


Add and Edit questions

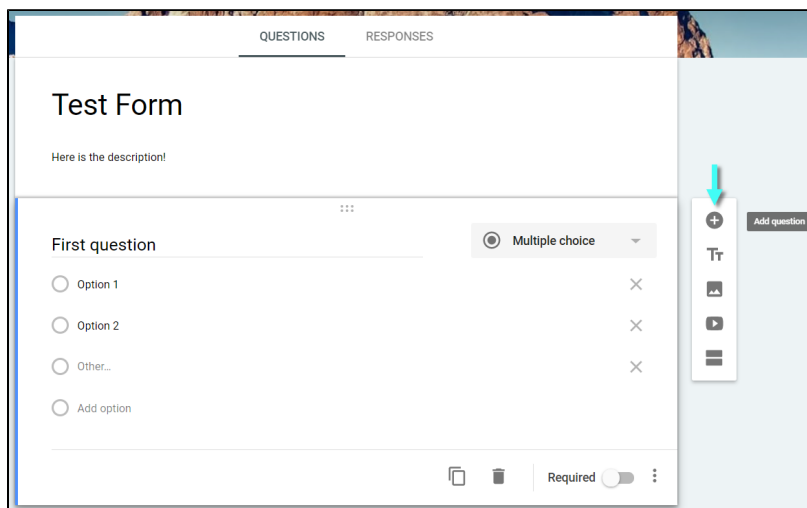
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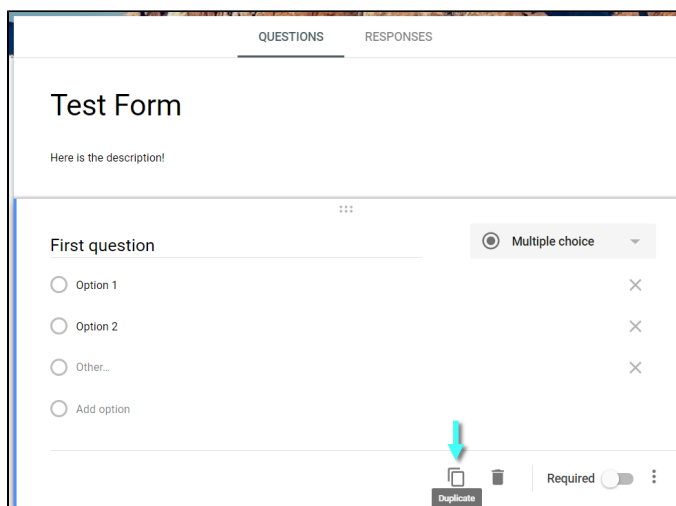
 Changes are automatically saved.

Add a question

To **Add a question**, click the "Add question" icon on the right of the form's content.



To **Duplicate a question**, click the "Duplicate" icon at the bottom of the question.



Edit a question

To **Edit a question** simply click "Untitled question" and enter your question.

Change the type of question

To **Change the type of question** click the drop-down menu and choose the one that applies the best to your needs. These are the available types:

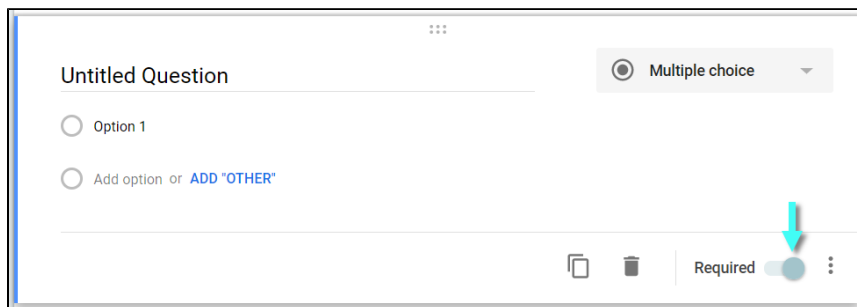
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The following aren't questions, but a way to organize your content:

- Paragraph - It's a simple text, can be used for different titles/sections inside your form.
- Date
- Time

