

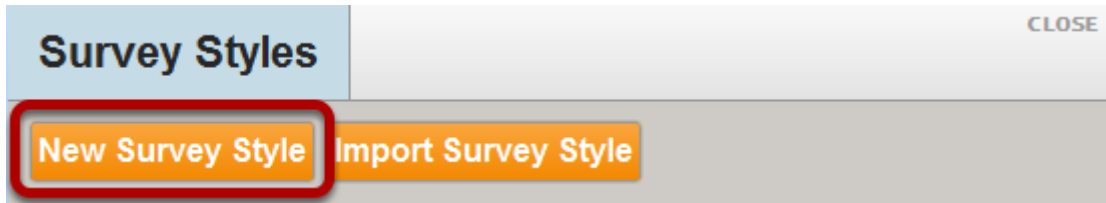
Checkbox 5 - Style Guide

Survey Styles are style templates that can be applied to one or more surveys/reports. This guide will show you how to create a new Survey Style and apply it (and other appearance configurations) to a survey.

CONTENTS:

- Create Survey Style
- Configure Survey Style
- Fonts and Colors
- Progress Bar and Buttons
- Header and Footer
- Apply Survey Style to a Survey
- Test Survey

Create Survey Style



Survey Styles are created and modified in the **Styles Manager**. You have the option to import a style from an XML file, or create a new style from scratch.

Select **Create New Survey Style** to add a new style template.

Create a new survey style CLOSE

Style Name:

Style Type: ←

- Standard
- Tablet
- Smartphone

Base Style:

- Public
- Editable

After naming the style, select a **Style Type** from the drop-down list (Standard/PC, Tablet, or Smartphone).

The screenshot shows a dialog box titled "Create a new survey style" with a "CLOSE" button in the top right corner. The form contains the following fields and options:

- Style Name:** A text input field containing "Checkbox Orange".
- Style Type:** A dropdown menu currently set to "Standard".
- Base Style:** A dropdown menu currently set to "N/A". This field is circled in red, and a red arrow points to the "N/A" option.
- Public:** A checked checkbox.
- Editable:** A checked checkbox.

The dropdown menu for "Base Style" is open, showing a list of existing styles: "N/A", "Architectural", "Autumn", "Beach", "Blue Steel", "Bob's Bikes", "Bob's Bikes Copy 1", "Bob's Bikes Copy 2", "Checkbox Brown", "Checkbox Orange", "Checkbox Tan", "Chic Boutique", "Chocolate Milk", "Corporate Blue", "Example Style", "Forest", "Grayscale", "Landscape", "media-arm", and "Midnight". A red "CANCEL" button is located to the right of the dropdown menu.

If desired, select a **Base Style** to use as a template from the drop-down list of existing styles.

Create a new survey style CLOSE

Style Name:

Style Type:

Base Style:

Public

Editable

Next, determine whether the style will be **Public** (available for any Checkbox administrator to use on their surveys) and/or **Editable** (available for any Checkbox administrator to modify from its original configuration).

Finally, select **Save** to save your new Survey Style.

Configure Survey Style

Edit Style - Checkbox Orange

Fonts and Colors

Body Styles

Background Color

Background Image
none

Body Font
Verdana
12px

Item Spacing
25 px

Content Frame

Fonts and Colors

Matrix Styles

Other Styles

Progress Bar and Buttons

Header and Footer

Survey Title

Page 1 of 4

Question Text
Question Description
Answer 1
Answer 2
Answer 3
Error Message

What is your favorite sport?

	No Interest	Indifferent	
	1	2	3
Sports			
Baseball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Football	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cricket	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back Save And Exit Next

The next step is to configure your Survey Style in the **Style Editor**. After selecting **Save** in the previous step you should be brought to the Style Editor directly.

