



Questions and Pages

Once you click Create Survey on the opening page, you'll be taken to the survey builder, where you can add [questions](#), [custom variables](#), and [logic](#) to create your survey. Zoho Survey supports several types of questions that let you collect diverse information. The survey builder has two main sections:


- [Questions](#)
- [Pages](#)

Questions

To add a new question, click the question type you'd like to use on the [Survey Builder](#) page or drag a [question](#) from the left pane and drop it in the builder.

Edit


To edit a question:

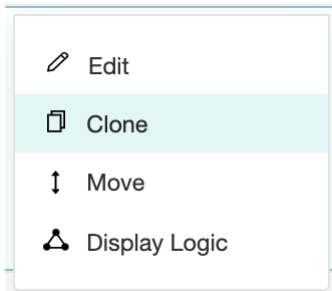
1. Hover over the question you'd like to edit and click  .
2. Click **Edit**.

3. Make the necessary changes, and click **Save**.

Clone

To clone a question:

1. Hover over the question you'd like to duplicate and click  .
2. Click **Clone**.

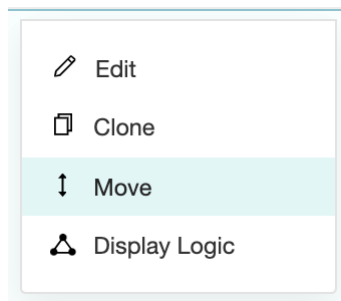


3. Select the page in the *On* dropdown list, where you'd like to place the clone question.


4. To place the cloned question after a particular question on the page, select *After* and choose the preferred question in the dropdown list.
5. To place the cloned question before a particular question on the page, select *Before* and choose the preferred question in the dropdown list.
6. Click **Clone**.

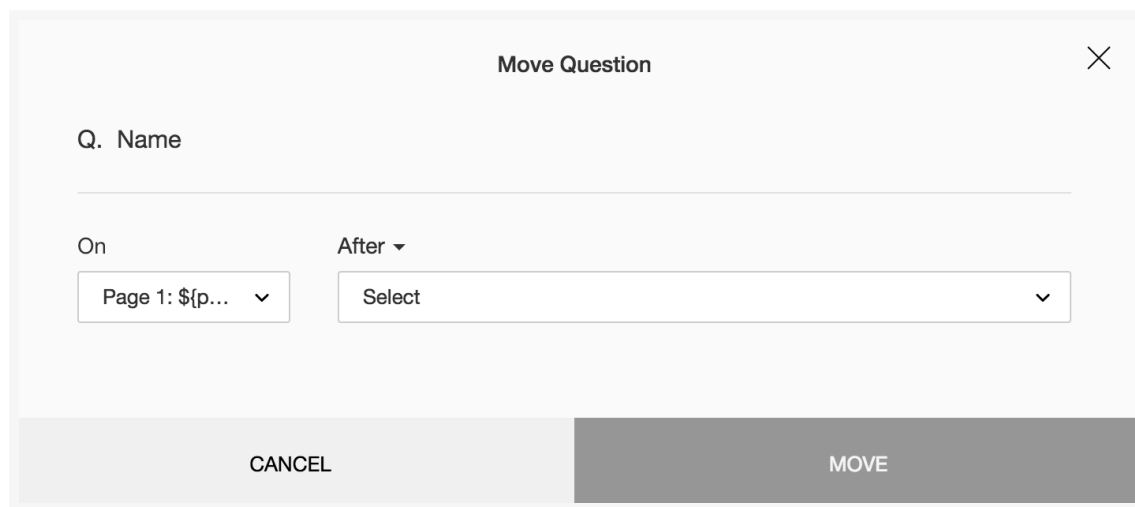
Move

You can move a question to a different location on the same page or to a different page of the same survey.



To move a question:

1. Hover over the question you'd like to move and click  .
2. Click **Move**.
3. In the *On* dropdown list, select the page where you'd like to move the question.

