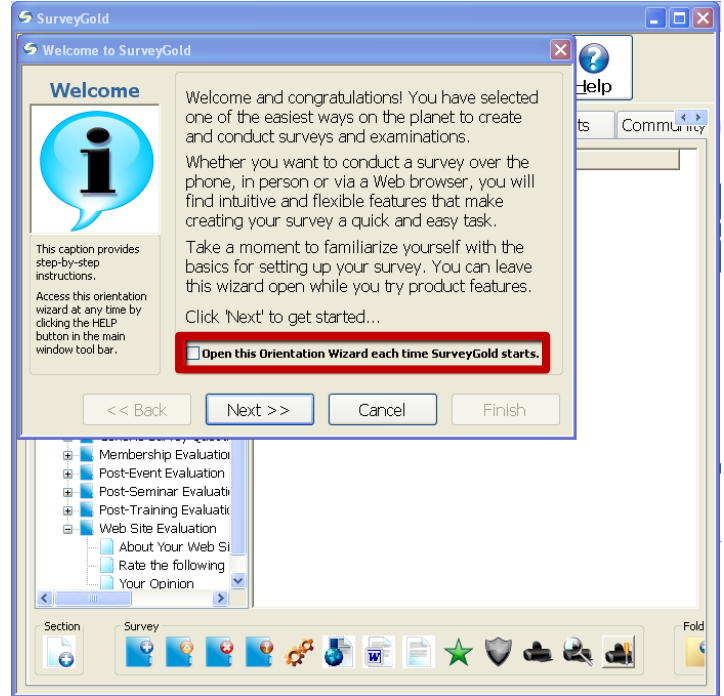


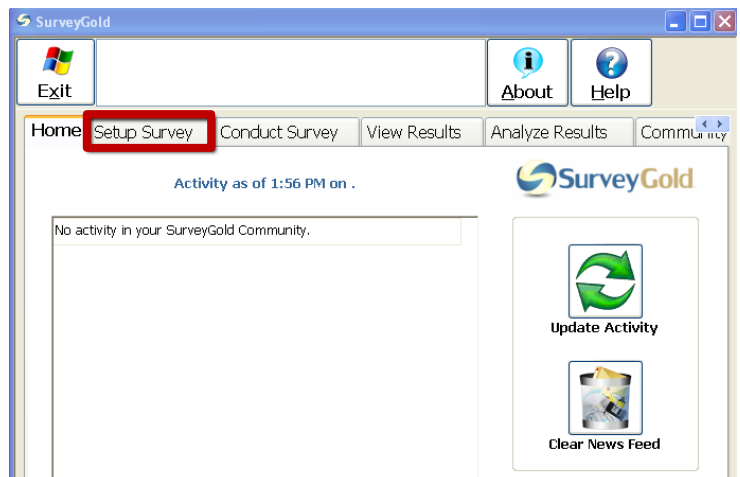


SurveyGold: Getting Started – Create a Survey

- 1 When SurveyGold loads for the first time, a box appears that says “Welcome.” Uncheck the box that states **Open this Orientation Wizard each time SurveyGold starts.** Then, click **Cancel.**

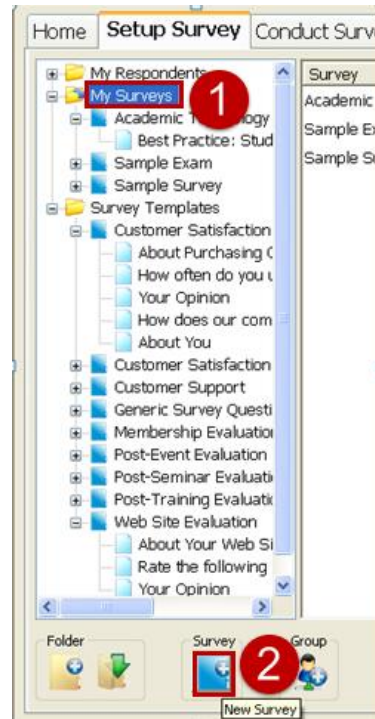


- 2 Click the **Setup Survey** tab.

