First, create two surveys: one that will contain the main survey and another that will contain the debriefing form for participants who withdraw.

https://login.qualtrics.com/ControlPanel/?ClientAction=EditSurvey&Section=S

Search

test - Copy2 ∨

Projects Contacts Library Help

Survey Distributions & Analysis Reports

Next, in the survey that will contain your debriefing form for participants who withdraw, click on "Distributions."

🎯 Look & Feel   🔀 Survey Flow   ⚙ Survey Options   🔧 Tools ∨

[→ Preview Survey]   🔍 Search...

test - Copy2

🔒 This survey is currently LOCKED to prevent invalidation of collected responses! Please unlock your survey to make changes.

▼ Default Question Block

Block Options ∨

☐   [Survey]

Survey

⚙

[📋 Import Questions From...]   [+ Create a New Question] ∨

∧

Add Block
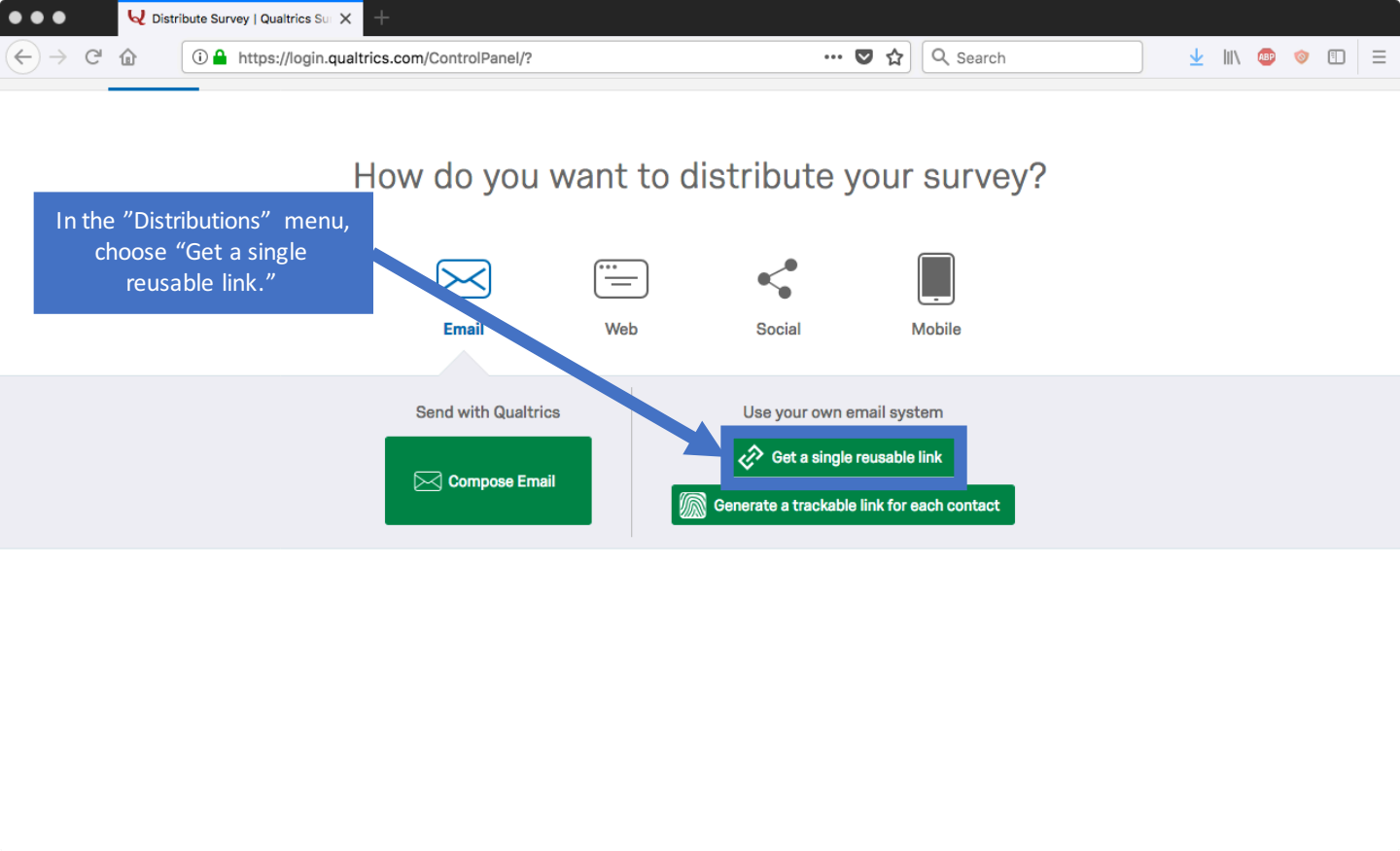
How do you want to distribute your survey?

