

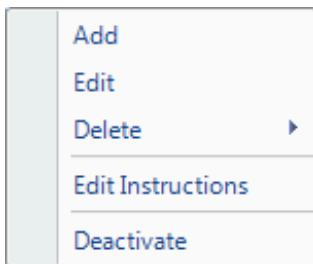
# Category Instructions

Wed, Jan 17, 2024 Creating a Questionnaire

Instructions can be added to RFI Categories to help provide details about what the Questionnaire entails. This can include what the User needs to fill out and what the purpose of these questions are, among a number of other things.

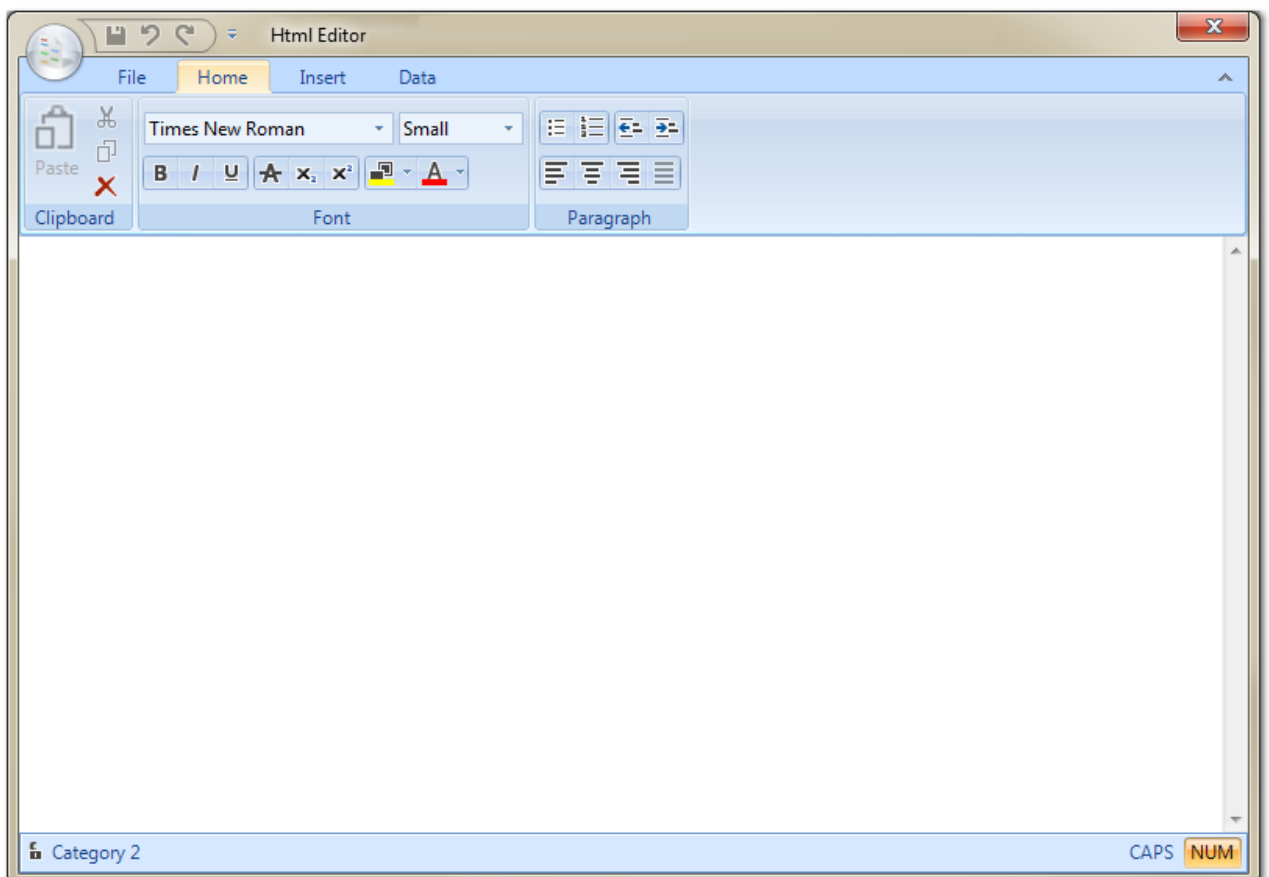
To add instructions to an Questionnaire Category, please use the following steps. Instructions are added to a Category using the [HTML Editor](#):

1. In a Questionnaire, go to the "Content" tab and select a Category. Then, from the Actions drop down, select the "Edit Instructions" action.

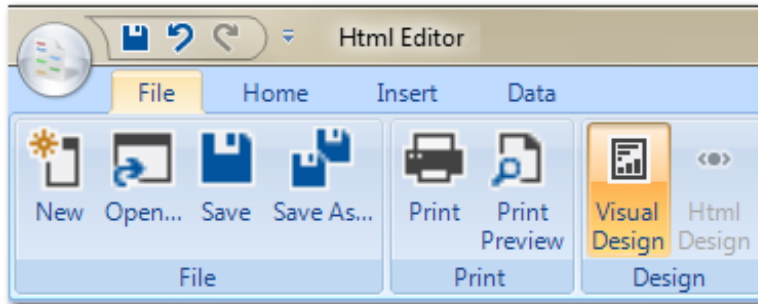


**Note:** The Questionnaire needs to be in Edit mode for this to be possible. If the Questionnaire is in View mode, the [Viewing Instructions](#) button will be present instead.

2. This displays the Ostara HTML Editor. From here it is possible for the User to enter any details they desire, including copy and pasting information into the Editor, and to format in a number of ways. For more details on what can be done in the Ostara HTML Editor, please see the [HTML Editor](#) page.

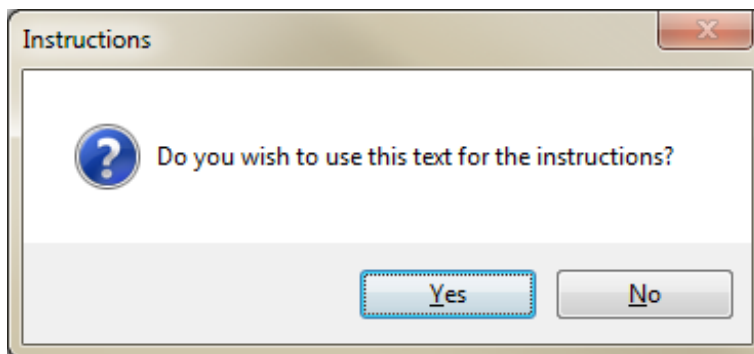


3. Once the necessary details have been entered, the Instructions can be saved in one of three ways. Either by selecting the shortcut to the "Save" button on the tool bar at the top, the "Save" button on the "File" tab in the Ribbon or by the "Save As..." button in the File tab. Clicking either of the "Save" buttons will save the Instructions as they are whereas by selecting "Save As...", the User will be required to enter a name for the file.



Once that is done, click the "X" button in the top right of the tool bar to close the HTML Editor down,

4. A confirmation message will then be displayed asking if the User would like to use this text for the Instructions. Clicking "Yes" will use the text as the Instructions whereas clicking "No" will not.



Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=155>