Edit Style - Checkbox Orange

Fonts and Colors

Body Styles

Background Color

Background Image
none

Body Font
Verdana
12px

Item Spacing
25 px

Content Frame

Fonts and Colors

Matrix Styles

Other Styles

Progress Bar and Buttons

Header and Footer

Survey Title

Page 1 of 4

Question Text
Question Description
Answer 1
Answer 2
Answer 3
Error Message

What is your favorite sport?

	No Interest		Indifferent
	1	2	3
Sports			
Baseball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Football	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cricket	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back Save And Exit Next

The **left** side of the screen is your expandable editor.

Edit Style - Checkbox Orange

Fonts and Colors [checked]

Body Styles

Background Color []

Background Image
none [trash icon]

Body Font
Verdana [dropdown]
12px [dropdown] [color swatch]

Item Spacing
25 [input] px

Content Frame

Fonts and Colors

Matrix Styles

Other Styles

Progress Bar and Buttons [arrow]

Header and Footer [arrow]

Survey Title
[input]

Page 1 of 4

Question Text
Question Description
Answer 1
Answer 2
Answer 3
Error Message

What is your favorite sport?

	No Interest	Indifferent	Like
	1	2	3
Sports			
Baseball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Football	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cricket	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back Save And Exit Next

The **right** side of the screen is your preview window, which will update dynamically as you make changes.

Fonts and Colors [down arrow]

Progress Bar and Buttons [down arrow]

Header and Footer [up arrow]

The Style Editor includes three configuration categories: **Fonts and Colors**, **Progress Bar and Buttons**, and **Header and Footer**. Expand each of these categories by toggling the white up/down arrows. Any changes you make to your Survey Style should update automatically in the **Preview Window** to the right of the editor.

Fonts and Colors

Body Styles

Background Color color picker

Background Image

Body Font

Item Spacing px

Beginning with Fonts and Colors, set desired configurations for **Body Styles**, which includes background color, background image, body font, and item spacing.

Background Color: Set the background color using the color picker.

Background Image: Set the background image by clicking on the small image icon to the right of the text field. A window will appear asking you to determine the location of your image and configure image settings.

Body Font: Select desired font style, size and color from the options available. For advanced font settings select the **Body Font** button.

Item Spacing: Item spacing is the space between survey items on a page. Change the item spacing by entering a pixel number in the text field provided.

Content Frame

Background Color	<input type="color"/>
Frame Border	None <input type="text"/> None <input type="text"/> <input type="color"/>
Content Frame Maximum Width	<input type="text" value="1000"/> px
Content Frame Minimum Width	<input type="text" value="800"/> px

Next, configure the **Content Frame**, which is the area of the screen your survey content will be displayed in.

Background Color: Set the background color using the color picker.

Frame Border: Set the width, style and color of your content frame border.

Content Frame Max Width: The maximum pixel width the content frame will stretch to.

Content Frame Min Width: The minimum pixel width the content frame will shrink to. ***Min width cannot be less than 800px.***

Fonts and Colors

Title Font	None	
	16px	■
Page Number Font	None	
	None	■
Error Font	None	
	None	■
Question Font	None	
	16px	■
Subtext Font	None	
	12px	■
Answer Font	None	
	None	■

Next, set desired **Fonts and Colors** for the various text items in your survey. Select title headings for advanced font options.

Matrix Styles

Question Font	None <input type="text"/>
	12px <input type="text"/> <input type="text"/>
Answer Font	None <input type="text"/>
	12px <input type="text"/> <input type="text"/>
Subheader Font	None <input type="text"/>
	12px <input type="text"/> <input type="text"/>
Row Font	None <input type="text"/>
	12px <input type="text"/> <input type="text"/>
Alternating Row Font	None <input type="text"/>
	12px <input type="text"/> <input type="text"/>

Set desired **Matrix Styles**, which will be applied to surveys that include Matrix Items. Select title headings for advanced font options.

Other Styles

Matrix Border	0px <input type="text"/> Solid <input type="text"/> <input type="text"/>
Header Row	<input type="text"/>
Sub Header Row	<input type="text"/>
Default Row	<input type="text"/>
Alternate Row	<input type="text"/>

Finally within the Fonts and Colors category, set desired **Other Styles**.

