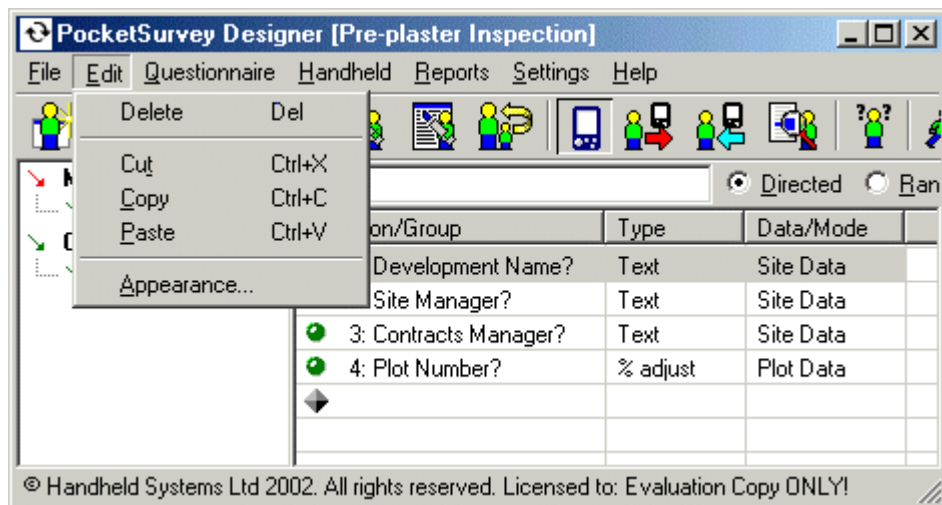


Chapter 7: Menu | Edit

The **EDIT** menu, shown below, includes the common options for deleting, copying, cutting and pasting groups or questions. It also lets you change the appearance of group names and question prompts. You can learn more about each option in this chapter.



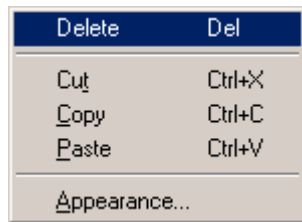
Note The shortcut keys, which give you direct access to the individual options on the **EDIT** menu, are shown to the right of each menu option.

Chapter Contents

- [Edit | Delete](#)
- [Edit | Cut](#)
- [Edit | Copy](#)
- [Edit | Paste](#)
- [Edit | Appearance...](#)

Edit | Delete... Deleting Groups or Questions

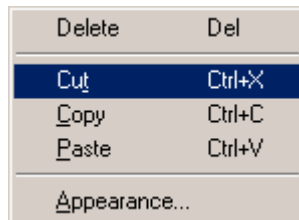
The **EDIT | DELETE** menu option, shown below, deletes the currently selected group or question from your questionnaire permanently.



If any of the questions is the target for a Jump or a Single Select menu question with jumps, then none of the questions selected will be deleted. A screen will appear with a list of dependants. Target jumps in these dependant questions must be redirected before the question can be deleted.

Edit | Cut... Cutting Groups or Questions

The **EDIT | CUT** menu option, shown below, removes the currently selected group or question from the questionnaire and places it on the clipboard.



This option is normally used in conjunction with **EDIT | PASTE**.

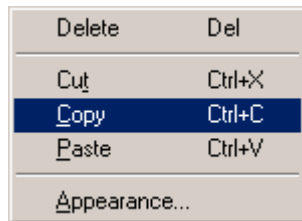
Tip

The last copy or cut is persistent and will remain even when you load another questionnaire. This means that groups or questions can be copied into other questionnaires by copying them into the clipboard then loading another questionnaire and using **EDIT | PASTE** to transfer them from the clipboard.

You can even close PocketSurvey and turn your computer off - the latest cut/copy will still be there when you come back!

Edit | Copy... Copying Groups or Questions

The **EDIT | COPY** menu option, shown below, copies the currently selected group or question in the questionnaire and places it on the clipboard overwriting the previous clipboard contents. The group or question is not deleted from the questionnaire.



This option is normally used in conjunction with **EDIT | PASTE**.

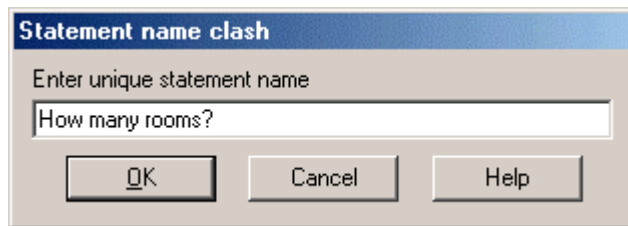
Tip

The last copy or cut is persistent and will remain even when you load another questionnaire. This means that groups or questions can be copied into other questionnaire by copying them into the clipboard then loading another questionnaire and using **EDIT | PASTE** to transfer them from the clipboard.

Duplicate Group Names or Question Prompts

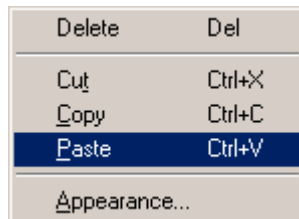
To ensure data integrity you are not allowed to have duplicate group names or question prompts in a questionnaire. So when you are copying groups or questions you will be prompted to give a new name as shown in the screen below.

If you are copying a groups you may get this screen several times, as each question within the group will also need to be renamed.



Edit | Paste... Pasting Groups or Questions

The **EDIT | PASTE** menu option, shown below, adds the contents of the clipboard below the currently selected group or question to your questionnaire design.



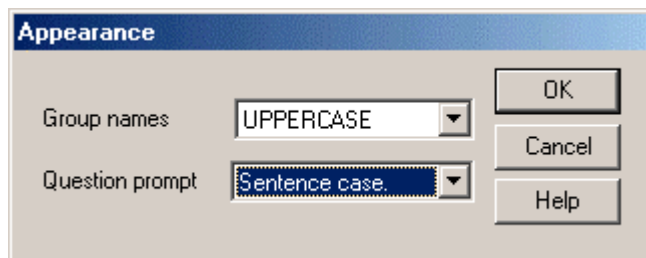
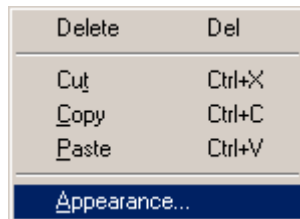
This option is normally used in conjunction with **EDIT | COPY** or **EDIT | CUT**.

Tip

The last copy or cut is persistent and will remain even when you load another questionnaire design. This means that groups or questions can be copied into other questionnaires by copying them into the clipboard then loading another questionnaire and using **EDIT | PASTE** to transfer them from the clipboard.

Edit | Appearance

The **EDIT | APPEARANCE** menu option, shown below, displays a screen allowing you to change the way all group names or question prompts appear. You use it to make questionnaires look neat and tidy.



Appearance Options

The options for changing the appearance of group names and question prompts are the same and are described below.

None

Choose this option to leave the text as it is. No formatting changes are made.

UPPERCASE

Choose this option to force all text into upper case. Questionnaire designs often look better if you choose this format for groups.

lowercase

Choose this option to force all text into lower case.

Sentence

Choose this option to automatically capitalises sentences so that only the first letter of the first word is uppercase.

Title Case

Choose this option to force the first character of each word to have a capital letter. Questionnaire designs often look better if you choose this format for questions.

Commonly Used Buttons

The commonly used buttons **OK**, **CANCEL** and **HELP**, work as expected.

Warning

You should realise that the **EDIT | APPEARANCE** option applies changes to ALL groups or ALL questions depending on your selections.

Chapter 7: Menu | Edit