

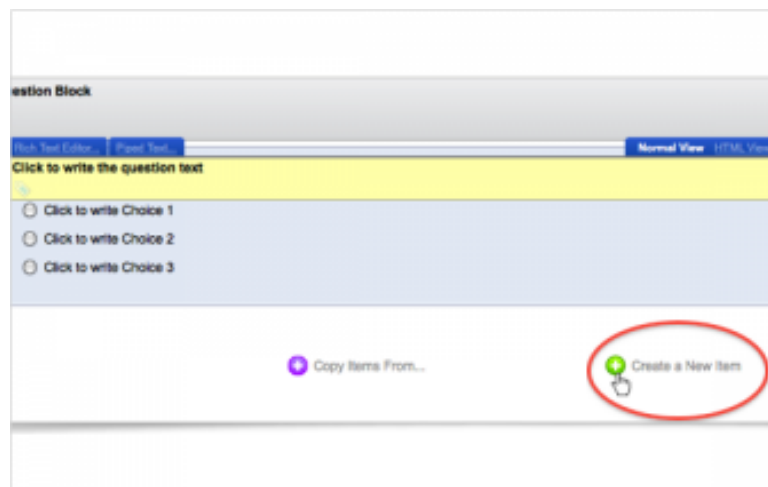


## Create a New Question

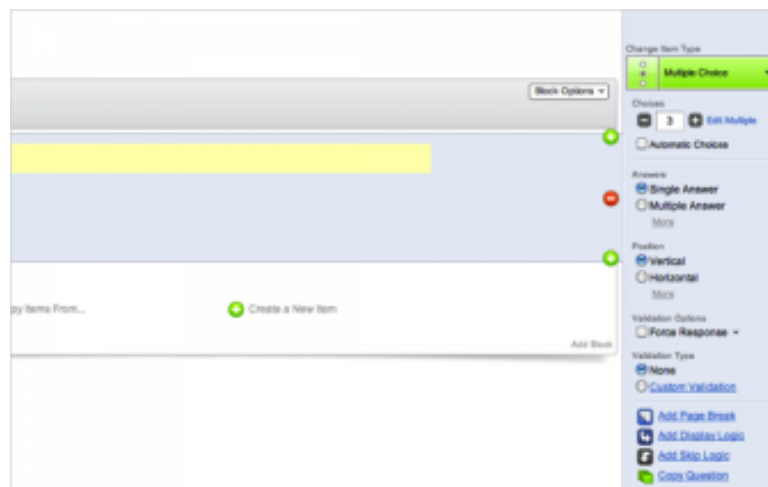
- Click on the **Create a New Item** button  in the bottom right-hand corner of a question block. A multiple choice question will be inserted into your survey.
  - Alternatively, hover over any question and click the **green plus** button  at the top-right or bottom-right corners to add a question directly above or below the existing question.

### Qualtrics Edit Survey – Create New Question



- Use the question pane to the right to change the question type or change the question settings.

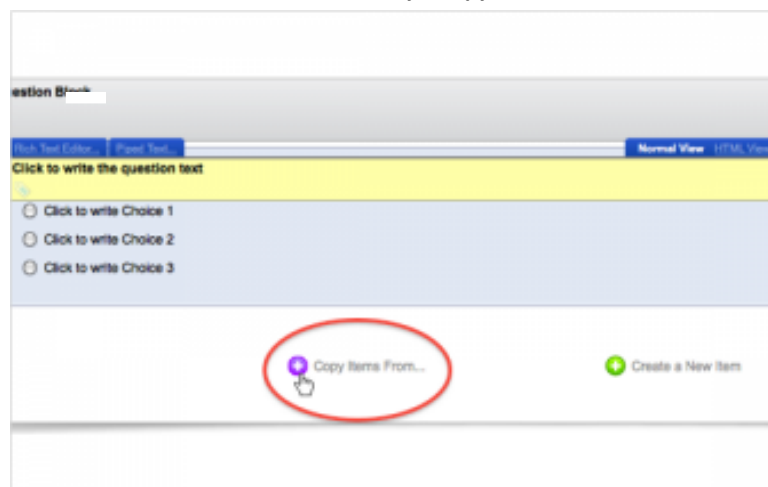
### Qualtrics Edit Survey – Question Options



## Copy Question from Survey or Library

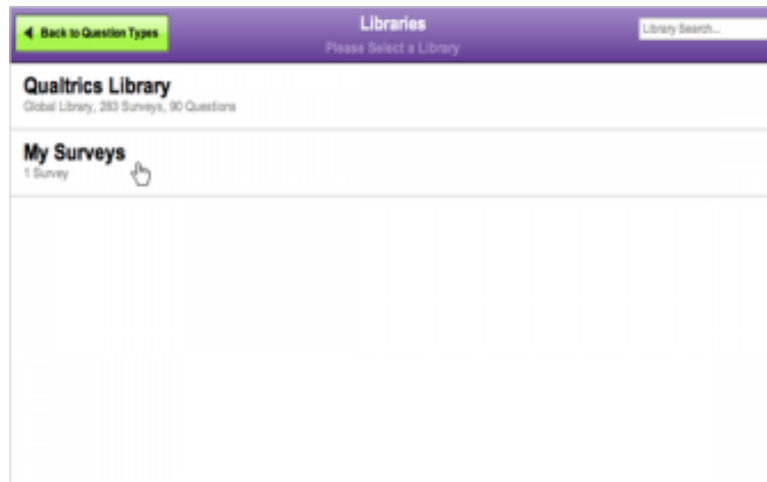
- Click on the **Copy Items From** button  at the bottom-left of a question block.

