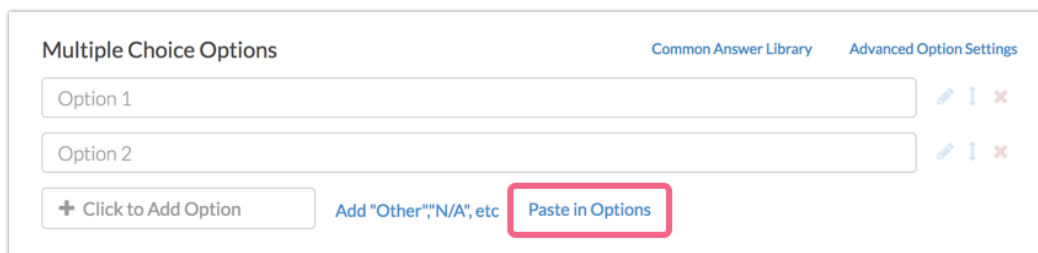


# Bulk Edit Answer Options, Require Settings and Question Numbers

You may have noticed, when adding answer options to a question, there is an option to **Paste in Options**. In this tutorial we will cover bulk options when adding and editing answer options.



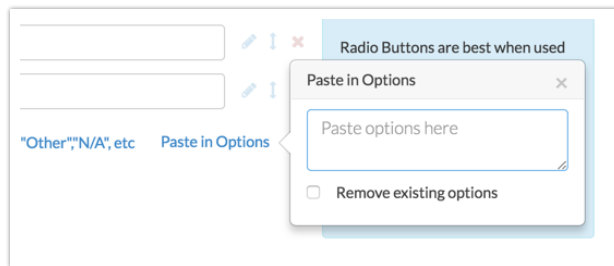
The screenshot shows the 'Multiple Choice Options' interface. It features two input fields labeled 'Option 1' and 'Option 2', each with edit, delete, and duplicate icons. Below the fields are three buttons: '+ Click to Add Option', 'Add "Other"; "N/A", etc', and 'Paste in Options'. The 'Paste in Options' button is highlighted with a red border.

## Pasting In Options From a List

Note: Browsers may crash when pasting hundreds of options. To remedy this we recommend pasting in batches of 100 or so options and saving the question after each batch.

1. Copy your list of answer options from Word or wherever you've written them down.
2. Add a new question or edit an existing question.
3. Select your question from the **Question Type** dropdown and enter your question text.
4. Delete the default answer options. Click the **Paste in Options** link and paste your answer options in the popup. The act of pasting these in will automatically add the options to your questions. *Make sure that your answer options are one-per-*

line in order to be correctly pasted into the question.

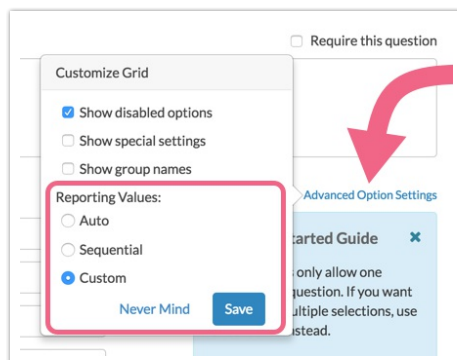


5. Make sure to **Save Question** when you are finished.

## Adding Reporting Values

Reporting values can be pasted into the answer option grid if the custom reporting value option is selected.

1. To turn this option on, click the **Advanced Options** link in the top right corner of your answer options grid and select the **Custom** option for **Reporting Values** and then **Save**.



2. You can also set this up at the survey level under **Advanced > General > Reporting Values > Customize reporting values**.