Email

Web

Social

Mobile

Send with Qualtrics

Use your own email system

Compose Email

Get a single reusable link

Generate a trackable link for each contact

① 🔒 https://login.qualtrics.com/ControlPanel/?ClientAction=ChangePage&Section

🔍 Search

test - Copy2 ⌄

Projects   Contacts   Library   Help

Survey   **Distributions**   Data & Analysis   Reports
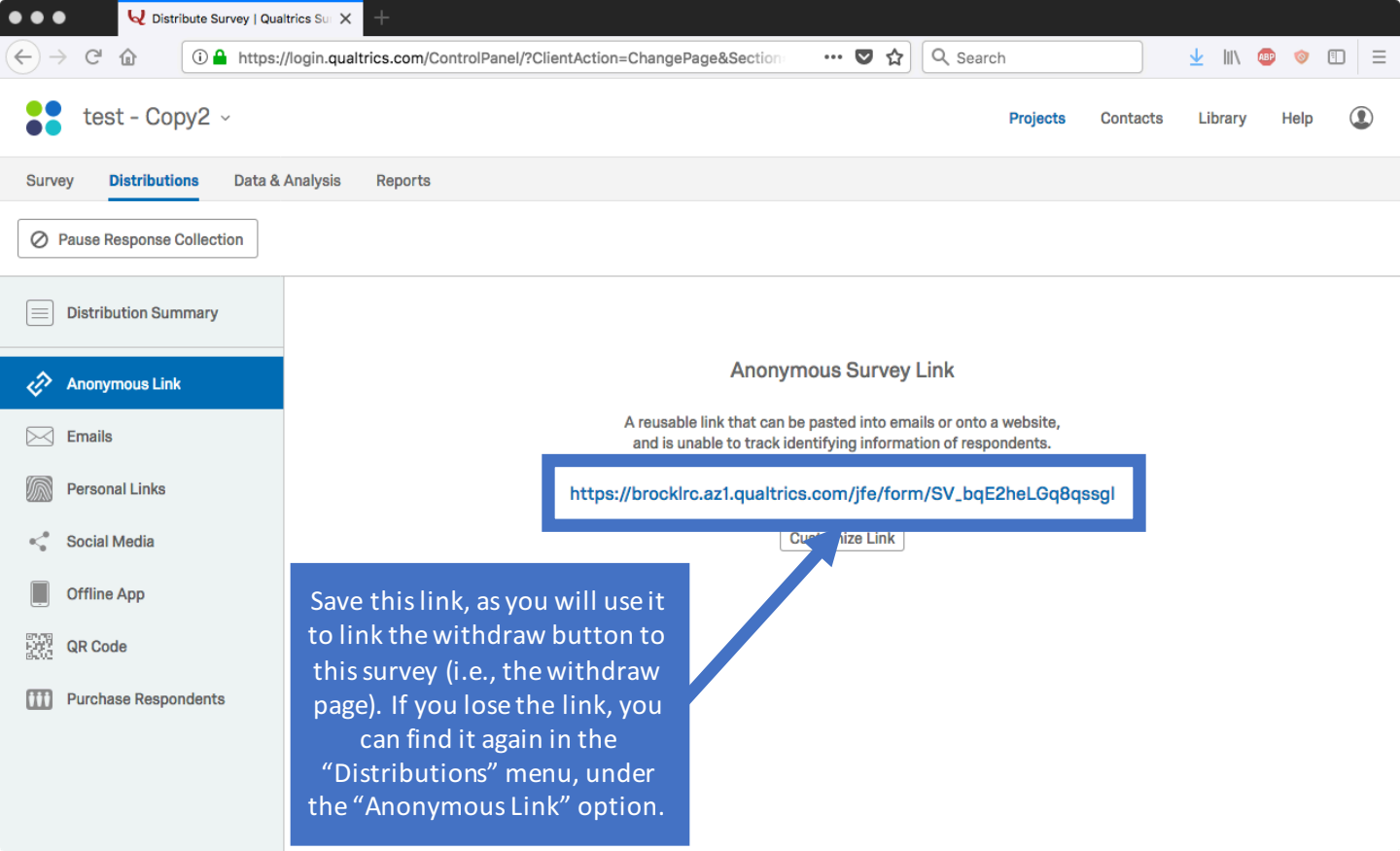
⊘ Pause Response Collection

