

Add and Edit questions

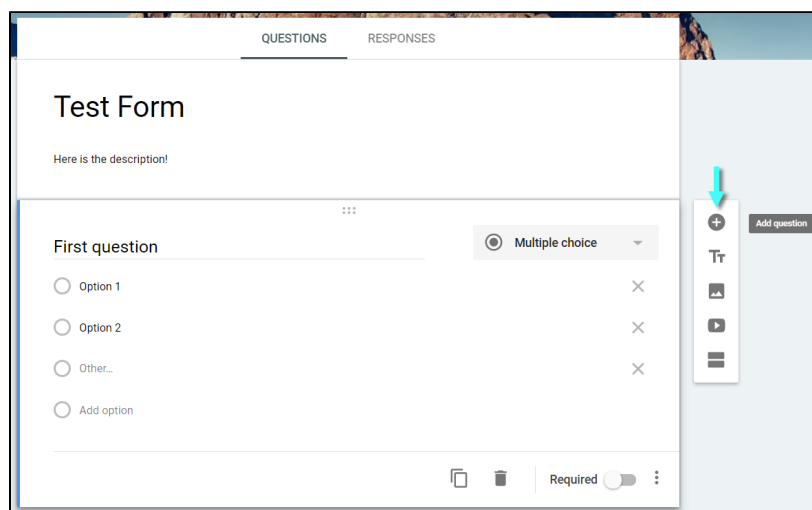
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 Changes are automatically saved.

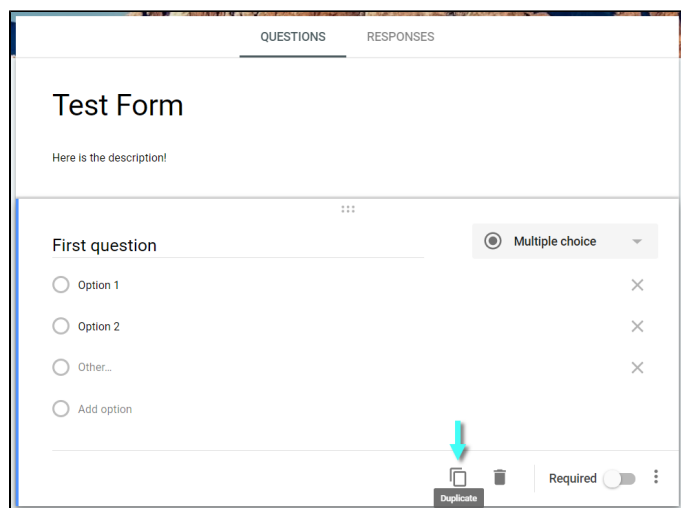
Add a question

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



The screenshot shows the 'Test Form' interface with the 'QUESTIONS' tab selected. The form title is 'Test Form' and the description is 'Here is the description!'. Below the description, there is a question titled 'First question' with a 'Multiple choice' type. The question has four options: 'Option 1', 'Option 2', 'Other...', and 'Add option'. At the bottom of the question, there are icons for 'Duplicate', 'Delete', and 'Required' (a toggle switch). On the right side of the form, there is a vertical toolbar with icons for adding questions, text, images, videos, and tables. A red arrow points to the 'Add question' icon (a plus sign) in the toolbar.

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



This screenshot is identical to the previous one, showing the 'Test Form' interface. A red arrow points to the 'Duplicate' icon (a document with a plus sign) 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:

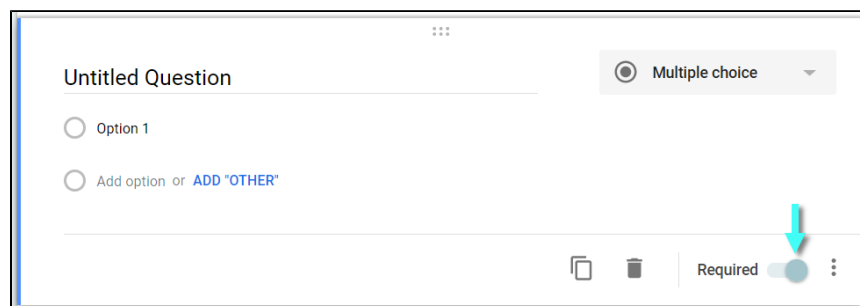
- [Short answer](#)
- [Multiple choice](#)
- [Checkboxes](#)
- [Dropdown](#)
- [File upload](#)
- [Linear scale](#)
- [Multiple choice grid](#)
- [Checkbox grid](#)

