

Add and edit questions, headers, images, videos, and page breaks

Once you've created a form, you're ready to start adding the questions you'd like to ask. If you'd like to give your form some structure, you can also add section headers and page breaks.

Add questions, headers, and page breaks

Add a question

To add a question to your form, click the arrow next to the **Add item** button and select from the following question types:

- Text — respondents provide short answers
- Paragraph text — respondents provide longer answers
- Multiple choice — respondents select one option from among several
- Checkboxes — respondents select as many options as they'd like
- Choose from a list — respondents select one option from a dropdown menu
- Scale — respondents rank something along a scale of numbers (e.g., from 1 to 5)
- Grid — respondents select a point from a two-dimensional grid
- Date — respondents use a calendar picker to enter a date
- Time — respondents select a time (either a time of day or a duration of time)

Clicking the **Add item** button — and not the arrow — will initially give you the default question type, text. Once you've added a question, you can change its type by selecting from the **Question type** menu.

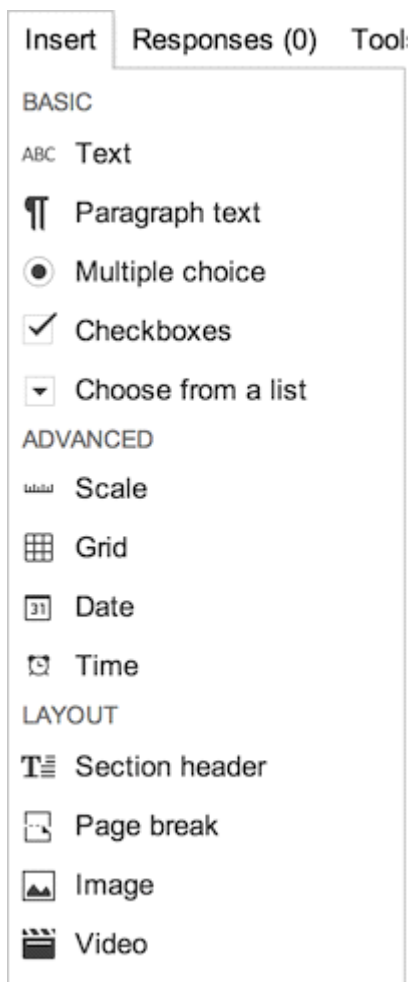
When you've selected your question type, you can then fill in the possible responses to your question. If you want to further explain your question, add a description to the **Help text** field. If you want to prevent respondents from leaving a question blank, check the **Required question** box, which makes sure users answer a question before submitting your form.



When a form is filled out, the names and email addresses of respondents are not automatically gathered. If you want to collect this information, you must add a text field in your form for respondents to fill in their name or email address.

Add a section header

If you'd like to divide your form into sections to make it easier to read and complete, add a section header. From the **Insert** menu, select **Section header**.



For each section header, you can add both a section title and a section description.

Add an image

To add an image to your form, click the **Insert** menu, and select **Image**. Once you've uploaded the image, you can give it a title and specify what text will appear when someone hovers over the image.

Images in forms aren't attached to or associated with form questions. You can change the position of an image by dragging it up or down in your form.

Add a video

To add a video to your form, click the **Insert** menu, and select **Video**. To pick a video, either provide a YouTube video's URL, or use the search box to search for a video. After selecting one, you can add a title and a caption to the video. You can click and drag one of the video's corners to resize it, and you can align the video to the left, right, or center of the page by choosing one of the alignment options.




Add a page break

If your form is lengthy and you'd like to make it easier for respondents to fill it out, you can add page breaks. From the **Insert** menu, select **Page break**. New pages, like section headers, can have both a page title and a page description.

Edit your form

Edit questions, headers, and page breaks

For each question, header, and page break you've added to your form, you can perform the following actions:

- **Edit:** To edit an existing item, just click the **Edit** button  to the right of the question you want to edit.
- **Duplicate:** To duplicate an item, click the **Duplicate** button  to the right of the question you want to duplicate.
- **Delete:** To delete an item, click the **Delete** button  to the right of the question you want to delete.