≣ Distribution Summary

◈ **Anonymous Link**

✉ Emails

▨ Personal Links

⋖ Social Media

▯ Offline App

▦ QR Code

▥ Purchase Respondents

Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website,
and is unable to track identifying information of respondents.

https://brocklrc.az1.qualtrics.com/jfe/form/SV_bqE2heLGq8qssgI

Customize Link

Save this link, as you will use it to link the withdraw button to this survey (i.e., the withdraw page). If you lose the link, you can find it again in the "Distributions" menu, under the "Anonymous Link" option.

① ① ① 🔒 https://login.qualtrics.com/ControlPanel/?
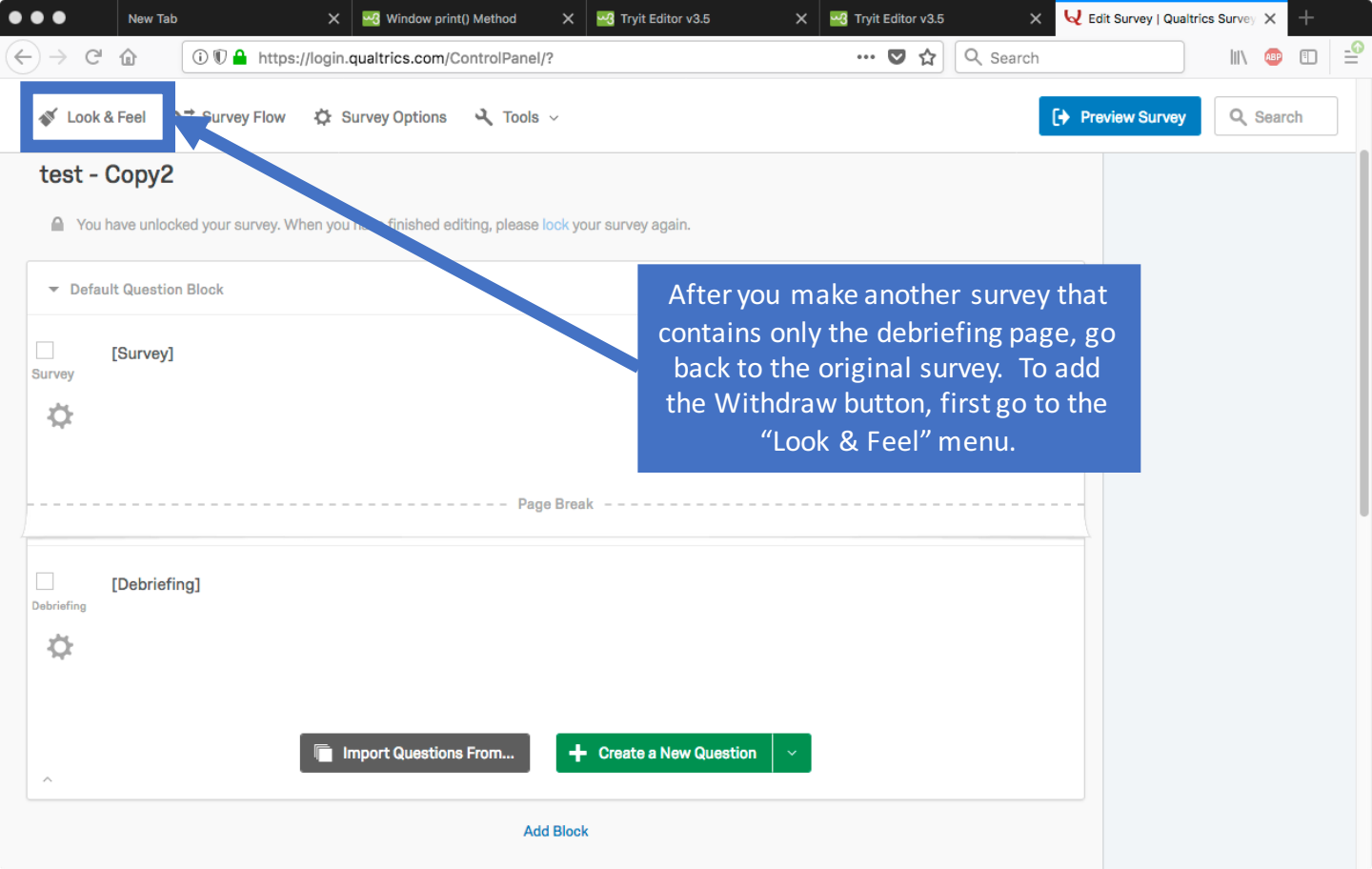
Search

