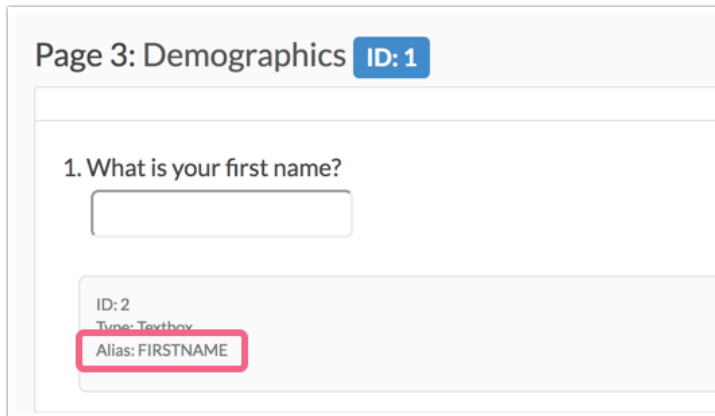


# Use Question Labels

Your browser does not support HTML5 video.

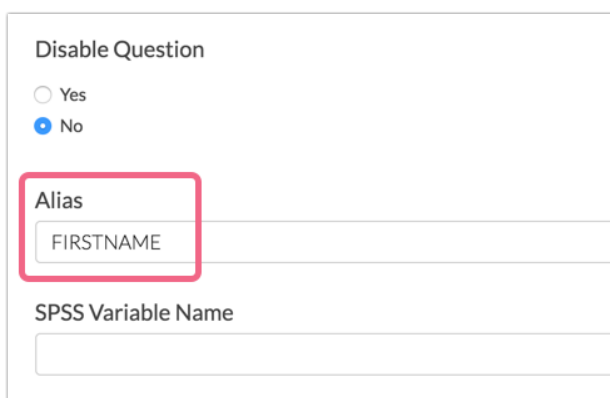
Question Labels, available on the **Logic** tab of each of your questions, allow you to create shortnames for questions in your survey. These shortnames are great to use in reports, exports, custom scripting, as well as when utilizing [SPSS](#).



The screenshot shows a survey question editor interface. At the top, it says "Page 3: Demographics" with a blue "ID: 1" button. Below this is a question: "1. What is your first name?" with a text input field. Underneath the question, there is a metadata box containing "ID: 2", "Type: Textbox", and "Alias: FIRSTNAME". The "Alias: FIRSTNAME" text is highlighted with a red rectangular box.

## Add a Label to Your Questions

1. Edit your question and go to the **Logic** tab.
2. Scroll to the Label field.
3. Enter your label and click **Save Question**.



The screenshot shows a configuration panel for a question. At the top, it says "Disable Question" with two radio buttons: "Yes" (unselected) and "No" (selected). Below this is a section labeled "Alias" with a text input field containing "FIRSTNAME". This "Alias" section is highlighted with a red rectangular box. Below the "Alias" field is a section labeled "SPSS Variable Name" with an empty text input field.

### Tips for Choosing a Label Name

- **Be consistent** - All caps, all lowercase, underscores. Deciding on some conventions will make your life easier later, particularly if you plan to do advanced analysis.
- **Be concise** - Keep your variable names short and sweet.
- **Be descriptive** - Good variable names are descriptive. This makes your data easier to use

later.

## Add Labels for the Entire Survey in Once Place

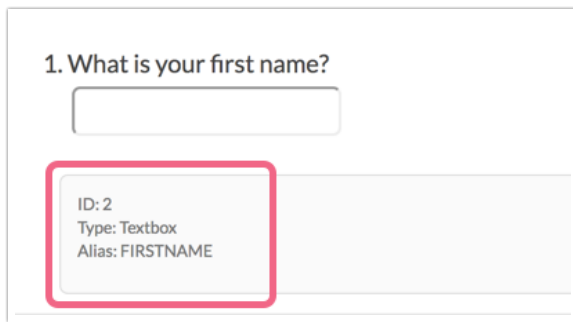
If you weren't able to specify Question Labels while building your survey (or perhaps you forgot), click **Results > Edit Reporting Values & Labels** to access the [Question Label editor](#). The editor will give you access to quickly edit all Question Labels in your survey!

## View Labels on the Build Tab

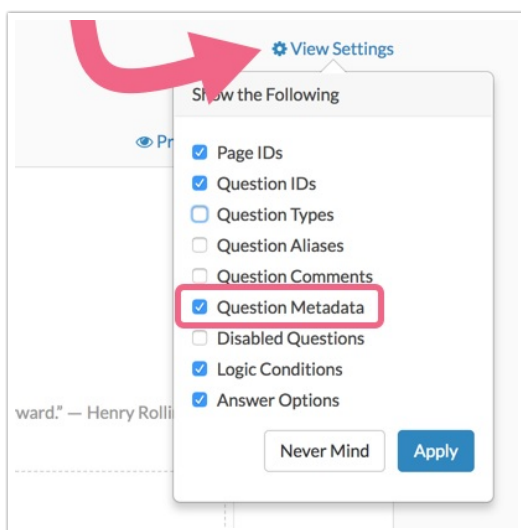
There are two options that allow you to view your labels on the **Build** tab of your survey.

### Question Metadata

The question metadata option will display as a banner below your question. In addition, the question ID and question type will display in the metadata banner.