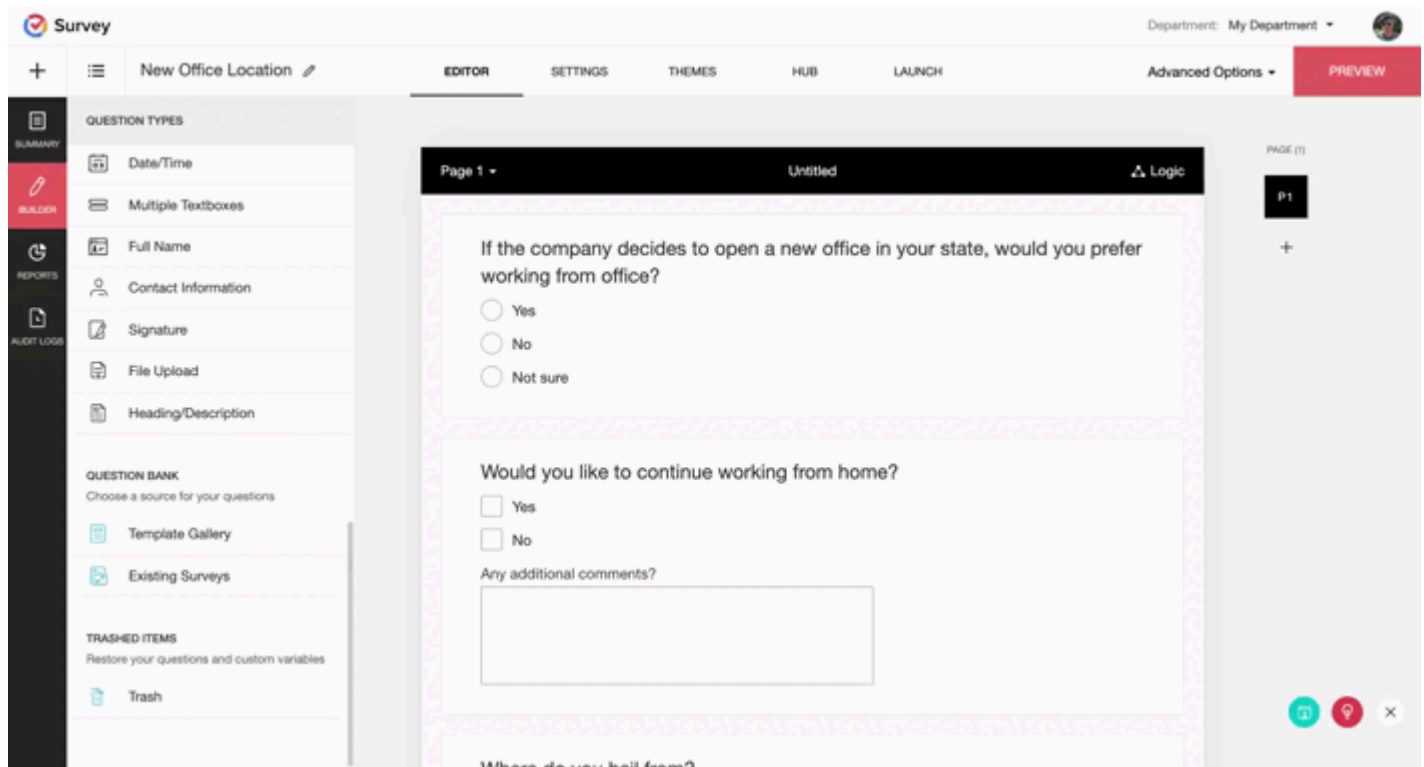


The 'Move Question' dialog box has a title bar with a close button (X). Below the title bar is a text input field labeled 'Q. Name'. Underneath this are two dropdown menus. The first is labeled 'On' and shows 'Page 1: \${p...}' with a downward arrow. The second is labeled 'After' with a downward arrow and shows 'Select' with a downward arrow. At the bottom of the dialog are two buttons: 'CANCEL' on the left and 'MOVE' on the right.


