

# Survey Layout

Last Modified on 15/04/2019 3:48 pm AEST

Split surveys into logical sections so that respondents see a manageable amount of content, and feel a sense of progress as they complete each section.

## Moving a question

To move a question:

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. Click and hold the question you want to move.
4. Drag and drop the question to the preferred place on the survey canvas.
5. Select **Save** to save the survey.

## Adding a Section

Sections can be used to break down questions into titled groupings.

To add a section:

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. Select **+ SECTION**. A Section appears at the bottom of the survey canvas.
4. Select **Save** to save the survey.

To move a section:

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. Click and hold the section you want to move.
4. Drag and drop the section to the preferred place on the survey canvas.
5. Select **Save** to save the survey.

## Adding a Break

Adding a break will add a page break visual cue to the canvas layout. When a user is responding to the survey, they will see the actual page break and use **Next** and

**Back** buttons to navigate through the survey.

To add a break:

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. Select **+ BREAK**. a Break appears at the bottom of the survey canvas.
4. Select **Save** to save the survey.

To move a break:

1. Open the survey you want to edit.
  2. Select **Survey Layout** tab.
  3. Click and hold the break you want to move.
  4. Drag and drop the break to the preferred place on the survey canvas.
  5. Select **Save** to save the survey.
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