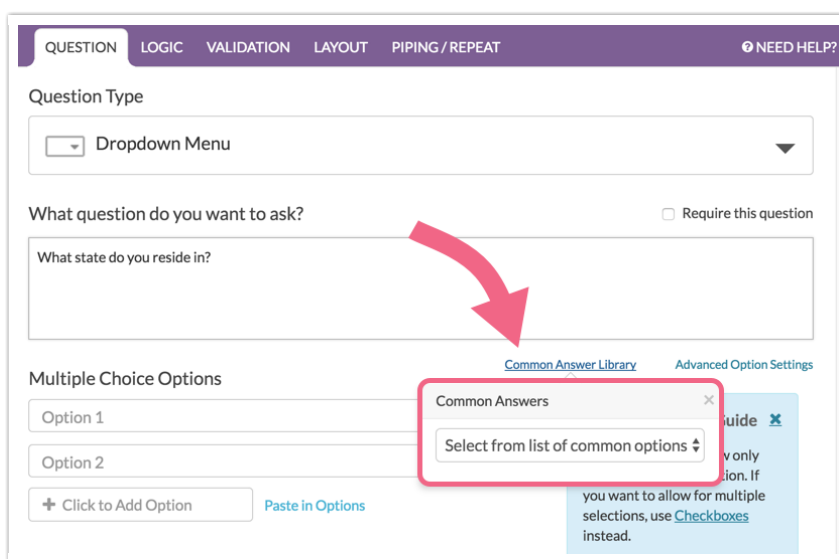


Using the Library of Common Answer Options

Looking to save some time when building your survey? There's no need to type out a list of all the US States or even yes/no, use our library of common answer options instead!

Using Common Answer Options

To take advantage of our library of common answer options click Add New Question and select your question type (see compatible question types below). Type the question you want to ask and click the **Common Answer Library** link below your question.



The screenshot shows the 'QUESTION' tab of a survey builder. The 'Question Type' is set to 'Dropdown Menu'. The question text is 'What state do you reside in?'. Below the question, there are links for 'Common Answer Library' and 'Advanced Option Settings'. A red arrow points from the question text to the 'Common Answer Library' link. A dropdown menu is open, showing 'Common Answers' and a selection prompt 'Select from list of common options'. The dropdown menu is highlighted with a red box. To the right of the dropdown, there is a blue box with text: 'you want to allow for multiple selections, use [Checkboxes](#) instead.'

In the dropdown that appears, select the answer option list you would like to use. This will add all the answer options from that list. Once the options are added feel free to customize as you wish. You can change the wording of answer options or delete answer options you do not wish to provide to your survey respondents. You can also reorder or add new options as well!

Note: Certain questions provide you with placeholder text for the first couple answer options: **Option 1** and **Option 2**. If you insert answers from the

Common Answers library, Option 1 and Option 2 will be overridden.

What question do you want to ask?

In what state were you born?

[Advanced Options](#)

OPTION

REPORTING VALUE

Alabama

AL

[✎](#) [✖](#) [↑](#)

Alaska

AK

[✎](#) [✖](#) [↑](#)

American Samoa

AS

[✎](#) [✖](#) [↑](#)

Arizona

AZ

[✎](#) [✖](#) [↑](#)

Arkansas

AR

[✎](#) [✖](#) [↑](#)

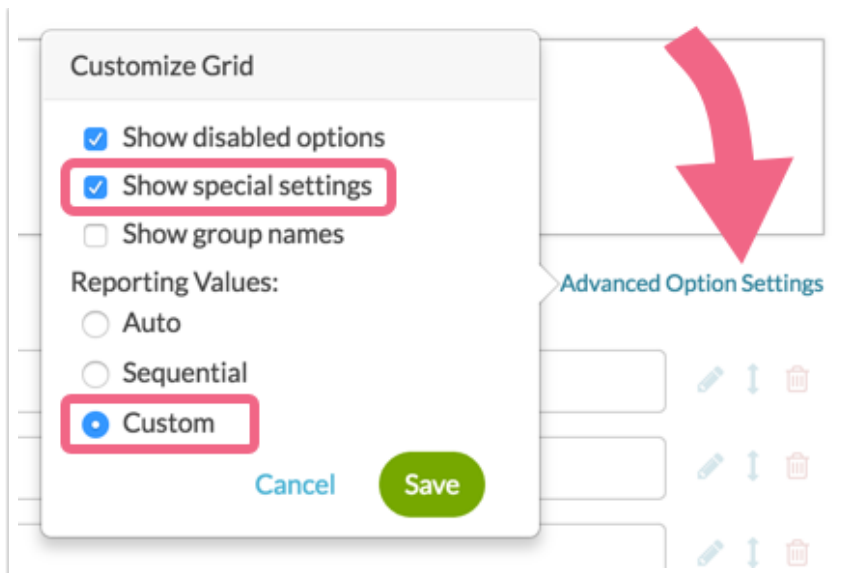
California

CA

[✎](#) [✖](#) [↑](#)

Taking Advantage of Special Settings and Reporting Values

Many of our common answer option lists include custom [reporting values](#) and/or [special settings](#) like Other and NA. To take advantage of these special settings you will need to turn on the display of these fields *before* selecting your common answer options. To do so, click the link to the lower right of your question text. Select the **Show special settings** option and the **Custom** Reporting Values option and click **Save**.



