



How To Change a Question to Top 2 Boxes

Problem

You have a **Pick One - Multi** question and wish to change it to show only top two boxes. For example, you may have ratings of banks on a five-point scale and wish to display only the Satisfied and Very Satisfied categories.

Steps to solve

If you want to modify an existing question:

1. In the **Variables and Questions** tab, change the Question Type of the question to **Pick Any**.
2. Click the button in the **Values** column
3. Click **Yes**
4. Check that the appropriate boxes (top two) are ticked in **Count This Value**
5. Click **OK**
6. Rename the question (e.g. change it from *Satisfaction Ratings by Bank* to *Top 2 Box Satisfaction by Bank*)

If you want to create a new question and not change the current question:

1. In the **Variables and Questions** tab, select the variables that make up the question of interest
2. Right click and select **Copy and Paste Variable(s) | Exact Copy**
3. Select the newly created variables, right click and select **Set Question...**
4. In the Set Question box, enter an appropriate name (e.g. *Top 2 Box Satisfaction by Bank*), and select **Pick Any** in the Question Type field.
5. Click **OK**
7. Click the button in the **Values** column
8. Click **Yes**
9. Check that the appropriate boxes (top two) are ticked in **Count This Value**
10. Click **OK**

Additional reading

Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .