



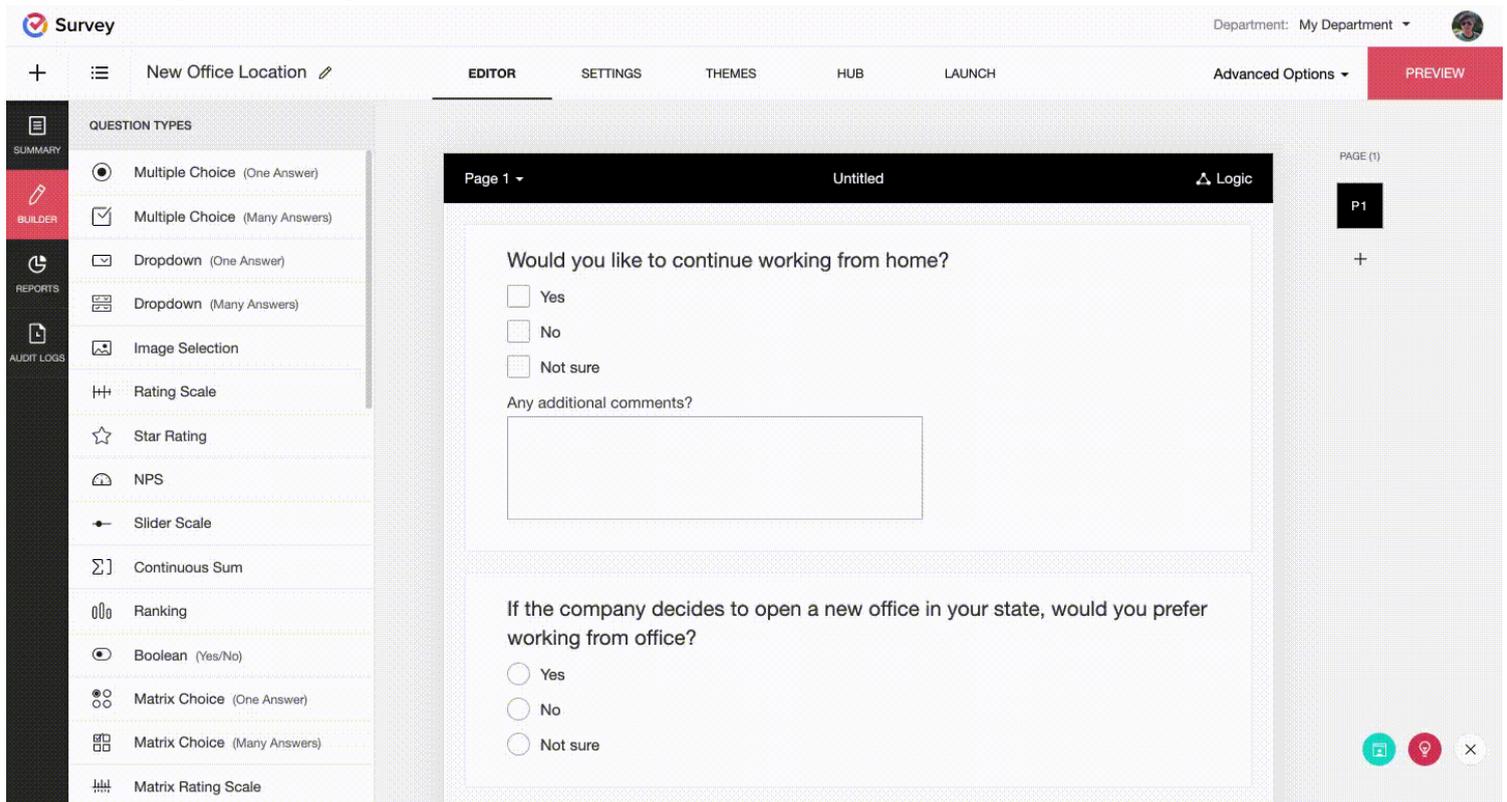
Questions and Pages

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:

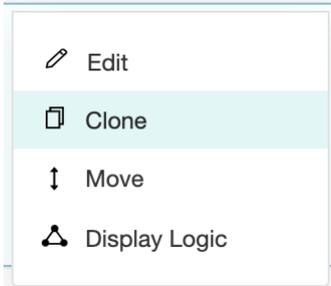
1. Hover over the question you'd like to edit and click .
2. Click **Edit**.