🖌 Look & Feel   ⇄ Survey Flow   ⚙ Survey Options   🔧 Tools ⌄

⬛ Preview Survey   🔍 Search

test - Copy2

🔒 You have unlocked your survey. When you ha...e finished editing, please lock your survey again.

▾ Default Question Block

☐ [Survey]

Survey

⚙

After you make another survey that contains only the debriefing page, go back to the original survey. To add the Withdraw button, first go to the "Look & Feel" menu.

– – – – – – – – – – – – Page Break – – – – – – – – – – – –

☐ [Debriefing]

Debriefing

⚙

📋 Import Questions From...   ➕ Create a New Question ⌄

Add Block

Go to the "Advanced" tab and click "edit" to edit the Footer (putting the button in the footer is what makes it show on every page).

⟵ ⟶ 🔁 🏠 | ⓘ ⓞ 🔒 https://login.qualtrics.com/ControlPanel/? | ••• 🟩 ☆ | 🔍 Search | 📚 ⓐⓑⓟ ▢ ⬆

🖌 Look & Feel | test - Copy2 | 🔍 Search

test - Cop | Brock Universit | Brock Univer | **Brock** | What is your favorite | ▾ ▢

🔒 You have |

▾ Default Qu |

☐ [Su | Change TI |
Survey |
⚙ |

Footer

┌───┐
│ {a} 🖼 ◩ 💾 Ω ⊞ 🔗 🔗̸ | ⟲ ⟳ | ≡ ≡ ≡ ≡ ǀ≡ ≡ǀ ≟ ≡ | 𝐼ₓ │
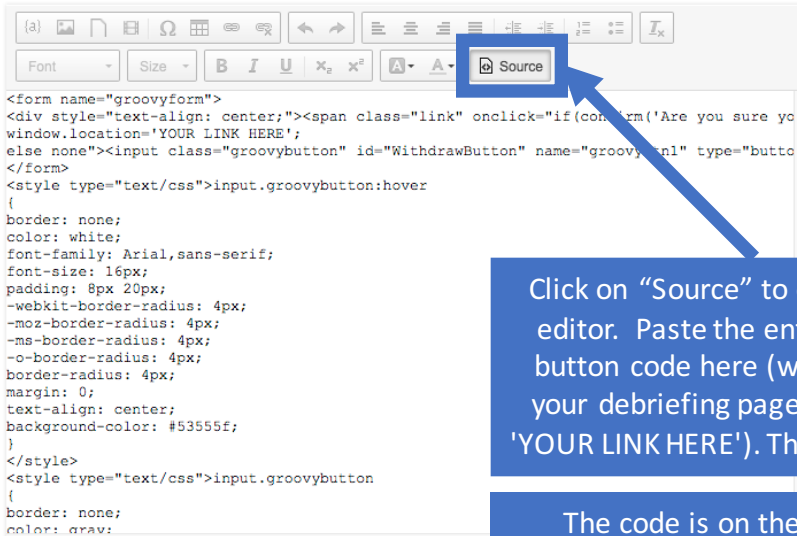│ Font ▾ Size ▾ | **B** *I* U X₂ X² | 🅰▾ 🅰▾ | ▢ Source │
├───┤
│ <form name="groovyform">   │
│ <div style="text-align: center;"><span class="link" onclick="if(confirm('Are you sure yo │
│ window.location='YOUR LINK HERE';   │
│ else none"><input class="groovybutton" id="WithdrawButton" name="groovy_n1" type="butto │
│ </form>   │
│ <style type="text/css">input.groovybutton:hover │
│ {   │
│ border: none;   │
│ color: white;   │
