

Question Types Quick Start Guide

Choice – Multiple Answer (Bullets)

Respondents can select multiple answers from a list of answers that you define. You can include an "other" option that will allow survey takers to enter their own answer if none of the answers provided applies to them. We recommend that you include the text "select all that apply" as part of the question.

You can add up to 1,000 answer options for each question.

Each answer option is limited to 1,000 characters.

If you include the "other" option, the response is limited to 3,500 characters.

What type of internet access do you have (select all that apply)?

- Wireless (home)
- Wireless (work)
- Wired (home)
- Wired (work)
- Other, please specify

Choice – One Answer (Bullets)

Respondents select one option from a list of answers that you define. You can include an "other" option that will allow survey takers to enter their own answer if none of the answers provided applies to them.

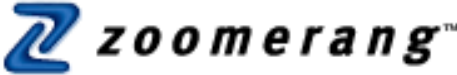
You can add up to 1,000 answer options for each question.

Each answer option is limited to 1,000 characters.

If you include the "other" option, the response is limited to 3,500 characters.

What is your favorite season?

- Winter
- Spring
- Summer
- Fall

<p>Choice – One Answer (Drop Down)</p> <p>Respondents select one option from a list of answers that you define. The answers appear in a pull-down menu.</p> <p>You can include up to 1,000 answers in the drop-down.</p> <p>Each answer option is limited to 1,000 characters.</p>	<p>What is your favorite season?</p> <p>Spring</p>																				
<p>Date and Time</p> <p>Respondents select a date and time answer for your question.</p>	<p>Select possible dates and times for your appointment.</p> <table border="0"> <thead> <tr> <th></th> <th>Month</th> <th>Day</th> <th>Year</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>First Choice</td> <td>9</td> <td>3</td> <td>2007</td> <td>2:30</td> </tr> <tr> <td>Second Choice</td> <td>10</td> <td>1</td> <td>2007</td> <td>23:00</td> </tr> <tr> <td>Third Choice</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Month	Day	Year	Time	First Choice	9	3	2007	2:30	Second Choice	10	1	2007	23:00	Third Choice				
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<p>Heading</p> <p>Display headings or instructions anywhere in the survey; use headings to introduce a section of your survey or to thank your survey takers on the last page of your survey.</p> <p>Each heading section can contain up to 3,500 characters of text. If you need more characters, you can insert multiple heading sections.</p>	<p>This section of the survey will ask your opinion about your recent visit to our retail location.</p>																				
<p>Image</p> <p>Display images in your survey to show the survey taker a picture of a product before asking them questions about it. You can also include an optional caption to be positioned anywhere around the image.</p> <p>Images must be in GIF or JPG format. We recommend using images with a file size less than 100KB and a width of less than 450 pixels.</p>																					

<p>Name and Address (General)</p> <p>Respondents enter an address in a format compatible with US or international addresses. These pre-set field names cannot be edited. This question type also includes a field for an email address.</p>	<p>Please enter your mailing address below.</p> <p>Name: <input type="text"/></p> <p>Company: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City/Town: <input type="text"/></p> <p>State/Province: <input type="text"/></p> <p>Zip/Postal Code: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Email Address: <input type="text"/></p>
<p>Name and Address (US)</p> <p>Respondents enter an address in standard United States format. These pre-set field names cannot be edited.</p>	<p>Enter your mailing address below.</p> <p>Name: <input type="text"/></p> <p>Company: <input type="text"/></p> <p>Address: <input type="text"/></p> <p><input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p>
<p>Open Ended – Comments Box</p> <p>Respondents enter a long-form answer to a question.</p> <p>Survey respondents can enter a maximum of 3,500 characters in their response.</p>	<p>Please tell us more about your overall impression of our service.</p> <p><input type="text"/></p>
<p>Open Ended – One Line</p> <p>Respondents enter a short response.</p> <p>Each answer option is limited to 1,000 characters.</p> <p>Survey respondents can enter a maximum of 50 characters for each answer option.</p>	<p>Enter one word that best describes our service.</p> <p><input type="text"/></p>

Open Ended – One or More Lines with Prompt

Respondents enter a short answer to a series of related questions. A general question can be divided into separate topics, which appear on multiple lines with the responses.

Each answer option is limited to 1,000 characters.

Survey respondents can enter a maximum of 50 characters for each answer option.

Please enter your contact information below.

Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Rating Scale – One Answer (Horizontal)

Respondents select a single rating for one question. The responses are presented side-by-side, which is ideal for comparative type questions that require a scale such as "Poor/Excellent" or "Less Likely/More Likely". Select the number of answer options and then type in an answer label to correspond with each number.

Please rate our telephone support.

Poor	Fair	Good	Excellent
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rating Scale – Matrix

Respondents select ratings for several different aspects of a particular question. The question and rating scale appears at the top and then each aspect of the question appears below. This question type can be transposed to change the rating values to decrease instead of increase. Select the number of answer options and then type in an answer label to correspond with each number.

Please rate the following aspects of our product

	1	2	3	4	5	6	7
Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ranking

Respondents rank items in order of preference by selecting a numeric value for each answer prompt. Each numeric value can be used only once. You can also include a "Don't Know" option if desired. Make sure to include the meaning of the scale in the question.

Please limit the number of items to be ranked to 10 items.

Rank the following qualities from 1 to 4 (1 being the least important)

	1	2	3	4
Price	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Features	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Yes or No

Respondents select "yes" or "no" in response to a question.

We do not recommend this question type for surveys in languages other than English because you cannot change the text of the buttons. If your survey is not in English, please use one of the **Choice-One Answer** question types and enter "yes" or "no" as the answer options in the designated language.

Have you purchased our product before?

YES

NO