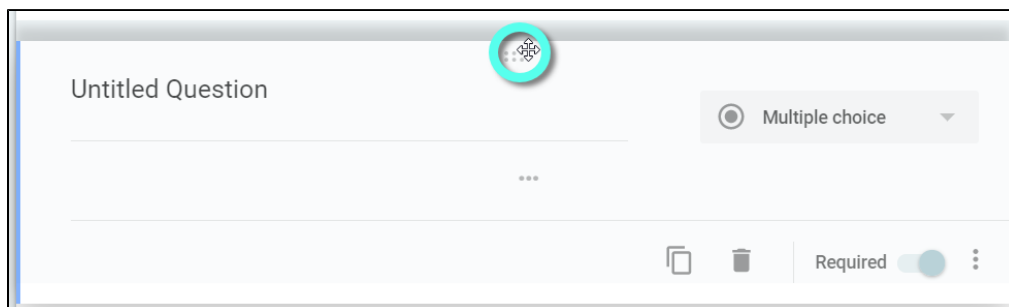
Make a question Mandatory

To make a question **Mandatory** turn on the "Required" option at the bottom of your question.



Reorder questions

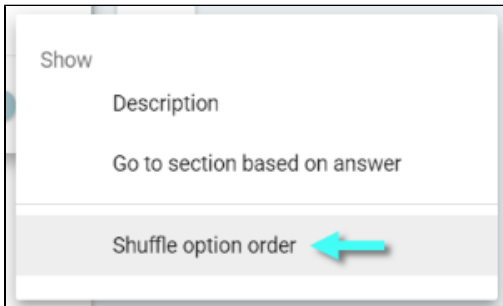
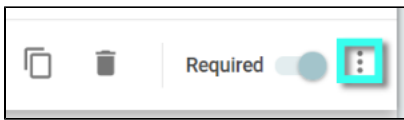
To **Reorder** questions simply click at the top of the question (in the 6 dots) and drag it up or down to the desired position.



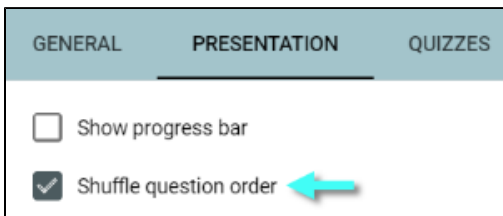
Shuffle questions

You can **Shuffle** a single question or all of the available questions in the form.

- To do that for a single question, click the 3 dots menu at the bottom of your question, and select "Shuffle option order"



- To Shuffle all the form's questions, click the "Settings" icon at the top of the form screen, in the "Presentation" tab, click the "Shuffle question order" box and save.

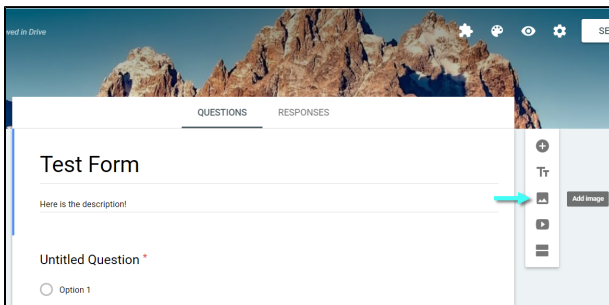


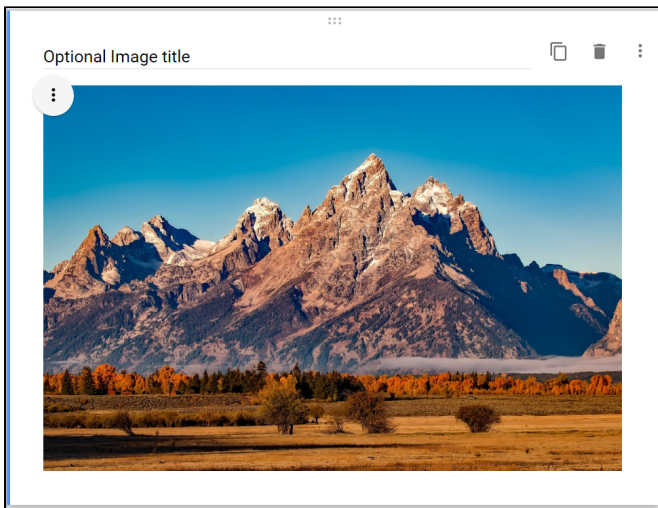
Add an Image

There's also the option to **Add an Image**.