│ font-family: Arial,sans-serif;   │
│ font-size: 16px;   │
│ padding: 8px 20px;   │
│ -webkit-border-radius: 4px;   │
│ -moz-border-radius: 4px;   │
│ -ms-border-radius: 4px;   │
│ -o-border-radius: 4px;   │
│ border-radius: 4px;   │
│ margin: 0;   │
│ text-align: center;   │
│ background-color: #53555f;   │
│ }   │
│ </style>   │
│ <style type="text/css">input.groovybutton   │
│ {   │
│ border: none;   │
│ color: gray;   │
└───┘

Click on "Source" to open the html editor. Paste the entire withdraw button code here (with the link to your debriefing page where it says 'YOUR LINK HERE'). Then click "Save".

The code is on the next page.

Cancel   ✓ Save

☐ [De |
Debriefing |
⚙ |

Cancel   ✓ Save

```html
<form name="groovyform">
<div style="text-align: center;"><span class="link"
onclick="if(confirm('Are you sure you want to withdraw?'))
window.location='YOUR LINK HERE'; else none"><input
class="groovybutton" id="WithdrawButton" name="groovybtn1"
type="button" value="Withdraw" /></span></div></form>
<style type="text/css">
input.groovybutton:hover{
color: white;
background-color: #53555f;}
input.groovybutton{border: none;
color: gray;
font-family: Arial,sans-serif;
font-size: 16px;
padding: 8px 20px;
-webkit-border-radius: 4px;
-moz-border-radius: 4px;
-ms-border-radius: 4px;
-o-border-radius: 4px;
border-radius: 4px;
cursor: pointer;
margin: 0;
text-align: center;
transition: background .3s;
background-color:#EEEEEE;}
</style>
```

WITHDRAW BUTTON SCRIPT

Change the orange text to the link to your withdraw page.

