

Editing Static Element Fields

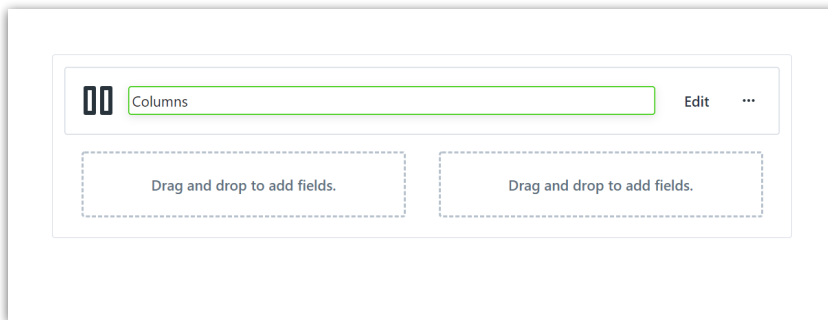
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Static elements can be added multiple times in a form and provide form structure and additional information to the requesters.

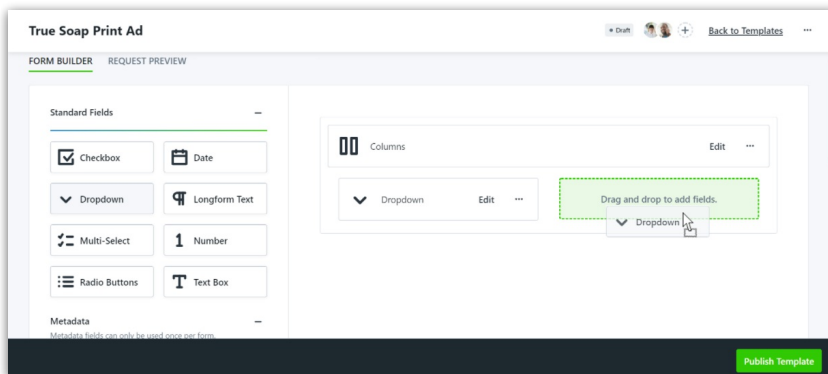
Columns Field

The Columns field gives you the ability to organize form elements so that they are side-by-side.

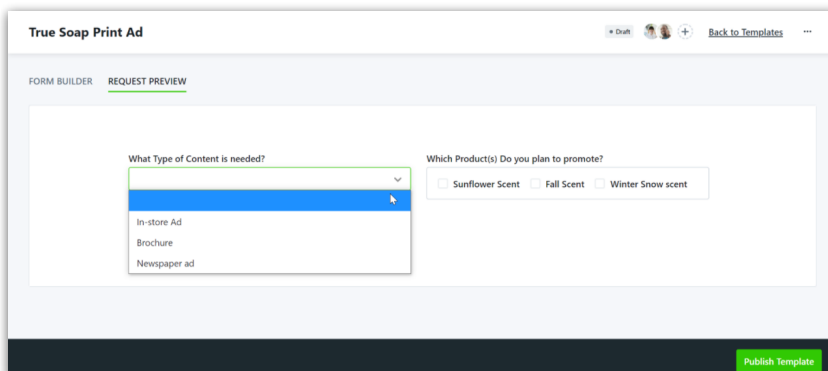
The column label is not displayed in the published form and is not seen by Requesters. Customizing this field may provide helpful context to users editing the form.



Drag fields of your choosing from your left side panel, or from the form building area, into the column area.



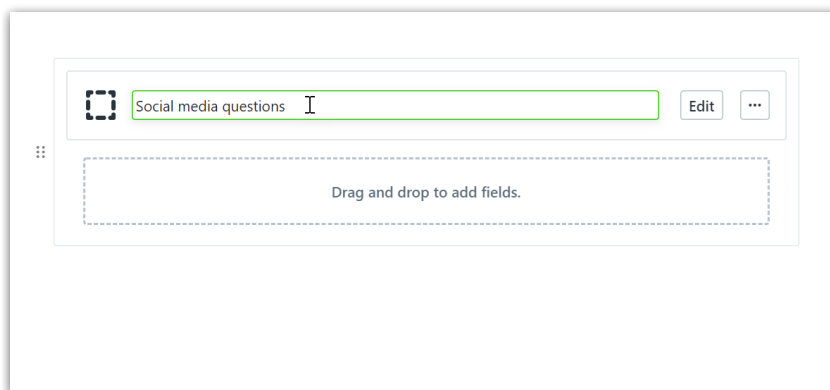
Your requesters will see the fields presented side-by-side.



