

What is the editor?

The editor is used to create a questionnaire. You can use it to add questions and other elements to your questionnaire.

Overview

The editor consists of five main areas:

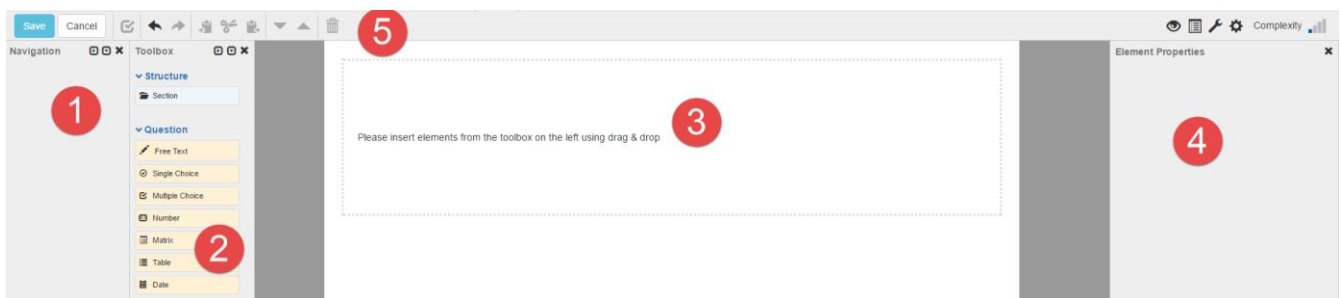



Figure 1 — General layout

Area	Purpose
1 Navigation pane	Provides a structured view of the questionnaire
2 Toolbox pane	Contains the different element types that can be added to the questionnaire
3 Form area	Provides a preview of the questionnaire; elements can be added to it and selected for editing
4 Element properties pane	Contains all available options for the selected element(s)
5 Toolbar	Contains buttons for basic tasks

The Navigation pane

Provides a detailed overview of the structure of your questionnaire.

All elements are represented by their respective text label in the questionnaire.

You can expand or collapse an element to view or hide its child elements by clicking the  icon next to the element.

When you select an element in the **Navigation** pane, the **Form area** jumps to the selected item, which is then highlighted in blue.

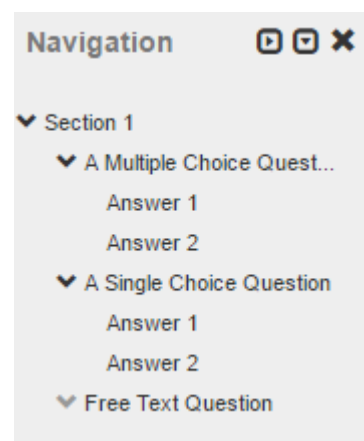


Figure 2 — Expanded view

To expand or collapse all elements at the same time, use the buttons in the upper-right corner of the pane.

The Toolbox pane

Contains all the element types that you can add to your questionnaire.

You can add elements either by using the drag-and-drop feature or by double-clicking them.

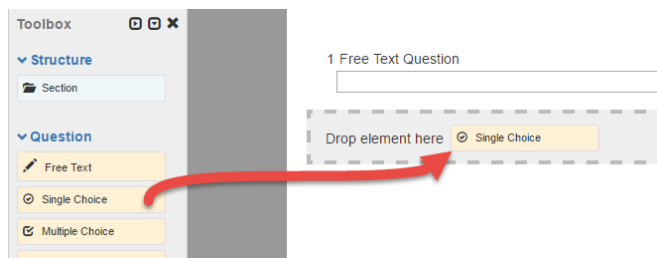


Figure 3 — Adding an element using drag-and-drop

The Form area

All elements are added here. It gives you a preview of how the elements will look in the questionnaire. The input fields are deactivated.

The elements contain default texts, with the name of the element displayed as the question text.

You can click an element to edit it. Selected elements appear in blue, with the respective options visible in the **Element properties** pane.



Figure 4 — Selected element in the Form area

To select several elements at the same time, use one of the following options:

Option	How to
Use your keyboard with SHIFT button	Press SHIFT and select two elements. All elements between these two elements will now be selected.
Use your keyboard with CTRL button	Press CTRL and select two elements. These two elements will now be selected.

'Select multiple elements' button

When this button is active, you can select each element by clicking it. The selection will be remembered until you deactivate this button again.

The Element properties pane

Displays the settings for selected elements. You can edit the elements here, e.g. by changing the question text, adding help messages and changing all relevant settings to adapt the question to your needs.

