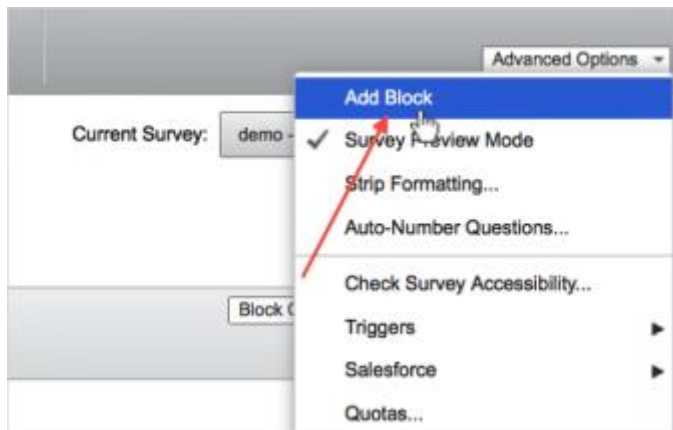


A block is a set of questions placed together in the survey for organizational and/or logistical reasons. A Default Question Block is automatically inserted into a new survey.

[Add a Block](#)

Click on the **Add Block** option in the **Advanced options** drop-down to the right or click on **Add Block** in the bottom right-hand corner of an existing block.



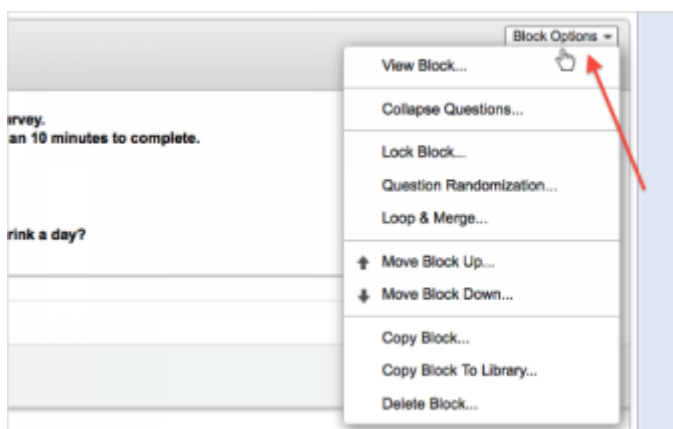
[Rename a Block](#)

Click on the title of the block and type a new name into the yellow box. The name of the block is for identification purposes only and will not appear to the respondent.



[Block Options](#)

Block Options are located in a drop-down menu in the upper right-hand corner of each block.



The options in the drop-down menu are as follows:

- **View Block:** Allows you to see a preview of the block. This is useful when you would like to preview your logic but do not want to preview the whole survey.
- **Collapse Questions:** Minimizes your questions making it easier to navigate your block and find a specific question.
- **Lock Block:** Puts a lock on your block, preventing you from editing the block until you choose to unlock it. To unlock the block, return to the menu and click on Lock Block again.
- **Question Randomization:** Allows you to randomize the order in which your questions appear within the block. Note that randomization overrides your page breaks, question order, and may also invalidate your Display Logic. For more information on Randomization, please visit the [Question Randomization](#) page.
- **Loop and merge:** Allows you to repeat the questions within the block as many times as needed based on how the respondent has answered a previous question. For more information on Loop and merge, visit the [Loop and Merge](#) page.
- **Move block up** and **Move block down:** Allows you to easily relocate your blocks.
- **Delete block:** Moves the block into the trash.

More Information

[QTips](#)

- The order and presentation of your blocks can also be managed in the **Survey Flow**. For more information on the Survey Flow, visit the [Survey Flow](#) page.