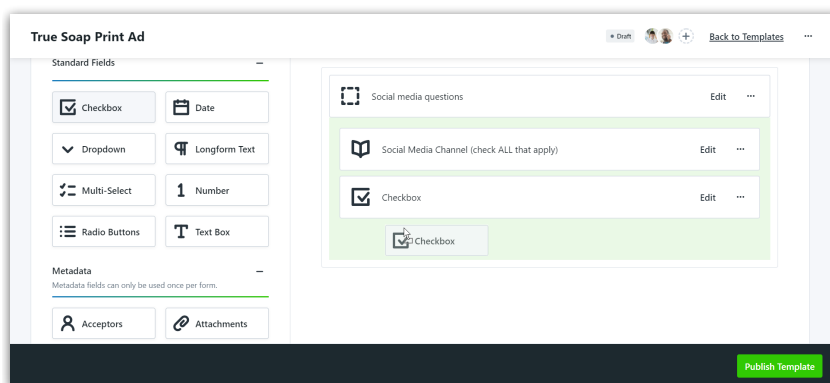
Section Field

The Section field gives you the ability to group fields for easier bulk movement. Sections are not visible to requesters in the published form.

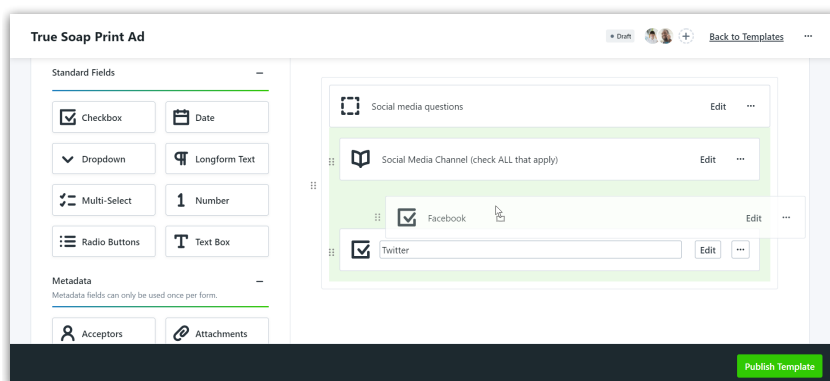
The section label is not displayed in the published form and is not seen by Requesters. Customizing this field may provide helpful context to users editing the form.



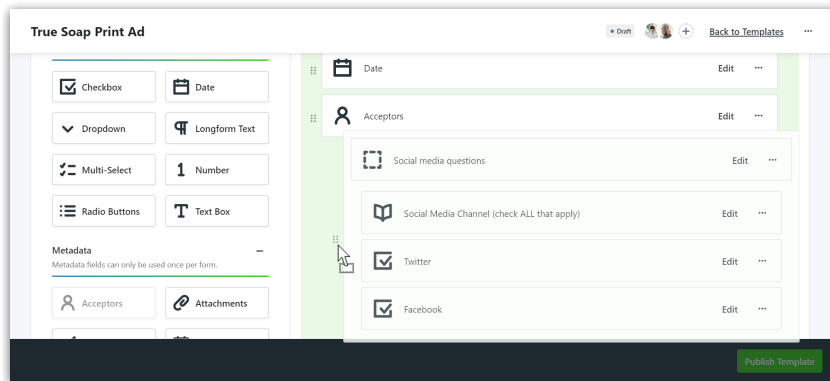
Click and drag fields into your section, or fields from the form builder area.



Reorder fields within a section by clicking and dragging.



Move an entire section by grabbing onto the dots to the left of the section and dragging to the desired location.



Link Field

The Link field gives you the ability to provide a hyperlink for the requester.

Click into the text box below **Label** to add a field name. This will be visible to your requesters.

Link

GENERAL

Label *

Link

Web Address

Please enter a web address.

Size

Normal

Large

Cancel

Save

Add your full URL into the text box below **Web Address**.

Please reference our company SOP for your request

GENERAL

Label *

Please reference our company SOP for your request

Web Address

https://www.truesoap.com/internal/sop

Size

☒ Normal

☐ Large

Cancel Save

You can select a text size for your **Label** by clicking the circle next to the text size of your choosing.

Please reference our company SOP for your request

Web Address

https://www.truesoap.com/internal/sop

Size

☐ Normal

☐ Large

☒ X-Large

☐ XX-Large

Cancel Save

Click **Save** when complete.

Your requesters will be able to click on the hyperlink.