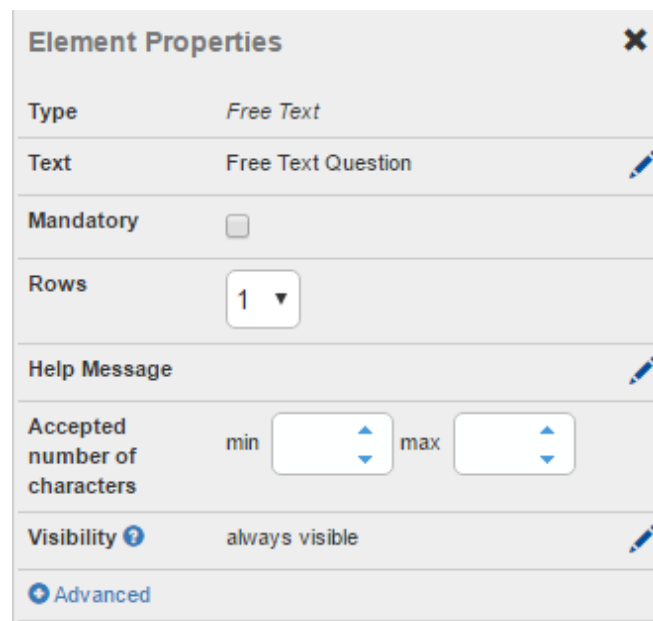



Figure 5 — Element properties pane for a Free text question

By default, the pane displays all the basic options. To display more options, click **Advanced**.

To edit a text in the rich text editor:

1. Click the text or .
2. Modify the text.
3. Click **Apply** to see the changes in the **Form area**.

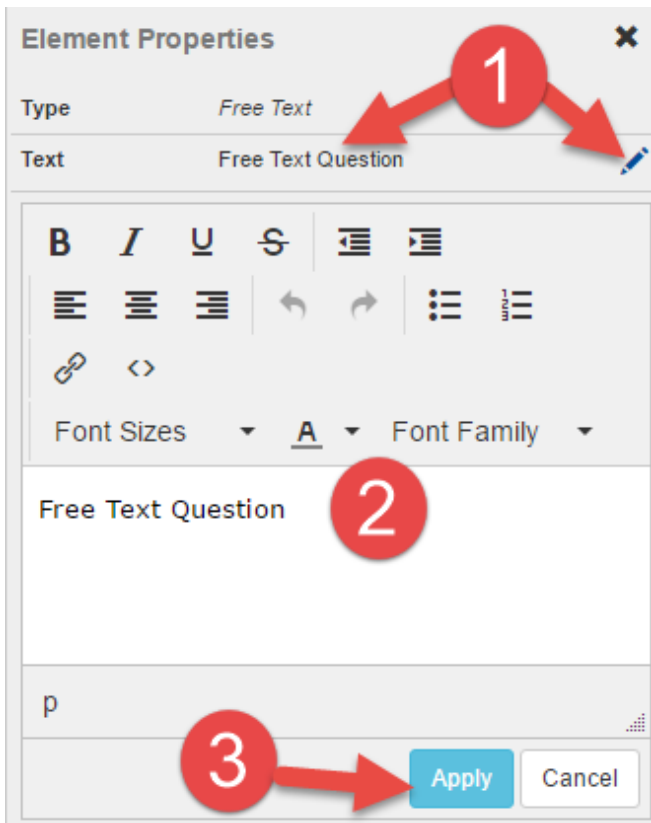


Figure 6 — Changing the text of a question

The Toolbar

Includes all available basic tasks that you can perform when creating the questionnaire.

Toolbar buttons

The toolbar contains several buttons for basic tasks:

Button	Name	Description
	Multiple selection	Allows multiple elements to be selected
	Undo, Redo	Reverses your last action / redoes something you've undone
	Copy	Copies the selected element(s)
	Cut	Cut the selected element(s)
	Paste after	Pastes copied/cut elements after the selected element
	Move up/down	Moves the selected element up or down

	Delete	Deletes selected element(s)
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Enable editor views

Displays or hides the editor panes so that you have more space to edit the questionnaire.

Button	Name	Description
	Visualise visibility	Activates the view for visibility settings (dependencies)
	Show navigation	Displays/hides the Navigation pane
	Show toolbox	Displays/hides the Toolbox pane
	Show properties	Displays/hides the Element properties pane

The Complexity indicator

The Complexity indicator shows you how complex your questionnaire is. Adding more elements to your questionnaire or visibility settings to your elements increases the complexity.

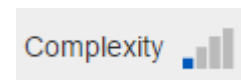


Figure 7 — Complexity indicator

If the complexity is too high, the online questionnaire can become slow for participants. To reduce the complexity, see the guidelines in our [documentation for authors](#).

Basic operations and general options

Select an element

Use your pointer to select any element in the **Form area**.

For matrix and text questions, you can also choose the individual questions/answers/rows/columns of the element by clicking the respective label text as indicated below.

Matrix			
	Answer 1	Answer 2	Answer 3
Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 8 — Matrix element where the entire element is selected

Matrix			
	Answer 1	Answer 2	Answer 3
Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 9- Matrix element where only the first question is selected

The **Element properties** pane will then adapt automatically and only show the available options for the current selection. This way, you can e.g. select individual questions of a matrix or table element and make them mandatory.

Copy an element

Any elements that have been copied or cut are depicted by a placeholder at the top of the **Toolbox** pane. You can add them to the questionnaire again using the drag-and-drop feature. You can also use the button next to the element to cancel this operation.

