

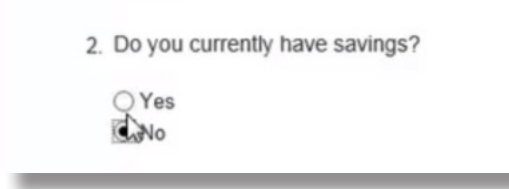
# User Guide

## Inserting a Yes/No Question

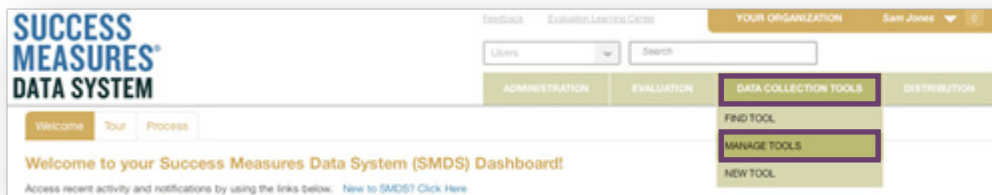
# Inserting a Yes/No Question

This guide demonstrates how to add a Yes/No question to your SMDS tool.

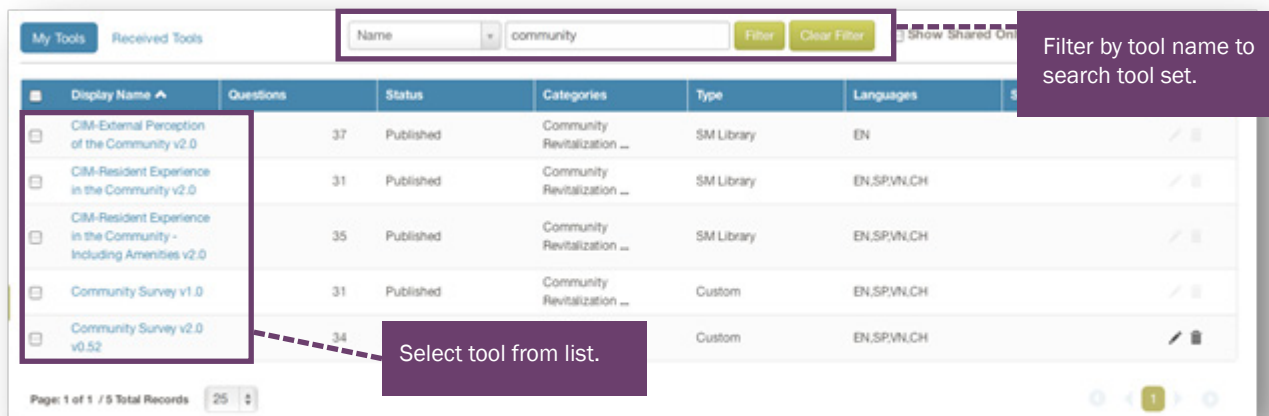
Use this format to create a question that requires a yes or no answer.



- Login to SMDS.
- Place cursor over the **Data Collection Tools** link.
- Click the **Manage Tools** link.

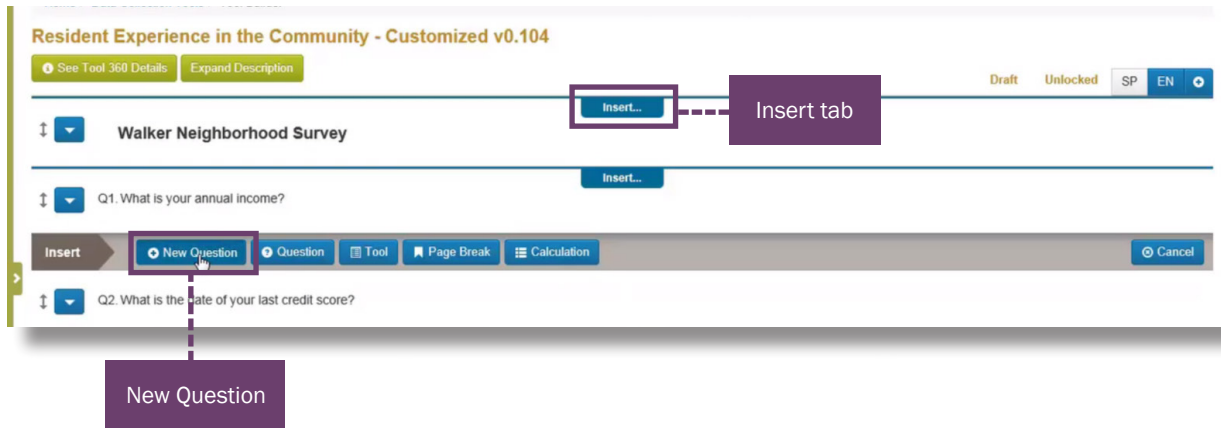


Here, you will see a list of every tool in your SMDS account. To find the tool you are customizing, select the tool directly from your tool set, or search for the tool by name. Click the name of the tool to open it in **Tool Builder**.



