Reorder Answer Options

To reorder answer options within your question:

- 1. Edit the question via the **Build** tab.
- 2. Click and hold the arrow icon on the far right of the answer option and drag it to its desired location.

Multiple Choice Options	Common	Answer Library Advanced Option Settin
Red		Getting Started Guide ×
Yellow		Radio Buttons only allow one selection per question. If you
Blue		want to allow for multiple selections, use Checkboxes
Purple	∕ × 1	instead.
Green	Ø×Ì	Radio Buttons are best when used for short lists of options. If your option list is long, e.g. the 50
Orange		states, try the Dropdown Menu instead.
+ Click to Add Option Add "Other","N/A", etc Past	e in Options	Save some time with the Common Answer Library or our

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