



Create a Survey

Zoho Survey provides a user-friendly interface for creating customized surveys to help you start gathering customer feedback right away.

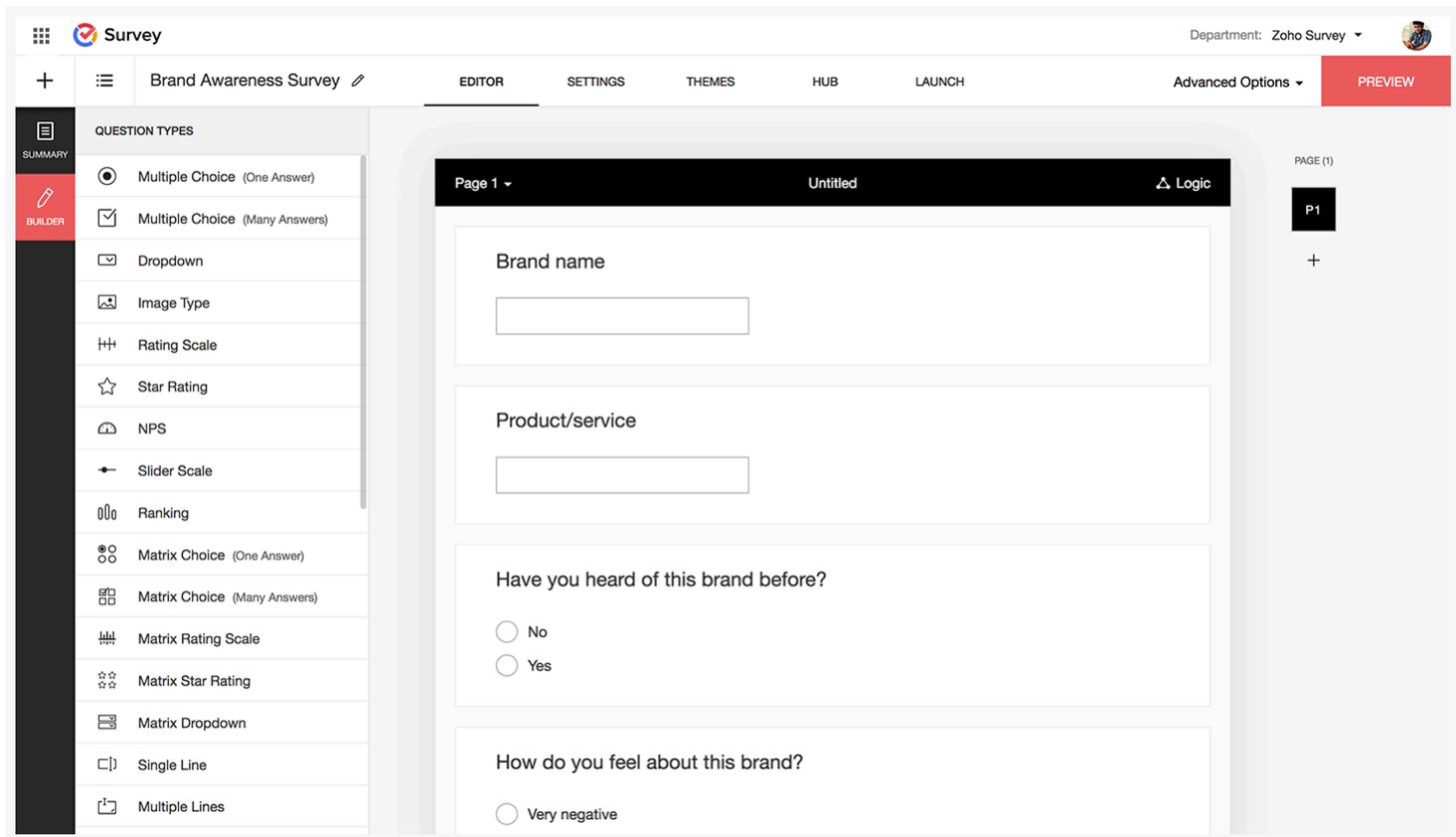
There are four ways to create surveys:

- Create survey from scratch
- Using templates
- Copy from existing survey
- Import survey

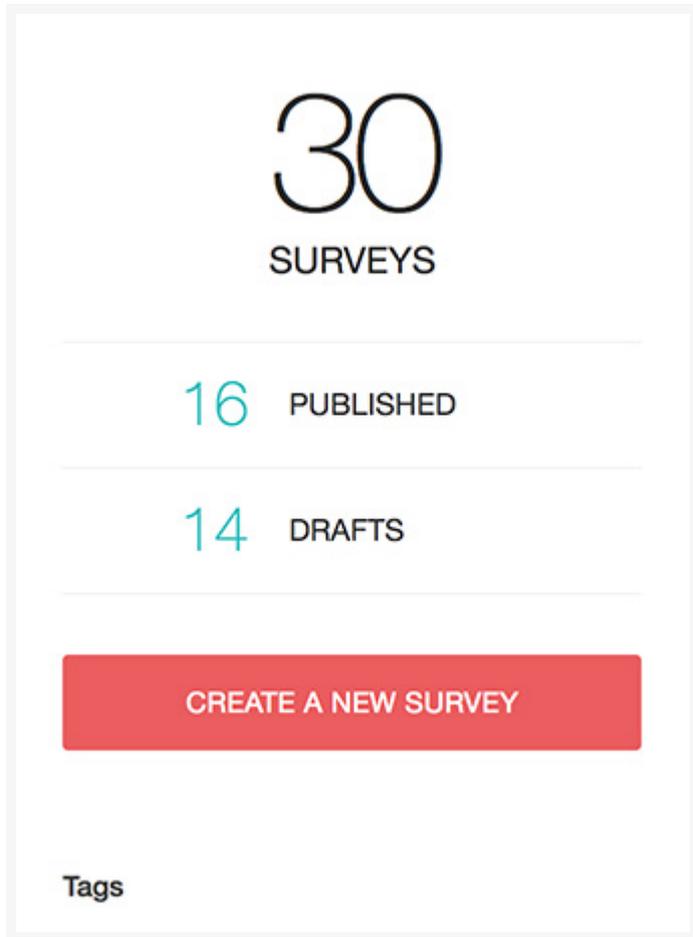
Create survey from scratch

1. Click **Create New Survey**.
2. Fill in the **Survey name** field.
3. Select the category your survey fall under in the *Category Name* dropdown list.