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

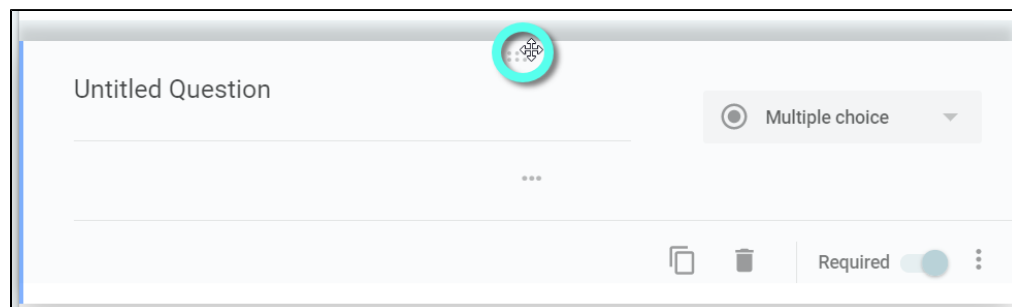
Make a question Mandatory

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

A screenshot of a question editor interface. At the top, there's a title "Untitled Question" and a dropdown menu set to "Multiple choice". Below the title, there are two radio button options: "Option 1" and "Add option or ADD *OTHER*". At the bottom right, there is a "Required" toggle switch which is currently turned on (blue). A red arrow points to this toggle switch. To the left of the toggle are icons for a document and a trash can, and to the right is a three-dot menu icon.

Reorder questions

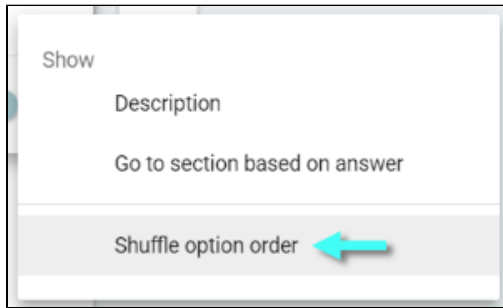
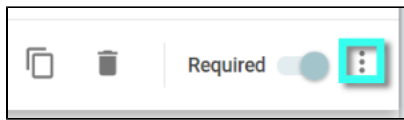
To **Reorder** questions simply click at the top of the question (in the 6 dots) and drag it up or down to the desired position.

A screenshot of a question editor interface. At the top center, there is a circular handle with a crosshair icon, which is highlighted with a red circle. Below this handle is the title "Untitled Question" and a dropdown menu set to "Multiple choice". At the bottom right, there is a "Required" toggle switch which is currently turned on (blue). To the left of the toggle are icons for a document and a trash can, and to the right is a three-dot menu icon.

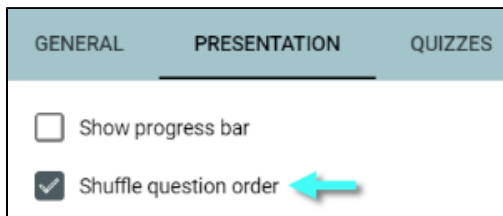
Shuffle questions

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.

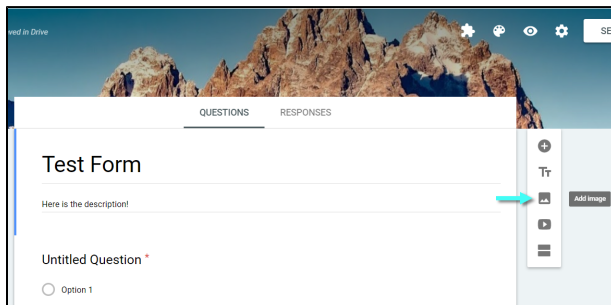


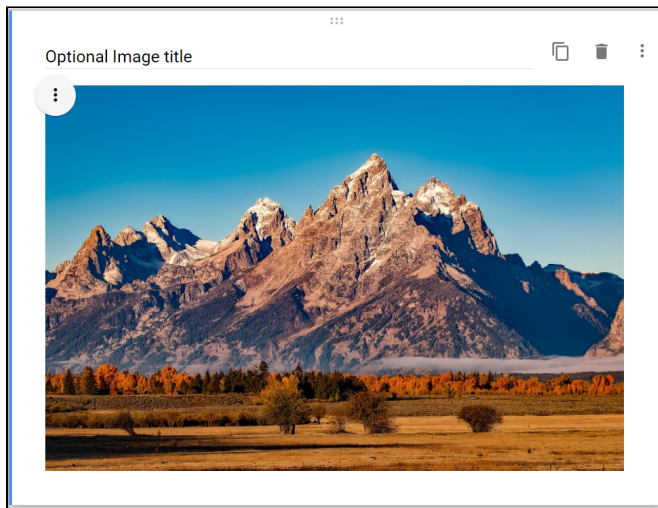
Add an Image

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.

