

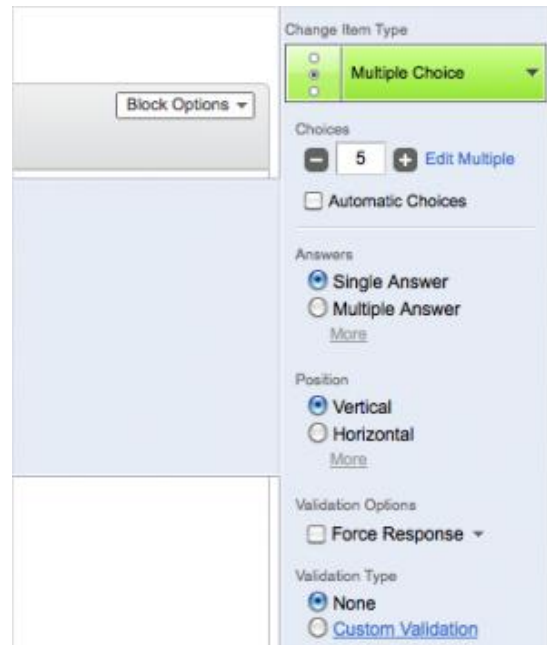
Format Questions

In order to format your questions, you first have to have questions in your survey. Visit the [Create Questions](#) page to learn how to add questions to your Survey.

Use the **Question Pane** to format the questions in your survey. In the Question Pane you can change question types, add and remove answer choices, add Validation, and more.

- Select the question you would like to format and the blue Question Pane will come up automatically on the right-hand side.

Qualtrics Edit Survey – Question Pane

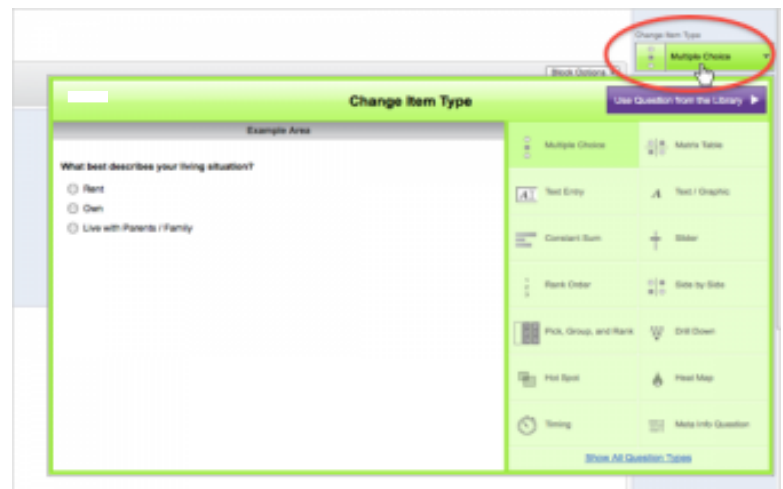


- Format your question using the following Question Pane options:

- [Change Item Type](#)

- The green **Change Item Type** button allows you to change the type of question being used. Click it to see the different options available. Visit the [Question Types Guide](#) for more details about each question type.

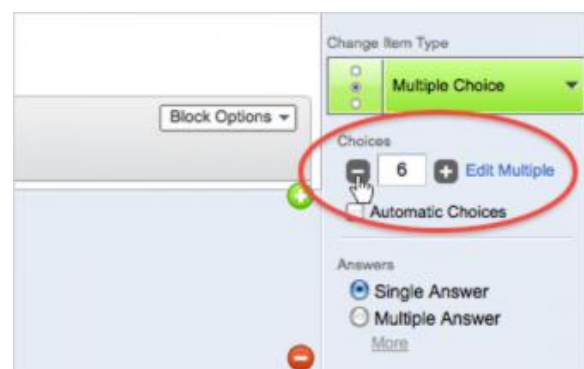
Change Item Type



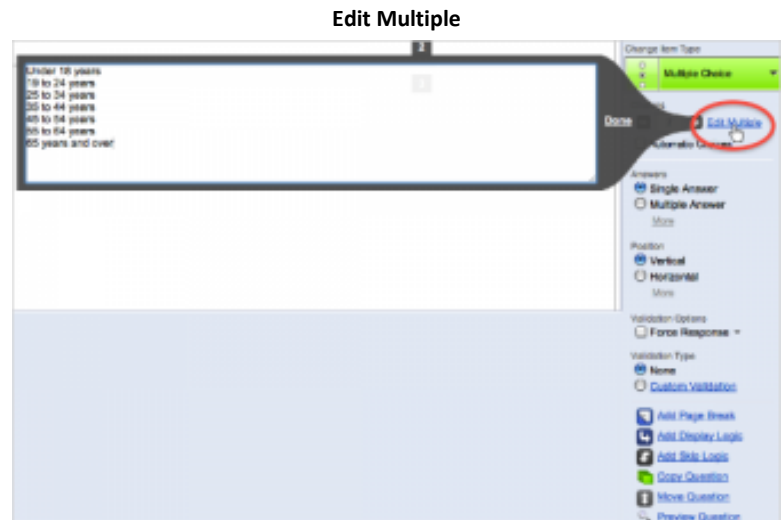
- [Choices](#)

- In the **Choices** section, you have the option to add or remove answer choices by clicking on the **plus** or **minus** buttons beneath the green bar.

