

# Quests – Get started

Preparing a Quest includes identifying the audience, configuring your feedback options, and writing the Quest. You can submit and check the status of the Quest on this site. Publishing for localized (translated) Quests takes at least five business days, and publishing for non-localized Quests takes at least two business days.

**Note:** Bug Bash Quest processing timelines can be two weeks or more because of high volume. Leading up to a Bug Bash, between the call for Quests and the Bug Bash kickoff, we will only publish non-Bug Bash Quest if you need them urgently.

## Who is your audience?

You can target your audience by the following parameters.

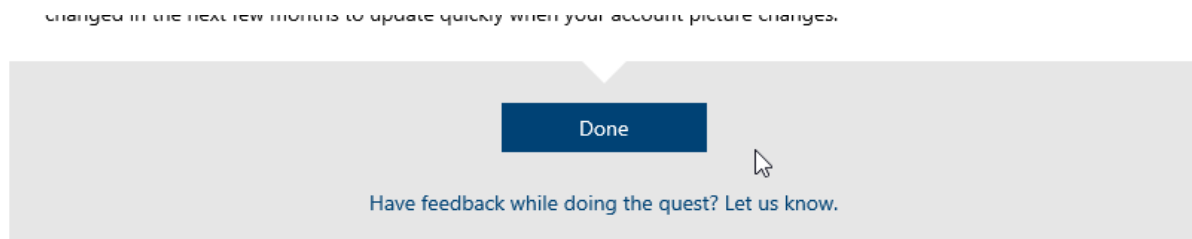
- Internal (Microsoft employees) or External (public Windows Insiders). The external option includes internal Microsoft employees.
- Device - Desktop (includes Surface), Core, and Holograph
- Build range - Choose a build range that covers the builds that include your feature. We don't currently target to specific builds or custom build ranges because those take weeks to create. You may choose multiple build ranges. Here are the most recent build ranges:
  - 20124- 20350 (Fe)
  - 19043 – 20123 (Mn)
  - 19042-19042 (20H2)
  - 18836-19041 (20H1)
  - 18363-18835 (19H2)
- Language - You may choose to localize your Quest in 26 languages. Localization increases the amount of feedback and increases publishing time from two business days to five business days. By default, the localization option includes all 26 languages, and you may specify fewer languages. The language the user sees is determined by the language setting on the device. The languages are English (U.S.), Arabic (Saudi Arabia), Czech, Danish, German, English (Great Britain), Spanish (Spain), Spanish (Mexico), Finnish, French (Canada), French (France), Hungarian, Italian, Japanese, Korean, Norwegian, Dutch, Polish, Portuguese (Brazil), Portuguese (Portugal), Russian, Swedish, Thai, Turkish, Simplified Chinese (Mainland China), and Traditional Chinese (Taiwan).
- Group ID - You may create a custom audience by targeting specific devices. For more information, see [Creating audiences from Cosmos streams](#).

## How do you want to collect feedback?

You have options for how Insiders will deliver feedback and how you will organize that feedback. Most feedback options require preparation before publishing, and some options are not compatible with others.

## Default experience

By default Insiders see a Done button at the end of a Quest. When pressed, the button becomes "Quest complete."



Pressing the Done button at the end of a Quest counts one completion and marks the Quest as complete.

The Done button counts Quest completions, and by default does not add feedback. Insiders also see a link that reads, "Have feedback while doing the quest? Let us know." This link navigates to the Feedback tab, where the Insider can add new feedback.

## UIF Context (highly recommended)

When an Insider adds feedback to Feedback Hub, we call that new feedback a User Initiated Feedback, or UIF. Without context, these UIFs are difficult to organize and triage, so when possible, we categorize them with UIF Context IDs.

A UIF Context ID applies a chosen category and subcategory to the UIF that can route the UIF to the appropriate feature team and associate the UIF with a Quest. For example, when the Accessibility team writes a Quest for a Narrator feature, the team provides a UIF Context ID that applies the category "Accessibility" and subcategory "Narrator" to all UIFs that stem from the Quest. When an Insider clicks the link from the Quest to the Feedback tab, the feedback the Insider sees there is filtered for the "Accessibility" category and "Narrator" subcategory. This makes identifying similar feedback easier, so the Insider can upvote or comment on existing feedback.