4. Click **Create Survey**. You'll go to the builder, where you can start adding questions to your survey.



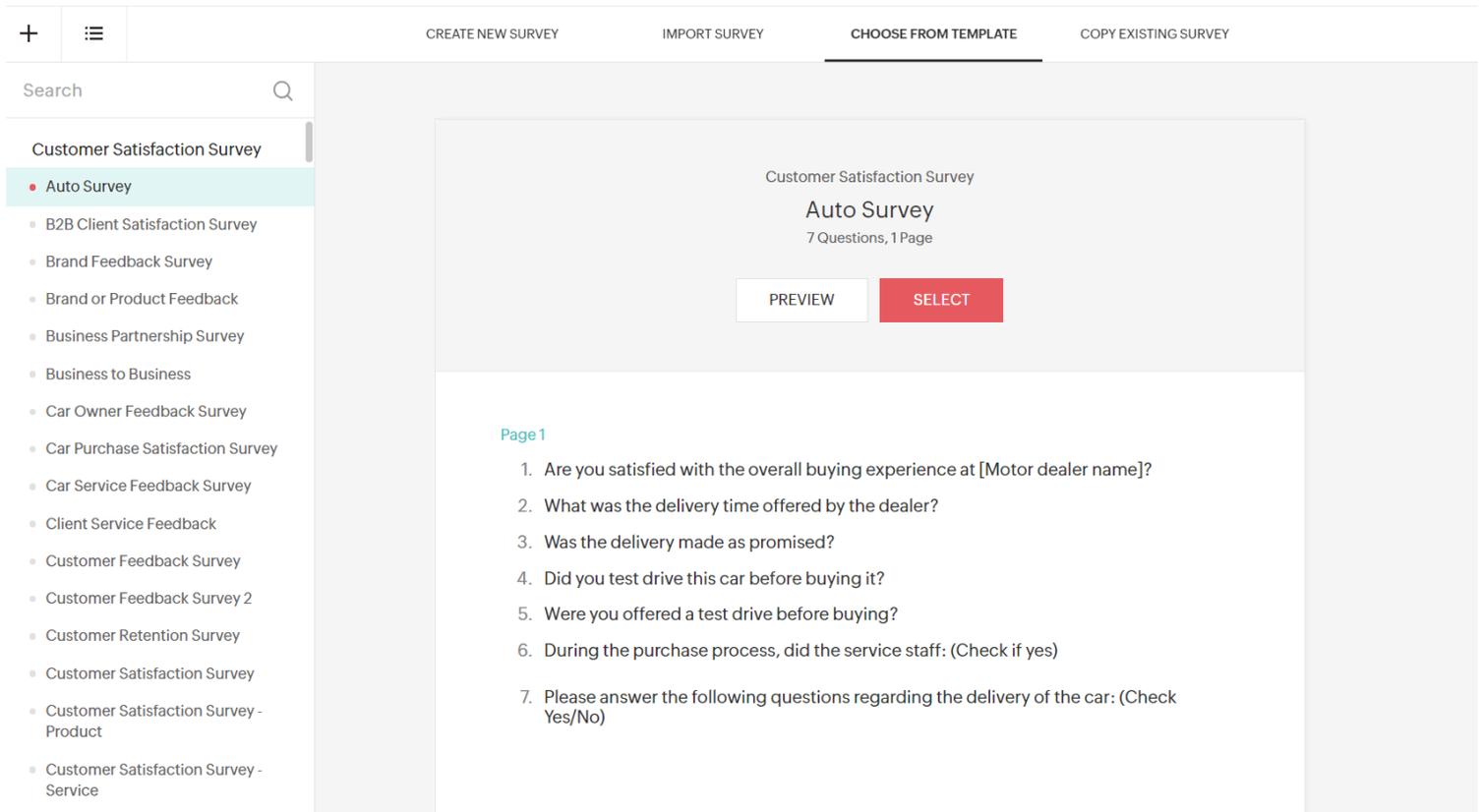
You can create a new survey from the *My Surveys* page, too.



