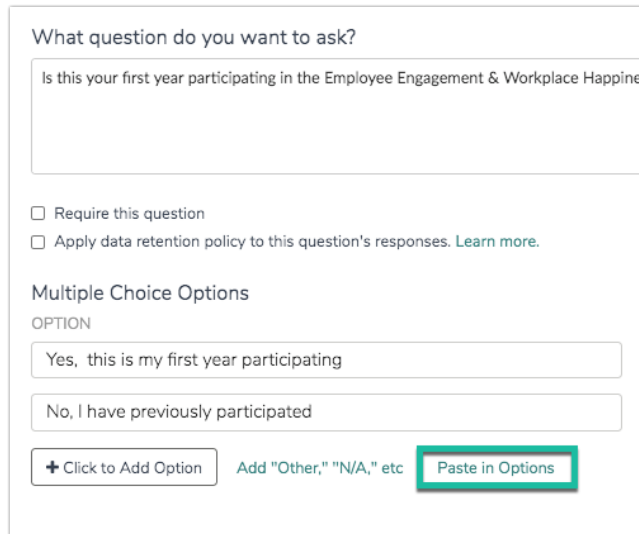


Bulk Edit Answer Options, Require Settings and Question Numbers

You may have noticed, when adding answer options to a question, there is an option to **Paste in Options**. In this tutorial we will cover bulk options when adding and editing answer options.



The screenshot shows a question editor interface. At the top, there is a text input field with the question: "What question do you want to ask?". Below this, there is a text area containing the question text: "Is this your first year participating in the Employee Engagement & Workplace Happiness Survey?". Underneath the text area, there are two checkboxes: "Require this question" and "Apply data retention policy to this question's responses. Learn more.". Below the checkboxes, there is a section titled "Multiple Choice Options" with a sub-label "OPTION". There are two text input fields for options: "Yes, this is my first year participating" and "No, I have previously participated". At the bottom of the options section, there are three buttons: "+ Click to Add Option", "Add 'Other,' 'N/A,' etc", and "Paste in Options". The "Paste in Options" button is highlighted with a red border.

Pasting In Options From a List

Note: Browsers may crash when pasting hundreds of options. To remedy this we recommend pasting in batches of 100 or so options and saving the question after each batch.

1. Copy your list of answer options from Word or wherever you've written them down.
2. Add a new question or edit an existing question.
3. Select your question from the **Question Type** dropdown and enter your question text.
4. Delete the default answer options. Click the **Paste in Options** link and paste your answer options in the popup. The act of pasting these in will automatically add the options to your questions. *Make sure that your answer options are one-per-line in order to be correctly pasted into the question.*

OPTION	REPORTING VALUE
Yes, this is my first year participating	New Employee
No, I have previously participated	

Paste in Options ✕

Paste options here

Remove existing options

5. Make sure to **Save Question** when you are finished.

Adding Reporting Values

Reporting values can be pasted into the answer option grid if the custom reporting value option is selected.

1. To turn this option on, click the **Advanced Options** link in the top right corner of your answer options grid and select the **Custom** option for **Reporting Values** and then **Save**.

Customize Grid

Show disabled options

Show special settings

Show group names

Reporting Values:

Auto

Sequential

Custom

Advanced Option Settings

2. You can also set this up at the survey level under **Advanced > General > Reporting Values > Customize reporting values**.

Encrypt Response Data Yes, Encrypt my response data
 No, don't Encrypt response data

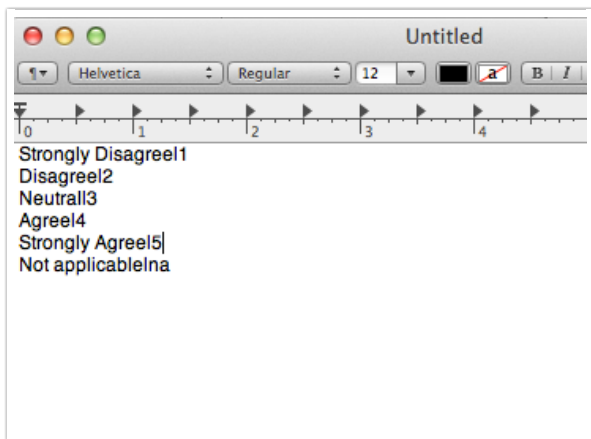
Reporting Values Automatically sync reporting values and option titles
 Keep reporting values in sequential order
 Customize reporting values

