

Add and Edit questions

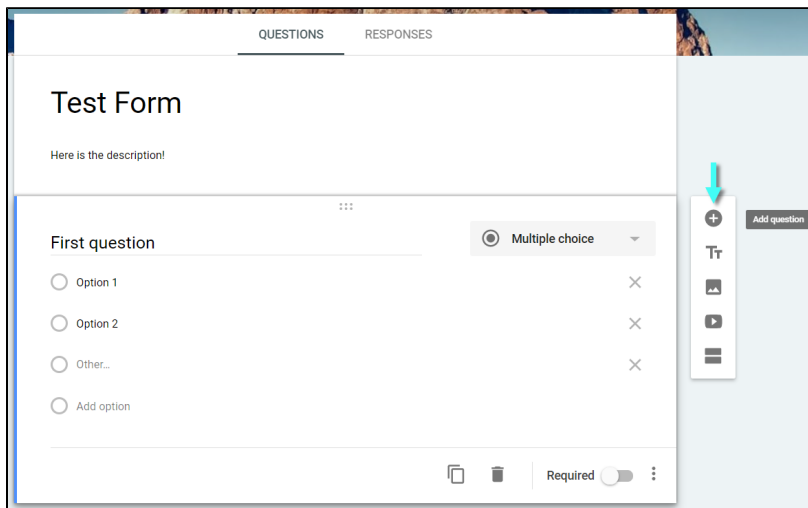
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 Changes are automatically saved.

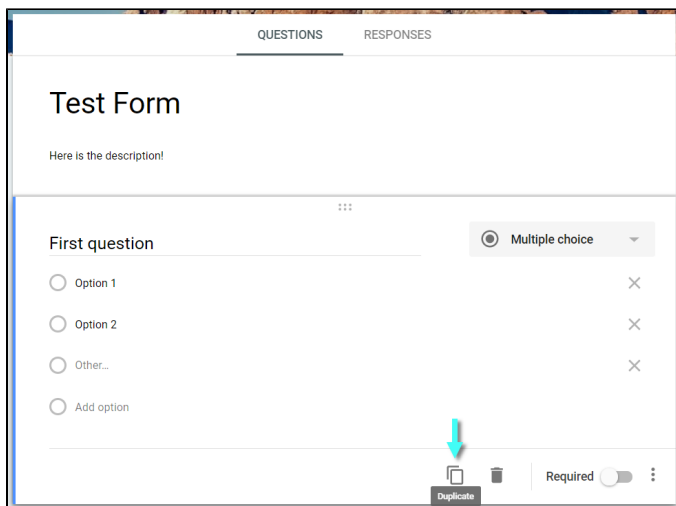
Add a question

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'. To the right of the question, there is a vertical toolbar with icons for adding a question, text, image, video, and a divider. A red arrow points to the 'Add question' icon (a plus sign) in the toolbar. The 'Add question' button is also visible at the top right of the toolbar.

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



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 is a 'Duplicate' button (a document icon) and a 'Required' toggle switch. A red arrow points to the 'Duplicate' button.

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:

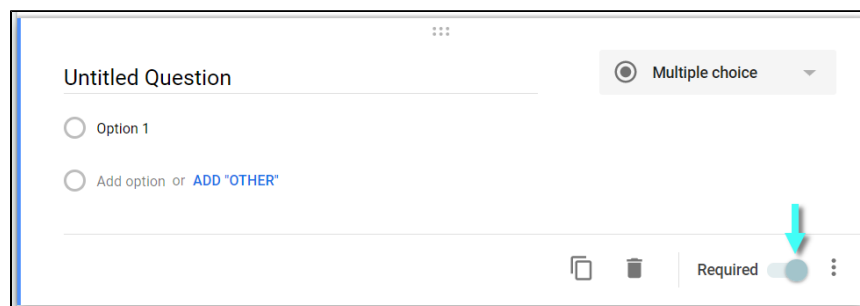
- [Short answer](#)
- [Multiple choice](#)
- [Checkboxes](#)
- [Dropdown](#)
- [File upload](#)
- [Linear scale](#)
- [Multiple choice grid](#)
- [Checkbox grid](#)