You can add it to your form without it being a question, as an image of a question, or as a question's response option.

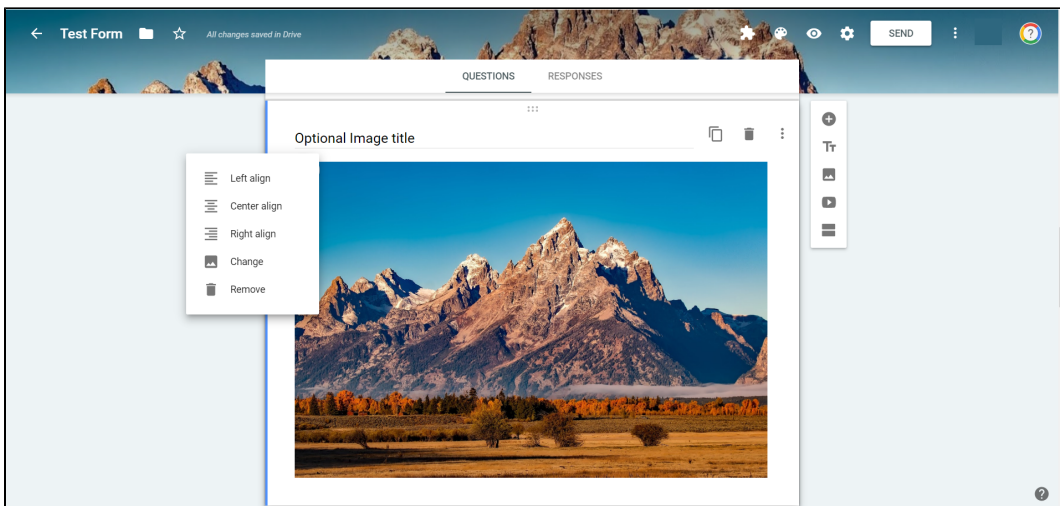
- To add an image to your form, click the "Add image" icon, on the right menu and then choose which image to add.



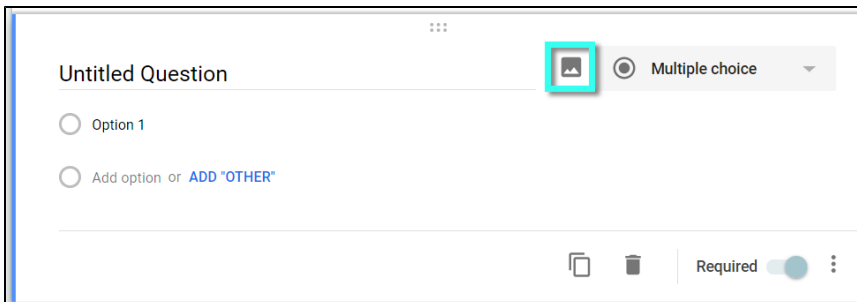


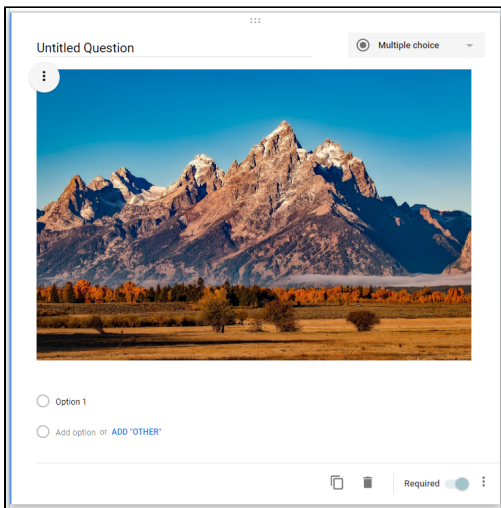
You can find the following options as well, by clicking the 3 dots menu that appears at the left top corner of the picture.