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

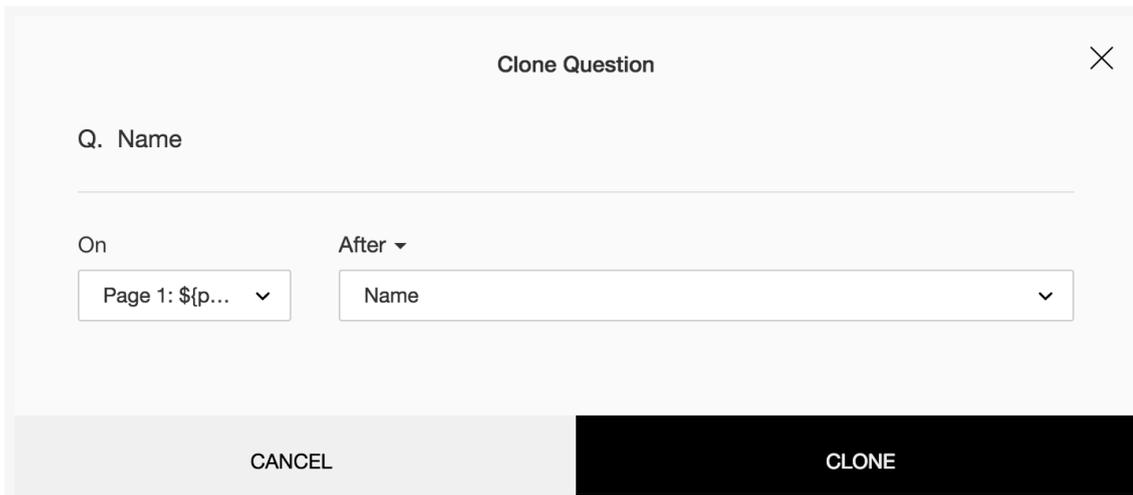
Clone

To clone a question:

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



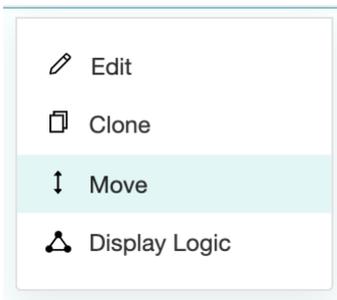
3. Select the page in the *On* dropdown list, where you'd like to place the clone question.

A screenshot of the 'Clone Question' dialog box. The dialog has a title bar with 'Clone Question' and a close button (X). Below the title bar is a text input field for 'Q. Name'. Underneath are two dropdown menus: 'On' with 'Page 1: \${p...}' selected and 'After' with 'Name' selected. At the bottom are two buttons: 'CANCEL' and 'CLONE'.

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.

