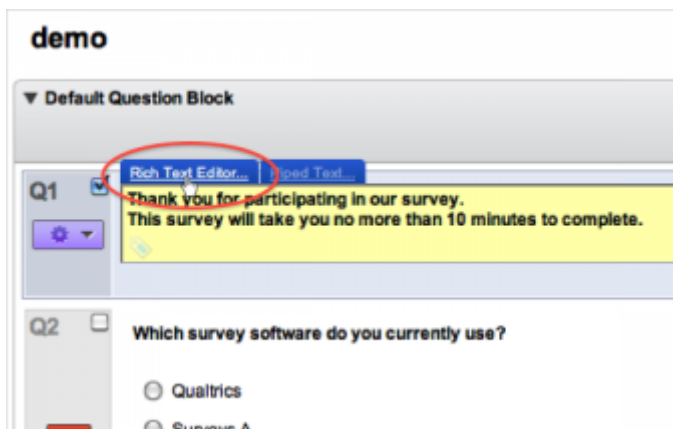


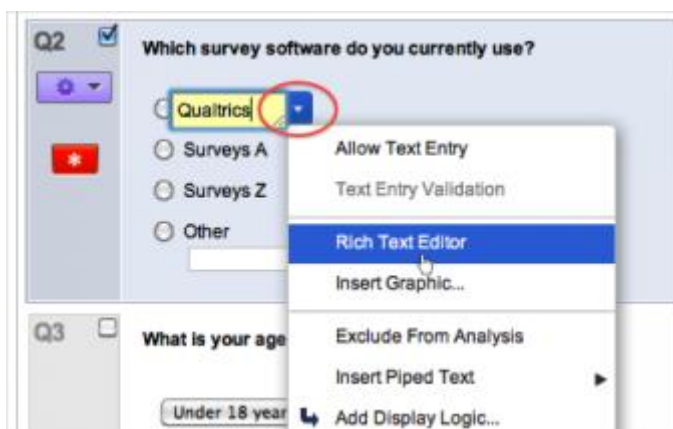
Plain text is boring. Use the Rich Text Editor when you want to spice up your survey with great fonts and fun pictures. It is also useful when you want to insert video clips or audio clips into your survey.

[use the Rich Text Editor](#)

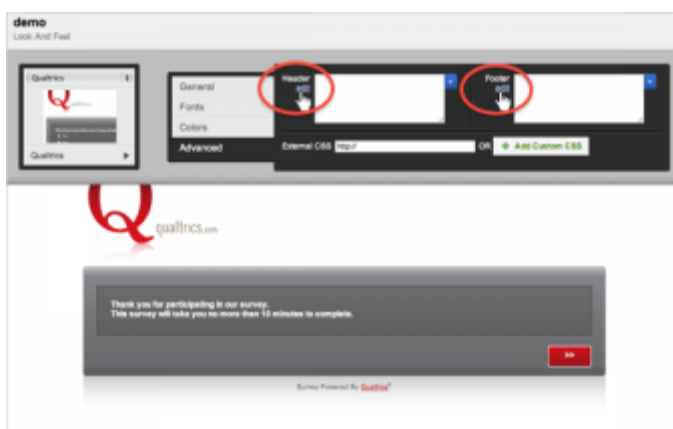
- When editing **Question Text**, click the **Rich Text Editor** tab near the top left corner of the question text window.



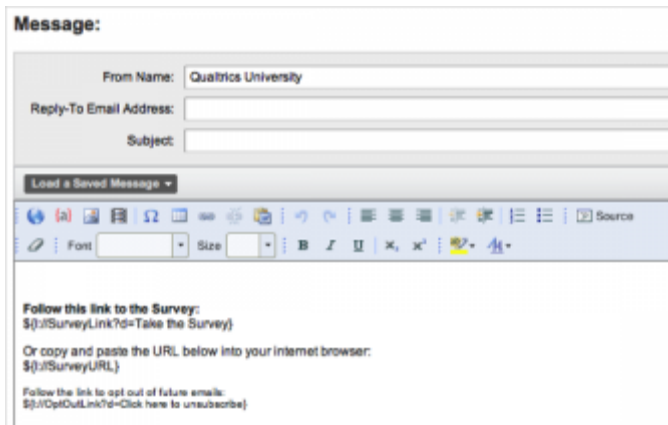
- When editing **Answer Choices**, click the blue drop-down button to the right of the answer choice text.



