

Editing Static Element Fields

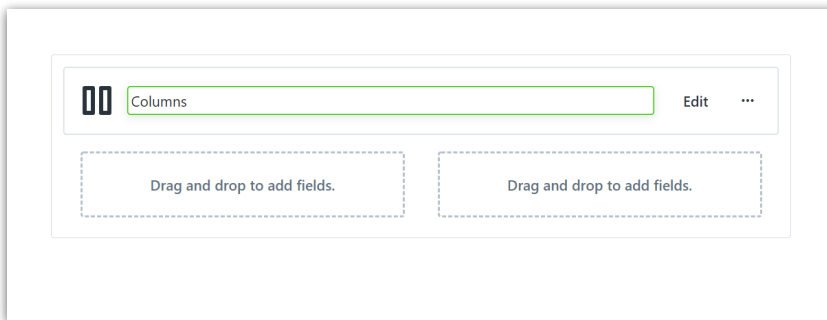
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Static elements can be added multiple times in a form and provide form structure and additional information to the requesters.

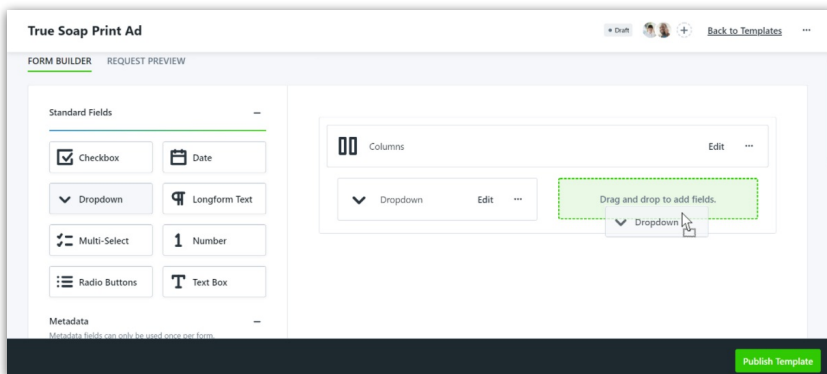
Columns Field

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

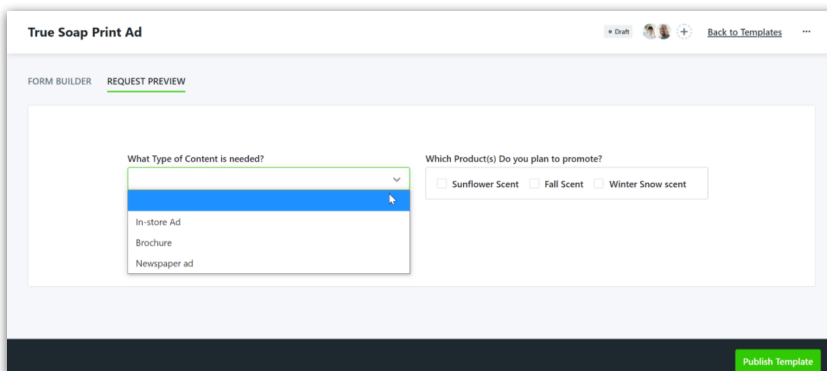
The column label is not displayed in the published form and is not seen by Requesters. Customizing this field may provide helpful context to users editing the form.



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



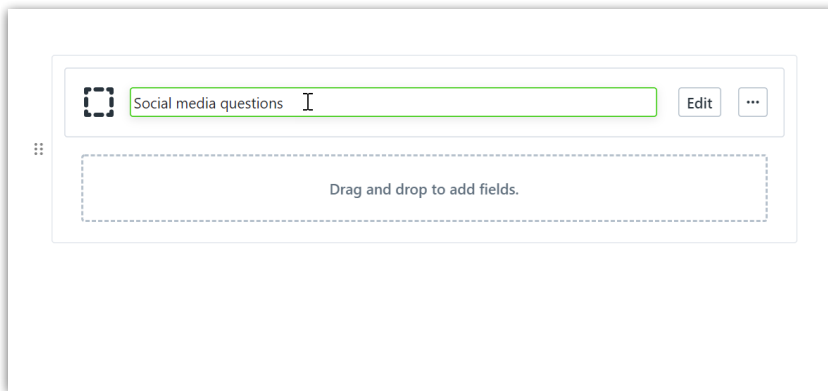
Your requesters will see the fields presented side-by-side.