Move Question

Q. Name

On: Page 1: \${p...} ▾

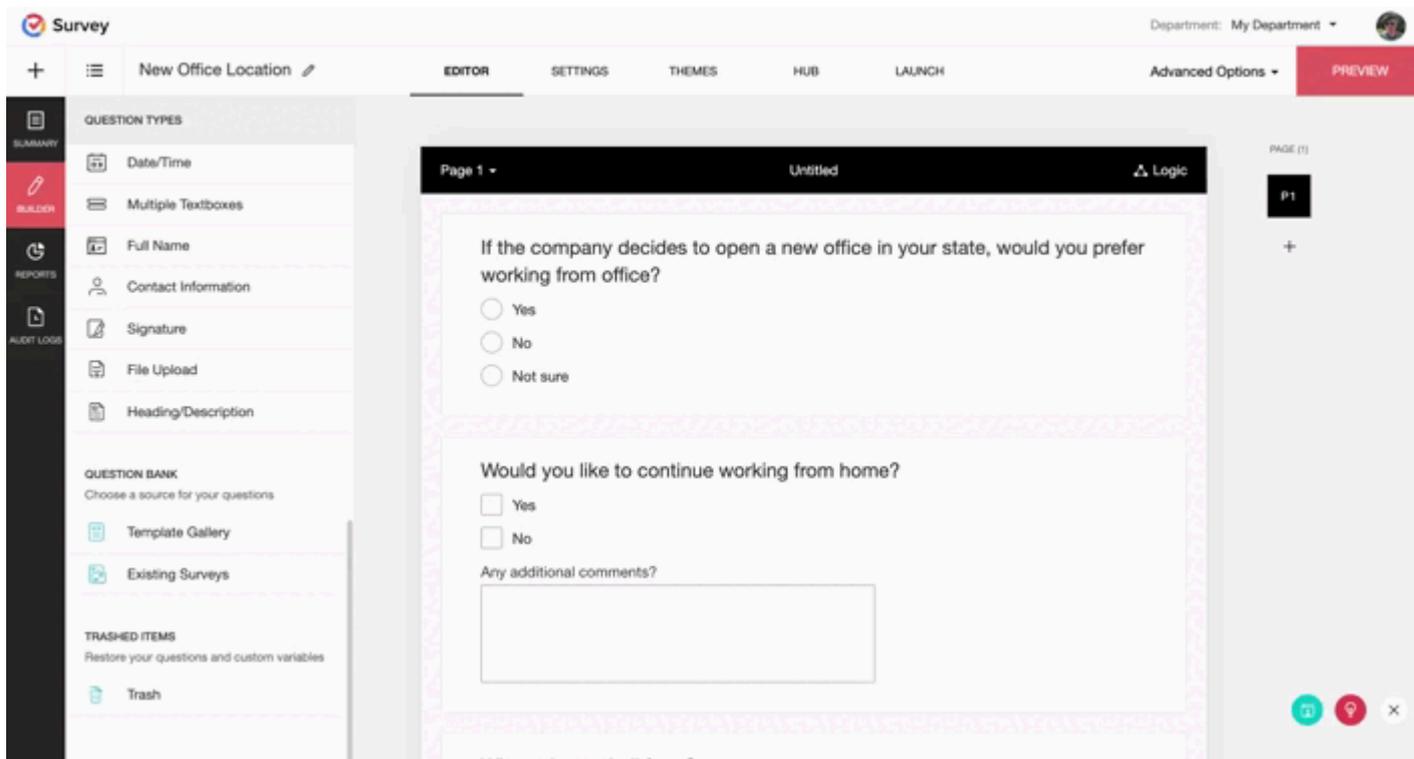
After ▾: Select ▾

CANCEL MOVE

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:

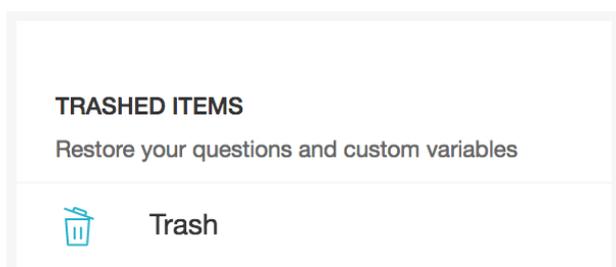
1. Hover over the question you want to trash and click  . The question will be moved to *Trash*.
2. Click **Undo** if you change your mind.