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

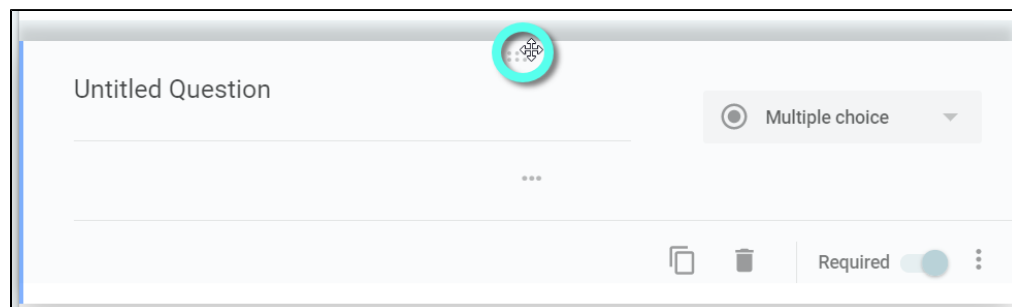
Make a question Mandatory

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

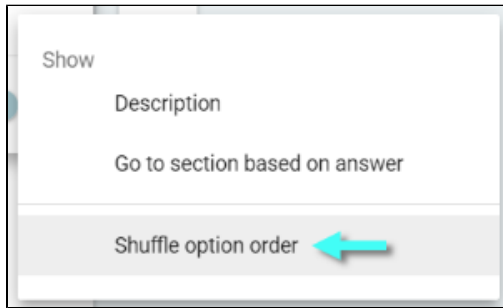
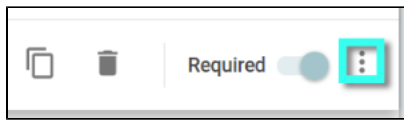
To **Reorder** questions simply click at the top of the question (in the 6 dots) and drag it up or down to the desired position.

A screenshot of a question editor interface. At the top, 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 circle highlights a six-dot handle at the top center of the question card. 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.

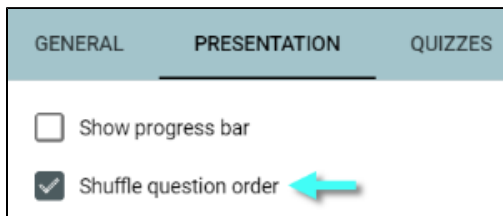
Shuffle questions

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.

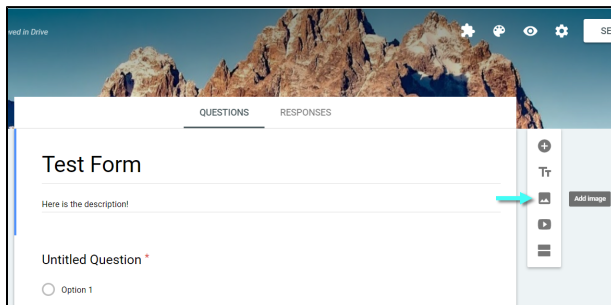


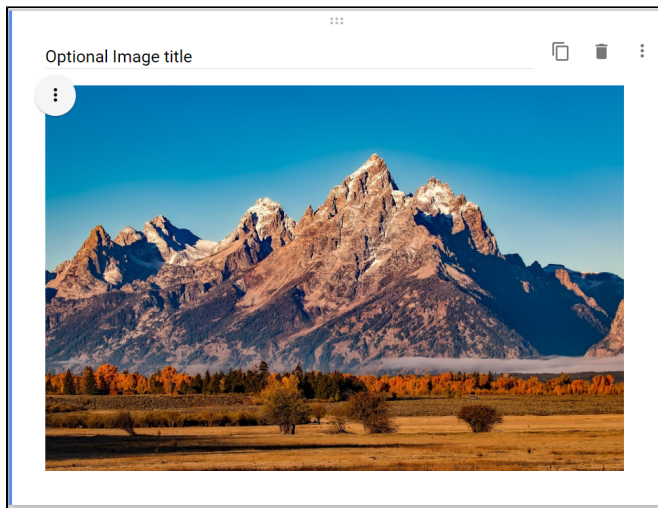
Add an Image

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.

