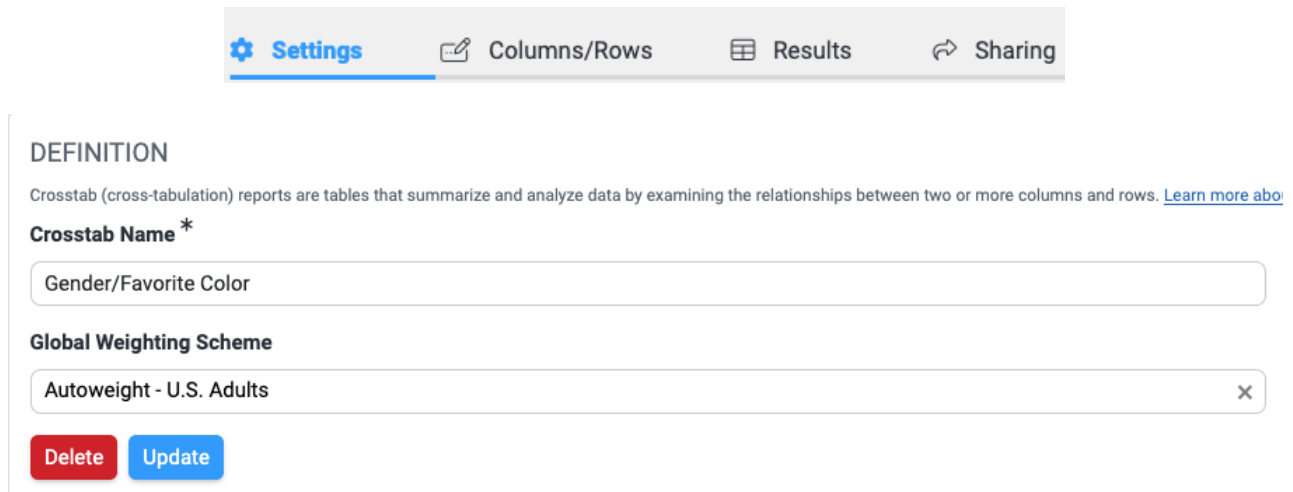


Editing a crosstab

12/03/2024 2:18 pm EST

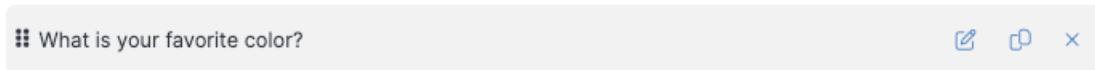
To edit a crosstab, start with the *Settings* tab to change the *Crosstab Name* and *Global Weighting Scheme*. Click *Update* when you're finished.



The screenshot shows the 'Settings' tab of a crosstab editor. At the top, there are four tabs: 'Settings' (active), 'Columns/Rows', 'Results', and 'Sharing'. Below the tabs, the 'DEFINITION' section is visible. It contains a brief description of crosstabs and a link to 'Learn more about'. The 'Crosstab Name' field is set to 'Gender/Favorite Color'. The 'Global Weighting Scheme' field is set to 'Autoweight - U.S. Adults'. At the bottom of the settings panel, there are two buttons: 'Delete' (red) and 'Update' (blue).

To change the variables, go to the *Columns/Rows* tab.

Each row and column variable can be edited using the first icon that's to the right of the variable. The icon looks like a pencil poised over a piece of paper.



The screenshot shows a variable label 'What is your favorite color?' in a light gray box. To the right of the label are three icons: a pencil (edit), a document with a checkmark (copy), and a close button (X).

All the component options that are available when [creating a crosstab](#) are usable when editing it. Questions may be reworded for a shorter label. Answer options may be relabeled, selected, or deselected. [Answer groupings](#) may be chosen (if they already exist for the question). Segments may be applied, and (for column components) date filters may also be used.

EDIT COMPONENT
✕

Question Options

What is your favorite color?

Question label (optional)

Yellow

Answer choice label (optional)

Green

Answer choice label (optional)

Blue

Answer choice label (optional)

Red

Answer choice label (optional)

Orange

Answer choice label (optional)

Black

Answer choice label (optional)

Purple

Answer choice label (optional)

Answer Grouping

No answer groupings available

Filter Settings

Segment

Select Segment ▼

Filter by Date [?]


All ▼

Cancel
Submit

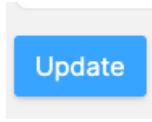
Use the blue *Submit* button to apply any changes.

To clone a row or column, use the second icon to the right of the variable name. The icon looks like two pieces of paper. To remove a variable, click on the small X on the right side of the variable row.



 To move a variable, click on the vertical grip icon on the left side of the variable row, then drag the variable to a new position. When you hover over the icon, your mouse pointer will change to a hand.

When the variables are arranged to your satisfaction, use the blue *Update* button in the upper right corner of the page.



Go to the *Results* tab to see your updated crosstab.
