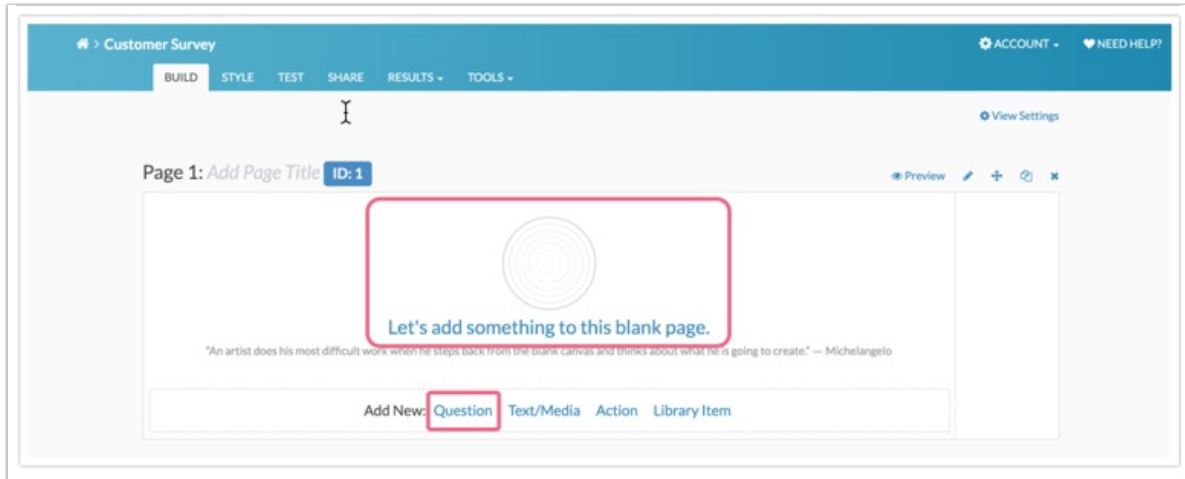


# Add a Question

1 of 10

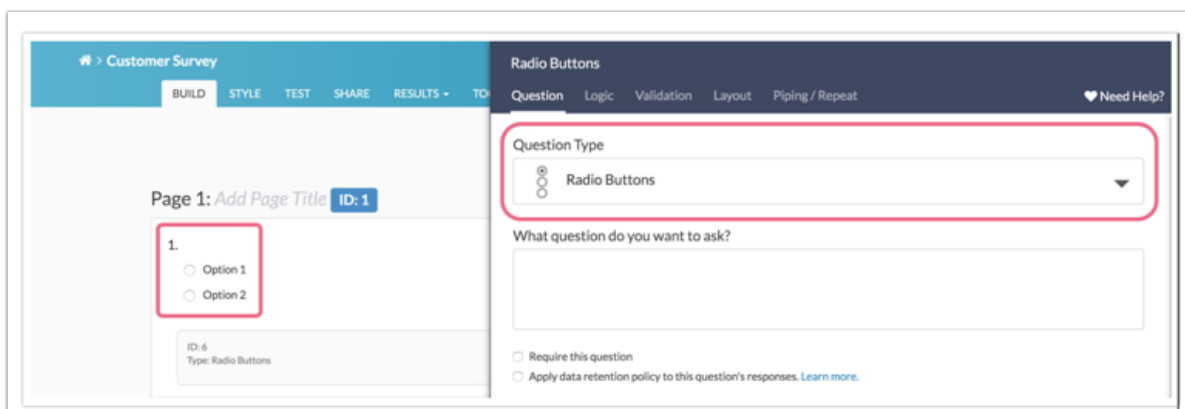
To add a question to your survey click the target at the center of the blank page or click the **Add New Question** link at the bottom of the page.



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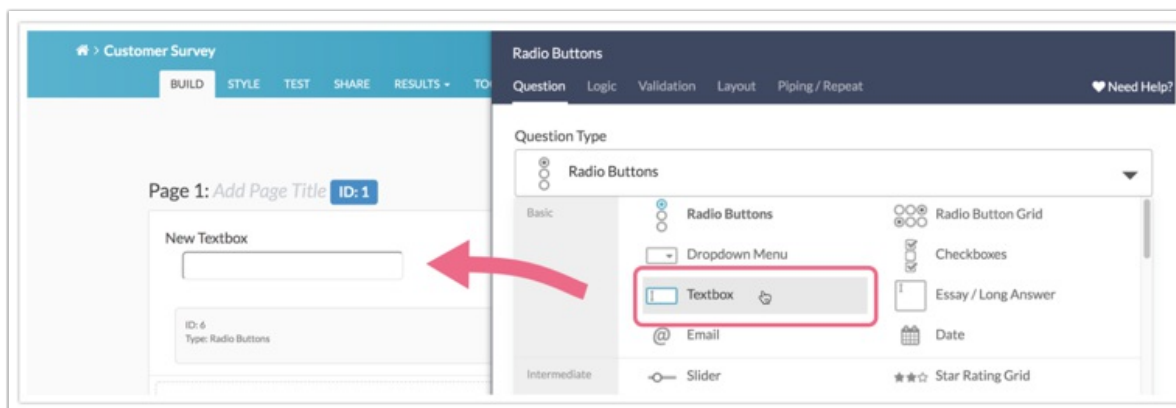
## Select Your Question Type

Upon creation, questions will default to the **Radio Buttons** question type. This commonly-used question allows respondents to select a single choice from a list. Your next task is to select the question type you wish to ask.