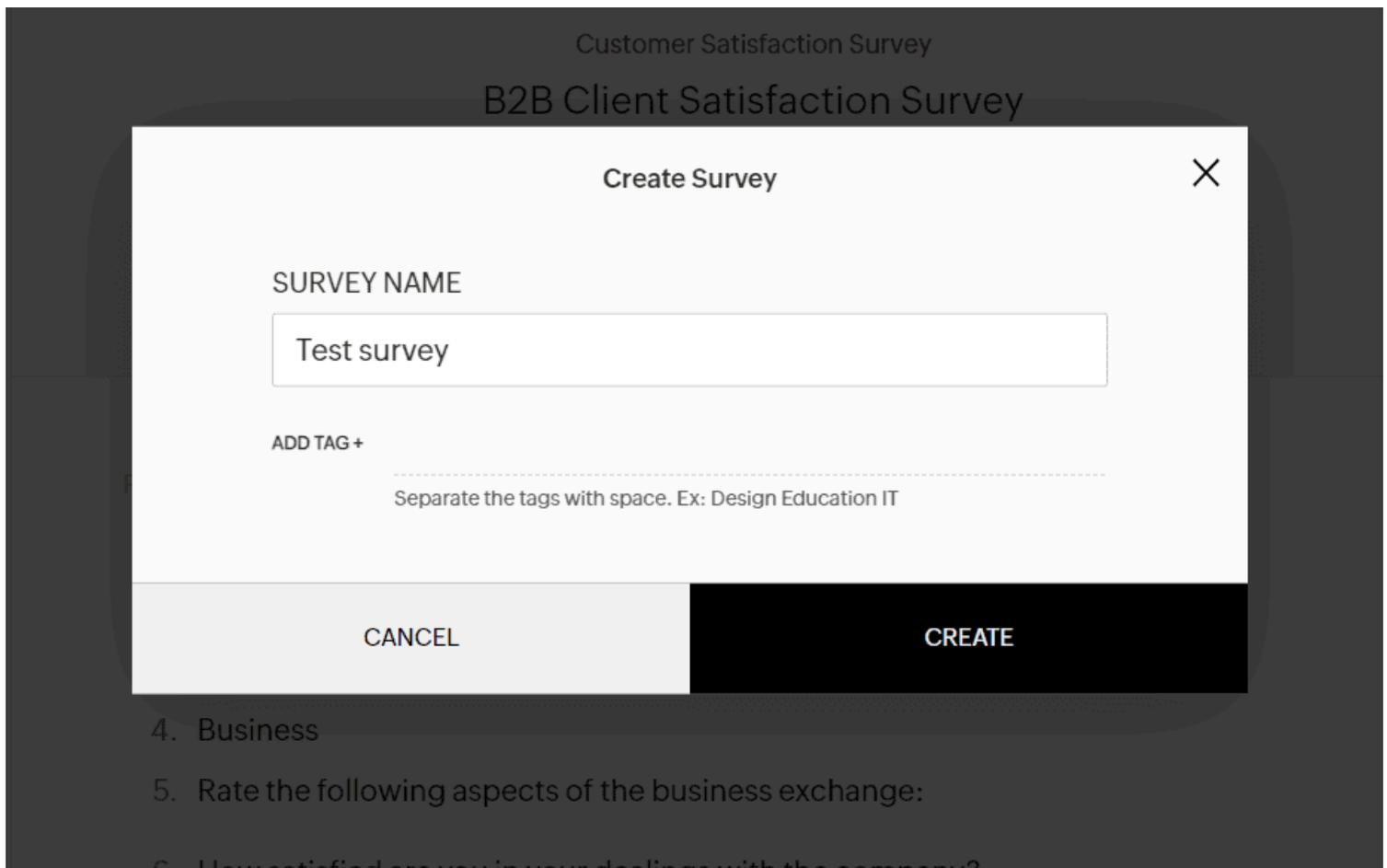
Create survey using templates

Zoho Survey offers over 250+ templates in 10 categories. You can use these predefined templates to build your survey. Follow the steps to create a survey using templates.

