Zoho Corporation

Header

After <u>adding questions</u> to your survey, you need to design it with <u>themes</u> and colours that make it look smart and stunning. You can also work on the various settings and customize the navigation buttons here. You can use the Settings tab to customize your survey: set up the header and footer, rename buttons, and customize the survey end pages for specific audiences. You can add or change the logo and title in the survey header to give your survey a professional look.

0 s	urvey			Department: My Department -
+	:≡ Cafe Customer Satisfacti d	EDITOR SETTINGS	THEMES HUB LAUNCH	PREVIEW
EUMMARY BUILDER	Configure and Manage Your Survey Settings Design your survey, its appearance and navigation, and customize preferences	Header Add a logo and a title that ref	lect the brand and motive of your survey	
REPORTS	Header	Survey logo	BROWSE	
	Footer		Upload JPG or PNG (250px x 85px)	
	Introduction Page	Published survey's title	🤣 Use survey name	
	Preferences		Use specific text	
	Terms and Conditions			
	Timer		SAVE	
	Save and Continue Later			
	Social Media Preview			
	Survey End Page			
	Survey Disqualification Page			
	Response Editing Restriction Page			
	Closed Survey Page			

To add a logo to your survey:

- 1. If you are a paid user, click **Browse** in the *Header* section.
- 2. Click to insert an image in the survey question.
 - From image gallery You can drag and drop the image in the box, or click to upload images from your gallery.

	Select Logo		X
民 From image gallery		From URL	
+ Drop image here			
	\bigcirc	Zylker Gefe M	
CANCEL		CONFIRM	

• **From URL** - Type in or copy/paste the web link of the image in the *Image URL* box. The image should be in JPEG or PNG format with a resolution of 250px x 85px. If you haven't upgraded to our paid plans, the Zoho Survey logo will be added to your survey, by default. As part of our branding, we include the Zoho logo in the header of all free plan surveys. You can remove this and add a custom logo if you have a paid plan.

	Select	Image		\times
ය From	image gallery	0	From URL	
Image URL	Enter image URL			
CA	NCEL		INSERT	

- 3. To finalize the image selection, click **Insert**.
- 4. To make changes to the image selection, click **Cancel**.
- 5. Click **Save Settings**.

To add a title to your survey:

- 1. Add a title to your survey in the *Header* section of the *Settings* tab.
- 2. Click **Use survey name** to use the survey name as the survey title.
- 3. To use something other than the survey name as the survey title, click **Use specific text** and add a new survey title.
- 4. Click **Save Settings**.

0	BROWSE
Survey logo	Upload JPG or PNG (250px x 85px)
Published survey's title	Use survey name
	Use specific text
	Cafe Customer Satisfaction Survey
	SAVE

To change your survey's name:

- 1. Click the survey name in the top banner.
- 2. Make necessary changes to the *Survey Name*.
- 3. Click Update.

