**NOTE:**

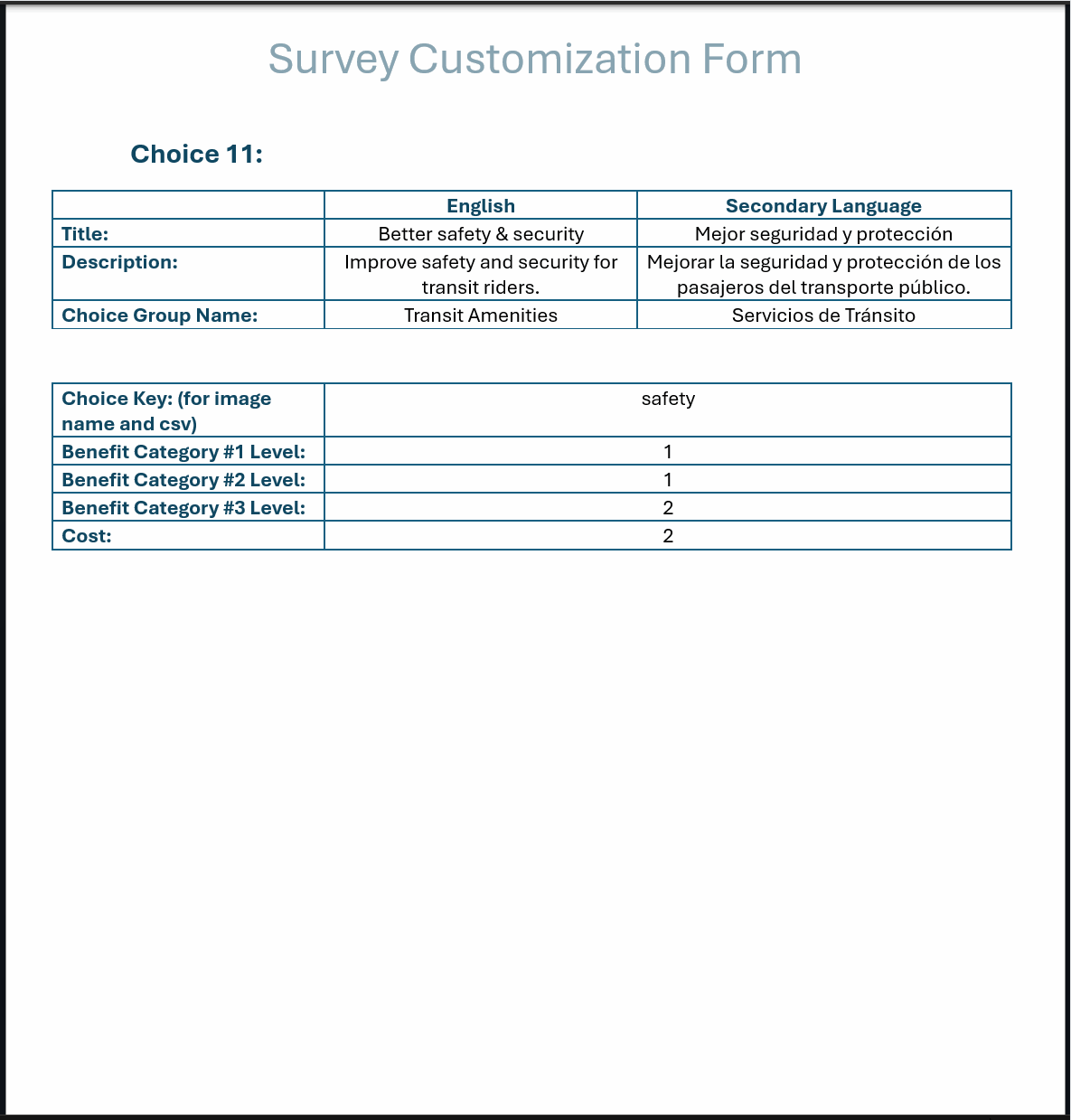
* Remember to save the “Survey\_Customization\_Form” Word doc (Step 8) after any edits that you make to it.
* Any time you make changes to the “Survey\_Customization\_Form” or update the images folder (Step 9), you MUST run the “createTheWebsite” batch file (Step 10) to update the “Website\_Source\_Code” folder before proceeding.

Follow these steps to **make a new survey and customize it**:

