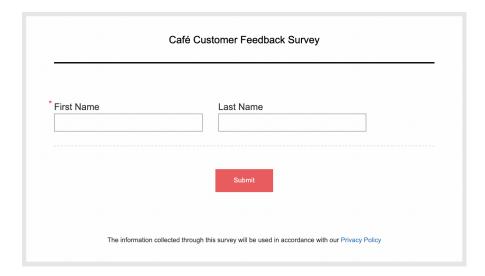 **Zoho Corporation**

# Full Name

The Full Name question type can be used to collect information about the first and last names of your respondents.
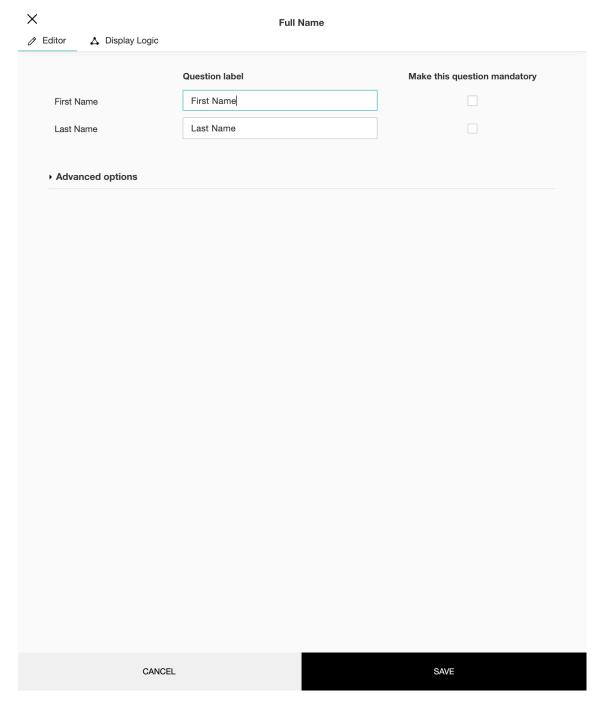
For example, when you're conducting a survey to collect customer feedback in your cafe, you'd require the names of your customers to address their queries and suggestions personally.

**Full name question sample:**



**To add a full name question in your survey:**

1. Click **Full Name** in the question types listed on the left pane. You can also drag and drop the question type to the builder.

| | Question label | Make this question mandatory |
|---|---|---|
| First Name | First Name | ☐ |
| Last Name | Last Name | ☐ |

▸ **Advanced options**

| CANCEL | SAVE |
|---|---|

2. If you want to rename the labels, type in the new labels in the *First Name* and *Last Name Question label* boxes respectively.
3. If you want to mark the boxes mandatory, select the *Make this question mandatory* checkbox.
4. If you want to make changes to the default *Error message* text that displays, edit the content in the text box.
5. In the *Text must be between* the boxes provided, specify the minimum and maximum character limits.
6. Switch to the *[Display Logic](#)* tab to add a logic condition to the question.
7. To save the changes, click **Save**.
8. To discard the changes, click **Cancel**.

**To set the character limit and the textbox size:**

You can set the character limit and the textbox size (short answer, long answer, full name, or contact information) while crafting the question. The maximum response size is limited to 255 characters, which can be changed to any

number less than 255. The maximum size you can set for the text box is 40 characters.

**▾ Advanced options**

| | |
|---|---|
| Textbox size | 40 Characters ⌄ |
| Text must be between | 0 and 255 characters |
| ☐ Prepopulate answer | |
| ☐ Question hint | |