IMPORTANT: The dumb quotes (') need to be at the beginning and end of the link, otherwise the script won't work. If you edit the script in MS Word, it might try to change the dumb quotes to apostrophes, so make sure you change them back to dumb quotes when you put the script into the html editor on Qualtrics (just re-typing them in the html editor is easiest).
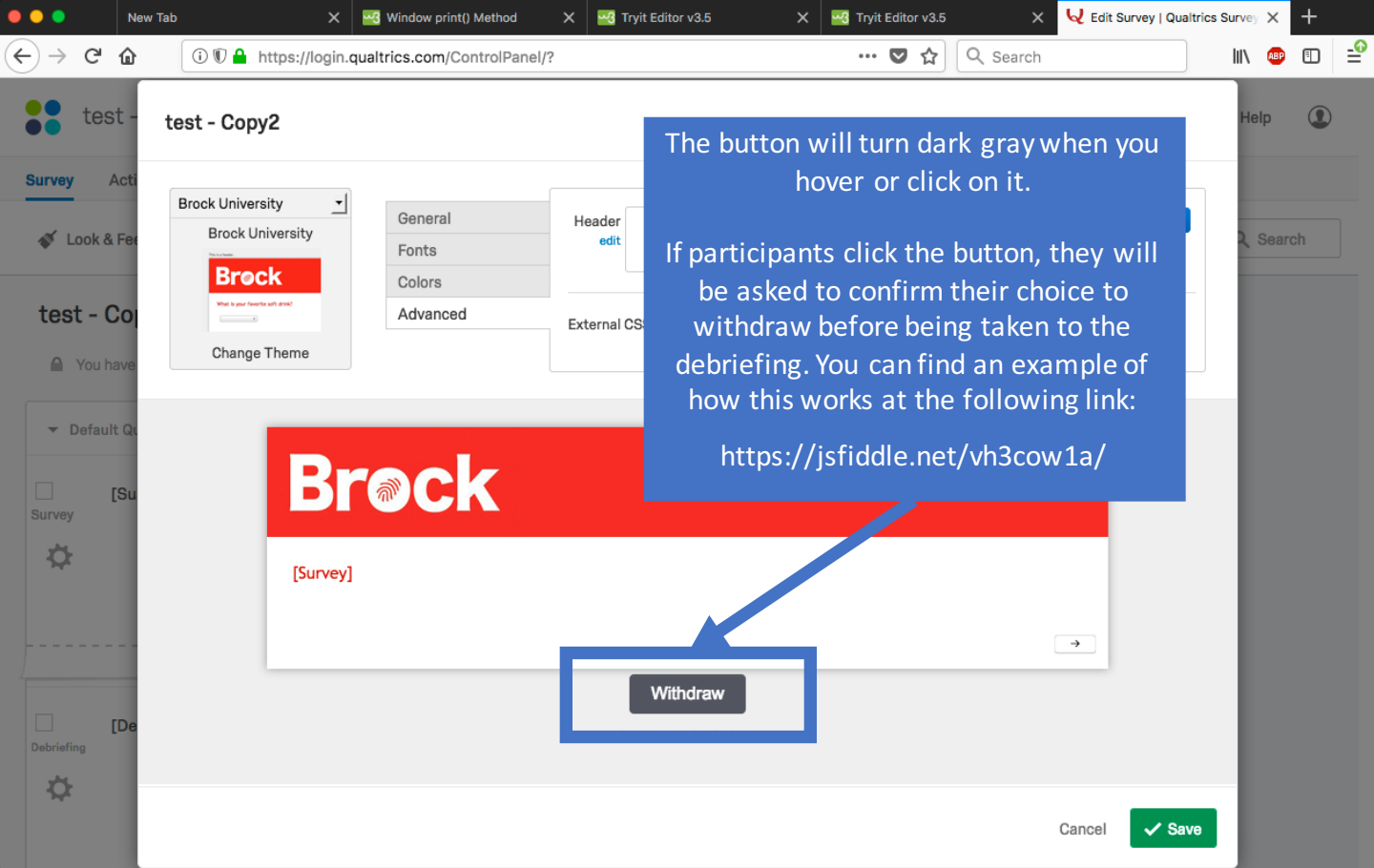
The withdraw button should now appear at the bottom of the screen. The background should be gray unless you hover over the button (to prevent people from clicking it by accident).