Encrypt Response Data  Yes, Encrypt my response data  
 No, don't Encrypt response data

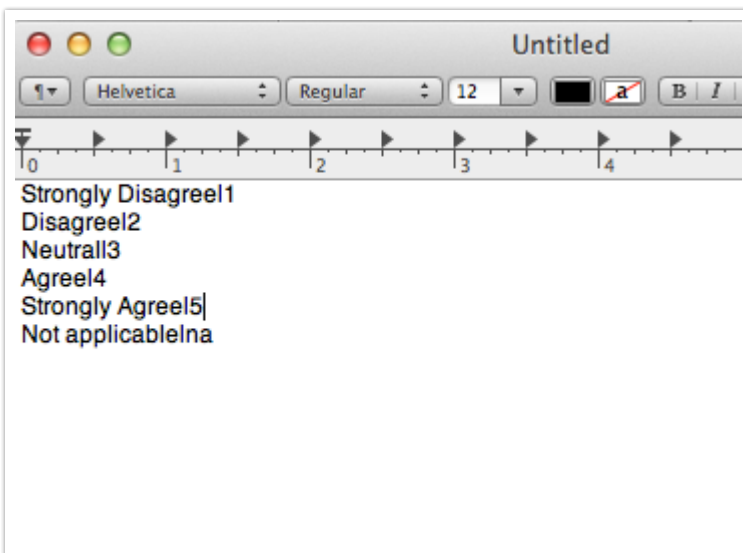
Reporting Values  Automatically sync reporting values and option titles  
 Keep reporting values in sequential order  
 Customize reporting values

Google Analytics   
[Learn more about integrating with Google Analytics](#)

Reporting values can be pasted in bulk using the below format:

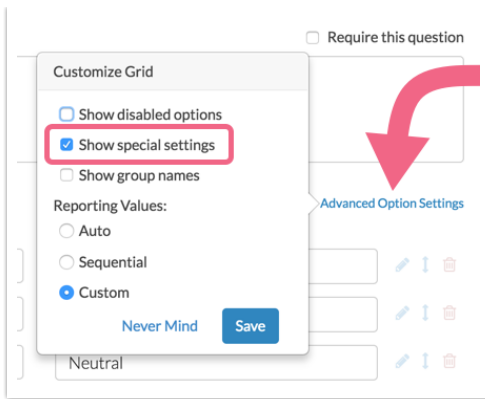
```
Answer option|Reporting value
```

Use the pipe symbol available using Shift + the backslash key above the Enter/Return key as the delimiter. For example:



## Adding Special Settings

The following special settings can be pasted into the answer option grid if the option to **Show special settings** is selected. To turn this option on, click the **Advanced Option Settings** link in the top right corner of your answer options grid and select **Show special settings** and then **Save**.



Use the following format to specify a special setting when adding/editing answer options in bulk:

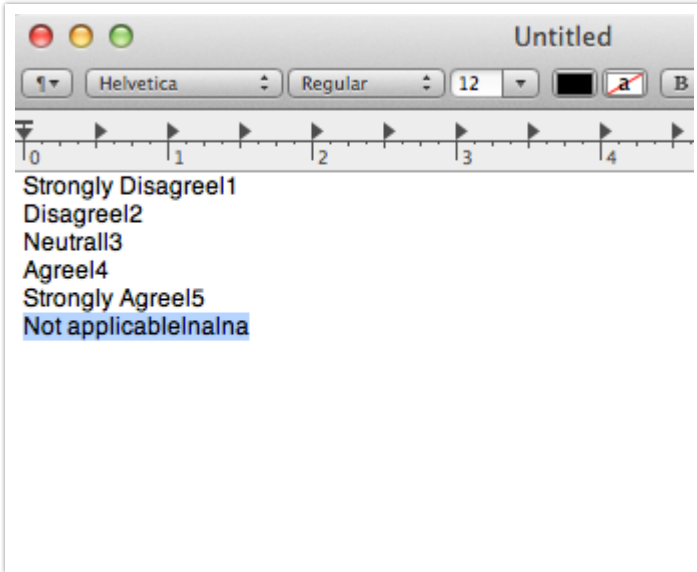
```
Answer option|Reporting value|Special Setting
```

Use the pipe symbol available using Shift + the backslash key above the Enter/Return key as the delimiter.

Use the following short-hand values to specify a special setting:

- **Other** - Enter "other" in the special column
- **Exclusive/None of the above** - Enter "none" in the special column
- **Not applicable** - Enter "na" in the special column
- **All of the above** - Enter "all" in the special column

For example:



## Highlight to Bulk Delete

If you are looking to delete all of your answer options in bulk instead of clicking the red x on each answer option you can highlight all of the answer options. To do so click and hold above or below the list of answer options and draw a box to include all answer options.