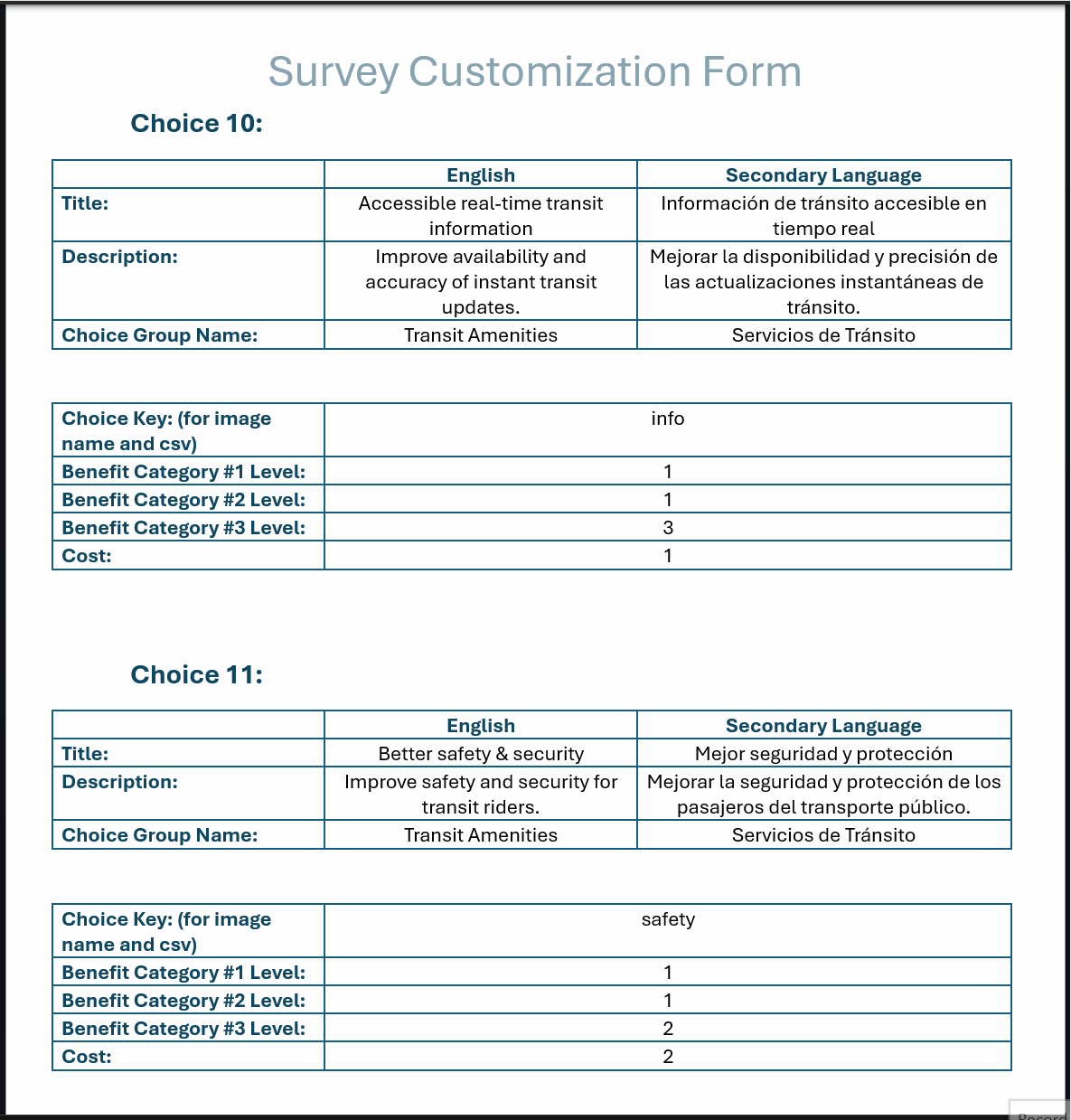
1. **Make a copy of the “black\_rock\_survey”** folder. This folder will become a new survey.
2. Open the folder you just created. Then, **open the “Survey\_Customizer” folder**. This is where all the work of customizing the survey takes place.
3. **Open the “Survey\_Customization\_Form”** Word document. In this document, you will customize the content of the survey.
4. Enter values for **“Survey Specifications”** table.

* “Survey Key”, a unique identifier for the survey. This will be the name of the MongoDB collection that the results are saved in.
* “Total Budget”, the amount of money that survey respondents can spend.
* “Save Responses”, this is whether or not the surveys will be saved to the MongoDB collection after the survey is submitted.
* “Comment Box Maximum Number of Characters”, an integer that will be the maximum number of characters that can be typed in the text box
* “Translate Button Enabled”, whether or not the translate button will show on the screen. This is the way to disable the translation. The “Secondary Language” can be left empty if translations are disabled.

