

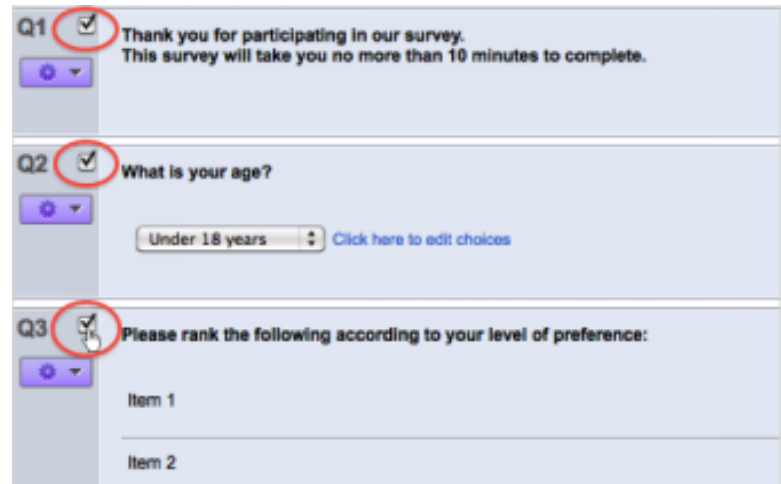
How to Select Multiple Questions

Select more than one question at a time so you can choose to send the questions to the trash, copy them, group them together, or move them.

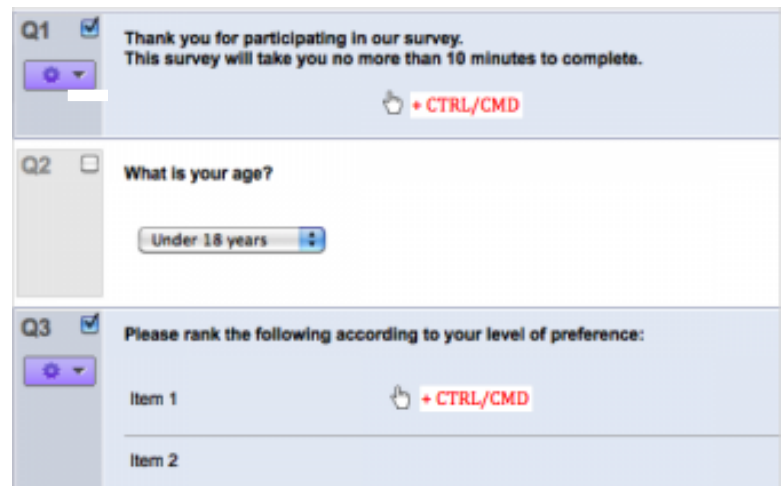
Selection Method

- **Checkboxes:** Click the checkboxes on the desired questions.
- **Ctrl/Cmd+click:** Hold Ctrl (PC) or Cmd (Mac) and then click on the questions you would like to select.
- **Shift+click:** If you have a list of consecutive questions you would like to select, click on the first question in the list, then hold Shift and click on the last question in the list. All questions in the list will be selected.

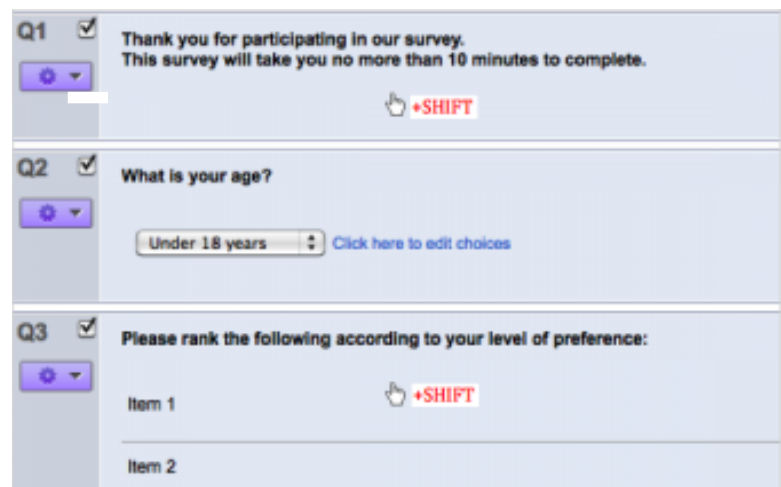
Qualtrics – Edit Survey - Checkbox



Qualtrics – Edit Survey – Ctrl/Cmd+Click



Qualtrics – Edit Survey – Shift+Click



Actions after Selection

Selecting multiple questions opens a **menu of options** to use in the question menu bar to the right.

- **Send to Trash:** Delete multiple questions at once. Deleted questions go to the Trash at the bottom of the page.
- **Copy:** Copy multiple questions at once. Copied questions are placed below the group of the selected questions.
- **Group:** Questions spread across the survey can be pulled together to one location. They are pulled to the location of the last-selected question.
- **Move to a New Block:** A new block is created and the selected questions are placed within that new block. The new block is placed at the end of the survey.
- **Move:** Selected questions become a light-blue highlighted block that follows your mouse to another spot in the survey. Select where you would like to place the questions, and click your mouse to drop the questions there.
- **Validation:** Require the respondents to answer the selected questions.

Picture Caption