To configure and create a UIF Context ID, follow the instructions on the [Feedback Hub \(UIF\) Diagnostics wiki](#). Take note of the 3-digit UIF Context ID; you will need it for your Quest submission. If you already have a UIF Context ID, you can find it on the [Context management page](#).

## SIUF (recommended)

System Initiated User Feedback, or SIUF (pronounced 'sif'), is essentially a survey. You may configure your Quest to display a standard SIUF that asks "How useful was this feature?" when the Insider selects Done.

←

How useful was this feature?

1     2     3     4     5

Not useful enough    Very useful

What can we do to make it better?

Enter your feedback here...

[Can't answer this question? Give us feedback](#)

By giving us feedback, you agree that Microsoft can use your feedback to improve our products and services. [Privacy statement](#)

**Submit**

Standard SIUF Quest survey question.

To configure the standard SIUF, provide your SIUF measure ID, for example "12345678". Get your measure ID by creating a new URI SIUF in the [SIUF Authoring tool](#), and fill out only the name and owner fields. Then submit the SIUF for review; the review team will approve it quickly with little or no discussion. Contact [SIUFreview@microsoft.com](mailto:SIUFreview@microsoft.com) if you have a question or issue. Use the measure ID generated to fill out your Quest form and retrieve your reporting. We cannot prompt custom SIUF for Quests at this time. For more information on target and state-machine triggered SIUF, see [System Initiated User Feedback \(SIUF\)](#).

### External survey (optional)

If you are interested in a more customized survey using an external tool like Surveygizmo, please contact [Blair Glennon](#) for Windows Insider account access and assistance. You can use either a SIUF or a survey—not both in same Quest. Ask Blair about localization for external surveys.

**Note:** CELA & Privacy approvals for external surveys can take up to two weeks.

## Write your Quest

We want Quests to convey a sense of adventure and community, while also being easy to follow and complete. Please follow guidelines for Microsoft [voice](#) and [writing style](#), particularly the voice principles:

- Warm and relaxed
- Crisp and clear
- Ready to lend a hand

Please also note that when describing interactions with UI, use generic verbs that work with any input method. Don't use input-specific verbs, such as *click* or *swipe*. Instead, use verbs like *select* or *open*. Find a list of preferred verbs [here](#). When possible, avoid talking about UI elements, like buttons or blades. Instead, describe what the Insider needs to do. When you must refer to a UI element by name, use bold formatting for the name of element.

Example: Go to **Tools**, and select **Change language**.

During review, we will work with you to edit your Quest to fit these guidelines.

## Quest example

For consistency, please use the below example as a guide when writing your Quest.

**Title** Use an active verb to tell the Insider what to do with the feature.

✓ Do be specific

✗ Don't use generic language like "Try..." and "...improvements."

**Turn on night light to reduce eye strain**

Share

Your display emits blue light—the kind of light you see during the day—which can keep you up at night. To help you get to sleep at night, turn on the night light, which shows warmer colors that are easier on your eyes.

**Prerequisites:** This feature is available on builds 17661 or later. Night light isn't available if your device uses certain drivers (DisplayLink or Basic Display).

**Steps:** To schedule night light so it turns on automatically:

1. Select **Start** > **Settings** > **System** > **Display** > **Night light settings**. If your night light toggle above the link is grayed out, you may need to update your display driver. See [Update drivers in Windows 10](#).
2. Under **Schedule**, toggle **Schedule night light** to **On**. Then, either select **Sunset to sunrise**, or select **Set hours** and enter custom times for the night light to turn on and off.
3. You'll need to now wait until the time when it's supposed to turn on automatically and confirm that it turns on.

You can also turn on night light manually:

1. Open **action center** by selecting it from the corner of the taskbar or by selecting the **Windows logo key + A**.
2. Select the night light quick action to turn on night light. If the quick action isn't shown, you may need to expand the quick action area. If it's still not visible, right click one of the visible quick actions, select **Edit quick actions**, and add it to the quick action area.