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

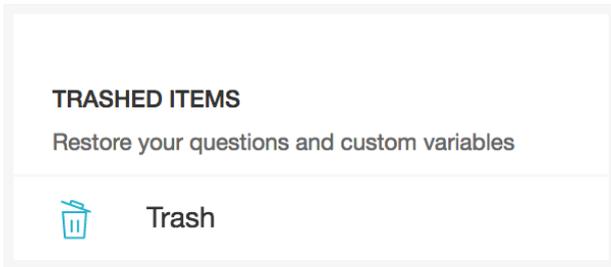
CANCEL

RESTORE (6)

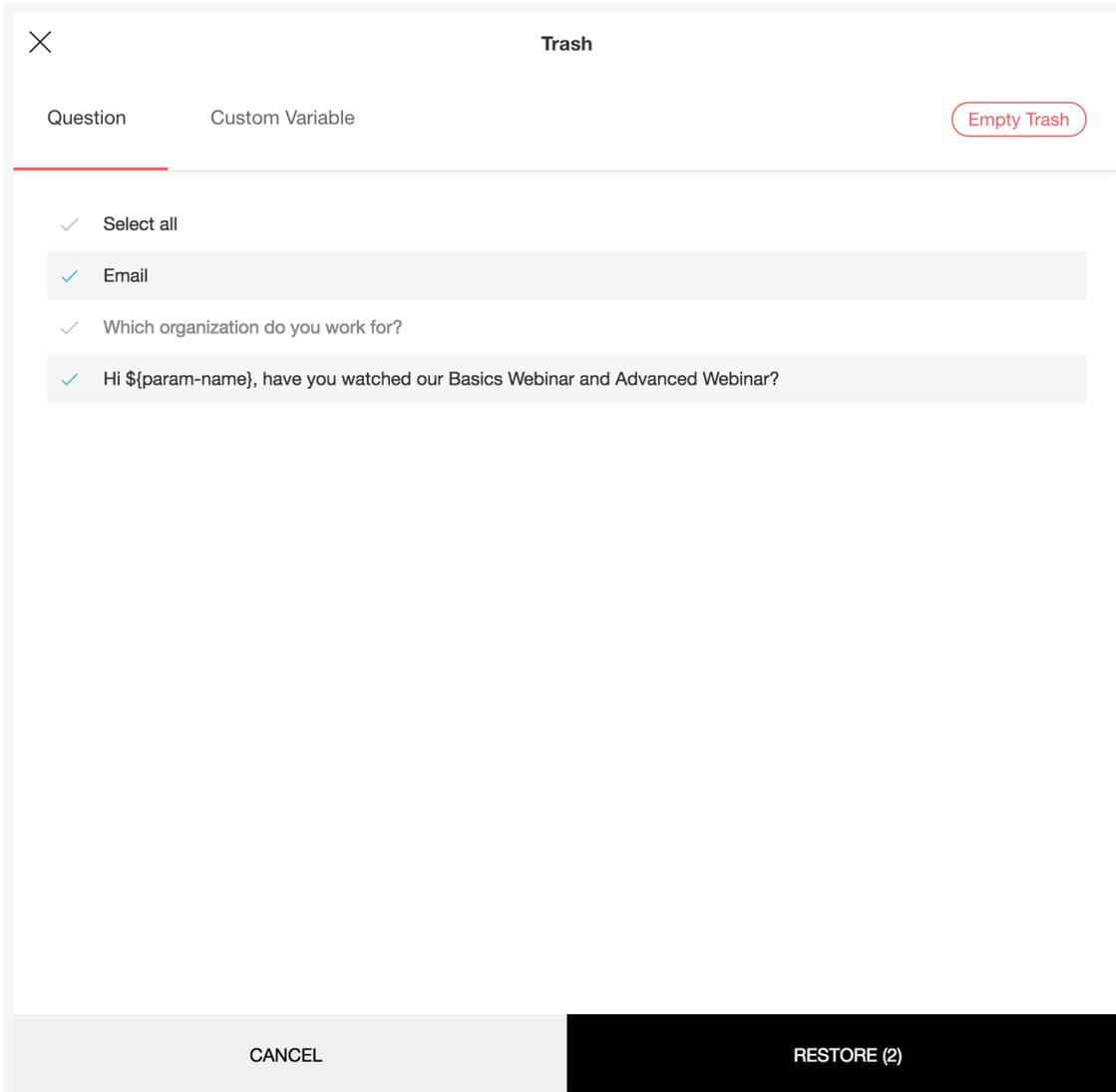
3. Click **Restore**.