1. Click on **Create Survey** and select **Choose from Template**.



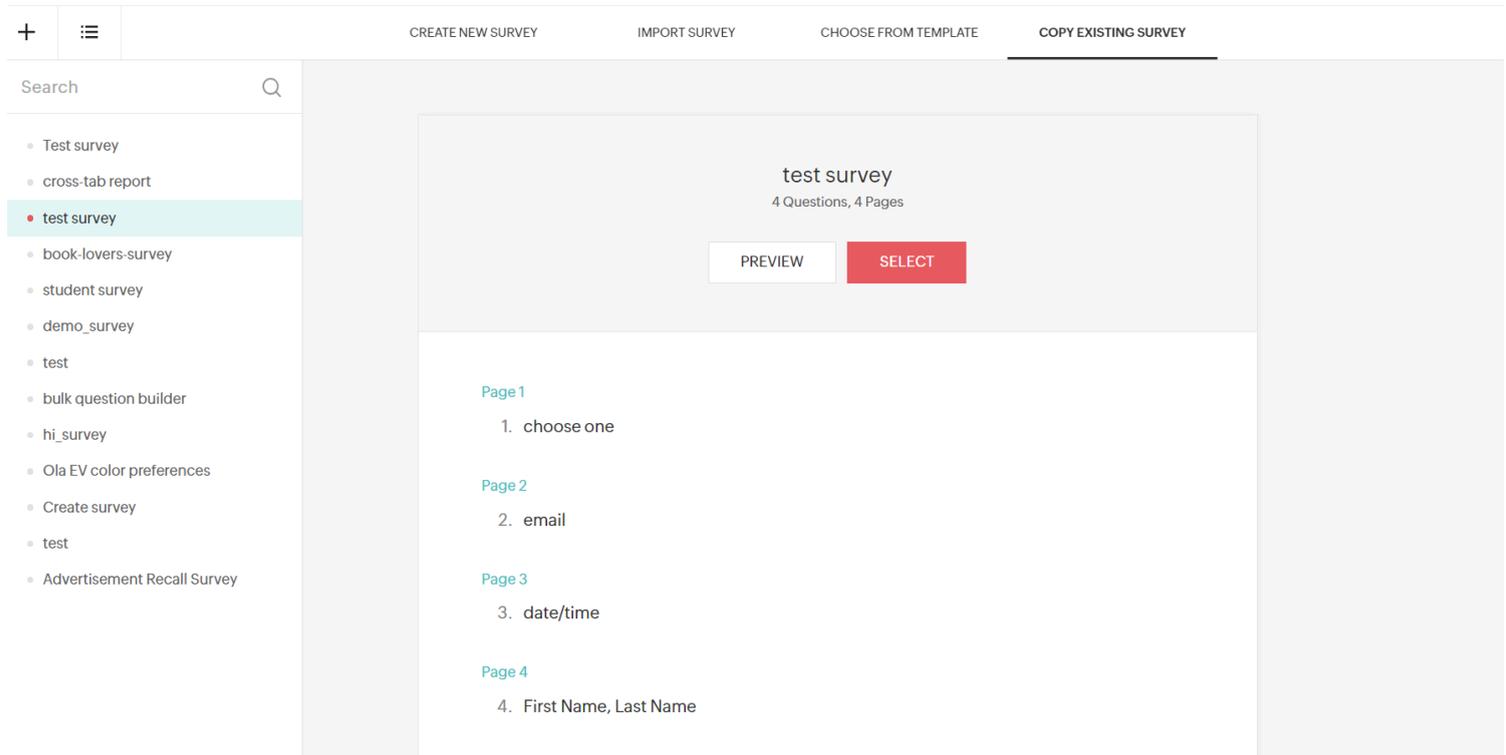
2. Select a template from the list of templates in the left pane.
3. Once the template is chosen, click **SELECT**.
4. Give your survey a name and click **CREATE**. You can also add tags while creating the survey.



Copy existing surveys

You can create surveys by copying from existing surveys. To do that,

1. Click on **Create Survey** and choose **Copy Existing Survey**.



2. Choose the survey that has to be created again.
3. Give your survey a name and click **CREATE**. You can also add tags while creating the survey.

Import Survey

Use cases:

Consider an example of a course feedback survey, where you have all the questions documented in your files. You can convert such files to surveys using this Import Survey feature.

Import surveys from other sources like .doc, .docx, and .txt formats. You can also paste questions in the Quick Editor.

How to import surveys

1. Click on **Create survey** and choose **Import Survey**.
2. Choose to import a survey from files in formats likes .doc, .docx, .txt or copy questions and paste them in the Quick Editor.

Craft long surveys in no time
Add different questions and choices in one go

 **Import Document**

Upload a .docx, .doc or .txt
[How to Format?](#)

Create with Quick Editor

Add, edit or copy-paste questions manually

3. **Using import:** If you have survey questions as documents on your desktop or in your cloud, you can directly add them to Zoho Survey using **Import Document**. Click on **How to Format** to see how the questions should be arranged in the document.