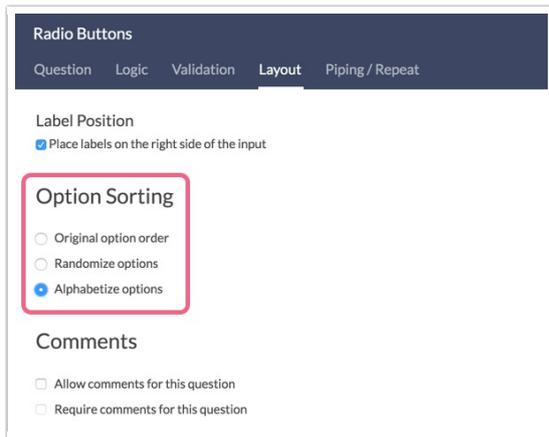# Alphabetize Answer Options

Looking for a quick method to alphabetize your answer options? We've got it!

1. Edit the question and go to the **Layout** tab.

2. Scroll to find the **Option Sorting** section and select the option to **Alphabetize Options**.



3. Click **Save Question** et voila!

> Note that your answer options may not appear alphabetized on the **Build** tab as the Build tab will always show to original answer option order. You may need to preview your survey or access the share link to see the alphabetized answer options.

## Considerations

- This will work for the default language and all Latin-based language translations.
- Alphabetize answer options will include answer options with  special settings such as Not Applicable, Other, etc.
- If you wish to exclude options with special settings or another answer option from being reordered, edit the option and on the Settings tab select **Yes** under **Fixed**.
- This setting is not currently available for row or column headers.

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