To restore a custom variable from trash:

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



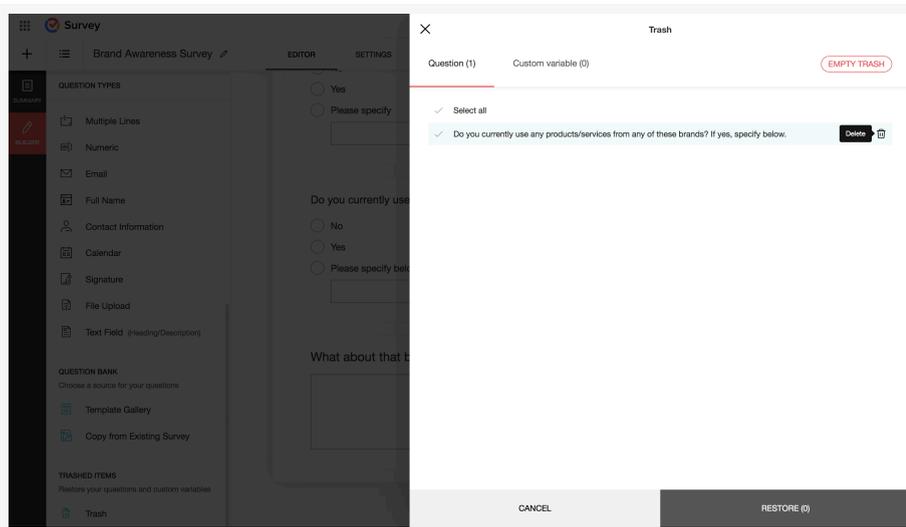
2. Select the [custom variables](#) you want to restore in the *Custom Variable* tab.



3. Click **Restore**.

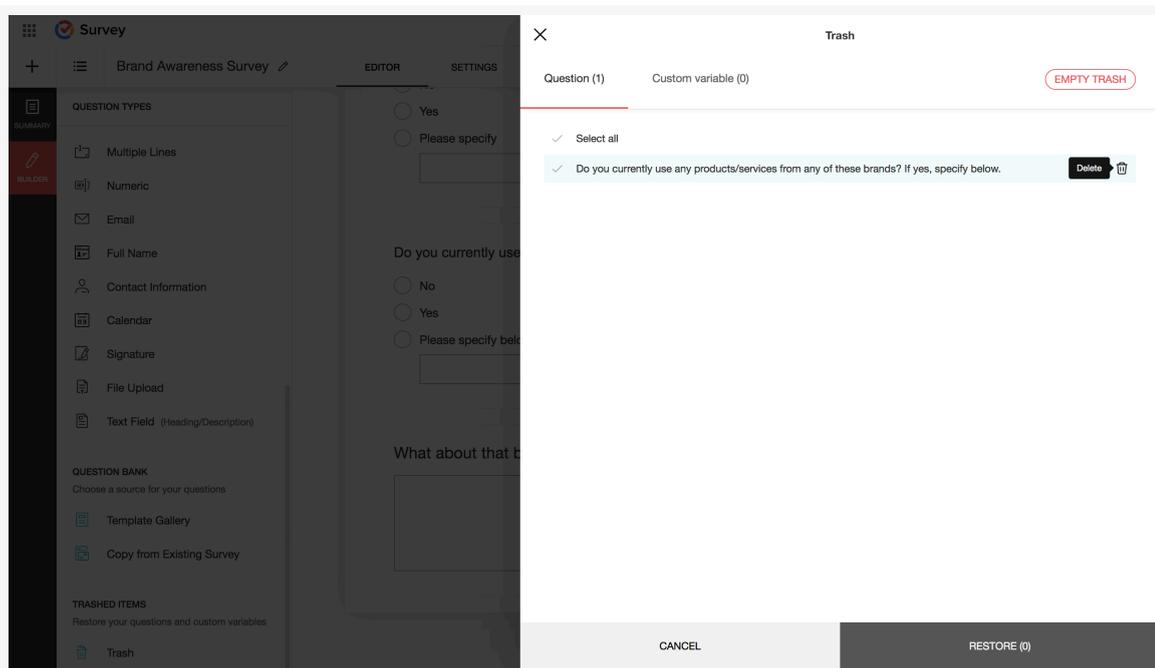
To delete a question permanently:

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*.