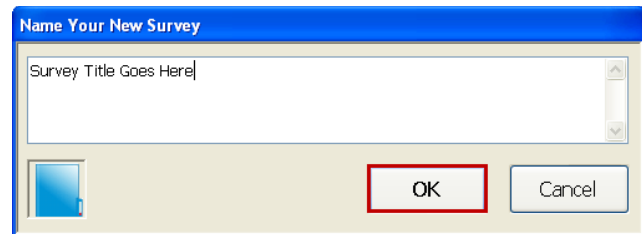




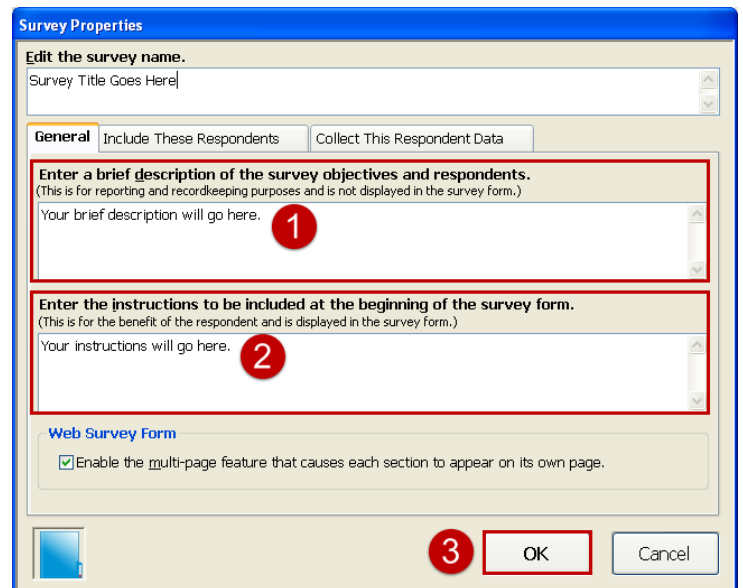
- 3
1. Click the **My Surveys** folder in the menu on the left. All surveys will appear under this title.
 2. Click the **New Survey** button.



- 4
1. Enter the survey title and click **OK**.

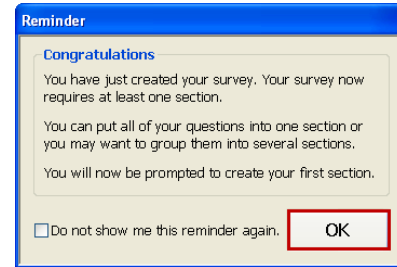


- 5
1. Enter a description of the survey.
 2. Enter instructions that respondents will see at the beginning of the survey.
 3. Click **OK**.

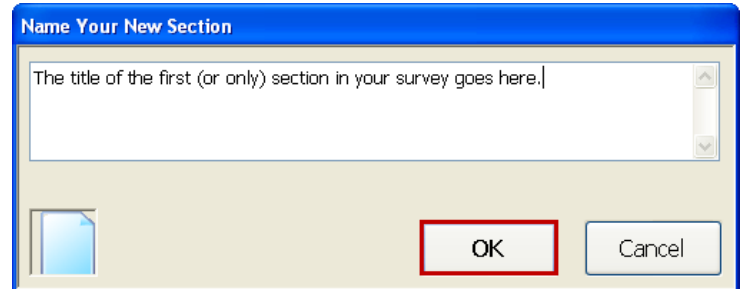




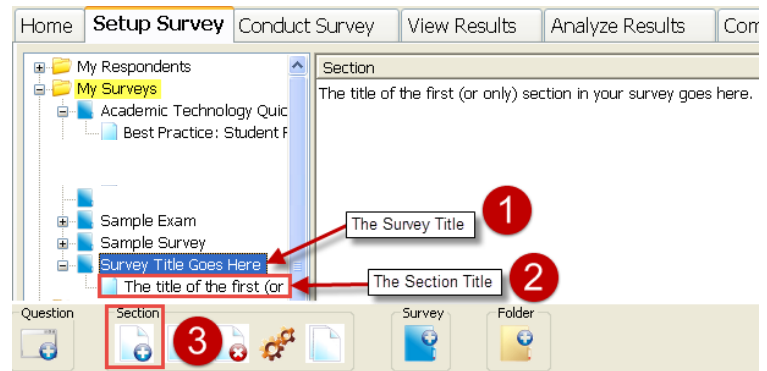
6 You will see a box that says “Congratulations.” Click **OK**.