### Qualtrics Edit Survey – Copy Question



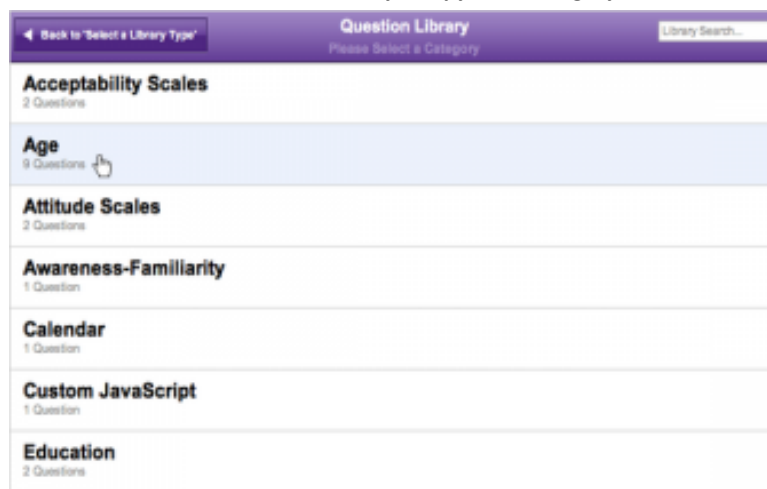
- Select the **location** from which you'd like to copy a question.

## Qualtrics – Edit Survey – Copy from Location



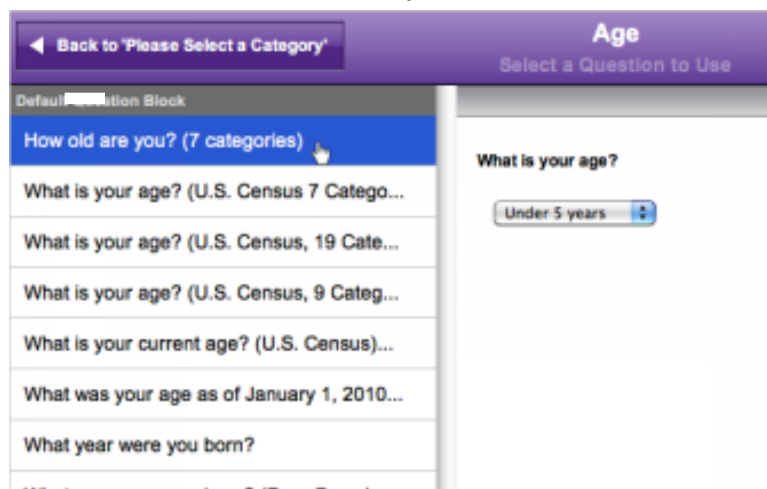
- Select the **category** or **survey** you'd like to pull it from.

## Qualtrics – Edit Survey – Copy from Category



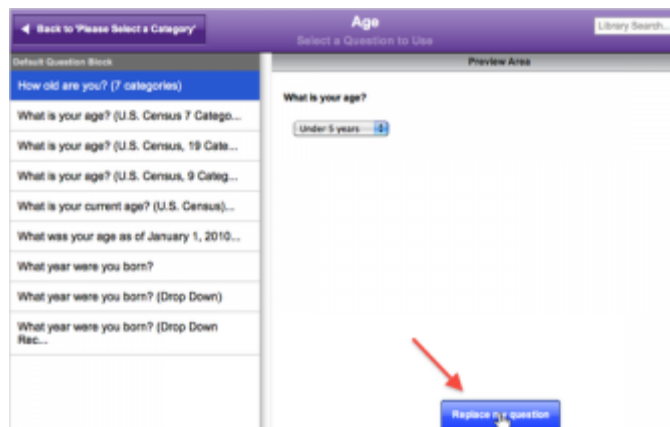
- Highlight the **question(s) to copy**, or use the Shift+Control key combination to highlight multiple questions. If necessary, click the **block heading** to select a block of questions.

## Qualtrics – Edit Survey – Select Question



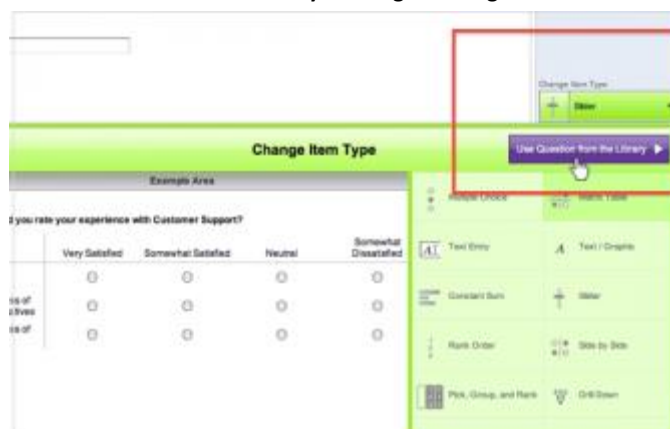
- Click the blue **Add # questions** button at the bottom of the window.

Qualtrics – Edit Survey – Add Question



- Alternately, if you have an existing question in your survey and would like to change it, you can do this by clicking on the green **Change Item Type** box and clicking the purple **Add Question from the Library** option.

Qualtrics – Edit Survey – Change Existing Question



- When you copy groups of questions over from an existing survey, the logic will not be copied over with it. You will need to re-apply the logic.