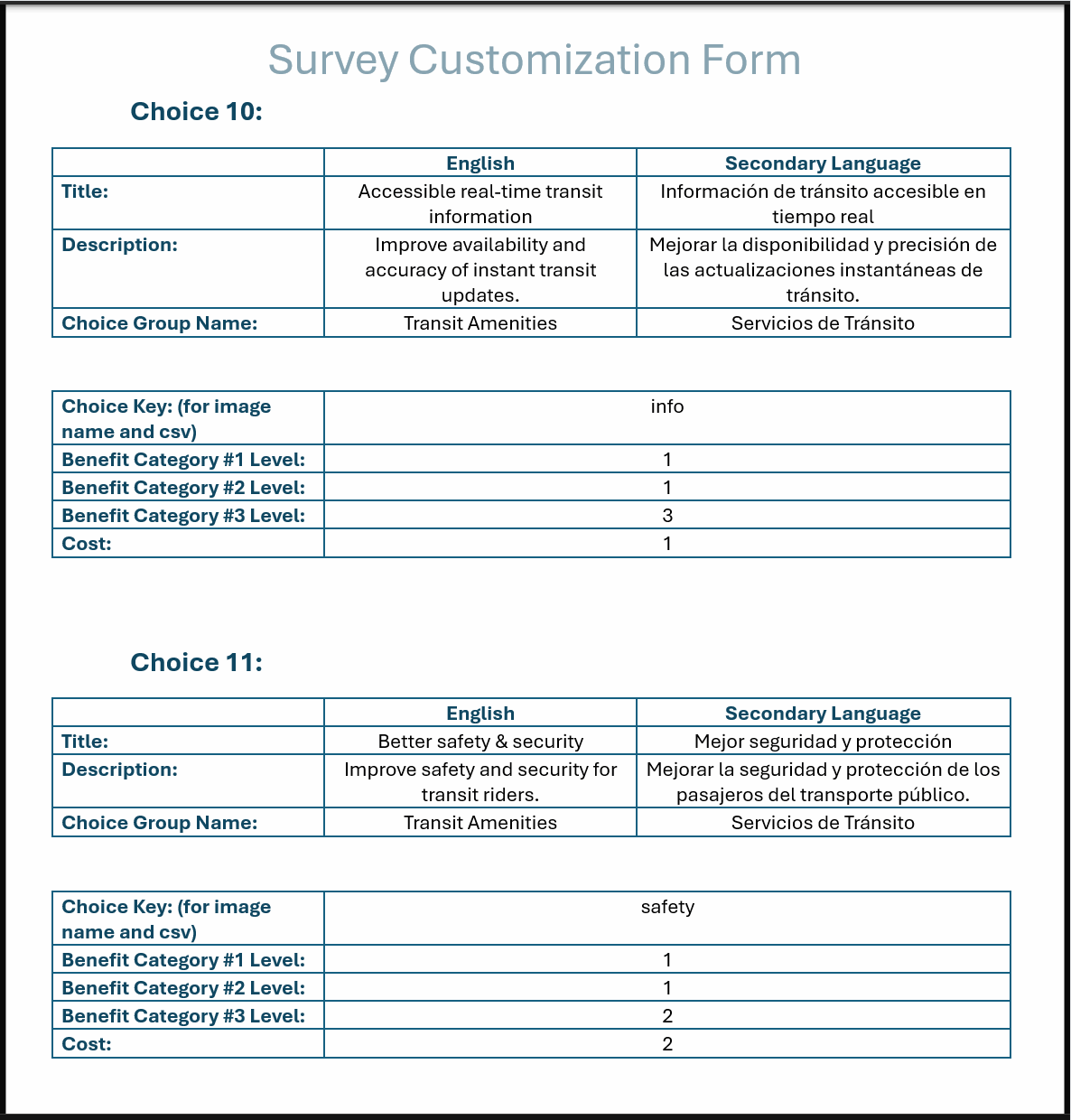
1. Enter text for **“General UI Text”** table for both English and the secondary language.
2. Enter hex values in **“Theme”** table to customize survey for different clients (e.g., #FFFFFF)
3. **Customize choices**: (Changing the “Choice #” text doesn’t affect anything; I just do it to keep organized)
   1. **Add choices**: (see the gif below)



* 1. **Delete choices**: (see the gif below)



* 1. **Rearrange choices**: (see the gif below)



1. **Save the “Survey\_Customization\_Form”**.
2. Open the **“Images”** folder and add images to the following folders:
   1. In the **“Site\_Icons” folder**, add four .png images that represent the favicon at different pixel sizes. They should be named as follows:
      1. “favicon-16x16” (16x16 pixels)
      2. “favicon-32x32” (32x32 pixels)
      3. “favicon-96x96” (96x96 pixels)
      4. “favicon-192x192” (192x192 pixels)
   2. In the **“Header\_Logo” folder**, add a .png image for the logo on the left side of the header. It should be square shaped, or as close as possible. It should be named “logo”.
   3. In the **“Choices\_Images” folder**, you will see an “English” and a “Secondary\_Language” folder. In **BOTH** folders, do the following (you may want different images for each language):
      1. Add an image for each choice **when not selected**. These should be .png files that are **named after the corresponding choice’s “Choice Key”** from the “Survey\_Customization\_Form”.
         * + E.g., “routes”
      2. Add an image for each choice **when selected**. These should be .png files that are **named after the corresponding choice’s “Choice Key”** from the “Survey\_Customization\_Form”. Also, **“\_inverse” should be added to the end**.
         * + E.g., “routes\_inverse”
3. **Double click on the batch file named “createTheWebsite”**. This does the following:

* **Processes the customizations** that you made and updates the files in the “Website\_Source\_Code” folder.
* **Adds the images** from the “Images” folder to the “Website\_Source\_Code” folder.
* **Opens a Command Prompt window** as shown below. Once it says “Ready” at the bottom, visit the link circled in red in your browser to view the **website preview**. The link that it gives you might have “3001” or “3002” at the end if you are previewing multiple surveys at once. Close the Command Prompt window when you’re done previewing it. Don’t worry, you can redo this step to reopen the preview again.

A screenshot of a computer

Description automatically generated