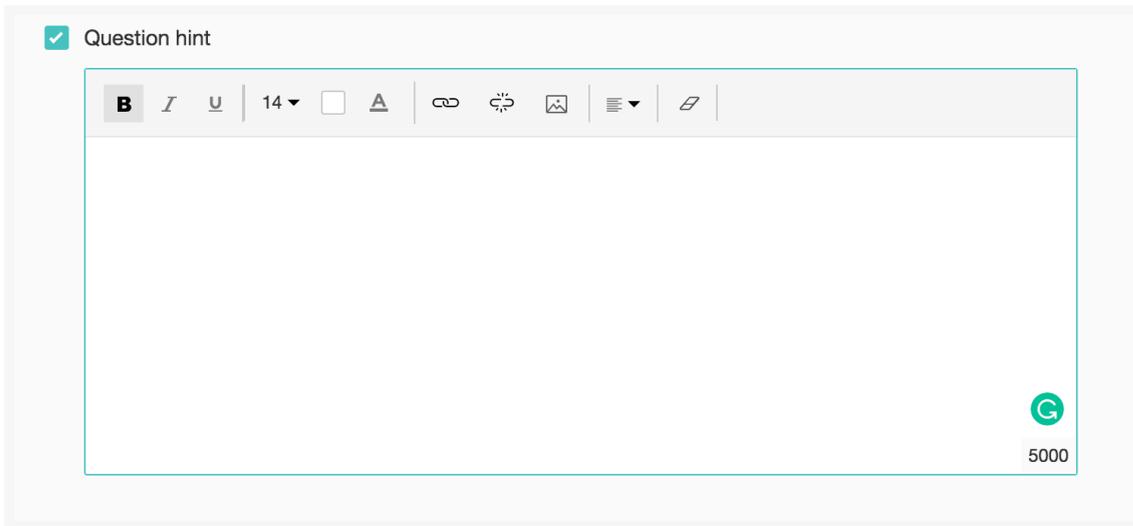


Question hint

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:

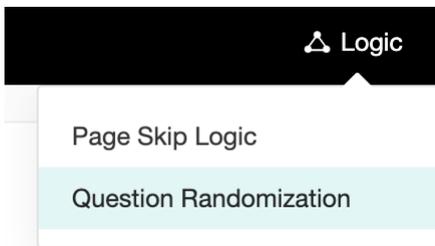
1. Select the question for which you need to add a hint.
2. Select **Question Hint** in the *Advanced options* section.
3. Type the hint to your question in the text box.
4. Click **Save**.



Randomize

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

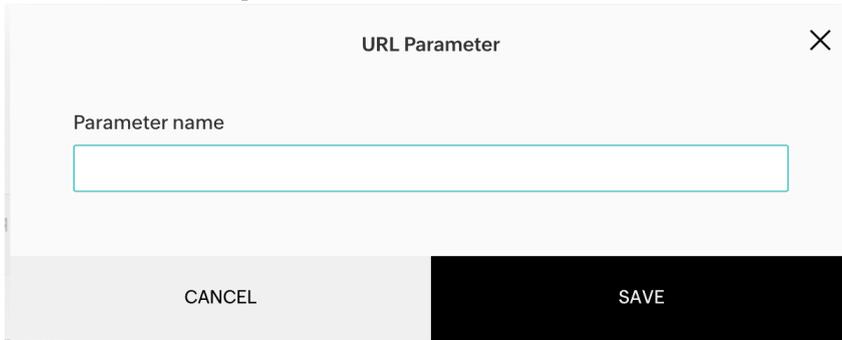
Note

- 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.