4. To place the question after a particular question on the page, select *After* and choose the preferred question in the dropdown list.
5. To place the question before a particular question on the page, select *Before* and choose the preferred question in the dropdown list.
6. Click **Move**.

Delete


Use the **Move to Trash** option to delete questions and custom variables that are not required. Unlike the **Delete** option, the **Trash** feature in Zoho Survey allows you to either restore these questions and custom variables or permanently remove them from the builder.



To move a question to the trash:

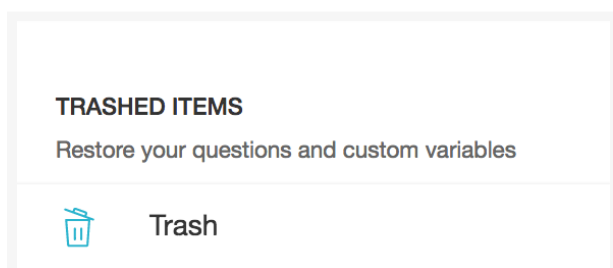
1. Hover over the question you want to trash and click . The question will be moved to *Trash*.
2. Click **Undo** if you change your mind.

To delete a custom variable:

1. Click [Advanced Options](#) and select [Custom Variables](#).
2. Hover over the custom variable you want to trash and click . The item will be moved to the *Trash*.
3. Click **Undo** if you change your mind.

To restore a question from trash:

1. Click **Trash** on the left pane.



2. Select the questions you want to restore in the *Question* tab.



Trash

Questions (33)

Custom variables (3)

EMPTY TRASH

- ✓ Select all
- ✓ First Name,Last Name
- ✓ hey
- ✓ Email
- ✓ First Name,Last Name
- ✓ Where do you work, \${Q-H}
- ✓ \${Q-H}
- ✓ Essay
- ✓ Would you recommend this place to your friends?

✓ Are you satisfied with our product?\${Q-BH}

✓ how do you do

✓ Rate the images



✓ Choose your fav color?

✓ Email

✓ Do you think smoking would affect one's health?

✓ Time

✓ Would you like us to get in touch with you for more details?

✓ Phone

✓ First Name,Last Name

✓ Do you think smoking would affect one's health?

✓ Which online survey tool, do you think, is the best?

✓ Sign

✓ Do you love pets?

✓ name

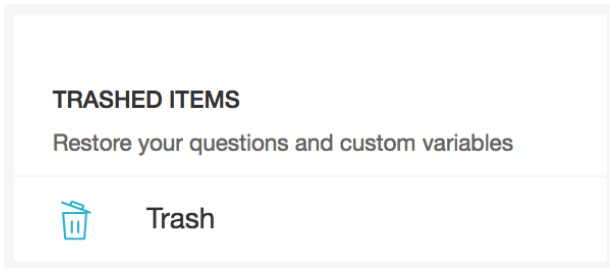
CANCEL

RESTORE (6)