- Left align
- Center align
- Right align
- Change
- Remove



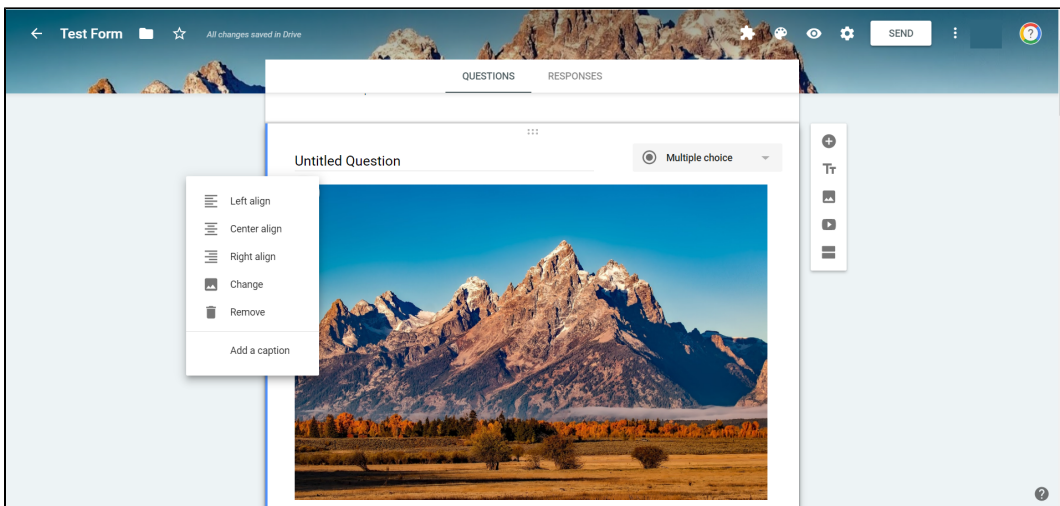
- To add an image to your question, click the "Add image" icon next to the title of the question and then choose which image to add.



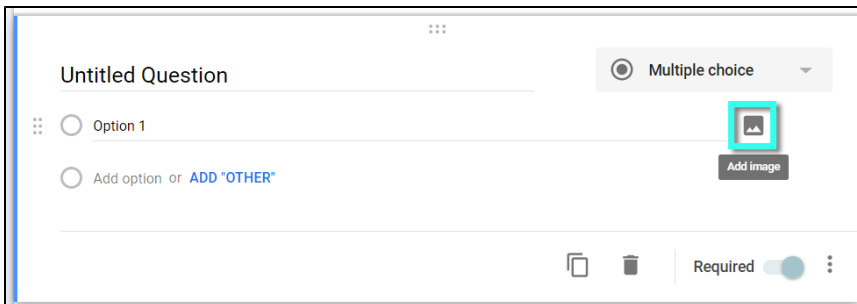


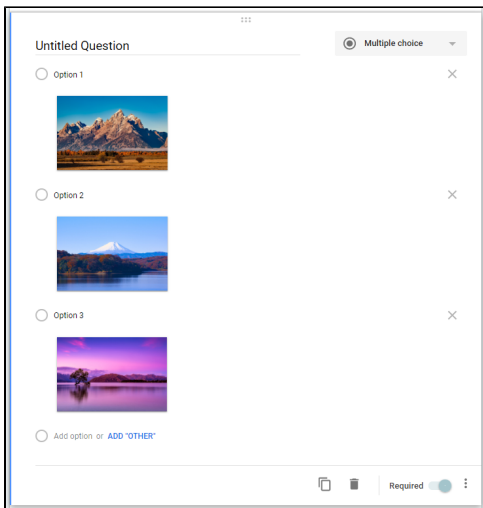
You can find the following options as well, by clicking the 3 dots menu that appears at the left top corner of the picture.

- Left align
- Center align
- Right align
- Change
- Remove



- To add an image as a response option, click the "Add image" icon next to the option and then choose which image to add.