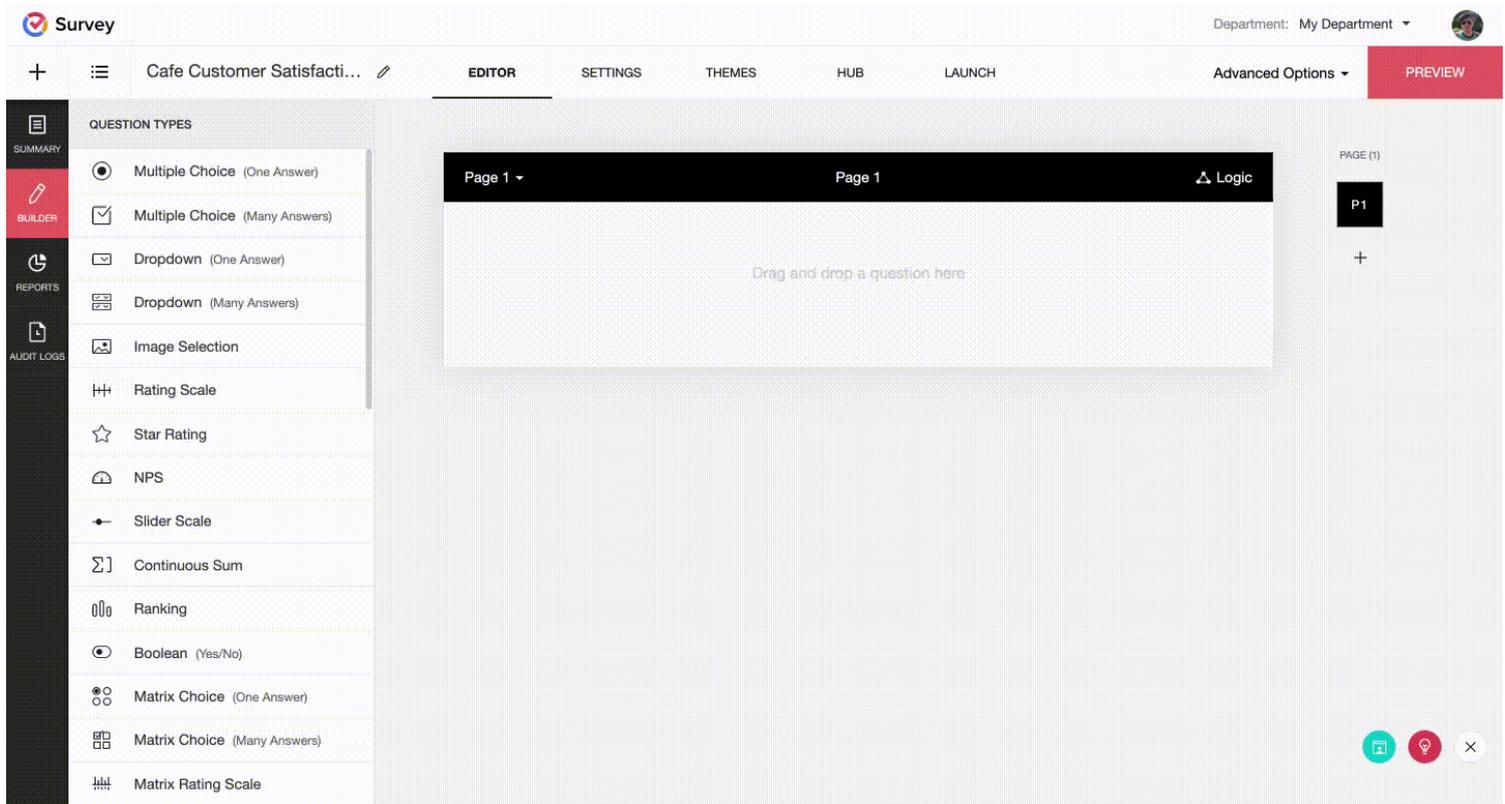
a. Click  to edit the variable.

