**GRAPH MANIPULATION TOOL APPLICATION - PARTICIPANT USER GUIDE**

Welcome to your Graph Manipulation Tool Application participant user guide!

Here we will give you a brief walkthrough of how you can interact with the application as a participant, describing the features available to you when utilising it. There will be a column graph for you to adjust in response to every question in a Qualtrics survey.

**FEATURES OF THE GRAPH MANIPULATION TOOL APPLICATION**

Graphical user interface, application

Description automatically generated

**Survey question:** provides context as to the question you will be answering with the adjustments you perform in the graph

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**Total Sum**: if it appears for your question, the ‘Total Sum’ indicator represents the total sum of each separate adjusted column total added together. This indicator will let you know what the total sum of columns must be as you adjust each column, **this must match the amount shown in the ‘Total Sum’ indicator**.

**Help button**: providesfurther context on how to interact with a particular graph total sum (please see **3** ) presented to you for a particular question

**HOW TO USE THE APPLICATION AS A PARTICIPANT**

To make the most of your experience as a participant, please:

1. Read the question provided above each graph in the survey
2. Refer to the Help button if you would like further context on how to interact with the graph/s presented
3. If a ‘Total Sum’ indicator is present, please keep in mind the total sum of columns required for a particular question
4. To present your answer on the graph, you can:
   1. Select a particular column with the ‘Section name’ dropdown and adjust its total by typing in a value in the ‘Section value’ box

OR

* 1. Click-and-drag graph columns directly to the value you wish

1. Submit your adjusted graphs by clicking the blue arrow button at the bottom right-hand corner of the survey when you have completed your graph adjustments

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**7**

**Submit button:** to submit adjusted graph/s

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**Click-and-drag columns:** you can also adjust columns values by clicking and dragging a particular column as you wish

**Section value:** area in which you can type in the value you would like to adjust a particular column to. This value will automatically update to be a multiple of the ‘step size’ set up by the survey creator

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**Section name:** a dropdown menu to select which column you would like to apply adjustments to. Names listed match the names under each column on the graph above it

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**3**

**2**