The button will turn dark gray when you hover or click on it.

If participants click the button, they will be asked to confirm their choice to withdraw before being taken to the debriefing. You can find an example of how this works at the following link:

https://jsfiddle.net/vh3cow1a/

Withdraw

Paste the following script into the html editor of any question on pages where you <u>do not</u> want the withdraw button to appear:

```
<style>
#WithdrawButton {display:none;}
</style>
```

To get to the html editor, click the "Source" button in the "Rich Content Editor."

https://login.qualtrics.com/ControlPanel/?

Search

🖌 Look & Feel   ⤨ Survey Flow   ⚙ Survey Options   🔧 Tools ⌄

⟶ Preview Survey   🔍 Search

▼ Default Question Block   Block Options ⌄

☐
Survey
[Survey]

⚙

Page Break

Rich Content Editor...   ped Text...   HTML View | Normal View

☑
Debriefing
[Debriefing]
🏷 Edit Question Label

⚙

To add a print button to the debriefing page, go to the "Rich Content Editor" for the debriefing question.

📋 Import Questions From...   ➕ Create a New Question ⌄

Add Block

⌃

Change Question Type

A Text / Graphic ⌄

Choices
⊖ 0 ⊕

☐ Automatic Choices

Type
🔘 Text
⚪ Graphic
⚪ File

Validation Type
🔘 None
⚪ Custom Validation

Actions
⤢ Add Page Break
↳ Add Display Logic

https://login.qualtrics.com/ControlPanel/?

Search

Look & Feel   Survey Flow   Survey Options   Tools

Click "Source" to open the html editor and paste the entire print button script below the information for the debriefing form.

The code is on the next page.

○ Custom Validation

Rich Content Editor...   Piped Text...   HTM

{a} [image] ⌐ ▦ Ω ▦ 🔗 🔗   ↩ ↪   ≡ ≡ ≡ ≡   📋 📋   Iₓ

Font   Size   B I U x₂ x²   A A   Source

[Debriefing]

```
<div style="text-align: center;"><button onclick="window.print();">Print this page</button><
<style type="text/css">button
{
border: none;
color: white;
font-family: Arial,sans-serif;
font-size: 16px;
padding: 8px 20px;
-webkit-border-radius: 4px;
-moz-border-radius: 4px;
-ms-border-radius: 4px;
-o-border-radius: 4px;
border-radius: 4px;
margin: 0;
text-align: center;
background-color: #53555f;
```

Debriefing

⚙

Actions

📋 Add Page Break
↳ Add Display Logic
↳ Add Skip Logic
📋 Copy Question
↕ Move Question
📝 Add Note
🔍 Preview Question

```
<div style="text-align: center;"><button
onclick="window.print();">Print this
page</button></div>
<style>
button{border: none;
color: white;
font-family: Arial,sans-serif;
font-size: 16px;
padding: 8px 20px;
-webkit-border-radius: 4px;
-moz-border-radius: 4px;
-ms-border-radius: 4px;
-o-border-radius: 4px;
border-radius: 4px;
margin: 0;
text-align: center;
background-color: #53555f;}
button:active{
background-color: black;}
</style>
```

PRINT BUTTON SCRIPT

You should just be able to copy and
paste the code on the left as is to
create a print button.

https://login.qualtrics.com/ControlPanel/?