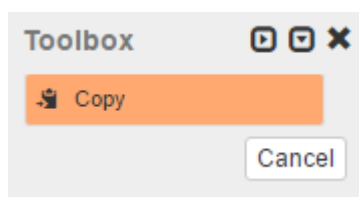


Figure 10 — Placeholder item to add the copied or cut elements to the Form area

1. Select the element(s).
2. Click **Copy**.
3. Move the placeholder from the **Toolbox** to the **Form area** as described above or select the element in the **Form area** and click 'Paste after'.

Add or remove possible answers in question elements

You can add or remove possible answers by clicking

 in the **Element properties** pane.

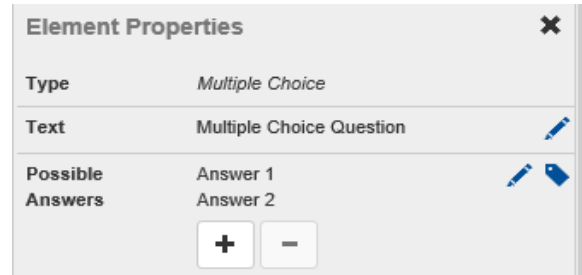



Figure 11 — Buttons to add or remove possible answers

Edit the text of the existing answer options by clicking

 next to **Possible answers**. You can then edit them in the rich text editor.

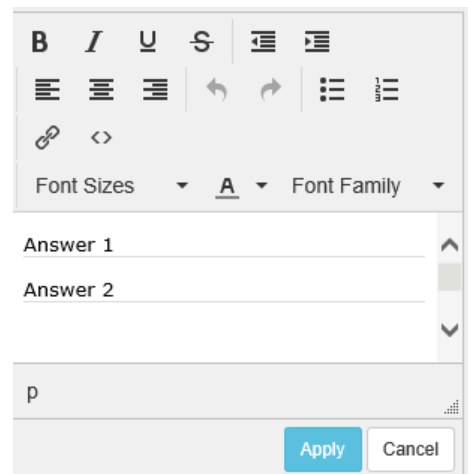


Figure 12 — Rich text editor for editing possible answers

Make a question mandatory

Select the check box in the **Element properties** pane after selecting the respective element.

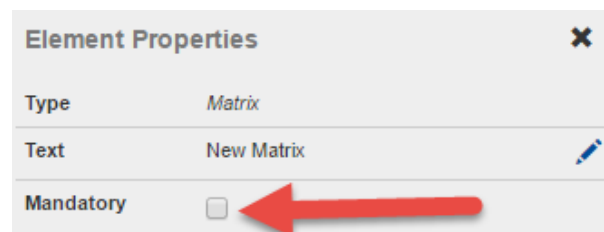


Figure 13 — Check box to make a question mandatory for participants

Mandatory questions will be marked with a red asterisk to the left of the question text.

Move elements within the questionnaire

You can change the position of an element in your questionnaire by using one of the following options:

Option	How to
Drag-and-drop	Select the element in the Form area and drag it to where you want in the questionnaire.
Move buttons	Select the element you want to move and click the respective arrow icon to move it up or down.
Cut-and-paste	Cut the element you want to move and use the drag-and-drop feature to move the placeholder to where you want to put it.

How to use the visibility feature (dependencies)

Using this feature, you can display and hide elements depending on answers given by participants to either single/multiple choice or matrix questions.

By default, all elements are set to **always visible**, which means that everybody will see the question when answering the survey.

Visibility: always visible (1)

Please select the element(s) that trigger this element

Multiple Choice Question

Answer triggering the question ([ID1])

Answer not triggering the question ([ID2]) (2)

Apply Cancel (3)

Advanced

Figure 14 — Setting the visibility of an element

1. Add a single/multiple choice or matrix question to your questionnaire.
2. Add further elements to your questionnaire.
3. Select an element that follows a single/multiple choice or matrix element and that should only appear when a specific answer has been chosen.

4. Click (1) to edit the visibility settings. All available questions of the type **Single choice**, **Multiple choice** and **Matrix** that are placed above the selected element(s) are displayed, including the question text and the possible answers.

5. Select the answer that, when chosen, will display the selected element (2).

6. Click **Apply** to confirm the visibility setting (3).

If multiple elements are selected, you can edit the visibility settings for all of them at once.

Note: This modification will only affect the questionnaire on the Test page and in published mode. All elements will still be visible in the editor.

When activated, arrows are displayed next to the connected elements to visualise the visibility settings in the **Form area**. Answers that trigger any element are displayed with an arrow pointing down. Elements that are triggered by any answer are marked with an arrow pointing up.

New Matrix

	New Text	New Text	New Text
New Text	● ↓	●	●
New Text	● ↓	●	●
New Text	● ↓	●	●

↑ Date

between 17/05/2017 and 25/05/2017

DD/MM/YYYY

When moving the pointer over the arrows or IDs in the **Element properties** pane, the connected elements are highlighted in the **Form area** and **Navigation** pane.

Elements with visibility settings that have been edited will be hidden in the questionnaire until **at least one of the configured answers** has been selected by the participant when filling in the questionnaire.