



Zoho Corporation

Z O H O

File Upload

The File Upload question type enables respondents to upload files of any type to your survey. For example, you could add a file upload question in a cafe customer feedback survey to ask your customers to upload a picture taken at your cafe. This could later be used for showcasing their testimonials on your cafe website or social media pages.

File upload question sample:

The screenshot shows a survey question titled "Café Customer Feedback Survey". Below the title is a horizontal line. The text reads: "Share your picture here with the best smile!" followed by "Kindly note: This picture may be used for the purpose of customer testimonials on our corporate layout, website or social media." Below this is a file selection interface with a "Choose File" button and the text "No file selected". A dashed horizontal line is below the file selection area. At the bottom center is a red "Submit" button. At the very bottom, there is a small link: "The information collected through this survey will be used in accordance with our [Privacy Policy](#)".

To add a file upload question in your survey:

1. Click **File Upload** in the question types listed on the left pane. You can also drag and drop the question type to the builder.

File Upload

Editor Display Logic Answer Display Logic

Question Insert Variable ▾

65535

Make this question mandatory

Fields

File type: All ▾

File size: Less than ▾

10 MB ▾

CANCEL SAVE

2. In the *Question* box, type your question.

- If you want to mark the question mandatory, select the *Make this question mandatory* checkbox.
- If you want to make changes to the default *Error message* text that displays, edit the content in the text box.
- If you want to pipe in custom variables or variables from previous questions and customize the follow-up questions, click *Insert Variable* right above the *Question* box, and select the variable you want to use from the list. Read more on [Piping](#).

3. In the answer *Field* section,

File type: All ▾

File size: Less than ▾

10 MB ▾

File upload limit: Exactly ▾

1 ▾

Label: Enter label

- Select the required type of file by clicking the **File type** dropdown.

All ✓

Document

Image

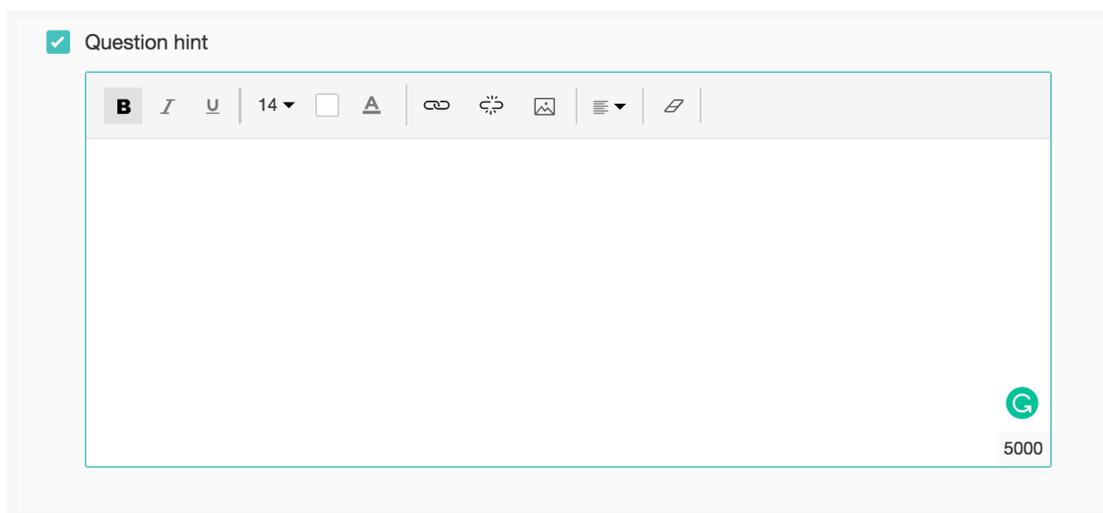
Spreadsheet

Multi Media

Custom

- To upload documents, select **Document**. Supported file extensions include Doc, Docx, and PDF.
- To upload images, select **Image**. Supported file extensions include JPEG, JPG, PNG, and GIF.

- To upload spreadsheets, select **Spreadsheet**. Supported file extensions include CSV, XLS, and XLSX.
 - To upload multimedia, select **Multi Media**. Supported file extensions include mp3 and mp4.
 - To upload custom file types, select **Custom**. Next, enter the required file extensions separated by commas.
 - Select the required file size by clicking the **File size** dropdown.
 - To set a file size less than a certain value, select **Less than**.
 - Enter the required numerical value and choose the required scale from the dropdown.
 - To set a file size in-between two values, select **In between**.
 - Enter the required numerical values and choose the required scales from the dropdown.
 - Select the upload limit for files by clicking on the **File upload limit** dropdown.
 - To select the exact number of files, select **Exactly**. Set the number of required files in the following dropdown.
 - To select files within a particular range, select **In between**. Set the number of limit range in the following dropdown.
 - To name the answer label, enter a name in the **Label** text box.
 - To add a new answer field, click the *Add field* button. You can configure separate validations for various file types in each field.
4. To know what more you can do with the question, click **Advanced options**.
- **Question hint** is used to add hints to your question and help your respondents get a clear idea of what your questions are about. This feature is optional and is available only for certain types of questions.



5. Switch to the [Display Logic](#) tab to add a logic condition to the question.
6. To save the changes, click **Save**.
7. To discard the changes, click **Cancel**.

What is the maximum file size allowed in a file upload question?

You can upload any file that doesn't exceed 10 MB in a file upload question.