Google Analytics
[Learn more about integrating with Google Analytics](#)

Reporting values can be pasted in bulk using the below format:

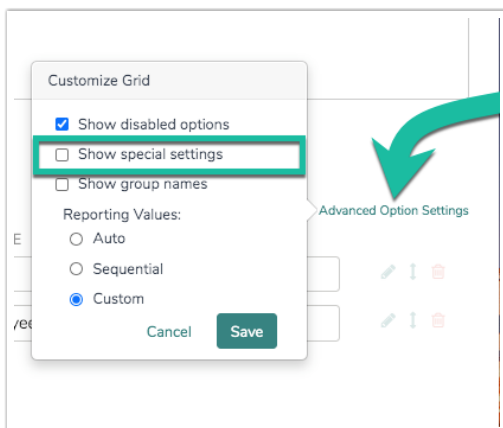
```
Answer option|Reporting value
```

Use the pipe symbol available using Shift + the backslash key above the Enter/Return key as the delimiter. For example:



Adding Special Settings

The following special settings can be pasted into the answer option grid if the option to **Show special settings** is selected. To turn this option on, click the **Advanced Option Settings** link in the top right corner of your answer options grid and select **Show special settings** and then **Save**.



Use the following format to specify a special setting when adding/editing answer options in bulk:

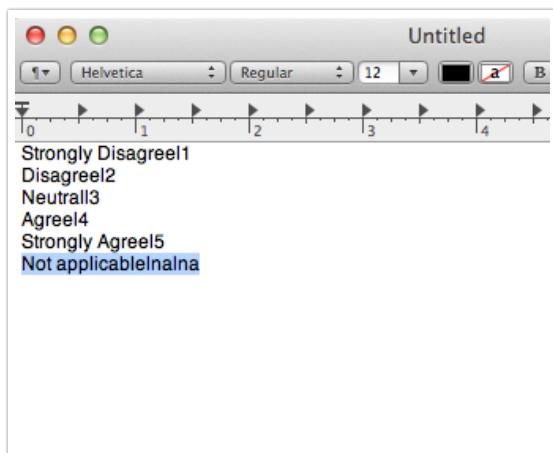
```
Answer option|Reporting value|Special Setting
```

Use the pipe symbol available using Shift + the backslash key above the Enter/Return key as the delimiter.

Use the following short-hand values to specify a special setting:

- **Other** - Enter "other" in the special column
- **Exclusive/None of the above** - Enter "none" in the special column
- **Not applicable** - Enter "na" in the special column
- **All of the above** - Enter "all" in the special column

For example:



Highlight to Bulk Delete

If you are looking to delete all of your answer options in bulk instead of clicking the red x on each answer option you can highlight all of the answer options. To do so click and hold above or below the list of answer options and draw a box to include all answer options.

OPTION	
<input type="radio"/> Very Dissatisfied	
<input type="radio"/> Dissatisfied	
<input type="radio"/> Neutral	
<input type="radio"/> Satisfied	
<input type="radio"/> Very Satisfied	

[+ New Answer Option](#)
[+ Add Common Answers](#)

With all of your answer options highlighted press the **Delete** key on your keyboard to delete all of the highlighted answer options in bulk.