Now, when you select a list that has custom reporting values and special settings, these will be added to your question automatically!

OPTION	REPORTING VALUE	SETTINGS
Very Dissatisfied	1	...
Dissatisfied	2	...
Neutral	3	...
Satisfied	4	...
Very Satisfied	5	...
Not applicable	0	Not applicable

Compatible Question Types

The Common Answer Option Library is available in the following questions.

- Radio Button
- Row and Column Headers in Radio Button, Checkbox, and Textbox Grid Questions
- Dropdown Menu
- Dropdown Menu List Answers and Row Headers
- Drag & Drop Ranking Row Headers
- Ranking Grid Row Headers
- Rating (Likert Scale)
- Textbox List Row Headers

- Continuous Sum
- Slider List Row Headers
- Dropdown Menu Grid Items, Row Headers and Column Headers
- Semantic Differential
- Above Question Types as Subquestions in Custom Group

What Options Are Included in Each List?

Below is each answer option list and what options are included. Did we leave something out or include something you don't want to provide to your survey respondents? No problem! Add it or delete it!

Basics

Yes / No

This will add answers Yes and No to your question.

Numbers (1- 100)

This will add answers 1 through 100 to your question.

Days (7)

This will add answers Monday through Sunday to your question.

Months (12)

This will add answers January through December to your question.

Years (1950-2018)

This will add answers 1950 through 2018 to your question.

Demographics

Age

This will add the following answers to your question.

17 or younger

18-24

25-34
35-44
45-54
55-64
65-74
75 or older

Education (highest degree received by respondent)

This will add the following answers to your question.

Less than high school
Graduated high school
Trade/technical school
Some college, no degree
Associate degree
Bachelor's degree
Advanced degree (Master's, Ph.D., M.D.)

Household Income (HHI)

This will add the following answers to your question.

Less than \$25,000
\$25,000 to \$34,999
\$35,000 to \$49,999
\$50,000 to \$74,999
\$75,000 to \$99,999
\$100,000 to \$124,999
\$125,000 to \$149,999
\$150,000 or more

Gender

This will add the following answers to your question.

Male
Female
Transgender Male

Transgender Female
Gender Variant / Non-conforming
Other - Write In
Prefer not to answer

Race

This will add the following answers to your question.

Asian
Native Hawaiian or Other Pacific Islander
Black/African-American
White
Hispanic/Latino
American Indian/Alaska Native
Other
Prefer not to answer

Job Titles

This will add the following answers to your question.

Top Level Executive
Senior Vice President
Vice President
Director
Manager
Professional
Administrative/Support personnel
Homemaker
Unemployed
Retired

Job Functions

This will add the following answers to your question.

Accounting / Finance / Banking
Administration / Clerical / Reception

Advertisement / PR
Architecture / Design
Arts/Leisure / Entertainment
Beauty / Fashion
Buying / Purchasing

Construction
Consulting
Customer Service
Distribution
Education
Health Care (Physical & Mental)
Human resources management

Management (Senior / Corporate)
News / Information
Operations / Logistics
Planning (Meeting, Events, etc.)
Production
Real Estate
Research

Restaurant / Food service
Sales / Marketing
Science / Technology / Programming
Social service
Homemaker
Unemployed
Retired
Student
Other

Industry

This will add the following answers to your question.

Accounting
Advertising
Aerospace / Aviation / Automotive
Agriculture / Forestry / Fishing
Biotechnology
Business / Professional Services
Business Services (Hotels, Lodging Places)
Computers (Hardware, Desktop Software)
Communications

Construction / Home Improvement
Consulting
Education
Engineering / Architecture
Entertainment / Recreation
Finance / Banking / Insurance
Food Service
Government / Military
Healthcare / Medical

Internet
Legal
Manufacturing
Marketing / Market Research / Public Relations
Media / Printing / Publishing
Mining
Non-Profit
Pharmaceutical / Chemical
Research / Science

Real Estate
Retail
Telecommunications
Transportation / Distribution
Utilities
Wholesale
Other

Not applicable

MaritalStatus

This will add the following answers to your question.

Married / Domestic Partner

Widowed

Divorced

Separated

Single / Never Married

Organization Size

This will add the following answers to your question.

1-4

5-9

10-19

20-99

100-499

500-9,999

10,000+

Not applicable

Locale

Countries

This will add the following answers to your question.