A screenshot of a form interface. At the top, there is a label "OPTION". Below it is a list of five radio button options: "Very Dissatisfied", "Dissatisfied", "Neutral", "Satisfied", and "Very Satisfied". Each option is followed by a text input field. A dashed rectangular box highlights the entire list of options. Below the list are two buttons: "+ New Answer Option" and "+ Add Common Answers".

With all of your answer options highlighted press the **Delete** key on your keyboard to delete all of the highlighted answer options in bulk.

OPTION	REPORTING VALUE	SETTINGS
Very Dissatisfied	Very Dissatisfied	...
Dissatisfied	Dissatisfied	...
Neutral	Neutral	...
Satisfied	Satisfied	...
Very Satisfied	Very Satisfied	...

+ Click to Add Option    Add "Other","N/A", etc    Paste in Options

## Require, Enable/Disable or Show/Hide Question Numbering In Bulk

If you want to quickly require/un-require, enable/disable or show/hide question numbering in bulk, you can click on **Tools > Bulk Editor** and then select which questions you want to adjust.

Use the Select an Action menu to select your desired action and click **Perform Action on Selected Items**.

How satisfied are you with your recent visit?

Thank You!

Thank you for taking our survey. Your response is very important to us.

-- Select an Action --

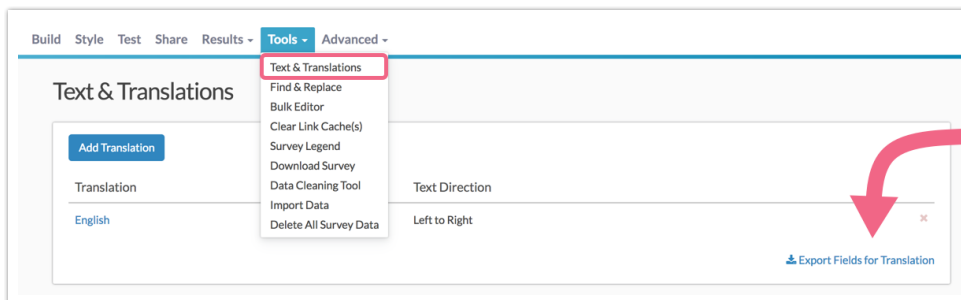
- Disable
- Enable
- Questions & Rows
- Hide Numbering
- Show Numbering
- Require**
- Soft-Require
- Don't Require

Perform Action on Selected Items

## Edit Question Titles, Page Titles and Descriptions in Bulk

While we don't have a tool specifically designed for bulk editing the question and page fields in your survey, we have a sneaky workaround using the **Text & Translations** tool!

1. Go to **Tools > Text & Translations** and click on the language for which you wish to make your edits.
2. Click **Export Fields for Translation** button in the far right corner.



3. This will download a spreadsheet of all fields in your survey. The spreadsheet will have a **Key** column, a **Default Text** Column and a **Translation** column. Make your edits in the Translation column and save your spreadsheet when you are finished.
4. Then, simply click the **Import Translation** button in the far right corner to upload your changes!

The screenshot shows a spreadsheet with columns A, B, and C. Column A is labeled 'Key', Column B is 'Default Text', and Column C is 'Translation'. A red box highlights the Translation column, and a callout bubble says 'Make edits in this column'. The spreadsheet contains various survey fields and their default text.

Key	Default Text	Translation
survey-title	Bulk Answer Option Example	
p-1	(untitled)	
p-1-desc		
q-3	How satisfied are you with your recent visit?	
q-3-otherText	Please enter an 'other' value for this selection	
q-3-o-10005	Very Dissatisfied	
q-3-o-10006	Dissatisfied	
q-3-o-10007	Neutral	
q-3-o-10008		
q-3-o-10009		
p-2		
p-2-desc		
q-1	Your response is very important to us.	
reports_label		
commentTitle	Comments	
required-hover	This question is required.	
required-hover-tablerows	This row is required	
required	This question is required	