

FORM CONTENT:

This is where you will add form content elements to your form. Any changes you make here will happen to your form immediately. As you will note, there is no [Save] button in the upper right corner. The form items are saved and posted on the site as soon as they are created. The Form Content window is a representation of your form. To view the actual form, click on the [Preview] button in the upper right corner.



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ADDING ELEMENTS:

Initially, this window will be empty except for a blue dot with a plus symbol (Add Element Icon), located to the far right of the form content window.

 Add Element Icon.

NOTE: If you do not see the blue dot (Add Element Icon) or if the entire area is disabled, then you must create the form first and then return here. To do this, simply click on the top bar button (labeled as Form). Fill in the information requested and click on the [Save] button. This will create the submission form you are working with.

Click on the Add Element Icon to enable the form elements task bar, as seen below:



Now let's take a look at each of the elements available:



TEXT INPUT:

This is for placing a text input on your form. Text inputs are single line entry points for questions like first name, last name, email address, etc.



TEXT AREA:

This is for placing a text area on your form. Text areas are multi-line entry boxes that are typically used for paragraph entry such as comments.



SELECTION LIST (DROPDOWN LIST):

This is for placing a selection list, also referred to as a dropdown list, into the form. Selection lists allow you to enter values, separated by commas that the visitor can select from. Selection lists come in two different types: Single selection or multiple selections. This Element allows for both. Just change the



'Field Height (Rows)' value to be more than 1 and it will automatically turn into a multiple selection dropdown.

The value list can be populated by typing in the values you desire or, for common lists such as states of the US or countries, you can just click on the appropriate button to have those values entered into the Value List automatically.



CHECKBOX:

This is for placing a checkbox into the form. Checkboxes are typically used to ask a question that is true or false such as; “Are you a member”.



CAPTCHA:

This is for placing a CAPTCHA image into the form. CAPTCHA images are used to reduce spam form submissions. A CAPTCHA image contains numbers and/or characters that the visitor must enter into an input field in order to ensure that the visitor is a human and not a computer automatically submitting the form.



SECTION HEADING:

This is for placing a section heading on your form. Section headings allow you to break the form up into logical sections such as “Personal Information”, “Billing Address”, etc.



PARAGRAPHS/BULLET LIST:

This is for placing paragraphs or bullet lists within your form. This allows you to place more description of a particular section or input field in your form.

This element has no character limit. You can enter multiple paragraphs and or bullet lists.



SEPARATOR LINE:

This is for placing a line to visibly separate elements on your form.



ATTACHMENT:

This is for placing an attachment input field on your form. You can have multiple attachment inputs on a single form. This will place an input field with a browse button for the visitor to select a file from their local PC and have it attached to the form when it is submitted.



HIDDEN FIELD:

The hidden field will allow you add a field to be submitted with the form that is not visible to the visitor. Just enter a field name for the hidden field and a value. The hidden field will be passed when the visitor submits the form and be visible within the email that is sent or to the posting web page you have entered in the Post to URL input field.



PREVIEW:

This allows you to preview the actual “Live” form you are currently working on. Any modifications you make are in real-time.



**HELP:**

Help button that displays this document.

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MODIFYING ELEMENTS:

You can modify any existing form item by double-clicking on the question for the form item. This will open the element and allow you to make changes to it.

You can move form content items up and down by selecting the item and dragging it to the position you would like it to be in and then releasing it. *NOTE: You cannot drop an element item into an empty space denoted by the Add Element Icon. To place an element above an existing element, you must drop it on the element you want to place it above.*

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REMOVING ELEMENTS:



To remove an element, simply select the form content element you wish to remove and then click on the [Delete] button located on the task bar.

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