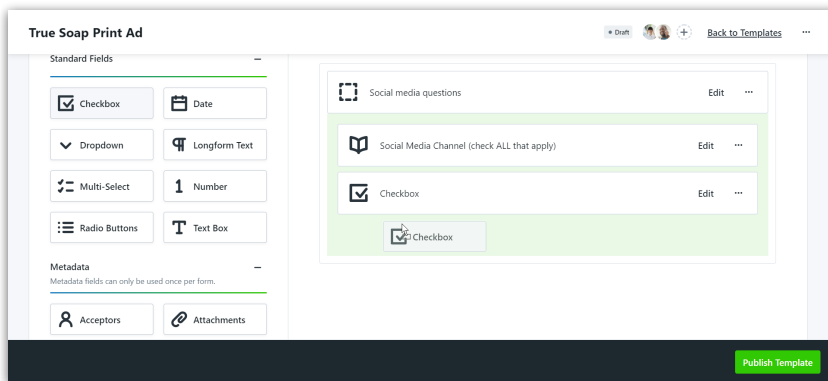
Section Field

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

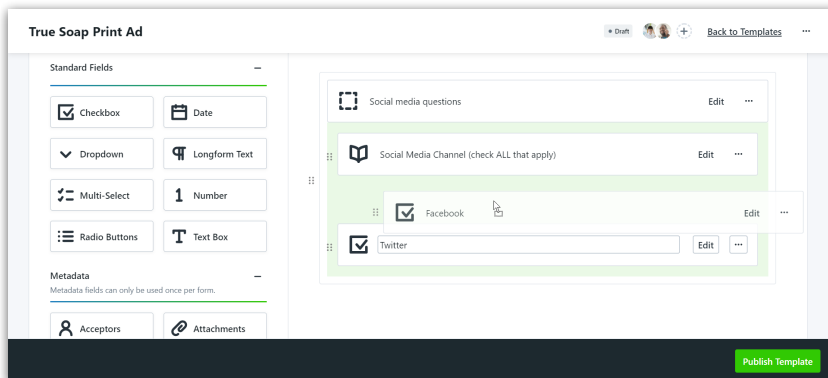
The section label is not displayed in the published form and is not seen by Requesters. Customizing this field may provide helpful context to users editing the form.



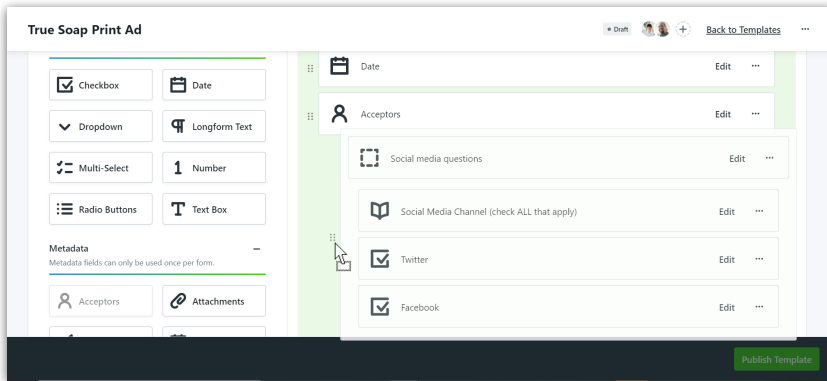
Click and drag fields into your section, or fields from the form builder area.



Reorder fields within a section by clicking and dragging.