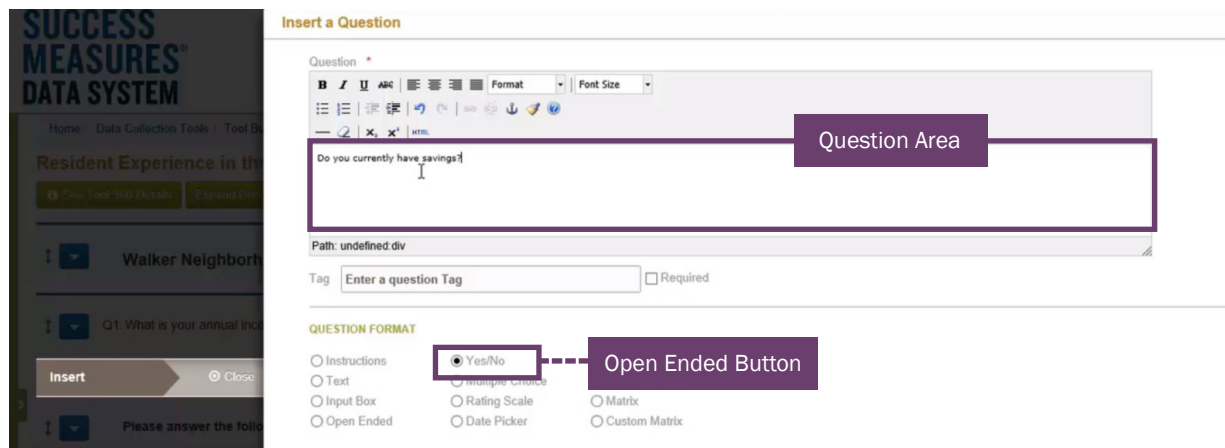
**TIP: Only tools in draft form can be customized (see status column).** To learn how to put a tool in draft form, please use the Customizing Tools guide on the SMDS Help Desk.

- In Tool Builder, click the **Insert** tab in the place where you would like to insert the question.
- Click **New Question**



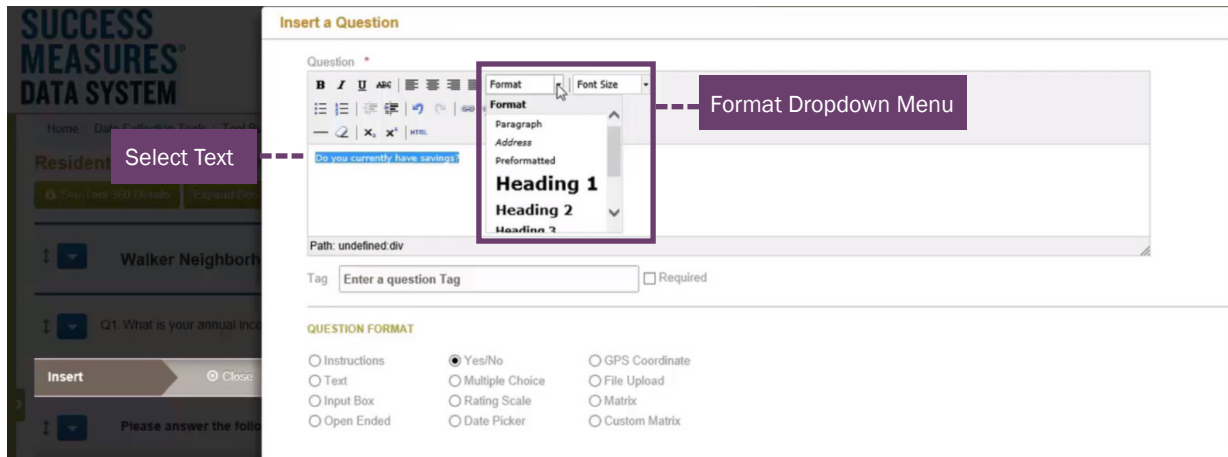
The **Insert a Question** window will display.

- Click the **Yes/No** radio button to select this format.
- Type the question into the **Question Area**.



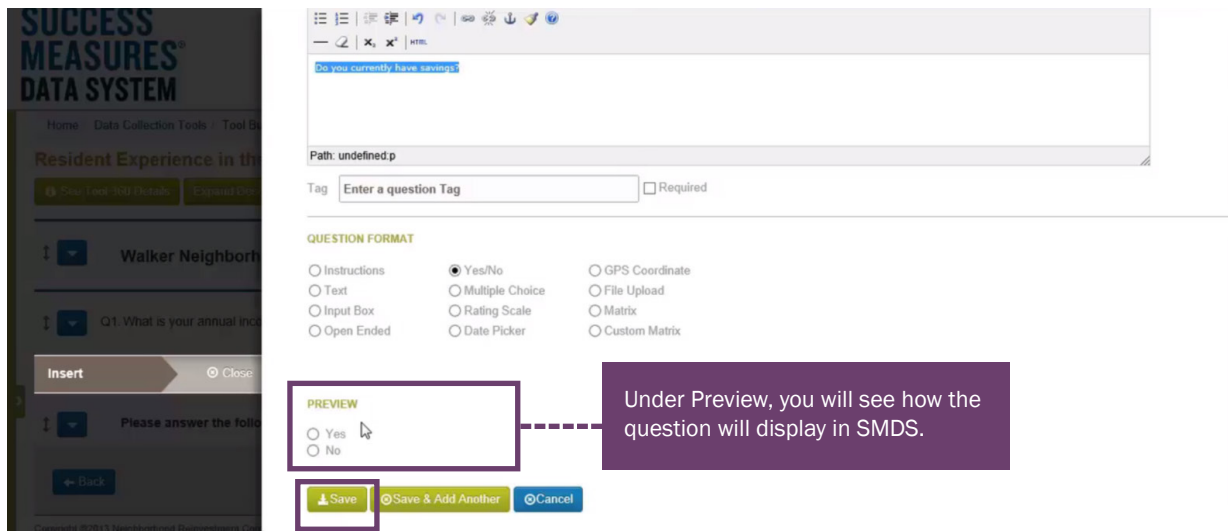
In the format and style menu, you can make changes to your selected text.