Done

[Have feedback while doing the quest? Let us know.](#)

**Introduction** Provide context, including intention or history behind the feature.

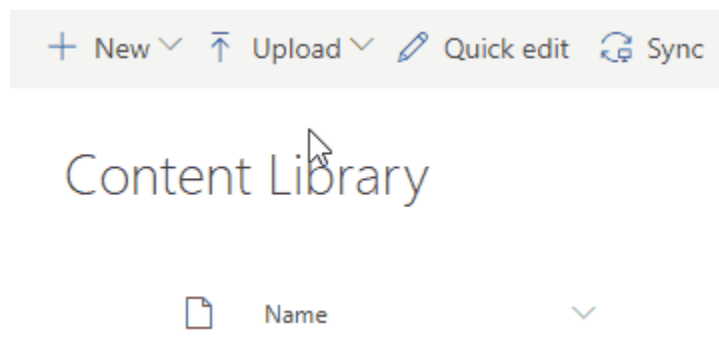
**Steps** Lay out steps in a numbered list to test the feature.

**Cover image** We will design a simplified, language-neutral version of the feature UI based on your guidance.

**Prerequisites** Indicate any required build, hardware, or system requirements.

## Submit your Quest

To submit your Quest, add a new Quest from the template in the [Content Library](#). Your Quest submission will be added as a document in the Content Library with the status "Draft," and you will get an email with a link to it.



Then follow these steps:

1. Open the document in **Word desktop**
2. Title the Quest.
3. **Rename** the document as the title.
4. Change the status of the Quest to **Ready for review**

Be sure to change the status of the Quest to "Ready for review" so the publishing team will know when to review it. A list of publishing statuses is below.

- Draft: Quest is incomplete and will not be reviewed.
- Ready for review: Quest is awaiting publishing review.
- Reviewing: Publishing team has started reviewing the Quest.
- Localizing: Quest has been sent to localization, which usually takes five days.
- Scheduled: Review and localization are done, and the Quest is awaiting the scheduled publish date.
- Published: Quest is published and live on Feedback Hub.
- On hold: Quest is on hold by request of the owner.
- Canceled: Quest will not be published.
- Archived: Quest was unpublished and is archived for recordkeeping.

You can check the status of your Quest submission, edit your submission (if the status is Draft or Ready for review), and see other submissions in the Content Library. Your Quest will remain published in Feedback Hub for at least two weeks, or until you ask for it to be unpublished. We will reach out to you before unpublishing your Quest.

Please contact the Quests team at [rwinselfa@microsoft.com](mailto:rwinselfa@microsoft.com) if you have questions or need additional help.

## FAQ

**Can I target a custom audience?** You may create a custom audience by targeting specific devices. For more information, see [Creating audiences from Cosmos streams](#).













**Where can I upload files required to complete the Quest?** We don't currently offer a best practice for this need, but it is on our radar. Please offer your suggestions.

**Can I request a specific publish date?** Yes. Enter your date in the Request a publish date field. Please allow two business days for Quests without localization and five business days for Quests with localization.

**Can I request specific build ranges?** No, the available build ranges are programmed and require weeks to create. Our suggested workaround is to include the availability in your Prerequisites and Summary.

**Can I reset a Complete Quest to incomplete?** No. You can republish the Quest as a new Quest.

**Can I reuse Quest content?** Yes. To republish a Quest that has been archived, open your previously published Quest from the Archived group in the Content Library, select an option from the Republish field (Republish with changes or Republish without changes), and change the status to Ready for review. When published the Quest will be marked Completed for anyone who previously completed the Quest. If you would like to publish a new version of the Quest that displays as incomplete for people who have completed the previous version, copy the original Quest form as a new document to the Content Library, make your changes, and set the status as Ready to review.

	Change handwritten ink to shapes text or math in PowerPoint fo...	Aaron Spencer (M)	About an hour ...	Hung Jen Jin
	Get Cortana insights when you write dates phone numbers and ...	Aaron Spencer (M)	Yesterday at 8:...	Aaron Spencer
	Manage tasks and edit text with natural gestures.d...  	Aaron Spencer (M)	32 minutes ago	Hung Jen Jin
	 Free up storage with Cleanup recommendations.docx	Tina Wu	17 hours ago	Aaron Spencer
	Protect your PC by running only verified and reputable apps (Ni...	Marcus Russell	Tuesday at 10:...	Aaron Spencer
	 Switch input language and keyboard.docx	Shoichi Furukawa	About an hour ...	Aaron Spencer
	 Take a screenshot.docx	Anna Murstein	38 minutes ago	Aaron Spencer

**Can I use images with the Quest steps?** Yes, but we do not have the resources to localize images of UI. Please use images sparingly, and include enough context in the copy to complete Quests without images.

## Quest reporting

See [Quest reporting](#) on the OSG wiki.