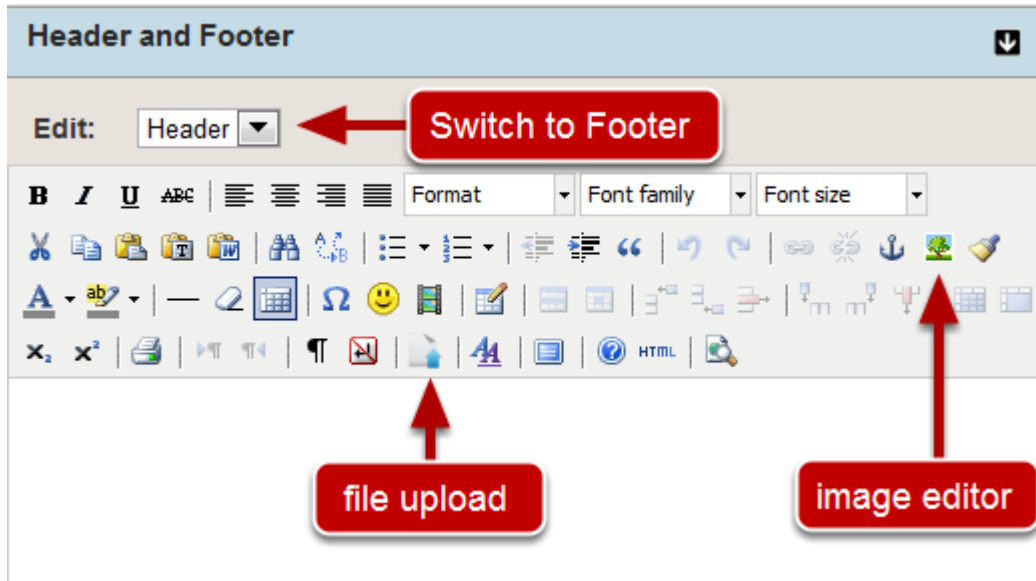
Progress Bar and Buttons

Progress Bar ←	
Height	<input type="text" value="15"/> px
Width	<input type="text" value="250"/> px
Progress Bar Border	<input type="text" value="1px"/> <input type="text" value="Solid"/> <input type="checkbox"/>
Bar Color	<input type="color" value="#4a90e2"/>
Bar Background Color	<input type="color" value=""/>
Button Style ←	
Button Font	<input type="text" value="None"/> <input type="text" value="None"/>
Button Border	<input type="text" value="0px"/> <input type="text" value="Solid"/> <input type="checkbox"/>
Background Color	<input type="color" value=""/>

Within this style category you can configure the height and width of the survey **Progress Bar** (progress bars give respondents a visual indication of their progress within a survey). Progress bar border, color and background color can also be customized.

Likewise, the font, border and color of **Navigation Buttons** can also be fully customized.

Header and Footer



Upload a logo, watermark, or insert text to create a header and/or footer. The header and footer display on every page of your survey.

Use the **drop down** to move between the Header and Footer editors.

checkbox

SURVEY SOLUTIONS

Survey Title

Page 1 of 4

Question Text
Question Description
Answer 1
Answer 2
Answer 3
Error Message

What is your favorite color?

	No Interest		Indifferent		Greatly Interested
	1	2	3	4	5
Sports					
Baseball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Football	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cricket	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Back](#) [Save And Exit](#) [Next](#)

SAVE

CANCEL

As you create your Survey Style, any changes should automatically update in the **Preview** window to the right of the Style Editor. When you are satisfied with your Survey Style, select **Save** return to the Styles Manager.

