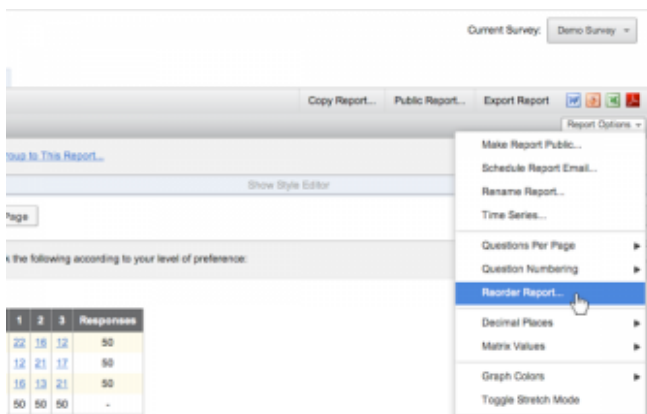
- To deselect or select all questions for the report, hold **Shift** on your keyboard and click the **Checkbox** next to any question in the question list.

To reorder questions in your report:

- Click on any question on the left side of your report, and holding the mouse button down, drag it up or down.

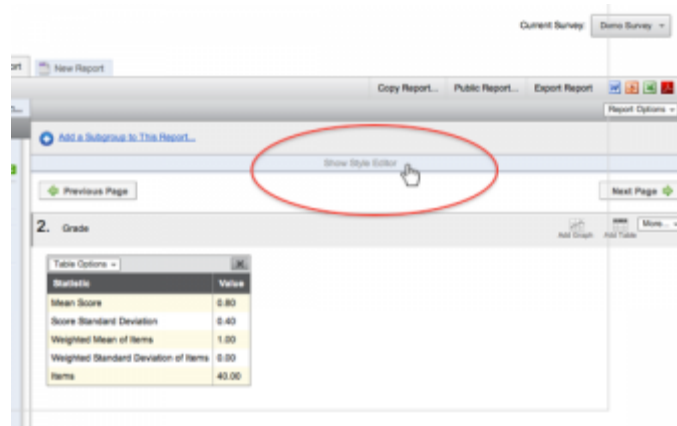


- Alternatively, click **Report Options** on the top right of your report and select **Reorder Report**.

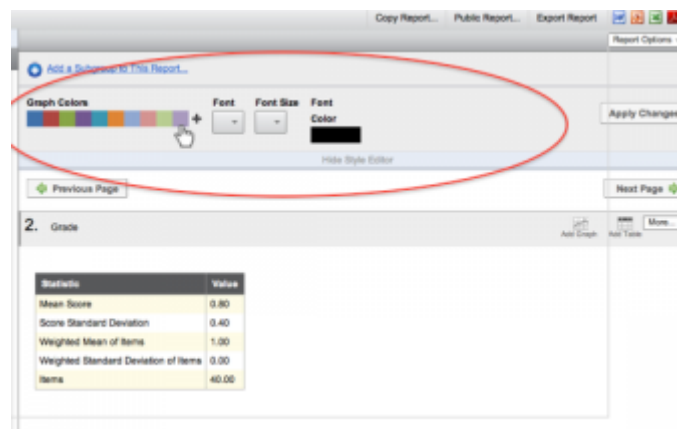


[Styling Reports](#)

Change the colors and fonts in your report. To edit styles, click the Show Style Editor toolbar at the top of your report. Make any changes, and then click Apply Changes.



The following options are available:



- **Graph Color:** Click any color in the palette to modify it, click and drag any color to change the palette order, or click + to add a new color to the palette.
- **Font:** Change the font used in the report.
- **Font Size:** Choose how large the fonts in the report should be displayed.
- **Font Color:** Change the color of the font used in the report.

More Information

[QTips](#)

- Changing and deleting reports does not affect your data. The report is only a reflection of your data, so you can make any changes you would like without invalidating your responses.