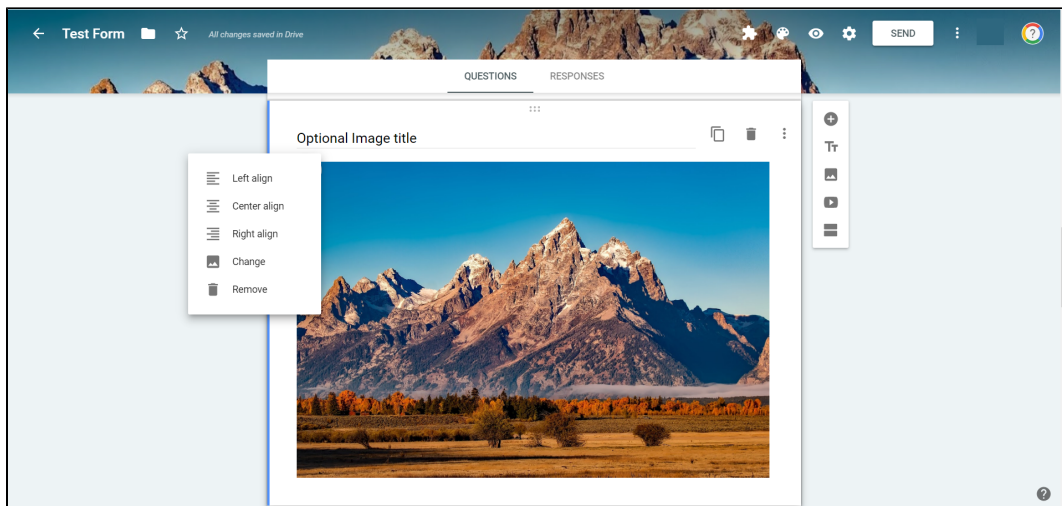
- To add an image to your form, click the "Add image" icon, on the right menu and then choose which image to add.





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

- 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

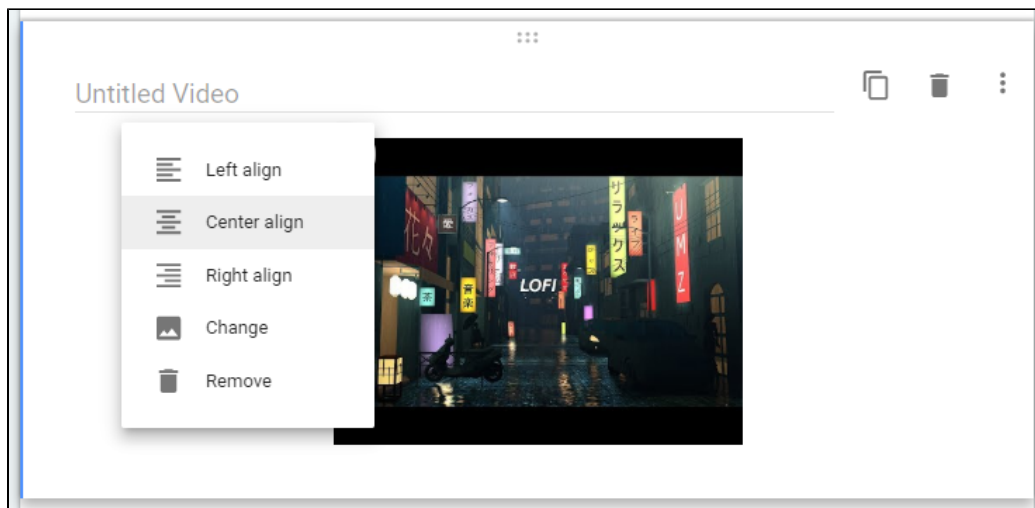
Multiple choice

Option 1

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

Add image

Required



Delete a question

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