Apply Survey Style to a Survey

checkbox SURVEYS USERS STYLES LIBRARIES

Survey Manager COLLAPSE

Create Folder Create Survey Import Survey

Advertising Evaluation Survey

Buying Experience Survey

Customer Feedback Survey

Employee Feedback Survey

Edit Survey Customer Feedback Survey

Status Configure Responses Reports Invitations

Launch Preview Test Copy/Move Export Delete

LINKS

<http://howto.checkboxonline.com/Survey.aspx?s=028941f38926>

<http://howto.checkboxonline.com/test.aspx>

From the **Survey Manager**, select the survey you wish to apply a style to. The survey's dashboard will expand to the right.

Edit Survey Customer Feedback Survey

Status Configure Responses Reports Invitations

ACTIVATION APPEARANCE LANGUAGES PERMISSIONS EDIT CUSTOM TEXT

From the survey dashboard, select **Configure**, then **Appearance**.

ACTIVATION APPEARANCE LANGUAGES PERMISSIONS EDIT CUSTOM TEXT

SURVEY STYLE ←

PC No style template selected. Preview

Tablet No style template selected. Preview

Smartphone No style template selected. Preview

STYLE OPTIONS

Display Survey Title

Show Progress Bar

Show Page Numbers

Show Question Numbers

Automatically Adjust Page/Item Numbers

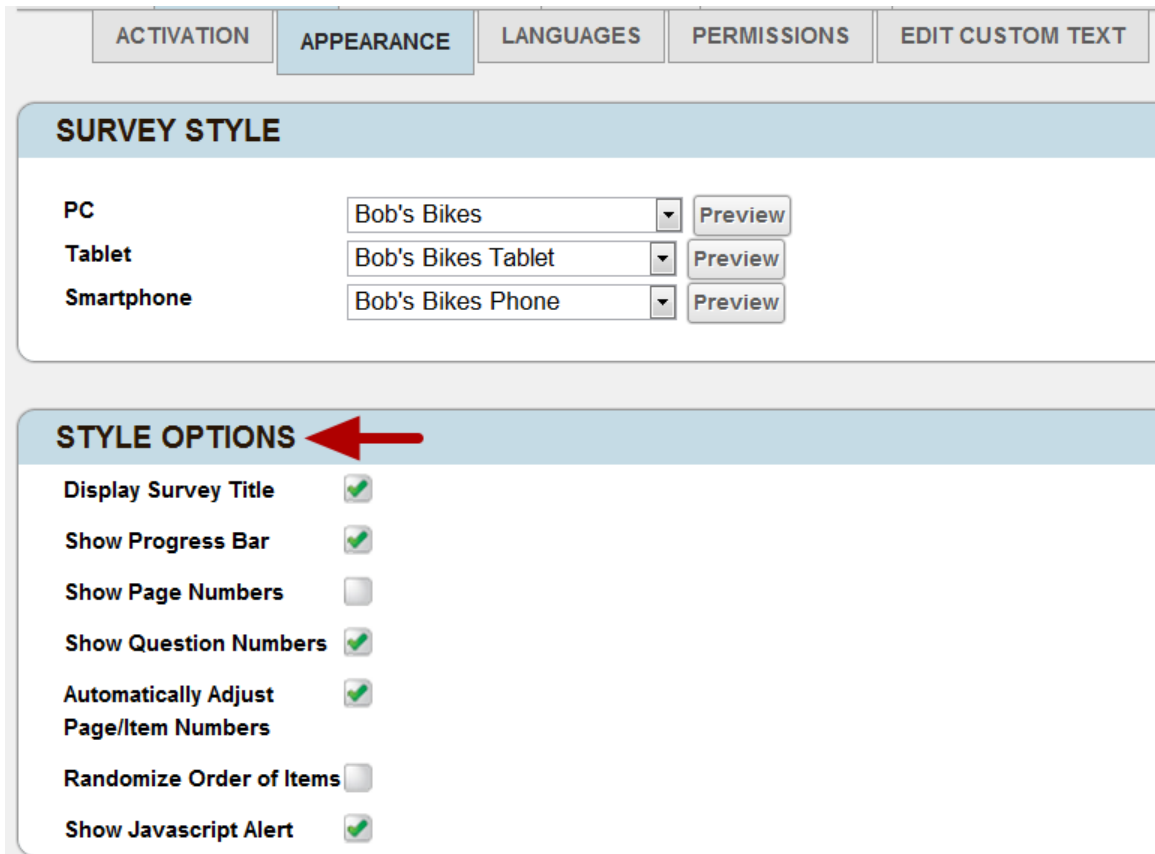
Randomize Order of Items

Show Javascript Alert

Select desired **Survey Styles** from the drop-down lists. Checkbox's **mobile browser detection** will identify the browser/device-type a respondent is using and apply the appropriate default style to the survey.

You can preview styles you choose by selecting **Preview**.

NOTE: if you have not created a device-specific style (PC, Tablet, or Smartphone), you will not see a drop-down list for that style type option.



ACTIVATION	APPEARANCE	LANGUAGES	PERMISSIONS	EDIT CUSTOM TEXT
SURVEY STYLE				
PC	Bob's Bikes		Preview	
Tablet	Bob's Bikes Tablet		Preview	
Smartphone	Bob's Bikes Phone		Preview	