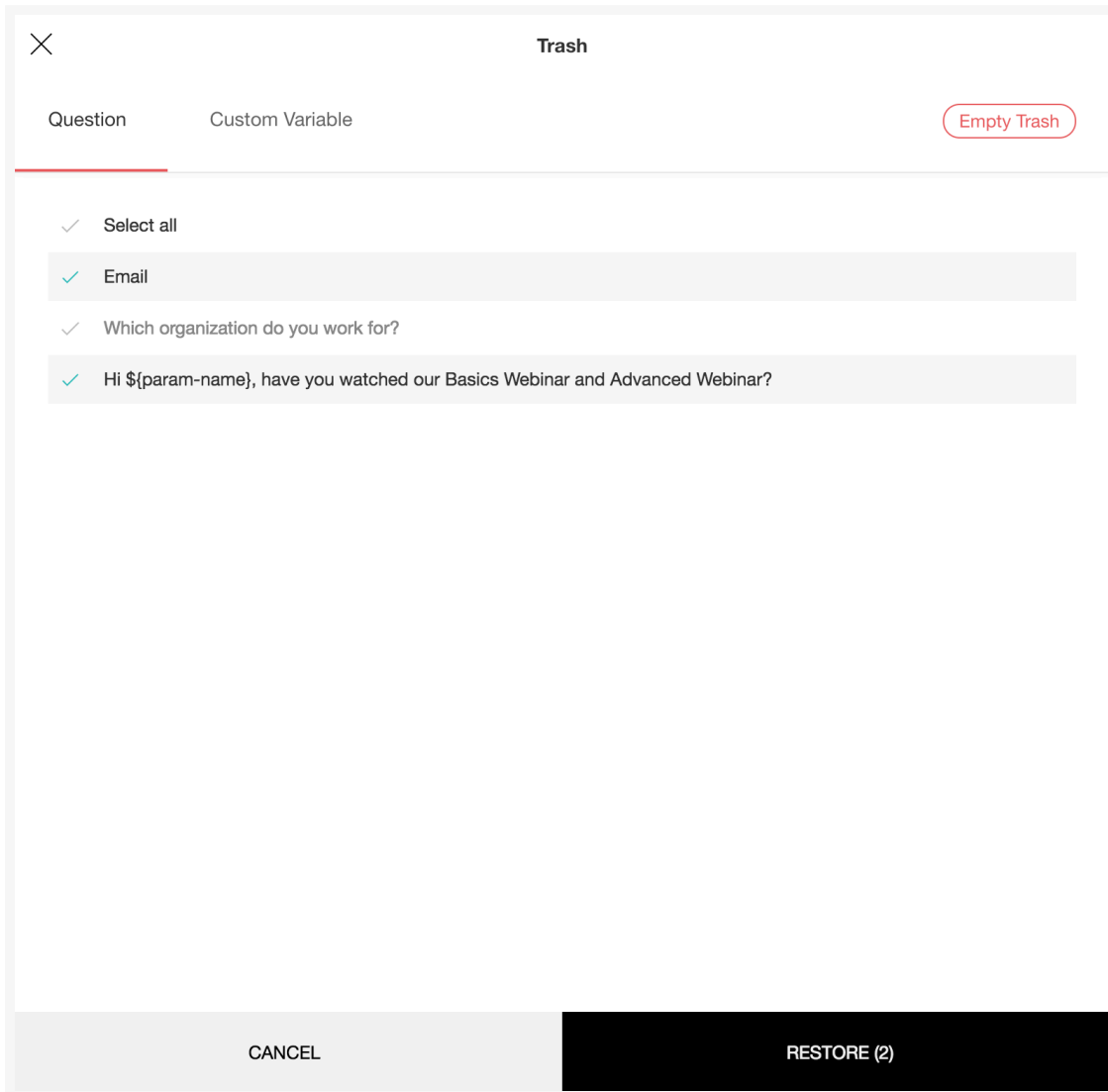
3. Click **Restore**.

To restore a custom variable from trash:

1. Click **Trash** on the left pane.




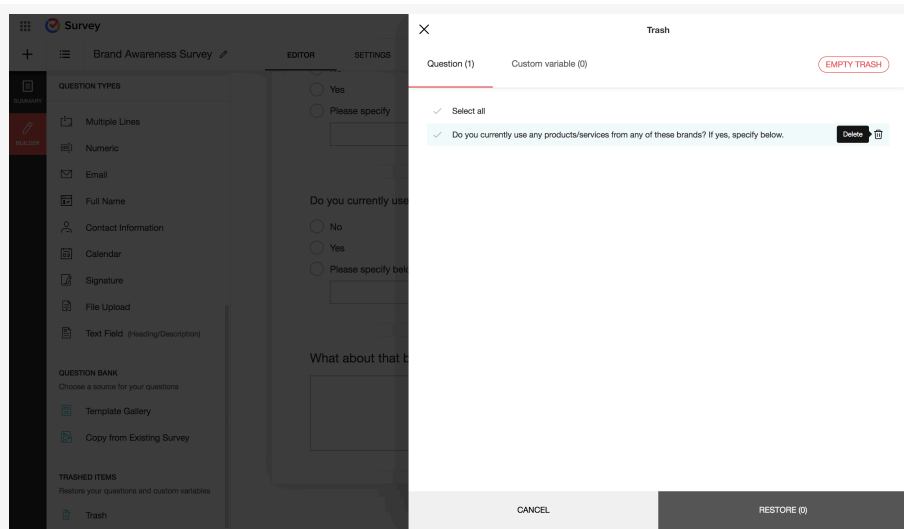
2. Select the [custom variables](#) you want to restore in the *Custom Variable* tab.




