

Reorder Answer Options

To reorder answer options within your question:

1. Edit the question via the **Build** tab.
2. Click and hold the arrow icon on the far right of the answer option and drag it to its desired location.

The screenshot shows the 'Multiple Choice Options' interface. On the left, there is a list of six color options: Red, Yellow, Blue, Purple, Green, and Orange. Each option is in a text input field. To the right of each input field is a small icon consisting of a pencil, a red 'x', and an information 'i' symbol. Below the list is a button labeled '+ Click to Add Option' and two links: 'Add "Other", "N/A", etc' and 'Paste in Options'. On the right side of the interface, there are two tabs: 'Common Answer Library' and 'Advanced Option Settings'. A blue 'Getting Started Guide' pop-up is open, containing text about Radio Buttons and Checkboxes. The text in the guide reads: 'Radio Buttons only allow one selection per question. If you want to allow for multiple selections, use Checkboxes instead. Radio Buttons are best when used for short lists of options. If your option list is long, e.g. the 50 states, try the Dropdown Menu instead. Save some time with the Common Answer Library or our Bulk Editor.'

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