

Uploading graphics to surveys

Sometimes you might want to present images, videos, or audio files in your survey. This guide will show you how to upload graphics to your Qualtrics library and link the files to your survey which allows the participants to view them.

UPLOADING IMAGES

1. Go to "Projects" and select your survey. Once in the editing mode, create a new question of the type "Graphic"
2. Click on "Select a graphic to use for this question" and then "Upload a New Graphic"
3. If your image is save on your computer, select "Choose File" a locate the image.
4. If your image is stored online. select "Use a graphic from the web" and copy and paste link of the image into the box text box.

It is recommended to to always store images on your computer. This way you avoid the risk of the image being taken down and your survey breaking.

7. If the image is too large, you can resize it by changing the "width" and "height" dimensions. Recommended dimensions are 640 x 480.
8. Click on "Preview" to check if the graphic is displaying okay.

SOURCES OF FREELY AVAILABLE IMAGES

Whenever you're using content that you haven't created yourself, please make sure that you have the permission to use it. Some images come under the Creative Commons license - these images can be freely used without asking for permission from the author. Here are some websites that source royalty free images:

- Pixabay: <https://pixabay.com/en>
 - Unsplash: <https://unsplash.com>
 - Creative Commons: <https://search.creativecommons.org>
 - Pics for learning: <https://pics4learning.com>
 - Wikimedia Commons: <https://commons.wikimedia.org>
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UPLOADING VIDEO AND AUDIO FILES

If your video is already hosted on YouTube:

1. Open the video on YouTube.
2. There's a "Share" button under the video player. Click on it and select "Embed"
3. Copy the link displayed under "Embed video". Continue to Step 4

If your video/audio file is save on your computer:

1. E-mail your files to sasspsychlab@brighton.ac.uk briefly explaining what you're working on. If you need help with editing the video, please let us know and we can arrange a meeting.
 2. We'll send you a link shortly after. Please allow 2 - 3 days for this during busy times.
 3. Copy the link and continue to Step 4
4. Go to your project on Qualtrics and add a question of type "Descriptive Text". Select "Click to write question text"
 5. Click on "Rich Content Editor" and select this symbol: . Paste the video link in the space below. Click anywhere on the screen to close the window.
 6. The video should automatically appear in your survey. If you sent an audio file, it will show as a video with blank screen. Remember to preview your survey to make sure everything works.

If you're using videos that you haven't created yourself, please make sure that the video is publicly available or that you have the permission to use it from the author. Using any publicly available YouTube videos for research purposes falls under "fair use" and therefore is allowed.

If you've got any questions or need additional guidance, e-mail Joe and Martina at sasspsychlab@brighton.ac.uk or pop in to the psychology lab for a chat.

Visit blogs.brighton.ac.uk/sasspsychlab for more Qualtrics guides.