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FORM BUILDER REQUEST PREVIEW

Please reference our company SOP for your request

What type of content are you needing?

Event Date

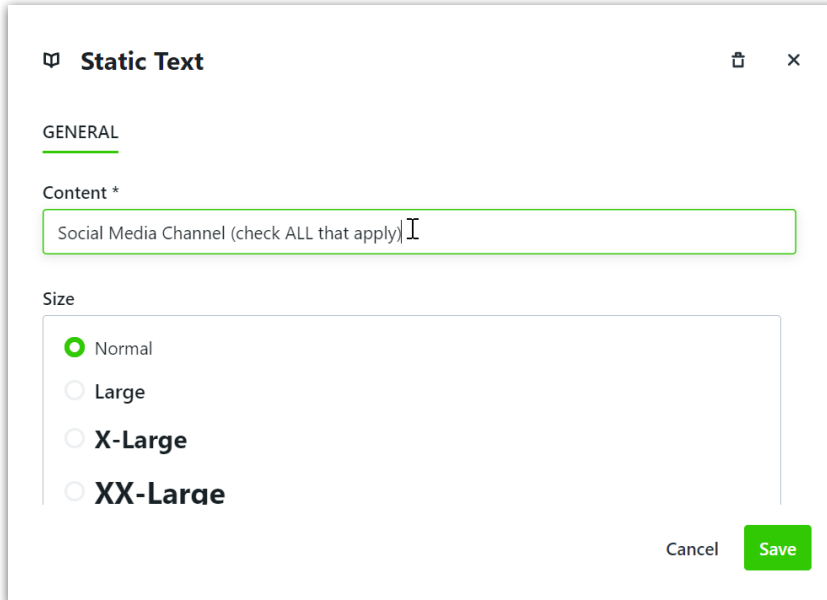
Date

Set Date

Static Text Field

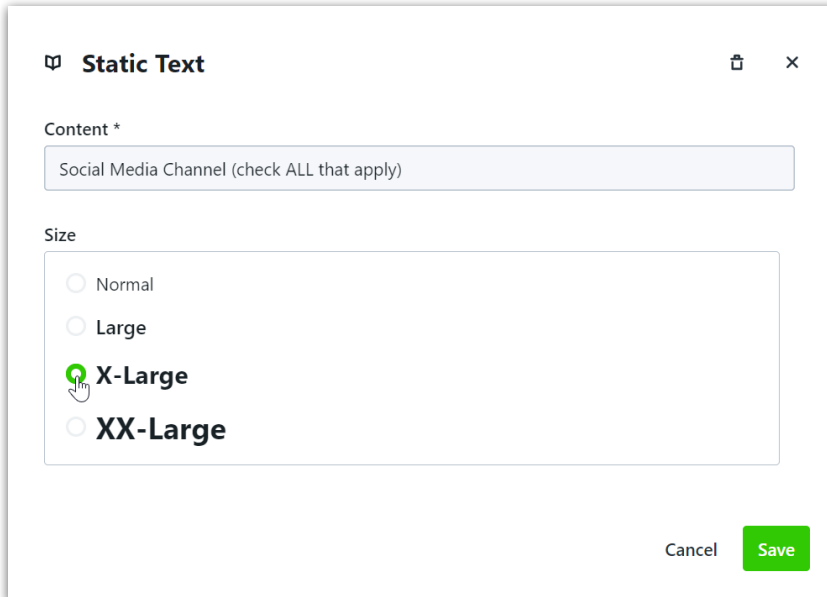
The Static Text field gives you the ability to provide text instructions or a header.

Click into the text box below **Label** to update the value that will be visible to your requester. Labels can also be edited from the design area.



The dialog box is titled "Static Text" and has a close button (X) in the top right corner. It features a "GENERAL" tab. Under the "Content *" label, there is a text input field containing the text "Social Media Channel (check ALL that apply)". Below this, under the "Size" label, there are four radio button options: "Normal", "Large", "X-Large", and "XX-Large". The "Normal" option is currently selected. At the bottom right, there are "Cancel" and "Save" buttons.

Change the size of your static text by clicking the circle next to the desired size.



This dialog box is identical to the one above, but the "X-Large" radio button is now selected, as indicated by a green circle and a hand cursor icon. The "Save" button is highlighted in green.

Click **Save** when complete.

This is how the static text will appear to your requesters:

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FORM BUILDER

REQUEST PREVIEW

Social Media Channel (check ALL that apply)

☐ Facebook

☐ Twitter

☐ Instagram

Publish Template