

## SURVEY MANAGER: CUSTOMIZING SURVEYS

Once your survey questions have been entered, you may want to customize it up a little bit by changing the font, color and adding a picture or logo. Here are some instructions how to do that before you release it to your target audience.

Appearance customization happens in the **Edit Entry Form** area. The link is near the top of your survey entry form and looks like this.

Survey

[edit header, footer, font, colors](#)

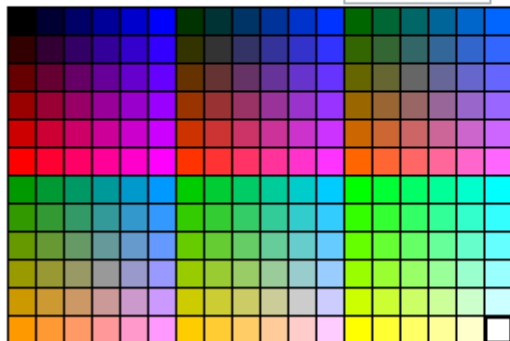
### COLORS

The first choice in this section is the choice of colors. Background color is on the left; text color is on the right. Choose the color by clicking a box.

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > Edit Layout, Font, Colors

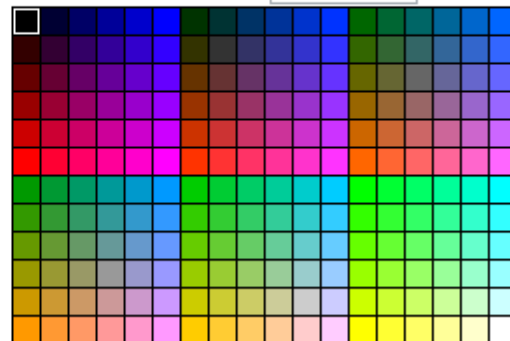
### Edit Layout, Font, Colors

Background color:



Your existing color is framed above.

Text color:



Your existing color is framed above.

### FONT

Choose the font that should be used for the survey by clicking the appropriate button.

**Font style:**

- Courier
- Times New Roman
- Sans Serif
- Verdana
- Arial

---

## HEADER AND FOOTER – INSERT A PICTURE OR LOGO

The header and footer area is where you can add text above and below the survey. Another use of this space is to incorporate a logo or other graphic in the survey. To do this, you will need to know a little HTML (Hypertext Markup Language) which is the computer language web browsers use to display their content.

Before you insert an image, you will have to put it in the proper location so that it can be retrieved. The type of image you can use varies, but it is best if you can stick with one of the most common formats, JPEG, GIF or BMP (Bitmap).

Once you have your picture, save it to your H drive in the folder called **www**. Now you are ready to put on your survey.

---

## IMAGE POSITION

---

### TOP, LEFT

---



### Intro to Excel Training Survey

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley

Before attending this course, I would rate my experience level using Excel...

- Little to no experience
- Basic user
- Advanced user

The code below introduces the image source as colorblock.bmp which is the name of the file I have saved on my H drive. Be sure to include any capital letters if your image name includes them, or rename your image to all lower-case.



→ This image is 100 pixels in height.

My IT logo is called colorblock.bmp. It is actually a large picture, so I specified height=100 (pixels). If you specify height, the width will adjust proportionally. If your picture is large, you may want to consider scaling it down.

**Header HTML:** (empty or any HTML)

```
<img src=colorblock.bmp height=100>  
<br>
```

## TOP, RIGHT

---

### Intro to Excel Training Survey

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley



Before attending this course, I would rate my experience level using Excel...

- Little to no experience
- Basic user
- Advanced user

Your code should look something like this below. In addition to the size indicator, I have added align=right. Be sure to keep everything within the pointed brackets. The <br> on the next line means the browser should display a line break (blank line) before displaying the survey.

Header HTML: (empty or any HTML)

```
<img src=colorblock.bmp height=100 align=right>  
<br>
```

## TOP, CENTER

---



### Intro to Excel Training Survey

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley

Before attending this course, I would rate my experience level using Excel...

- Little to no experience
- Basic user
- Advanced user

Please list the projects you use Excel for in your current job.

Submit

Enter your code as shown below. The first line turns on centering, and the third line ends it after the logo is displayed.

Header HTML: (empty or any HTML)

```
<center>  
<img src=colorblock.bmp height=100>  
</center>  
<br>
```

---

## IMAGE LOCATION

Include **http://www.bw.edu/~username** in the box that prompts for a web address.

### Web Address of the computer that stores images & style sheets:

If you use images and/or style sheet references in your header and footer, please type here the web address (URL) of the computer that stores the images. (This info is used to set the HTML parameter "<base href=...")

(empty or e.g. <http://filebox.vt.edu/users/jsmith/photography101/>)

---

## CSS

The following prompt asks if Cascading Style Sheets should be used. CSS allows the user to further control how elements are displayed in the web browser. At this point, we are not using them, so this field should be left blank, as shown below.

### Style sheets file name:

You can use style sheets (CSS) to define fonts, colors etc. in the web page. Enter the name of the file that contains the style sheets (this info is used to set the HTML parameter "<link rel=stylesheet href=..." in the <head> section of the web page). Just leave this field empty if you don't know what CSS are.

(empty or e.g. [mystyles.css](http://filebox.vt.edu/users/jsmith/mystyles.css) or <http://filebox.vt.edu/users/jsmith/mystyles.css>)

---

## PAGE BORDER

Finally, you are asked whether the page border should be displayed by the browser. Check **Yes** to this option.

### Do you want to show the web browser's default page border?

- Yes, show default page border
- No, don't show default border