Afghanistan

Albania

Algeria

Andorra

Angola

Antigua and Barbuda

Argentina

Armenia

Australia
Austria
Azerbaijan
Bahamas, The
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bosnia and Herzegovina
Botswana
Brazil
Brunei
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Cape Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo, Democratic Republic of the
Congo, Republic of the
Costa Rica
Cote d'Ivoire
Croatia

Cuba
Curacao
Cyprus
Czech Republic
Denmark
Djibouti
Dominica
Dominican Republic

East Timor (see Timor-Leste)
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia
Fiji
Finland
France
Gabon
Gambia, The
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Holy See
Honduras
Hong Kong
Hungary

Iceland
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati
Kosovo
Kuwait
Kyrgyzstan
Laos
Latvia
Lebanon
Lesotho
Liberia
Libya
Liechtenstein

Lithuania
Luxembourg
Macau
Macedonia
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands

Mauritania
Mauritius
Mexico
Micronesia
Moldova
Monaco
Mongolia
Montenegro
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
Netherlands
Antilles
New Zealand
Nicaragua
Niger
Nigeria
North Korea
Norway
Oman
Pakistan
Palau
Palestinian Territories
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal
Qatar
Romania

Russia
Rwanda
Saint Kitts and Nevis
Saint Lucia

Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
South Korea
South Sudan
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Switzerland
Syria
Taiwan
Tajikistan
Tanzania
Thailand
Timor-Leste
Togo

Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
Uruguay
Uzbekistan
Vanuatu
Venezuela
Vietnam
Yemen
Zambia
Zimbabwe

US States

This will add the names of the 50 states plus Washington, D.C. to your question. If you wish to just include the 50 states, choose this option and delete the Washington, D.C. answer option!

US States (with territories)

This will add the 50 state names plus American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, and Washington, D.C. to your question.

US States (with abbreviations)

This will add the 50 state names plus American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, and Washington, D.C. as answer options to your question. If you have

Custom Reporting Values turned on, the corresponding state abbreviation will be stored as the reporting value.

Abbreviated US States

This will add the abbreviations of the 50 states plus Washington, D.C. to your question. If you wish to just include the 50 states, choose this option and delete the DC answer option!

US Cities

This will add the following US Cities to your question.

Albuquerque, New Mexico
Anchorage, Alaska
Atlanta, Georgia
Baltimore, Maryland
Birmingham, Alabama
Boston, Massachusetts
Buffalo, New York
Charlotte, North Carolina
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Columbus, Ohio
Dallas, Texas
Denver, Colorado
Des Moines, Iowa
Detroit, Michigan

El Paso, Texas
Fresno, California
Greensboro, North Carolina
Hartford, Connecticut
Honolulu, Hawaii
Houston, Texas
Indianapolis, Indiana
Jackson, Mississippi

Jacksonville, Florida
Kansas City, Missouri
Las Vegas, Nevada
Little Rock, Arkansas
Los Angeles, California
Louisville, Kentucky
Memphis, Tennessee
Miami, Florida

Milwaukee, Wisconsin
Minneapolis, Minnesota
Nashville, Tennessee
New Orleans, Louisiana
New York City, New York
Norfolk/Virginia Beach, Virginia
Oklahoma City, Oklahoma
Omaha, Nebraska
Orlando, Florida
Philadelphia, Pennsylvania
Phoenix, Arizona
Pittsburgh, Pennsylvania
Portland, Maine
Portland, Oregon
Providence, Rhode Island
Richmond, Virginia

Rochester, New York
Sacramento, California
Salt Lake City, Utah
San Diego, California
San Francisco, California
Scranton, Pennsylvania
Seattle, Washington
Springfield, Massachusetts
St. Louis, Missouri
Syracuse, New York
Tampa, Florida

Trenton, New Jersey
Tucson, Arizona
Washington, D.C.
Wichita, Kansas

Ratings

Rating Satisfied (1-3)

This will add the following answers to your question.

Unsatisfied
Neutral
Satisfied
Not applicable

Rating Satisfied (1-5)

This will add the following answers to your question.

Very Dissatisfied
Dissatisfied
Neutral
Satisfied
Very Satisfied
Not applicable

Rating Satisfied (1-6)

This will add the following answers to your question.

Very Dissatisfied
Dissatisfied
Somewhat Dissatisfied
Somewhat Satisfied
Satisfied
Very Satisfied
Not applicable

Rating Satisfied (1-7)

This will add the following answers to your question.

Very Dissatisfied

-

Dissatisfied

Neutral

Satisfied

-

Very Satisfied

Not applicable

Rating Satisfied (1-9)

This will add the following answers to your question.

Very Dissatisfied

-

Dissatisfied

-

Neutral

-

Satisfied

-

Very Satisfied

Not applicable

Rating Agree (1-3)

This will add the following answers to your question.

Disagree

Neutral

Agree

Not applicable

Rating Agree (1-5)

This will add the following answers to your question.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Not applicable

Rating Agree (1-7)

This will add the following answers to your question.

Strongly disagree

Moderately disagree

Slightly disagree

Neutral

Slightly agree

Moderately agree

Strongly agree

Not applicable

Related Articles

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