🖌 Look & Feel   ⤨ Survey Flow   ⚙ Survey Options   🔧 Tools ⌄

Preview Survey   🔍 Search

⌄ Default Question Block

☐ [Survey]
Survey

⚙

Page Break

☐ [Debriefing]
Debriefing

⚙

Print this page

📋 Import Questions From...   ➕ Create a New Question ⌄

⌃

Add Block
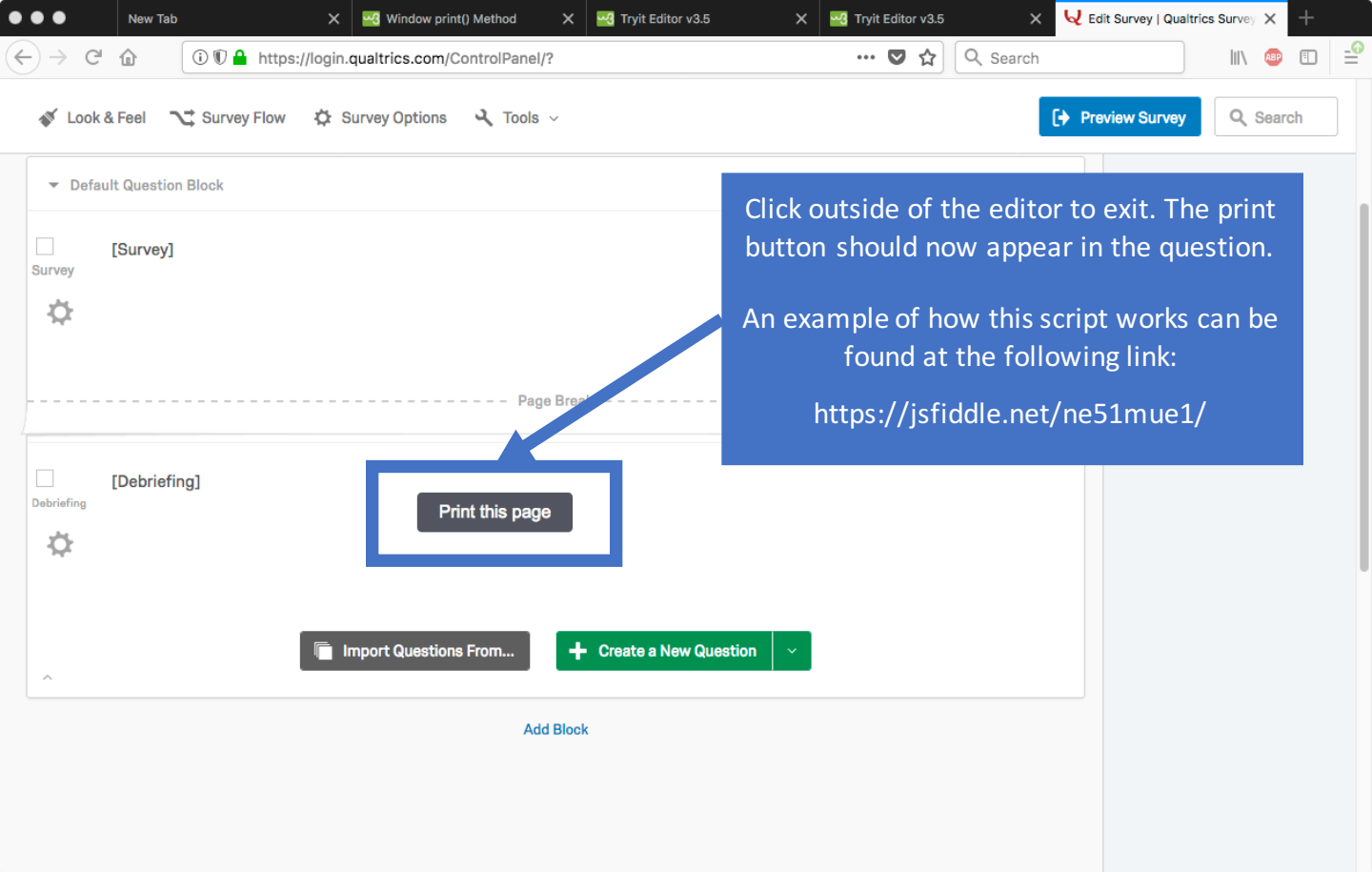
Click outside of the editor to exit. The print button should now appear in the question.

An example of how this script works can be found at the following link:

https://jsfiddle.net/ne51mue1/