Ten top tips for making **Easy Surveys**

Use our handy tips to think through your survey before you begin to create it. Planning your survey will improve the quality of the responses you get. This will help you to get a better understanding of the views of your voters.

1 Plan your survey
Decide what it is that you are trying to find out more about and then work backwards by thinking of the best questions to draw out this information from people.
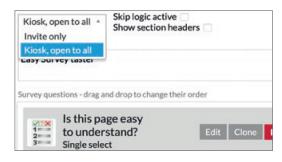

2 Organise your survey
Use sections to organise your survey. Try to group similar questions together as this will help the voter to go with the flow. It can be helpful to plan out the sections on paper or sticky notes.
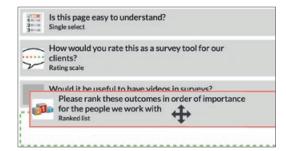

3 Know your voters
Think about your voters and design your survey in a way that works for them. Use pictures and videos to get the voters' attention and keep them interested.
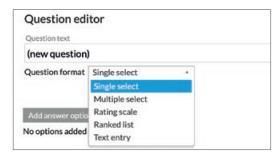

4 Kiosk mode
Keep your survey short and focused as people may be taking the survey in 'kiosk mode', the feature that allows you to set up a survey in a public space automatically collecting and resetting the survey for new voters.
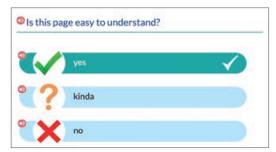

5 Prioritise questions
Make sure you ask the most important or useful questions close to the start of the survey. It is easy to change the question order of your survey with drag and drop.

- You can find the EasySurvey user guide on our website: **rixinclusiveresearch.org/software/rix-easysurvey/**
- Frequently Asked Questions can be found here: **rix-wiki-help-desk.groovehq.com/help/rix-easysurvey-frequently-asked-questions**
- To start a free trial or buy EasySurvey today please contact us at: **rixadmin@uel.ac.uk**
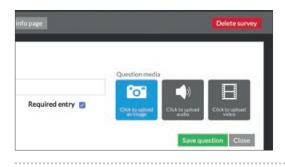

6 Mix it up
Use a mix of question types to keep your survey engaging and fun. EasySurvey has 5 question types to choose from: Single select, Multiple select, Rating scale, Ranked list and Text entry.
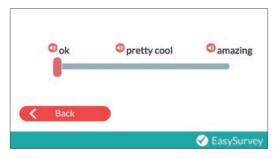

7 Keep it simple
Try to keep words to a minimum if you want your survey to be as inclusive and accessible as possible. Avoid jargon and difficult words, keep sentences short and choose images which support the words.

8 Images, audio and video
EasySurvey allows you to add video, pictures and sound to every page of your survey. Along with words, these different media can help the voter to understand the survey question and respond with confidence.

9 Easy navigation
An EasySurvey is easy to complete and intuitive to navigate with its next and back buttons on question pages. As users move backwards and forwards through questions, their answers are automatically saved.

10 Understanding the results
Once the survey is done you'll want to understand how people responded to your questions. EasySurvey displays results using word clouds, text and numbers. Results can be exported into an Excel spreadsheet.

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