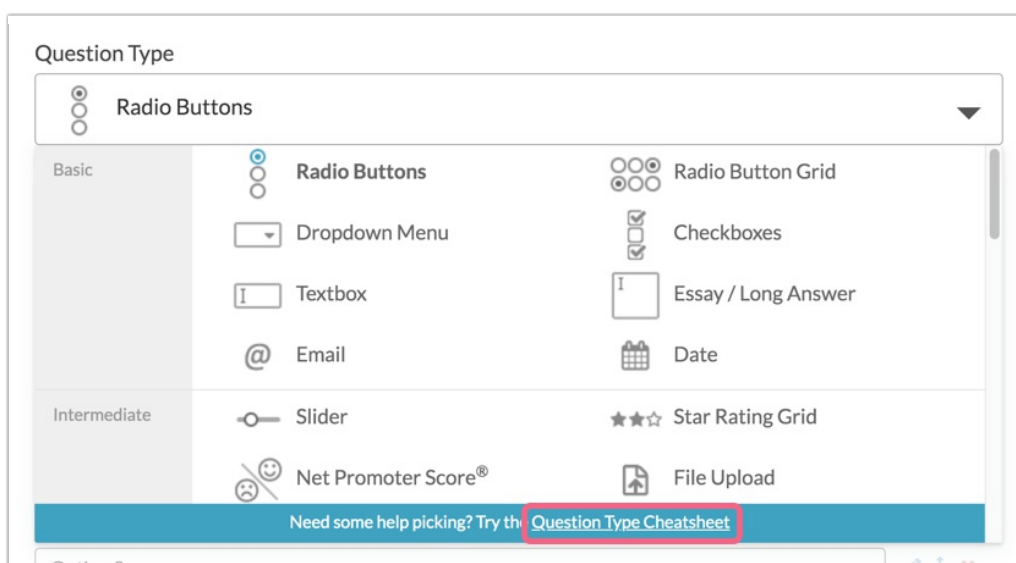
## Select Your Question Type

Selecting the right question type can be tricky, as this is the key to getting the data you need. Never fear, we're here to help! Using the Question Type dropdown, select different question types and check out the preview of the question in your survey on the left; no commitment needed!



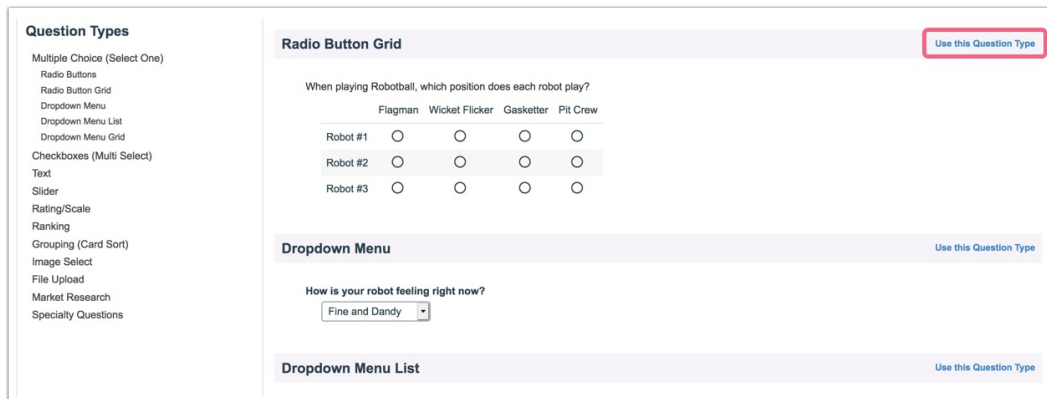
## Need More Help Selecting a Question?

We have built in a Question Types Cheatsheet to help you make a decision right inside the application. Click the **Question Types Cheatsheet** link to view and interact with example questions.



## Need More Help Selecting a Question?

If you like what you see, simply click the **Use this Question Type** link to select the question. To learn even more, check out our [Question Type Tutorials](#) to see question and reporting examples!



