Tips for using Lime-Survey’s internal editor

Note: The author of this guide is the University of Guelph’s Computing and Communication Services and was downloaded from this website: https://www.uoguelph.ca/ccs/software/supported-products/limesurvey

Although this is an annotated version created to be compatible with our LimeSurvey Website, the authorship and credit for this entire document is to be considered unchanged.

Identifying annotations: 1) insertions are in red font, 2) deletions are marked like this, and other comments are in red-framed text boxes.

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For most areas of the LimeSurvey system when you are editing text content, you are using LimeSurvey’s internal editor as shown in Figure 1. The editor consists of a toolbar (outlined with a red rectangle in Figure 1), and the area where you enter your actual text content. As with other toolbars in LimeSurvey, placing your mouse over an icon on the editor’s toolbar displays a tooltip indicating the function of the icon.

LimeSurvey’s internal editor has two modes: condensed and expanded. The editor’s condensed mode is shown in Figure 1 - note there is only one row of icons on the toolbar when the editor is in its condensed mode.

Red arrow 1 in Figure 1 is pointing to the icon to toggle the editor between its condensed and its expanded mode. Figure 2 illustrates the editor in its expanded mode. Note that additional icons are present when the editor is in its expanded mode. When the editor is in its expanded mode it expands to occupy the full web page. When the editor is in its expanded mode clicking the icon pointed to by red arrow 1 in Figure 2 will return the icon to its condensed mode where it will again appear along with other content on the page.
When the editor is in its expanded mode there are four icons of special interest:

1. the “Source” icon
2. the “LimeSurvey replacement field properties” icon
3. the “Paste from Word” icon
4. the “Image” icon

1. **The “Source” icon.**

Clicking the “Source” icon pointed to by red arrow 2 in Figure 2 will allow you to edit the actual HTML code to get special effects you may not be able to achieve via the editor’s icons. Note that the “Source” icon is a toggle as well. Clicking the “Source” icon alternates the display between raw HTML and the content that will be displayed to a respondent when they view the field in their web browser.
2. **The “LimeSurvey replacement field properties” icon**

The “LimeSurvey replacement field properties” icon is pointed to by red arrow 1 in Figure 3 below.

![Figure 3: The location of the “LimeSurvey replacement field properties” icon.](image)

Clicking this icon lets you insert the respondent's answer to a previous question into the text that will be displayed. As well, if your survey uses a token table and your survey is not anonymous, you will be able to insert various attributes from the token table such as the respondent's first name. Clicking the “LimeSurvey replacement field properties” icon lets you select the content to be inserted from a pop-up list, as illustrated in Figure 4.
3. The “Paste from Word” icon

The “Paste from Word” icon is pointed to by red arrow 1 in Figure 5 below. You should use this icon to paste text that was previously “copied” from a Microsoft Word document. Using this icon will help remove hidden markup codes that are included in the Word document and that can cause unpredictable effects when your survey is viewed in different web browsers. Be sure to preview your survey in a variety of different web browsers (e.g. FireFox, Internet Explorer) if you have pasted text from a Microsoft Word document - even if you are using this “Paste from Word” icon.
4. **The “Image” icon**

The “Image” icon is pointed to by red arrow 1 in Figure 6 below. This icon will enable you to insert an image into the text. Please note that the image must be in a web accessible location such as the personal website associated with your University of Guelph Central Login account, various sites that let you store images for the web such as imageshack.us, photobucket.com, etc.

![Figure 6: The location of the “Image” icon.](image)

Clicking the image icon will bring up the form shown in Figure 7 below. Enter the URL for your image in the area pointed to by red arrow 1, then click the OK button pointed to by red arrow 2. Please note that LimeSurvey does not support uploading images directly to the LimeSurvey server for insertion in your text. Instead, images must be located in a web accessible location and you specify via the image’s URL in the area pointed to by red arrow 1.
Figure 7: The location where you specify the URL of your image’s location.