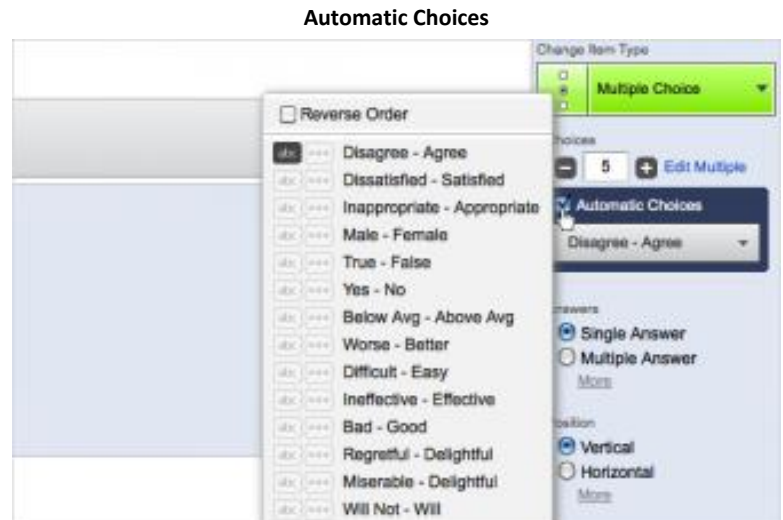
Choices



- **Edit Multiple** allows you to paste in a list of answer choices or statements into the question. This is very useful if you have a question with a large list of choices or statements.



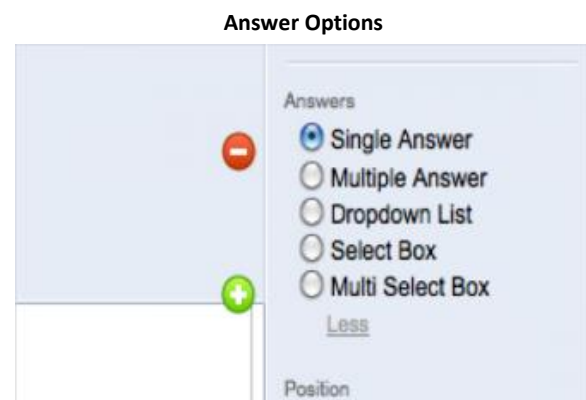
- **Automatic Choices** will recognize what you've entered into your question text and populate the choices with a scale that can be formatted as needed. Click the **plus** or **minus** buttons to change your automatic scale to something different, like a 7-point scale to a 5-point scale, and vice versa.



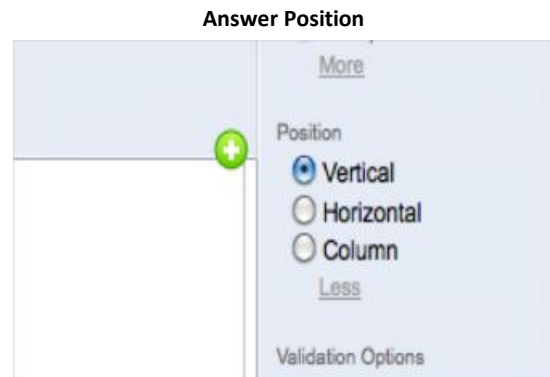
Question Type Specific Options

When formatting you will observe that each question type has different formatting options in the Question Pane. Visit the [Question Types Guide](#) for more details.

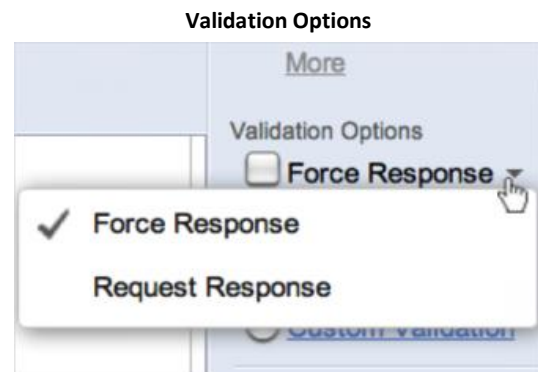
- **Answer Options** allows you to choose between Single Answer, Multiple Answer, Drop-down List, Select Box, or Multiple Select Box.



- **Answer Position** allows you to choose between a Vertical, Horizontal, or Column layout.



- **Set Validation Options** allows you to enable **Force Response**, which requires participant to respond to a question before moving to the next page, and **Request Response**, which notifies participant when they do not answer a question, letting them choose to move on or to respond.



Shortcuts

- **Add Page Breaks:** Puts a [Page Break](#) below the selected question, breaking up the survey into multiple pages.
- **Add Display Logic:** Allows you to place [Display Logic](#) on the selected question.
- **Add Skip Logic:** Allows you to place [Skip Logic](#) on the selected question.
- **Copy Question:** Allows you to copy the question. You can then edit it as needed.
- **Move Question:** Allows you to move the question to a different location (best for moving longer distances).
- **Preview the Question:** Shows you what the question will look like in the survey without previewing the whole survey.