3. Click **Restore**.

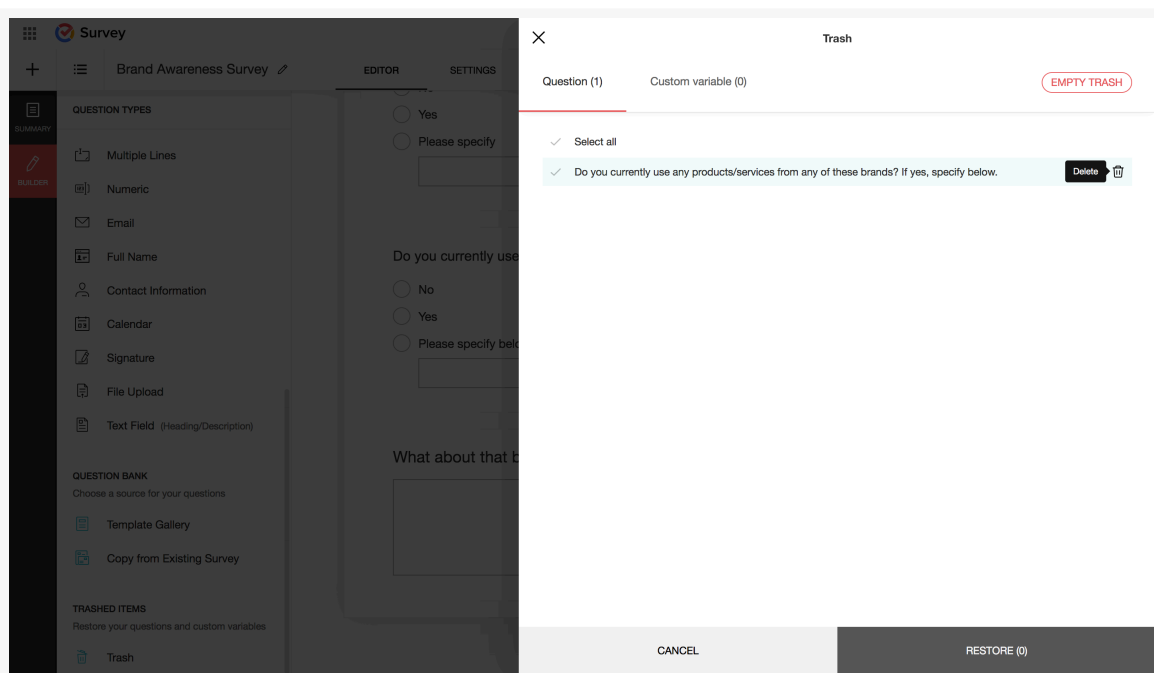
To delete a question permanently:

1. Click **Trash** at the bottom of the left pane.
2. Select the question you want to delete in the *Question* tab and click . You need to manually delete each question.
3. Click **Empty Trash** to delete all the items in *Trash*.



To delete a custom variable permanently:

1. Click **Trash** at the bottom of the left pane.
2. Select the [custom variable](#) you want to delete in the *Custom Variable* tab and click . You need to manually delete each item.
3. Click **Empty Trash** to delete all the items in *Trash*.



Question hint


Add hints to your question to help your respondents get a better idea of what you're asking. This feature is optional and is available only for certain types of questions.

To add a question hint:



1. Select the question for which you need to add a hint.
2. Select **Question Hint** in the *Advanced options* section.
3. Type the hint to your question in the text box.
4. Click **Save**.