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)

CANCELCREATE 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)

CANCELCREATE 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:

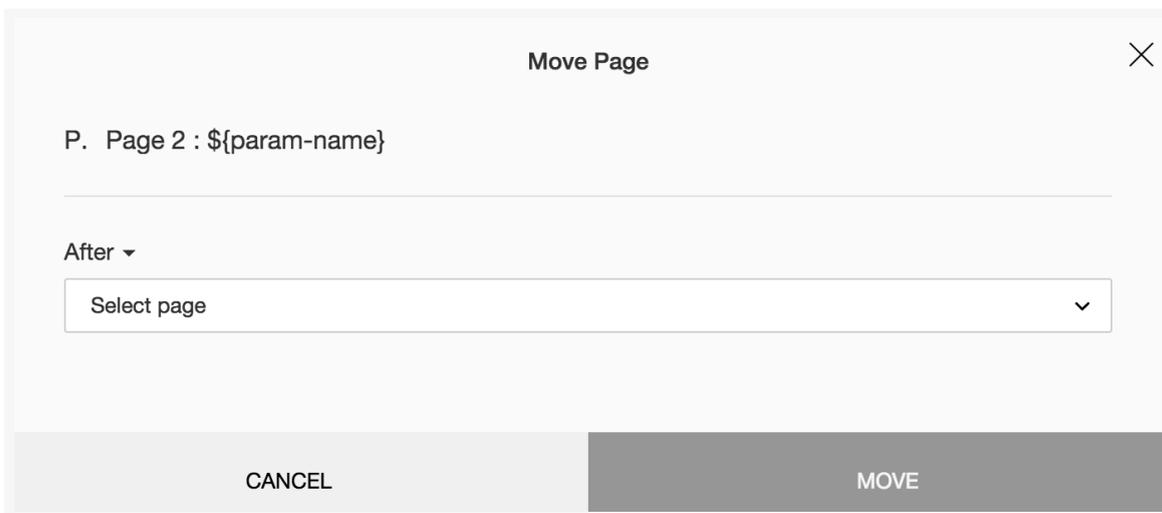
Click the page number and select **Clone Page**. The page will be cloned and *The page has been cloned* message will be displayed.



Move

To move a page:

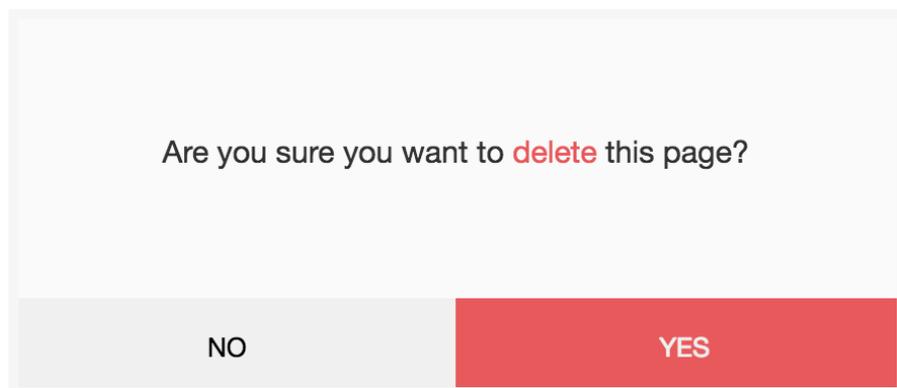
Drag and drop the page number (on the right pane of the survey editor) to its new position. The page will be moved and a *Page moved* message will be displayed. You can also move the page to a different location by clicking the page number and selecting **Move Page**. If you want to move the page before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



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.



Are you sure you want to **delete** this page?

NO YES

The image shows a confirmation dialog box with a light gray background. At the top, the text reads "Are you sure you want to delete this page?" where "delete" is in red. Below the text are two buttons: a light gray button labeled "NO" and a red button labeled "YES".