

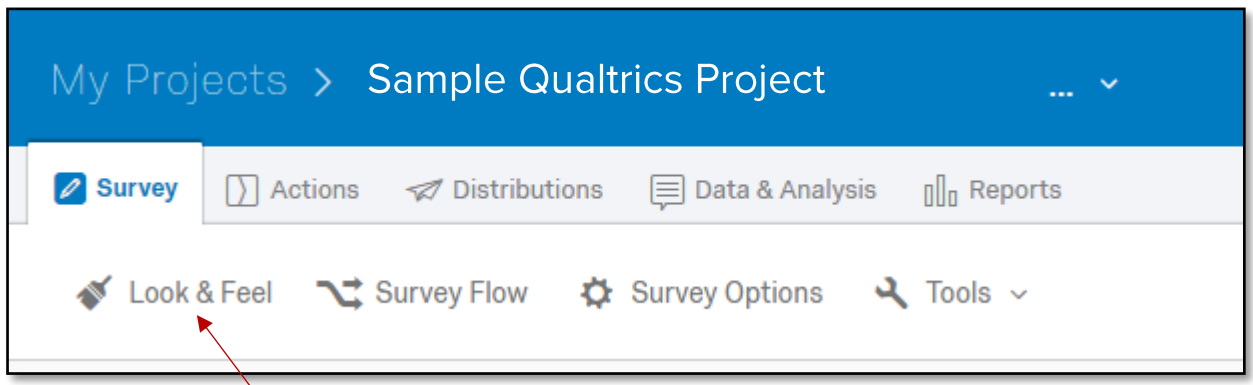
# How to Insert EHE logo into a Generic Qualtrics Theme

First, be aware of [OSU Branding guidelines \(http://brand.osu.edu/\)](http://brand.osu.edu/) regarding space, size of the logo, etc.

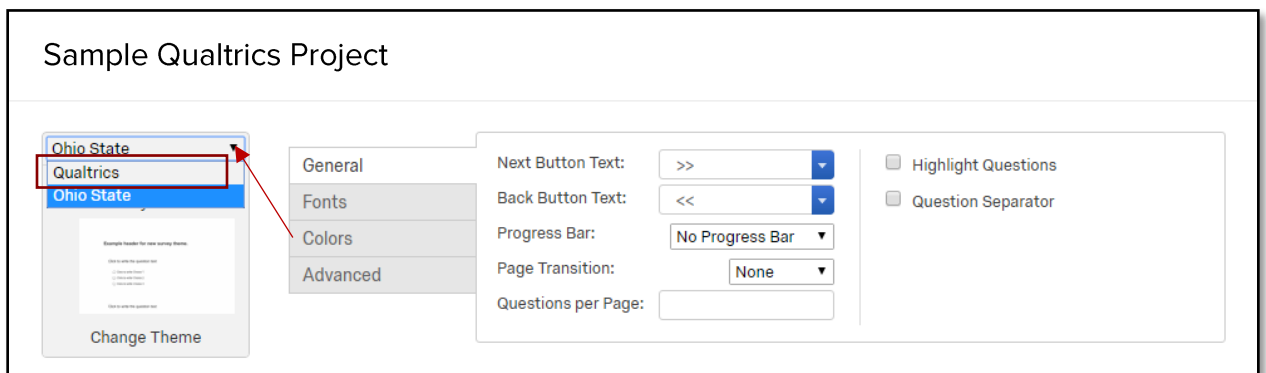
1. Upload JPG of EHE logo to your Qualtrics library.  
The one called OSU-EHE-Horiz-RGBHEX.jpg is the one I used.



2. In your survey, click the Look and Feel tab



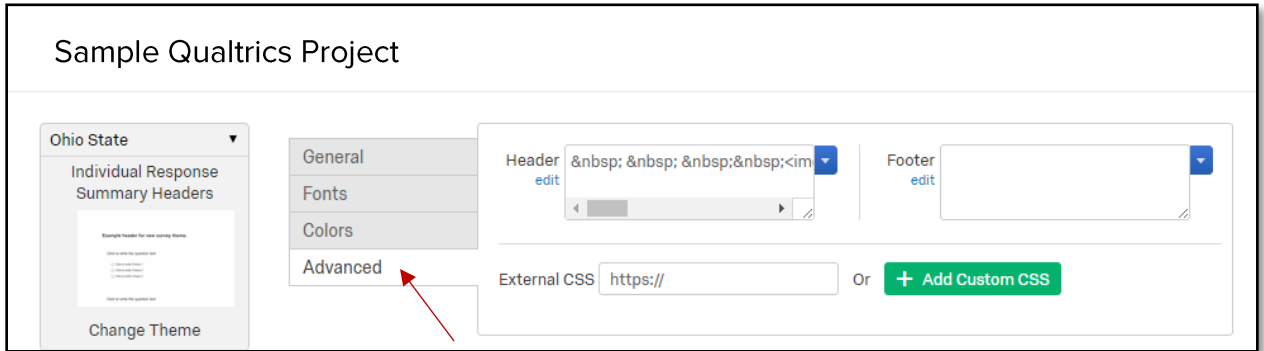
3. In the upper left, click the down arrow (it may say Ohio State or it may say Qualtrics). **Select Qualtrics.**