☒ Question hint

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 5000


Randomize

 Survey Department: My Department ▼ 

+ ≡ Quiz on World Countries ✎ EDITOR SETTINGS THEMES HUB LAUNCH Advanced Options ▼ **PREVIEW**

QUESTION TYPES

- ☒ Multiple Choice (One Answer)
- ☒ Multiple Choice (Many Answers)
- ☐ Dropdown (One Answer)
- ☐ Dropdown (Many Answers)
- ☐ Image Selection
- ☐ Rating Scale
- ☐ Star Rating
- ☐ NPS
- ☐ Slider Scale
- ☐ Continuous Sum
- ☐ Ranking
- ☐ Boolean (Yes/No)
- ☐ Matrix Choice (One Answer)
- ☐ Matrix Choice (Many Answers)
- ☐ Matrix Rating Scale

Page 1 ▼ Untitled 

Hey!

Let's check how good you are with the countries of the world, their currencies, and capitals! Take this quiz and see how much you score! :)

First Name Last Name

Email

* What is the capital of Chile?




☐ Valparaiso

☐ Cerro San Cristobal

PAGE (1)

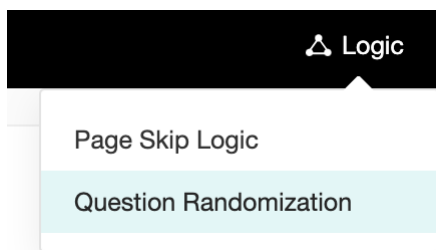
P1

+

To randomize a question:

1. Click **Logic** in the top right corner of the page name ribbon.
2. Click **Question Randomization**.



You can select an action from the following options:

- **Keep the same order** - Select this if you don't want to randomize the questions
- **Change the order for every question**
 - **Randomize for each respondent** - To change the order randomly for each respondent
 - **Flip for each respondent** - To show the questions in the opposite order for each respondent
 - **Rotate for each respondent** - To rotate the questions for each respondent
- **Change the order for selected questions** - To manually select questions that need to be randomized
 - Click the *Select Questions* dropdown to select the questions you want to randomize.
 - **Randomize for each respondent** - To change the order randomly for each respondent
 - **Flip for each respondent** - To show the questions in the opposite order for each respondent
 - **Rotate for each respondent** - To rotate the questions for each respondent



Question Randomization

Change the order of your questions to minimise selection bias

☐ Keep the same order

☐ Change the order for every question

☒ Change the order for selected questions

Select Questions ▼

Select at least two questions

☒ Randomize for each respondent

☐ Flip for each respondent

☐ Rotate for each respondent

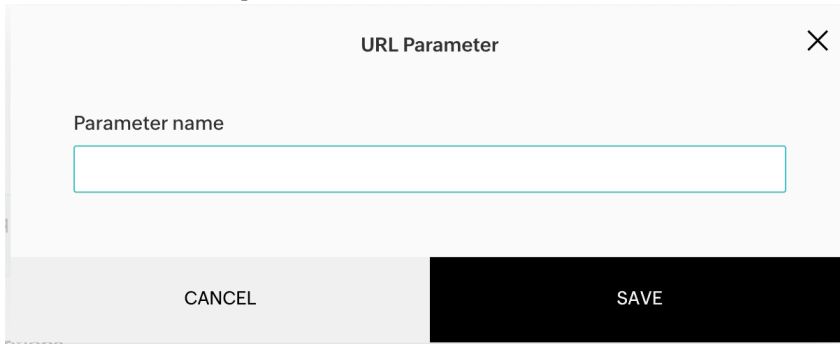
Note

- If you have [piped](#) in another question from the same page using Insert Variable, then both questions will not be randomized in the survey live form, even if you have applied randomization.
- If a question has used any [logic](#) to hide or show another question on the same page, then those questions cannot be randomized.