The screenshot shows a sidebar menu titled "Question Types" with various options like Multiple Choice (Select One), Radio Buttons, Radio Button Grid, Dropdown Menu, etc. The main area displays three question type examples:

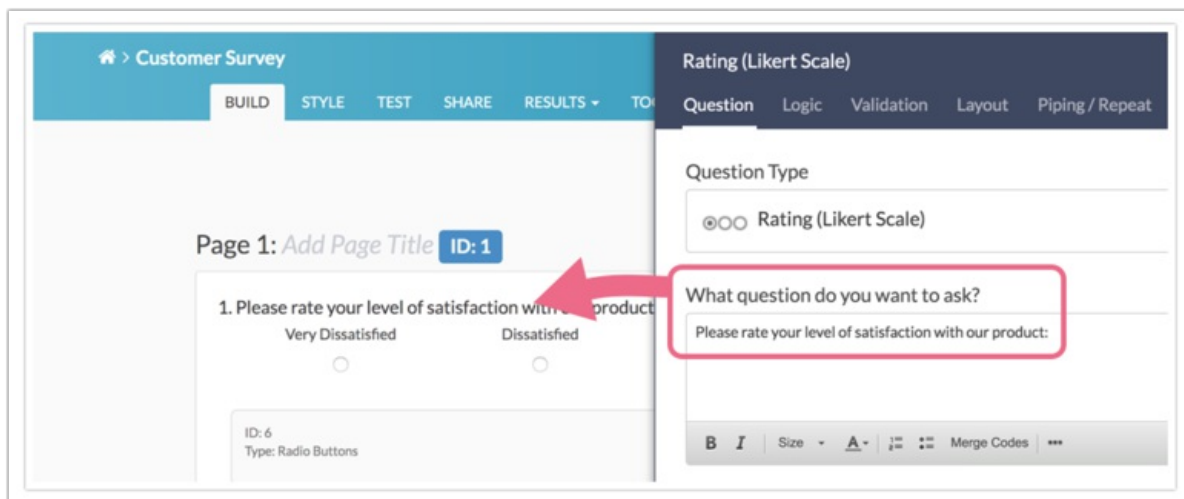
- Radio Button Grid:** A question "When playing Robotball, which position does each robot play?" with a table of radio buttons for Robot #1, #2, and #3 across four positions: Flagman, Wicket Flicker, Gasketter, and Pit Crew.
- Dropdown Menu:** A question "How is your robot feeling right now?" with a dropdown menu showing "Fine and Dandy".
- Dropdown Menu List:** A question type with a "Use this Question Type" link.

Once you've selected the right question type for you, click next to learn how to your question text.

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## Enter Your Question Text

Next, enter the question you wish to ask. Notice this will dynamically update the survey you are building on the left!



The screenshot shows the "Customer Survey" builder interface. The main area displays a question: "1. Please rate your level of satisfaction with our product." with radio buttons for "Very Dissatisfied" and "Dissatisfied". A red arrow points from the question text in the main area to the configuration panel on the right. The configuration panel shows the question type as "Rating (Likert Scale)" and a text input field containing "Please rate your level of satisfaction with our product:". Below the input field is a rich text editor with formatting options like Bold, Italic, Size, and Merge Codes.

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## Add Your Answer Options

The next step is to add answer options for your respondents to select. You can enter your answer options one by one. **Click to Add Option** will give you another field to add a new answer option.

**Multiple Choice Options** [Common Answer Library](#) [Advanced Option Settings](#)

Very Dissatisfied ✎ ↓ ✕

Dissatisfied ✎ ↓ ✕

Neutral ✎ ↓ ✕

Satisfied ✎ ↓ ✕

Very Satisfied ✎ ↓ ✕

**+ Click to Add Option** [Add "Other"; "N/A", etc](#) [Paste in Options](#)

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## Add Your Answer Options

You will also have an option to **Paste in options**. When pasting from a list, each option should be on its own line.

**Multiple Choice Options** [Common Answer Library](#) [Advanced Option Settings](#)

Yes ✎ ↓ ✕

No ✎ ↓ ✕

**+ Click to Add Option** [Add "Other"; "N/A", etc](#) [Paste in Options](#)

**Paste in Options** ✕

Paste answer options here

Remove existing answer options

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## Add Your Answer Options

For many of our question types, you also have a library of common answer options (like US states or demographic information) available to choose from.

Multiple Choice Options

Common Answer Library    Advanced Option Settings

Yes

No

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

Common Answers

✓ Select from list of common options

Basics

Yes / No

Numbers (1-100)

Days (7)

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## Save Your Question

As with the question title, be sure to check out the preview of what your question will look like as you add answer options. When you are all finished, click **Save Question**. Rinse and repeat to finish building your survey!

Page 1: *Add Page Title* ID: 1

1. Please rate your level of satisfaction with our product

Very Dissatisfied    Dissatisfied

○                      ○

ID: 7  
Type: Radio Buttons

Add New: [Question](#)

Add Page

Thank You Page: Thank You! ID: 2

Responses are marked as complete when they reach this page

Apply data retention policy to this question's responses. [Learn more.](#)

Multiple Choice Options

Common Answer Library    Advanced Option Settings

Very Dissatisfied

Dissatisfied

Neutral

Satisfied

Very Satisfied

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

Far Left Label                      Far Right Label

\_\_\_\_\_

\_\_\_\_\_

+ Add Another Question

Save Question to Library

Never Mind

**Save Question**



Back    Next

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