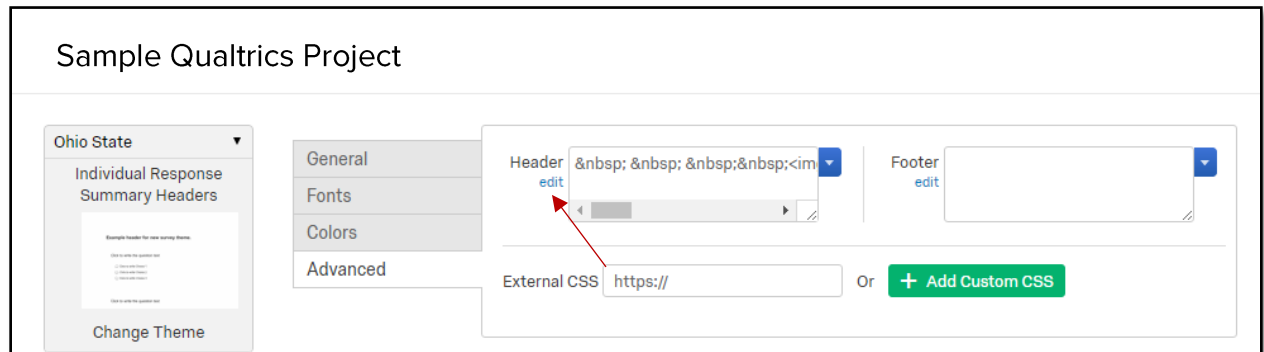
- Click Change Theme to select from the Qualtrics themes. The one that I typically use is called Individual Response Summary Headers. It's all the way down at the bottom, second from the left. You can also use the Blank (for styling) template.

Sample Qualtrics Project

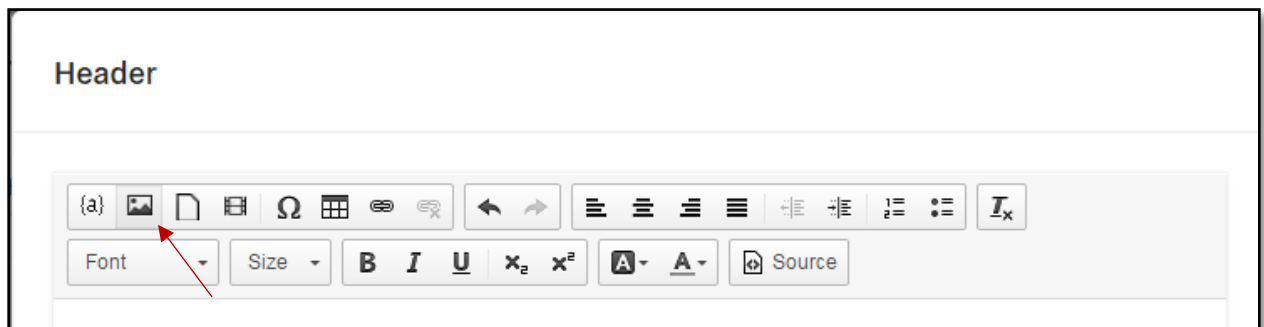
5. Click the Advanced tab



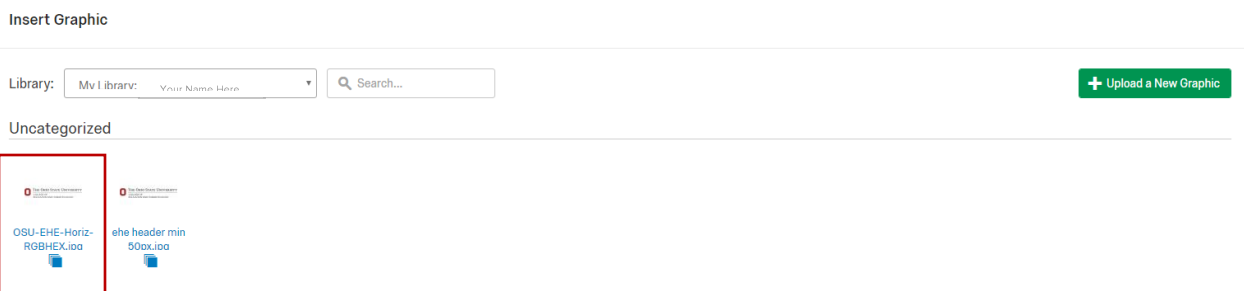
6. Click Edit beneath the header box



7. In the Header dialog, click the Insert Graphic icon



8. Select the EHE logo from your library



9. Click Save

10. Preview the changes. If satisfied, click Save. To make adjustments, return to the edit Header function (step 5) and add space or whatever you need to do.

**\*Note: The minimum size for the logo is 50 pixels tall, per brand guidelines. The logo in the example below is the default size, which is 99 pixels tall.**

EXAMPLE:



**THE OHIO STATE UNIVERSITY**

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COLLEGE OF  
EDUCATION AND HUMAN ECOLOGY

Your information:

First Name

Last Name

Email

**List of Potential Funding Programs**

[Institute of Education Sciences \(IES\)](#) – Deadline: August 2017

- Goal 1: Exploration
- Goal 2: Development and Innovation
- Goal 3: Efficacy and Replication
- Goal 4: Effectiveness
- Goal 5: Measurement