- To do so, select the **Text**
- From the format dropdown, choose your **Style**.



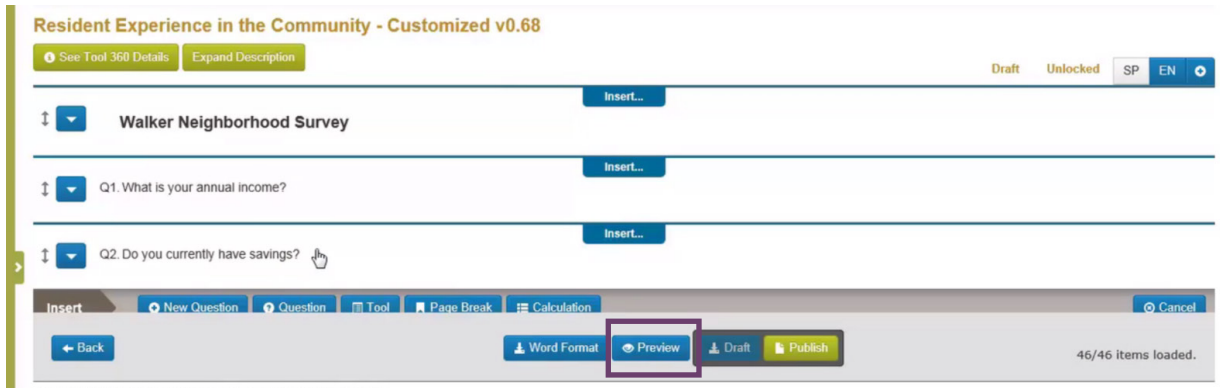
**TIP: Success Measures uses Paragraph as the style for questions.** You may use this style or choose your own.

- Scroll to the bottom of the page and click **Save**.

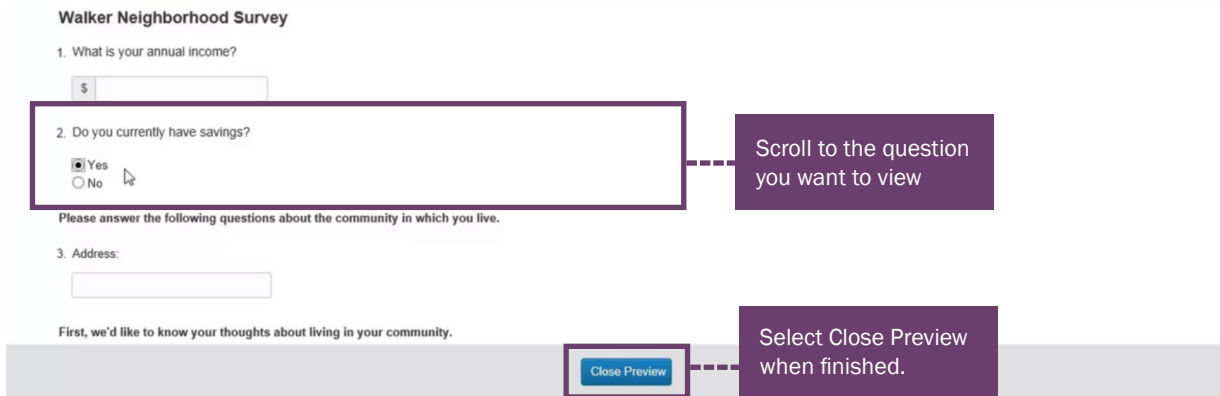


You will now see the new question in your draft tool.

- To see how the question will appear in SMDS, click the blue **Preview** button at the bottom of the page.



- Scroll to the question you want to view.



**TIP: In this preview you can test out the question to make sure it is working properly.**

- To see how the question will appear in Word, click the blue **Word Format** button at the bottom of the screen.
- Select **Open**.



**TIP: Viewing the tool in Word will allow you to see how it will be printed.** Additionally, this is a great place to do a spell check.

- When finished viewing the tool in Word, return to the **Tool Builder**.

## Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.
- If you have any questions or encounter any problems, please submit a help desk ticket.