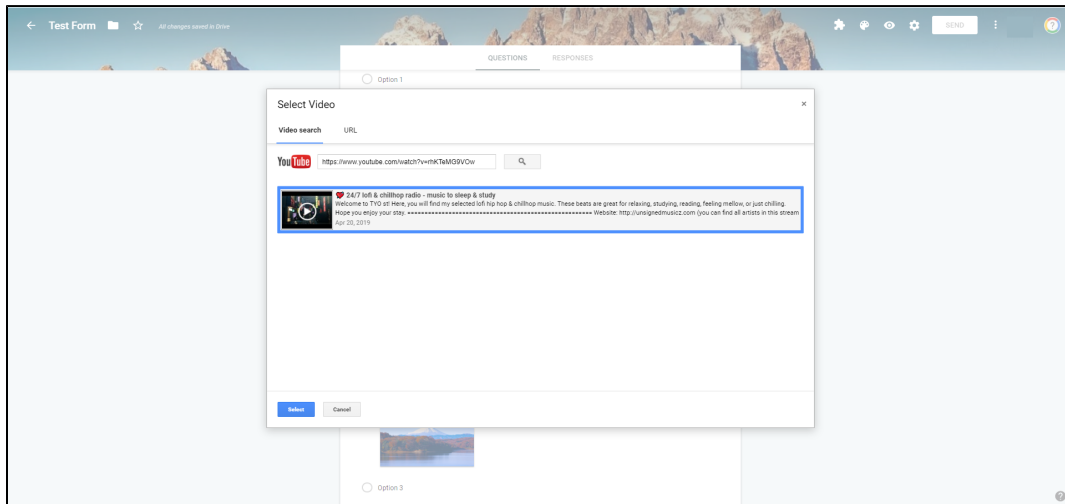
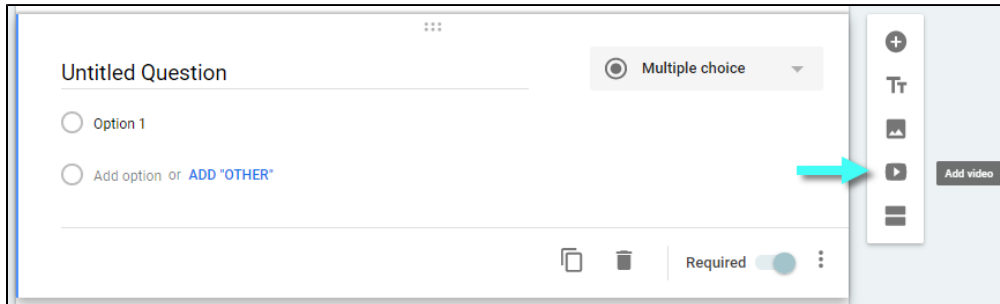


To remove, simply click the X at the right top corner of the image.

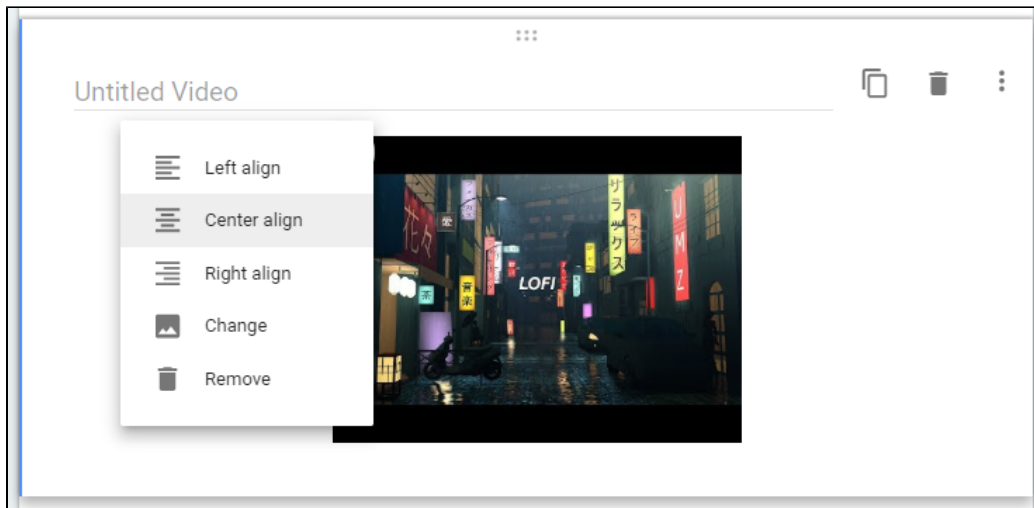
Add a YouTube video

You can **Add a YouTube video**, it will not be a question, just for preview.

Click the "Add video" option on the right menu, paste the URL of the video in the search bar, click the right video and click "Select".



If you don't like how it's displayed, at the left top corner of the video, you will find a circle with 3. In this menu you will find the following options:



Delete a question

To **Delete** a question, click the "Delete" icon at the bottom of the question

