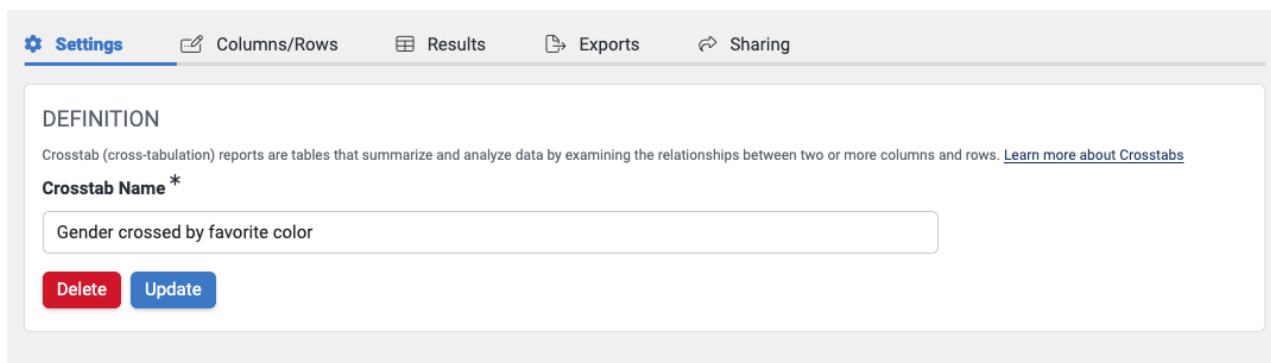# Edit a crosstab

05/12/2025 2:32 pm EDT
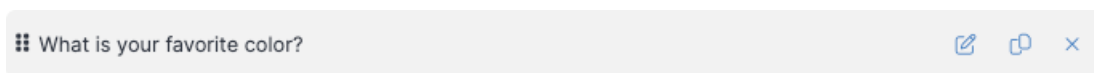
To edit a crosstab, start with the *Settings* tab to change the *Crosstab Name.* Click *Update* when you're finished.

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

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

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.

Update

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