7 Give the first section of your survey a name. If you only want one section in your survey, you will name it here. Click **OK**.

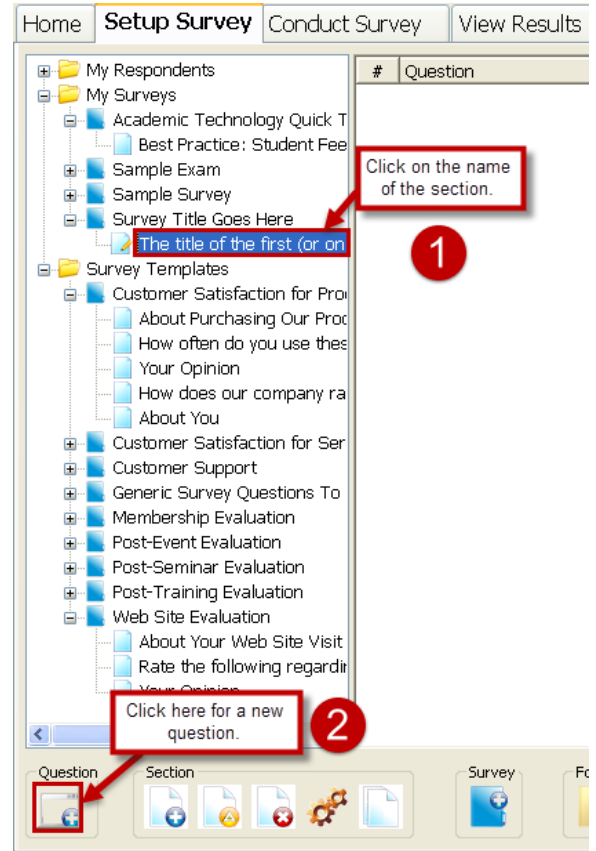


8 1. Click on the title of your survey.
2. Click on the title of the first section in your survey.
3. Click the **New Section** button.

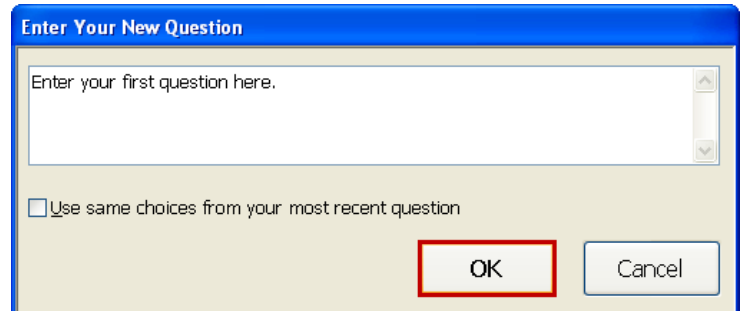




- 9
1. Click the name of the section in the menu on the left.
 2. Click the **New Question** button.



- 10
- Write your first question. Click **OK**.





- 11
1. Write a response to the question. Press the **Enter** key on your keyboard to add the response to the list. Repeat this step for each additional response.
 2. To add an open-ended choice as part of the response, check the box and choose a prompt.
 3. Click **OK**.

The screenshot shows the 'Question Properties' dialog box with the 'Response Choices' tab selected. The 'Edit the question text' field contains 'Enter your first question here.'. Below it, the 'Response Choices' section has a text input field with 'Enter second response choice here.' and a red box labeled '1' pointing to it with the text 'Press "Enter" to add a choice to the list below.'. Below that is another text input field with 'Enter response choice here.'. A red box labeled '2' points to the 'Include an open-ended choice in the set:' checkbox, which is checked, and the 'Prompt:' field containing 'Other (choose 1+)'. Below this is a dropdown menu for 'Number of responses allowed:' set to '1'. At the bottom, a red box labeled '3' points to the 'OK' button with the text 'When you are finished with all of your response choices, click OK.'. Other buttons include 'Move Up', 'Move Down', 'Rephrase', 'Remove', 'Import...', and 'Cancel'.

- 12
- Repeat steps 10 and 11 to add more questions to the survey.