

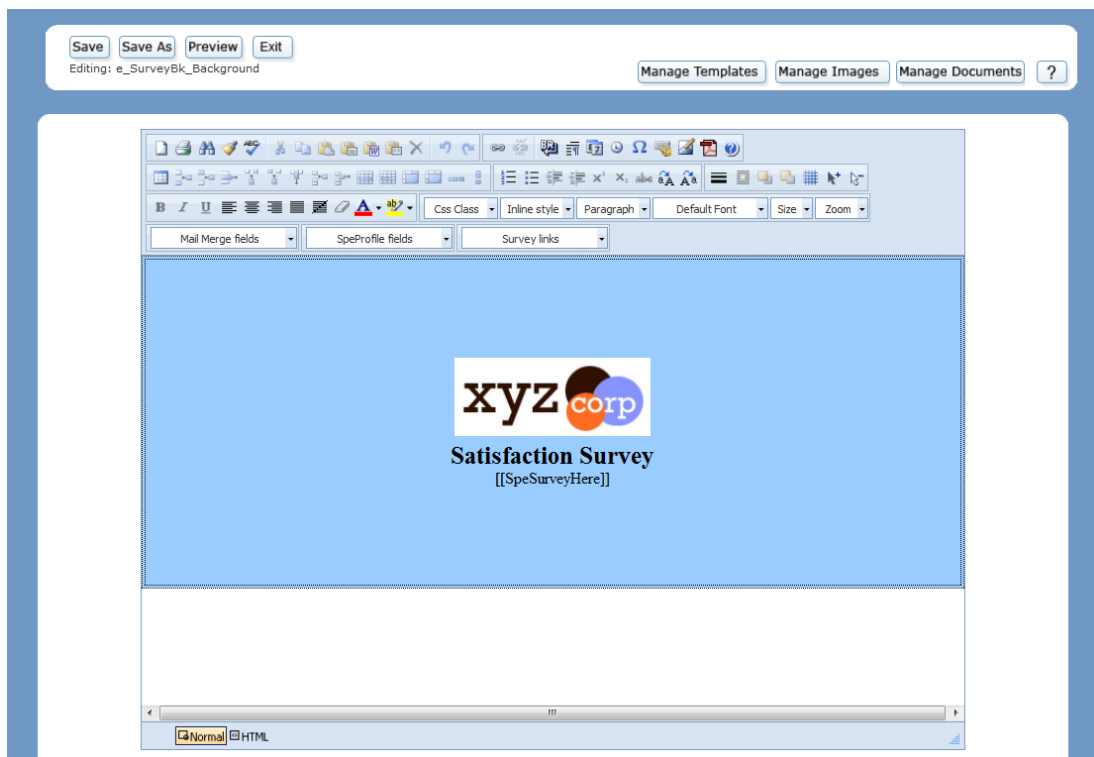


Quick Start Guide To:

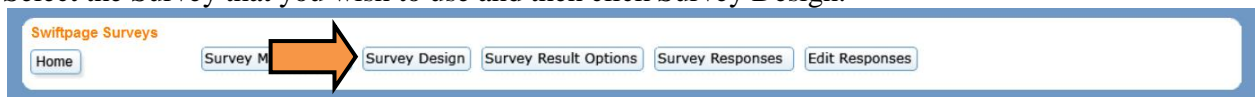
Creating Swiftpage Survey Background Pages in the Advanced Editor

You can further personalize your Swiftpage Surveys by including a survey background page (**note:** this functionality is only available on Pro and Team level accounts). This Quick Start Guide outlines the steps of creating and applying a background page to your survey.

1. Select a template and design your background page in the Advanced Editor. Type `[[SpeSurveyHere]]` to designate where you would like the survey to appear.



2. Once you have finished editing your template, click Save As. Enter a name for your template which begins with “SurveyBk” and click Continue.
3. Verify the template and click Exit.
4. Click Surveys.
5. Select the Survey that you wish to use and then click Survey Design.



6. Click Background Page

Swiftpage Surveys

Home Survey Management Survey Design Survey Result Options Survey Responses Edit Responses

Survey Design

Current Survey: Sample

Step 1: Add Questions Add the questions that you want to ask

Step 2: Edit Edit the questions, the preferences and the order

Step 3: Title and Instructions Add a title and any instructions necessary

Step 3: **Background Page** A Swiftpage Template can be made the background.

Step 5: Display Settings Set the font, border etc

7. Select the desired background page from the drop down menu. Click Submit.

Survey Design - Background Page

Add New Question Edit Title and Instructions

Preview Background Page Display Settings

Special Instructions:
Survey Background Pages are stored in your template library and include 'SurveyBk' within their name, for example: Elegant-SurveyBk.
A template must contain the key phrase '[[SpeSurveyHere]]' which is replaced by the survey questions, and no other 'Mail Merge' substitutions.

Your Survey Pages: Default

Submit

Any future changes to the template selected above, must be saved into your library, then return here and press submit.

8. Your survey will now display on the designated background page.

xyz corp

Satisfaction Survey

Survey Form

Name:

How would you rate our service to you as a customer?
1 = Poor, 2 = Fair, 3 = Average, 4 = Good, 5 = Excellent

1 2 3 4 5

Any additional comments or questions:

* Indicates field is required.

Submit

Note: survey background templates cannot be sent as an email blast. In other words, a survey cannot form the body of an email.