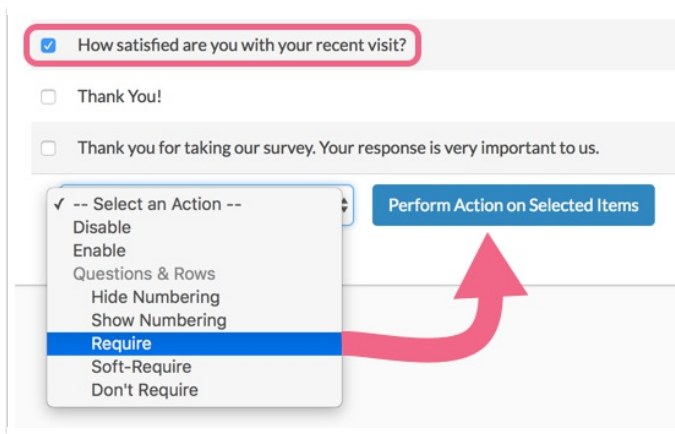
Multiple Choice Options			Common Answer Library	Advanced Option Settings
OPTION	REPORTING VALUE	SETTINGS		
<input type="text" value="Very Dissatisfied"/>	<input type="text" value="Very Dissatisfied"/>	<input type="text" value="..."/>		
<input type="text" value="Dissatisfied"/>	<input type="text" value="Dissatisfied"/>	<input type="text" value="..."/>		
<input type="text" value="Neutral"/>	<input type="text" value="Neutral"/>	<input type="text" value="..."/>		
<input type="text" value="Satisfied"/>	<input type="text" value="Satisfied"/>	<input type="text" value="..."/>		
<input type="text" value="Very Satisfied"/>	<input type="text" value="Very Satisfied"/>	<input type="text" value="..."/>		

[+ Click to Add Option](#)
[Add "Other"; "N/A", etc](#)
[Paste in Options](#)

Require, Enable/Disable or Show/Hide Question Numbering In Bulk

If you want to quickly require/un-require, enable/disable or show/hide question numbering in bulk, you can click on **Tools > Bulk Editor** and then select which questions you want to adjust.

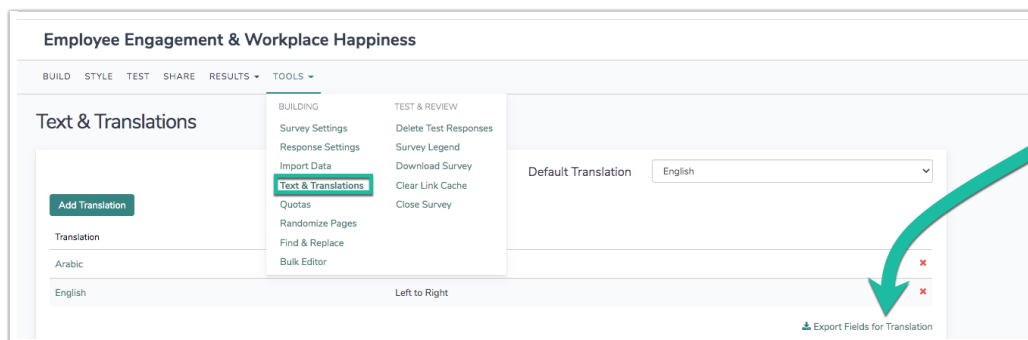
Use the **Select an Action** menu to select your desired action and click **Perform Action on Selected Items**.



Edit Question Titles, Page Titles and Descriptions in Bulk

While we don't have a tool specifically designed for bulk editing the question and page fields in your survey, we have a sneaky workaround using the **Text & Translations** tool!

1. Go to **Tools > Text & Translations** and click on the language for which you wish to make your edits.
2. Click **Export Fields for Translation** button in the far right corner.



3. This will download a spreadsheet of all fields in your survey. The spreadsheet will have a **Key** column, a **Default Text** Column and a **Translation** column. Make your edits in the Translation column and save your spreadsheet when you are finished.
4. Then, simply click the **Import Translation** button in the far right corner to upload your changes!

	A	B	C	D
1	Key	Default Text	Translation	
2	survey-title	Bulk Answer Option Example		
3	p-1	(untitled)		
4	p-1-desc			
5	q-3	How satisfied are you with your recent visit?		
6	q-3-otherText	Please enter an 'other' value for this selection		
7	q-3-o-10005	Very Dissatisfied		
8	q-3-o-10006	Dissatisfied		
9	q-3-o-10007	Neutral		
10	q-3-o-10008			
11	q-3-o-10009			
12	p-2			
13	p-2-desc			
14	q-1		Your response is very important to us.	
15	reports_label			
16	commentTitle	Comments		
17	required-hover	This question is required.		
18	required-hover-tablerows	This row is required		
19	required	This question is required		

Make edits in this column

Related Articles