Adding a “PRINT” option to the information/consent/debriefing forms in your online Qualtrics survey

Ethical procedures require that participants have access to a copy of the information form (and in some cases a debriefing form) of your online study for their reference, and so that they may contact you at a later date to ask questions or ask for feedback. To facilitate this, it is preferable to have an easy access “PRINT” button embedded in your online survey. The instructions below explain how to do this when using the Qualtrics Survey Software.

Following the steps below will enable you to add a Print button to a page in your online survey. This button performs the same function as clicking File → Print in your browser, but is easier for less computer literate participants. Follow the steps below:

1. Copy the HTML code below by highlighting the text with your mouse, and then hitting CTRL+C.

```html
<div style="text-align: right;">
  <input type="button" onClick="window.print()" value="Print"/>
</div>
```

2. In your Qualtrics survey, select the question field containing your information or debriefing form by clicking the text box.

3. In the top-right corner of the selected text box, you will see two options: “Normal View” and “HTML View”. Click “HTML View”.

4. The text box should now display your text using standard HTML code. Scroll down to the bottom of this code and paste the print command code by hitting CTRL+V.

5. If you then preview your question, you will see the “PRINT” button at the bottom of the page.

**NOTES:** This command does not currently work with Internet Explorer. You can also insert this button into the header of the survey, allowing participants to print every page if they wish. Other survey software programs also allow this customisation – search the software helpdesk for instructions.