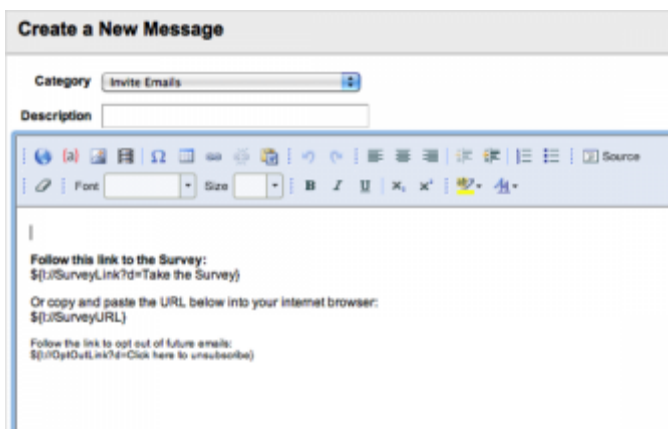
- When editing the **Header/Footer** in the Advanced tab of the Look and Feel section, click the **Edit** button next to either the Header or Footer.



- When setting up **Email Survey**, the email message will be open in the Rich Text Editor for easy editing.

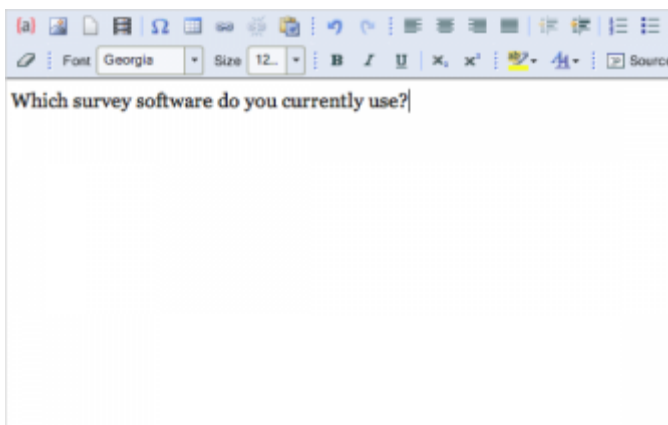

















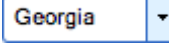









- When creating messages in the **Message Library**, the message will be opened in the Rich Text Editor.



When you are done using the Rich Text Editor, click the gray space outside of the Rich Text Editor window and the changes will automatically be saved.

[Functions of the Rich Text Editor](#)



-  [Pipe in text](#) from a question, panel, or embedded data field.
-  [Insert images](#) into a survey or message from your graphics library. If you haven't uploaded your graphic into your library already, you can upload a graphic from this view.
-  [Attach or link to files](#) for respondents to download from surveys or messages.
-  [Insert media](#) into your survey, such as video or audio clips from a URL. You can also use the links from your Files Library to have Qualtrics host the media files.
-  [Insert special characters](#) that you can't find on your keyboard.
-  [Insert a table](#) in which you can then insert content.
-  [Hyperlink a word or phrase](#), or  [remove a hyperlink](#).
-  [Paste from Word](#) without bringing in unnecessary code. Use this option to Copy and Paste text from Word without causing formatting issues.
-  [Undo/Redo changes](#).
-  [Align text](#) left, center, right, and block justify.
-  [Increase/decrease indent](#) of text and numbering/bullet lists.
-  [Insert Numbered and/or](#)  [Bulleted Lists](#).
-  [Remove formatting](#) from text you need to clean up.
-  [Change font](#).
-  [Change text size](#).
-  [Format text](#) with bold,  [italicize](#), or  [underline](#) options.
-  [Use subscripts](#) or  [superscripts](#).
-  [Change text background color](#), or highlight text.
-  [Change text color](#).
-  [Source](#) [Use Source to view the HTML](#) of the text being used and edit the HTML code as needed.

More Information

[QTips](#)

- In the Edit Survey tab, the Rich Text Editor tab will not be available until you click into the question text field you want to edit, so click in the text field to get started.
- Viewing **Source** in the Rich Text Editor is the same thing as viewing your question in **HTML** view for a question. If you would rather use code to edit your font, you can enter the code into Source or HTML view.
- Make sure you highlight the text you want to edit before you select one of the edit options in the Rich Text Editor toolbar.