

# Checkboxes Question Type

Checkbox questions allow your respondents to select multiple answers from a list.

## When To Use It

Use Checkbox questions to ask your respondents to select multiple answers.

You can even [use images as your answer options](#) or [customize the icons themselves](#).

1. What support options have you used? (Check all that apply)

- Documentation
- Community
- Email
- Chat
- Phone

[example survey](#)

[Add a survey](#) with this question to your account!

## Add an Other, Please Specify Option

On the **Question** tab of the question editor, add each of your answer options. Then, to add the answer option of Other, start by clicking the 'Add "Other", "NA", etc' link. Select **Other - Write In** or **Other - Write In (Required)** if you want the Other textbox to be required.

Require this question  
 Apply data retention policy to this question's responses. [Learn more.](#)

### Multiple Choice Options

OPTION	GROUP NAME	
Support		
Sales		
Development		
IT		
Marketing		
Product		
<b>+ Click to Add Option</b> <a href="#">Add "Other," "N/A," etc</a> <a href="#">Paste in Options</a>		

**Getting Started Guide**  
Checkboxes allow multiple selections per question. If you only want to allow for one selection, use Radio Buttons or the Dropdown Menu instead.  
Special Options like "All of the Above", or "Other with a Checkbox" are easy to add.  
[Learn More](#)

[Add Another Question](#) [Save Question to Library](#) [Cancel](#) [Save Question](#)

Once the option is added, you can customize the text of the option if you wish.

Operations	
Marketing	
Other, please specify	
<b>+ Click to Add Option</b> <a href="#">Add "Other," "N/A," etc</a> <a href="#">Paste in Options</a>	

Check out our [Add an Other Textbox Tutorial](#) for more info!

## Additional Settings

**Exclusive/None of the Above** - Answer options with this setting cannot be selected with any other answer option. See our [Answer Option Special Settings](#) tutorial for more info.

**Not Applicable** - Answer options set to not applicable are exclusive and can be removed from Summary Reports. See our [Answer Option Special Settings](#) tutorial for more info.

**All of the above** - Create an "All of the above" answer option and select this setting so respondents can mark all options in one click. See our [Answer Option Special Settings](#) tutorial for more info.

**Max Answers Selectable** - Sets a cap on the maximum selectable options. This option is available on the **Validation** tab of your checkbox question.

**Minimum Answers Required** - Requires a minimum number of selected answers. This option is available on the **Validation** tab of your checkbox question.

## Layout Customizations

If you are incorporating a large number of answer options for your Checkboxes question, consider displaying the answers in multiple columns or try a [Dropdown Menu](#) for usability. To add columns, edit your question and update the **Number of Columns** field under the **Layout** tab.

1. What states have you visited (check all that apply)?

<input type="checkbox"/> Alabama	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Alaska	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arizona	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Texas
<input type="checkbox"/> California	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Utah
<input type="checkbox"/> Colorado	<input type="checkbox"/> Maine	<input type="checkbox"/> New York	<input type="checkbox"/> Vermont
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maryland	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> Delaware	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Florida	<input type="checkbox"/> Michigan	<input type="checkbox"/> Ohio	<input type="checkbox"/> Washington, D.C.
<input type="checkbox"/> Georgia	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Idaho	<input type="checkbox"/> Missouri	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Illinois	<input type="checkbox"/> Montana	<input type="checkbox"/> Rhode Island	

## Survey Taking

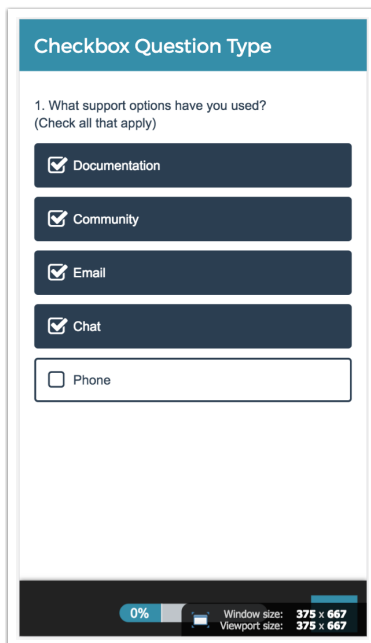
On a desktop and most laptops, the Checkboxes question type looks like so.

1. What support options have you used?  
(Check all that apply)

- Documentation
- Community
- Email
- Chat
- Phone

When optimized for mobile devices the Checkboxes question type looks very similar but with larger targets as mobile respondents will be using their finger to select answers.

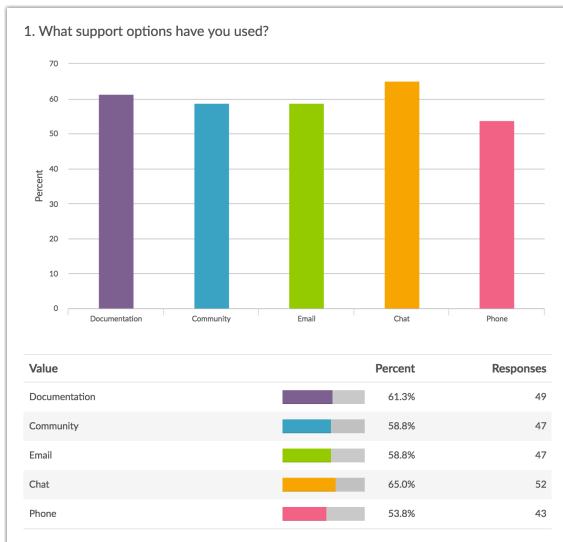
By default, survey questions show one at a time on mobile devices to prevent the need for scrolling on smaller screens. You can turn off this [one-at-a-time interaction](#) if you wish.



The screenshot shows a mobile-optimized version of the checkbox question type. The title "Checkbox Question Type" is at the top. The question text is "1. What support options have you used? (Check all that apply)". Below the question, there are five options, each in a dark blue button with a white checkbox on the left. The first four options, "Documentation", "Community", "Email", and "Chat", have their checkboxes checked. The fifth option, "Phone", has an unchecked checkbox. At the bottom of the screen, there is a progress indicator showing "0%" and technical information: "Window size: 375 x 667" and "Viewport size: 375 x 667".

## Reporting

Checkbox questions report as a [Vertical Bar Graph](#), by default, with a table that includes a count and a percent for each answer option. These percentages will not add up to 100% as respondents can choose more than one option.



- + See additional compatible chart types
- + See what other report types are compatible

## Exporting

In the [CSV/Excel Export](#) Checkbox questions export a column for each answer option. If that answer option was selected its reporting value will appear in the cell.

EO	EP	EQ	ER	ES
Dog:Which p	Cat:Which p	Bird:Which p	Other:Which	Other:Which
Dog	Cat	Bird	Other	Lizard
Dog				
Dog	Cat	Bird	Other	Fish
	Cat			

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