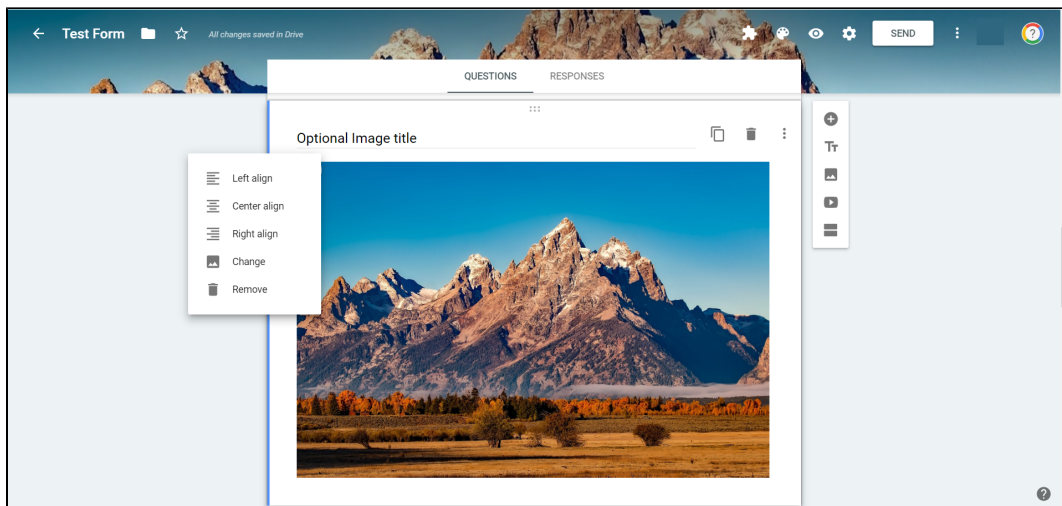
- To add an image to your form, click the "Add image" icon, on the right menu and then choose which image to add.





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.

Untitled Question

Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

Required

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

Test Form

QUESTIONS RESPONSES

Untitled Question

Multiple choice

- Left align
- Center align
- Right align
- Change
- Remove
- Add a caption

SEND

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

Untitled Question

Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

Add image

Required

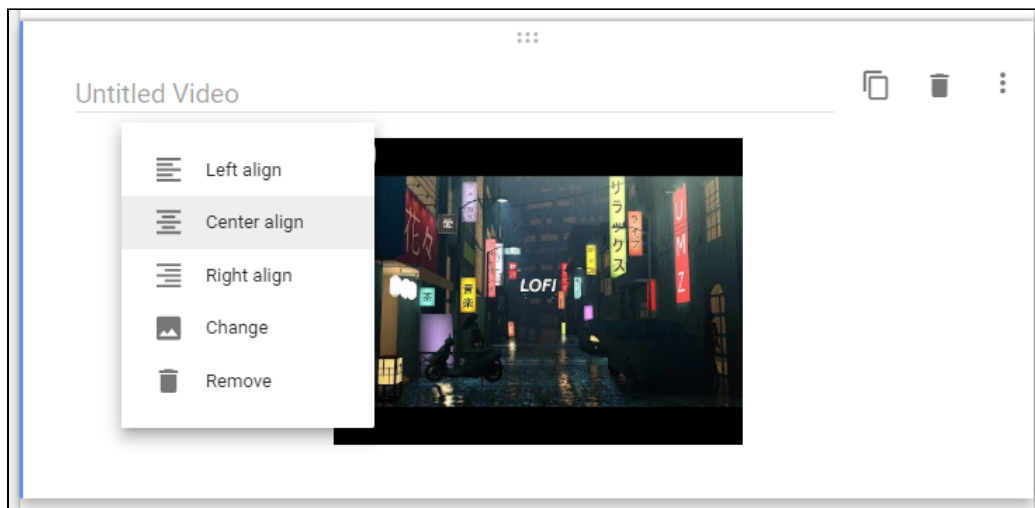
To remove, simply click the X at the right top corner of the image.

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