STYLE OPTIONS				
Display Survey Title	<input checked="" type="checkbox"/>			
Show Progress Bar	<input checked="" type="checkbox"/>			
Show Page Numbers	<input type="checkbox"/>			
Show Question Numbers	<input checked="" type="checkbox"/>			
Automatically Adjust Page/Item Numbers	<input checked="" type="checkbox"/>			
Randomize Order of Items	<input type="checkbox"/>			
Show Javascript Alert	<input checked="" type="checkbox"/>			

Next, configure **Style Options**. When you have configured your Survey Style and Style Options, select **Save** to save your changes and close the window.

Display Survey Title: Displays at the top right-hand corner of content frame on every page of survey. Title text is configured under the **Edit Custom Text** tab.

Show Progress Bar: Displays at the top right-hand corner of content frame on every page of survey. Will fill as respondent moves through survey.

Show Page Numbers: Displays at top right-hand corner of content frame as "page_of_" on every page of survey. If Progress Bar is enabled, Page Numbers display below bar.

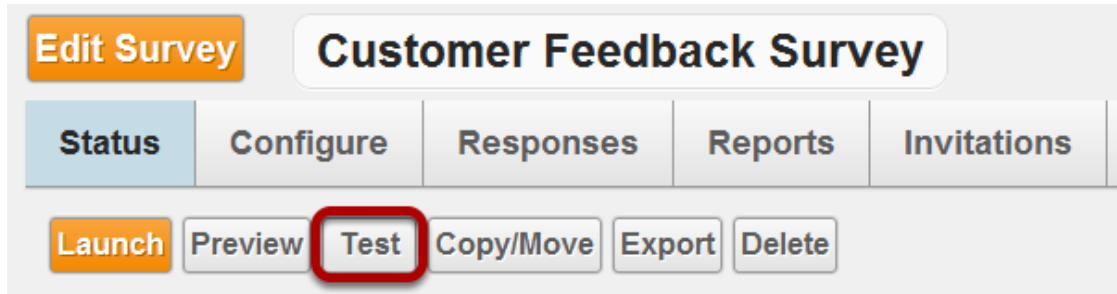
Show Question Numbers: Display to the left of survey question label text.

Automatically Adjust Page/Item Numbers: If you have conditional or branching logic in your survey, enabling this option will ensure all pages and item numbers adjust based on which pages/items are shown.

Randomize Order of Items: Randomizes the order of questions and items on each survey page.

Show Javascript Alert: Displays a pop-up alert (in addition to default error text) if a respondent fails to complete a required question or an answer format is invalid.

Test Survey



Test the survey after applying a survey style and appearance options. You can do this by returning to the **Status** tab in the survey dashboard and selecting the **Test** button.