

## Questions & Answers about the New Interface

### Can I delete multiple campaigns/audience groups/response results at once?

Yes. Check the boxes to the left of each item and choose the group action button in the top right corner of the list to delete selected items.

### I'm adding new member fields to my audience. What do all of the different options icons mean?

- The ≡ icon allows fields to be dragged and dropped into a preferred order.
- The red x icon removes the field from the member record.
- The pencil icon controls edits to the field name and details.

### When do my Campaigns get saved?

Saving campaigns is definitely a different process now. As with surveys, the draft is auto-saving along the way. Moving from 'edit' to 'preview' saves the campaign and moves it from the draft to saved tab.

### Can I still open a current campaign, rename it and save as new?

Yes. From the main campaigns page, click the options button to the right of the campaign and choose 'Copy this mailing.' Give the copy a distinct name to work from it.

### Where do I find the URL to post the campaign on my web site?

Visit the main response page, click on the campaign name and copy the URL in the 'About this mailing' section of the response data.

### Can I paste directly from Word?

The new editor toolbar has a 'paste from Word' button that allows pasted text to be added to the campaign without creating formatting problems in the text box.

### Can I see an individual's responses on a survey without exporting all of the results?

Yes. On the response page, click on the survey and click on the 'People' tab. It opens a list of all survey takers who completed the survey. Choose 'View all of this person's answers' to see their responses and how they compare to the rest of the audience.