To add a URL parameter to question message :

1. Click a question to make edits.

2. Edit the text in the question box.



3. Keep the cursor next to the text and click **Insert Variable**.

4. Click the **param-name** parameter.

5. Enter the URL Parameter value. For example, you can change it to a '**name**' you want to prepopulate.


6. Click **Save**. Copy the survey link and paste it into another browser tab.

7. Add the additional parameter *?name=<the name you want to prepopulate>* to the end of the URL. In the example that follows, the additional parameter used in the URL is *?name=Dorothy*. Now, when the recipient follows the link, they will see their name in the greeting.

To edit a URL Parameter:

1. Click on the required question.

2. Click on the inserted URL Parameter.

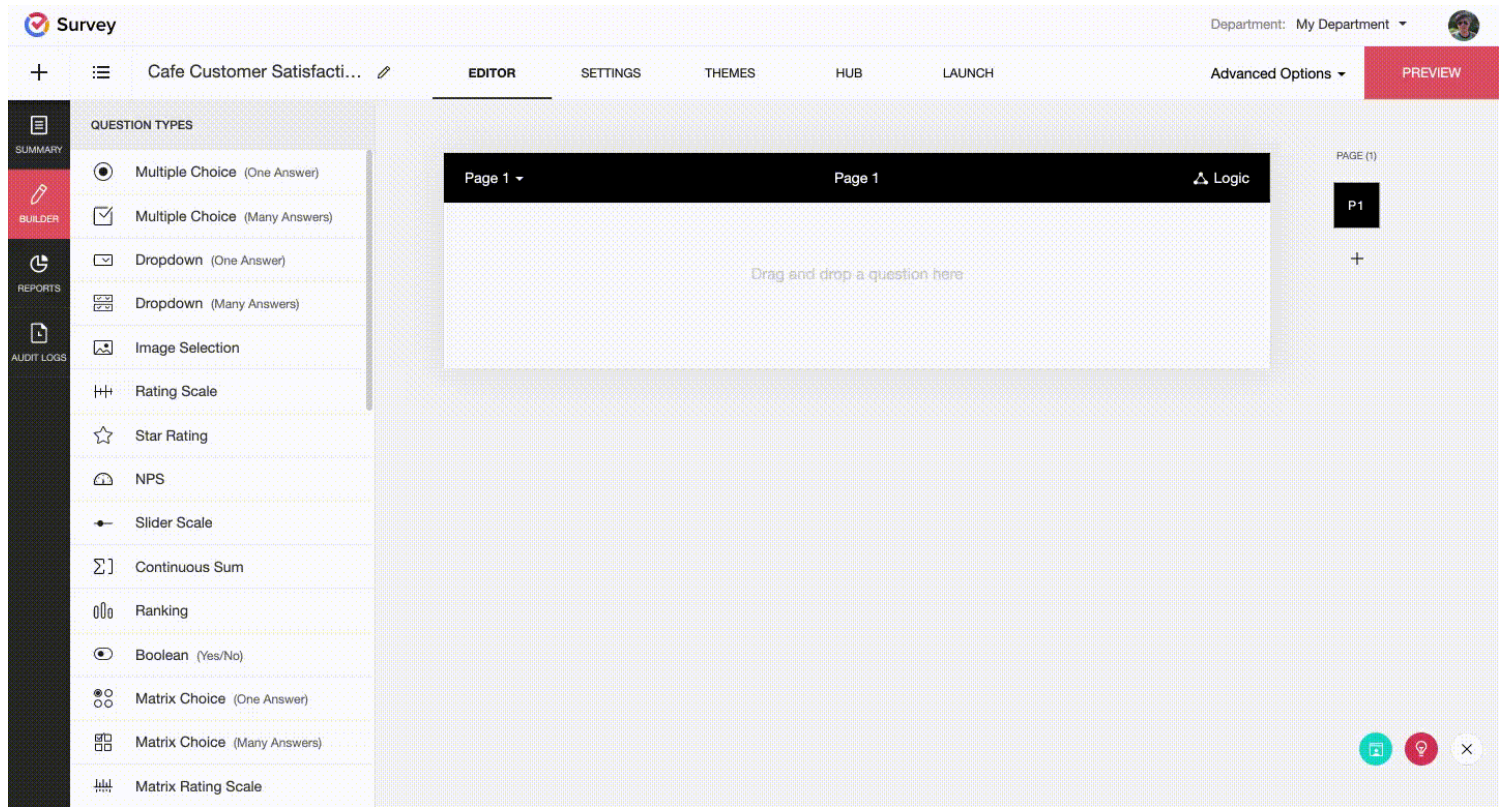
a. Click  to edit the variable.

i. Make the necessary changes and click **Update**.

b. Click  to delete the variable.

Pages

A survey can have as many pages as you'd like.



Add

To add a new page:

1. Click **+** (**Add Page**) on the right pane of the survey builder, below the current page number box.
2. Fill in the *Page title* (100 characters max.).
3. Fill in the *Page description* (5,000 characters max.).
4. To pipe in custom variables (or variables from previous pages) and customize follow-up questions, click **Insert Variable** and select the variable you want to use from the list. See [Piping](#).
5. Click **Create Page**.

Page Information

×

Page title

Insert Variable ▾

Enter page title

(max 100 characters)

Page description

Insert Variable ▾

Enter page description

(max 5000 characters)

CANCEL

CREATE PAGE

Rename

To rename a page:

1. Click the page number in the top banner of the survey editor and select **Edit page info** or click the page name.

Page Information

×

Page title

Insert Variable ▾

Enter page title

(max 100 characters)

Page description

Insert Variable ▾

Enter page description

(max 5000 characters)

CANCEL

CREATE PAGE

2. Fill in the *Page title*.
3. Edit the *Page description* as needed.
4. Click **Save**.

Clone

To make a copy of a page:

Click the page number and select **Clone Page**. The page will be cloned and *The page has been cloned* message will be displayed.



Move

To move a page:

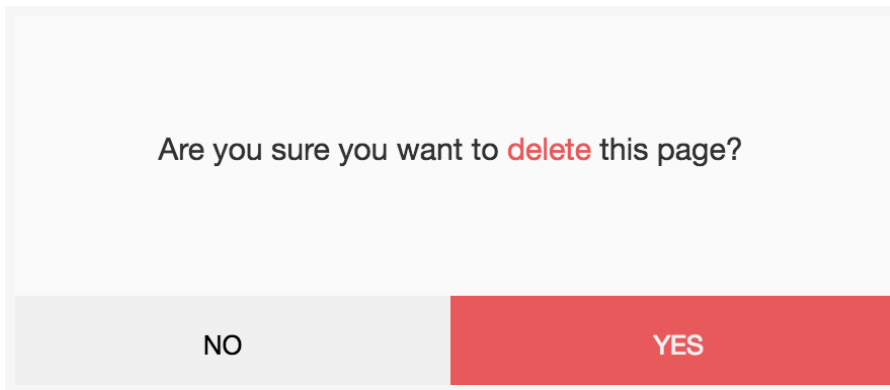
Drag and drop the page number (on the right pane of the survey editor) to its new position. The page will be moved and a *Page moved* message will be displayed. You can also move the page to a different location by clicking the page number and selecting **Move Page**. If you want to move the page before the Selected page, click **After** and select **Before**.

A screenshot of the 'Move Page' dialog box. The title bar says 'Move Page' with a close button (X) on the right. Inside the dialog, there is a text field containing 'P. Page 2 : \${param-name}'. Below this, there is a section labeled 'After' with a dropdown arrow. Underneath, there is a dropdown menu with the text 'Select page' and a downward arrow. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'MOVE' on the right.

Delete

To delete a page:

1. Click the page number in the top banner of the survey editor and select **Delete Page**.
2. Click **Yes** in the confirmation box that follows. A *Page deleted* confirmation message will be displayed.



A confirmation dialog box with a light gray background. The text "Are you sure you want to delete this page?" is centered in a dark gray font, with the word "delete" in red. Below the text are two buttons: a light gray button labeled "NO" and a red button labeled "YES".

Are you sure you want to delete this page?

NO YES