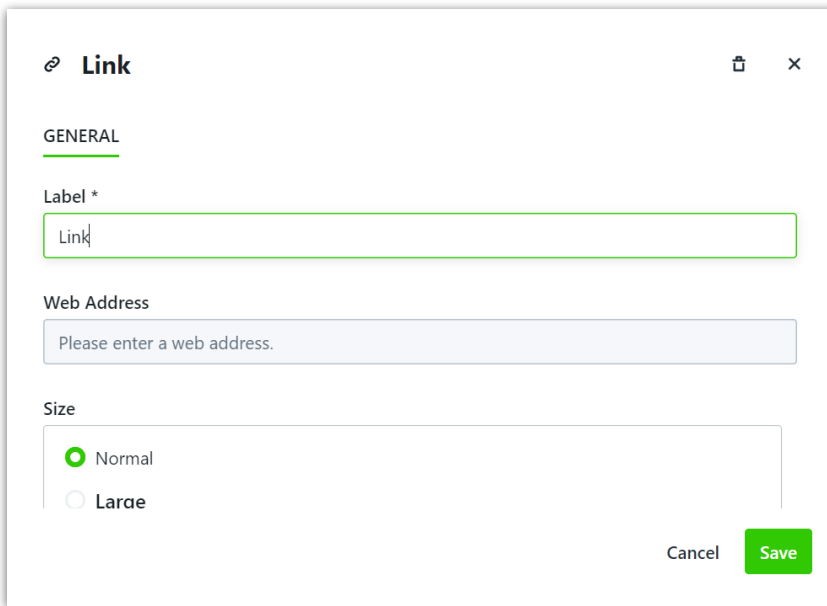
Move an entire section by grabbing onto the dots to the left of the section and dragging to the desired location.



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.



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.

True Soap Print Ad 👤 + Back to Templates

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.



Static Text

GENERAL

Content *

Social Media Channel (check ALL that apply)

Size

Normal

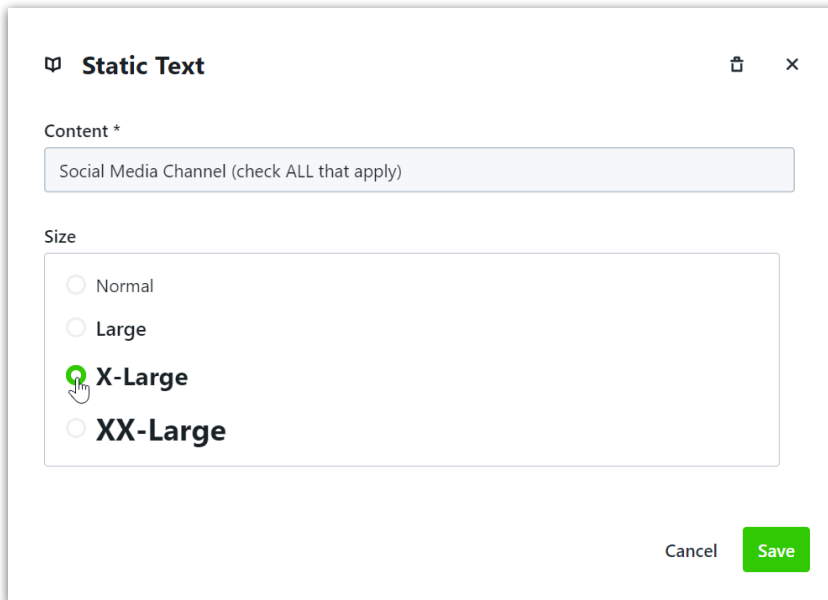
Large

X-Large

XX-Large

Cancel Save

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



Static Text

Content *

Social Media Channel (check ALL that apply)

Size

Normal

Large

X-Large

XX-Large

Cancel Save

Click **Save** when complete.

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

True Soap Print Ad Done Back to Templates

FORM BUILDER REQUEST PREVIEW

Social Media Channel (check ALL that apply)

Facebook

Twitter

Instagram

[Publish Template](#)