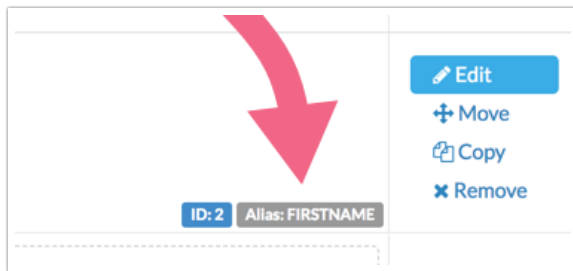
1. To select this option, click **View Settings** in the top right corner above the first page of your survey.
2. Select **Question Metadata** and click **Apply**.



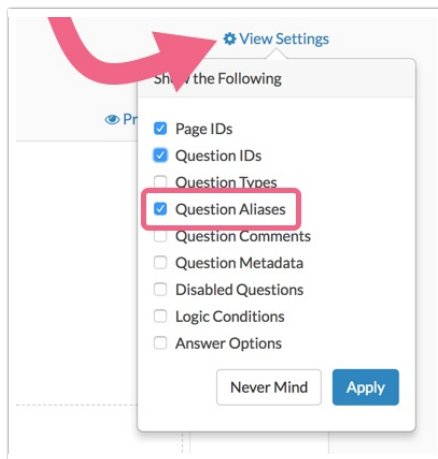
### Question Labels

The question label option will display a grey badge with your labels in the bottom right corner of

your question.



1. To select this option, click **View Settings** in the top right corner above the first page of your survey.
2. Select **Question Labels** and click **Apply**.



## Use Question Labels in Your Reports

If you've added question labels to your questions, they will be available in [Standard Reports](#) to use in place of question titles.

To toggle your report to use Question Labels (when available), access **Report Options > Layout** and check the box corresponding to **Use Question Labels as Title**.

Edit Report


Overall Options Bulk Edit

Report Name

▼ Layout

Show the Following

- Filter Details
- Chart
- Word Cloud
- Summary Table
- Statistics Table
- Questions With no Data
- Use Question Alias as Title



Labels are also available in [Legacy Summary Reports](#) to use in place of question titles. Within your Summary Report, click **Customize Report** and go to the **Options** tab. Under Report element titles select the option to **Use labels (where specified)**.

Note: Labels are not supported in Legacy Summary Reports for Custom Group and Custom Table question types.

## Use Question Labels in Exports

If you've added question labels to your questions, the [CSV/Excel Export](#) of your raw data will automatically use your labels in place of question titles as the column headers of your spreadsheet.

V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
SEX	AGE	MARITAL	SIBS	CHILDS	OTHLANG	BORN	OTHLANG1	EDUC	WRKSTAT	WRKSELF	WRKGOVT	PARTFULL	JOBFIND
1	33	5	14	3	2	2		2	1	2	2		3
1	50	4	2	2	2	1		12	1	2	1		3
2	42	4	6	4	2	2		6	1	1	2		
2	28	1	1	2	2	1		12	1	2	1		1
1	38	3	2	1	2	1		8	1	2	2		
2	56	3	5	1	2	1		13	2	1	2		
1	22	5	1	0	1	1	2	14	6	2	2		
1	53	5	9	3	2	1		12	2	2	2		
1	21	5	4	0	2	1		12	4	2	2		
1	55	3	5	3	2	1		12	1	2	1		2
1	54	1	8	8	1	2	1	4	1	2	2		
1	45	1	2	5	2	1		12	7	2	2		

## Use Question Labels in Merge Codes

Another benefit of using question labels is that labels can be used within [merge codes](#) in place of question IDs. In our example above, we assigned a label of *FIRSTNAME* to our textbox question with ID of 2.

A typical merge code for this question would be as follows (note that the question is referenced by its ID):

```
[question("value"), id="2"]
```

Since we have assigned a label to this question, we can substitute the ID with the label within the merge code, as follows:

```
[question("value"), id="FIRSTNAME"]
```

This method makes your merge codes more readable and more meaningful.

## Use Question Labels in Custom Scripting

Finally, question labels can be used in custom scripting. Check out our [Scripting with Question Labels Tutorial](#) to learn more!

### Why labels are much better to use in scripts

- You can use labels in your script that mean something.
- Your scripts can be re-used more easily across surveys. Question IDs change, labels do not!
- Your code will be more readable!

## Compatibility

The majority of Alchemer questions support adding a Question Label/shortname to the overall question. The below questions are *not* compatible:

- [Signature](#)
- [Conjoint \(Choice Based\)](#)
- [Cascading Dropdown](#)

Certain questions, notably grids, allow for adding Question Labels to the overall question as well as the individual grid rows. The following questions allow for this configuration:

- [Radio Button Grid](#)
- [Star Rating Grid](#)
- [Checkbox Grid](#)
- [Dropdown Menu Grid](#)
- [Textbox Grid](#)

Grid questions with specific answer option labels are not compatible with an excel export, and are only intended for use with [SPSS](#).

It's important to note that certain questions that allow for rows do not allow for adding Question Labels to the individual rows:

- [Dropdown Menu List](#)
- [Textbox List](#)

- [Slider List](#)
- [Grouping \(Open Card Sort\)](#)
- [Grouping \(Closed Card Sort\)](#)
- [Quick Sort](#)
- [Custom Table](#)

## Related Articles

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