Create a Survey

This feature is used to create a survey. The survey is created using the same elements as a form.

Warning: Click the More tab on the left side of the window. It is the blue one shown in the illustration below.

Warning: Drag the Survey element onto the page where it is to be inserted (see illustration above right).

Warning: The Survey Element will display (see illustration below).

**CHANGE FIELD SETTINGS**

By default all the fields in the form are set to Required. This means that the site visitor must enter something in the field to submit the form. Also, the Field Name, Field Instructions, and Field Spacing may be changed.

Warning: Click the Field that is to be changed.

Warning: The Form Fields Panel will display. This panel changes in relation to the field that is selected as shown in the illustrations below.

Warning: Click the Field Title box to change the name of the field.

Warning: To specify whether the field is required or not, click the Required button. This button toggles between Yes and No.
Select any of the other options, such as Spacing or Instructions, to make changes.

**ADD ADDITIONAL FIELDS**
In addition to the default fields, it is possible to add additional field types. These field types are available in the Navigation Pane.

- Click the **Survey Form** to select it.
- Go to the **Navigation Panel**.
- The **Form Fields** area should display.
- The available fields are listed and described in the table below.
- Drag any of these elements into the form at the desired location.

<table>
<thead>
<tr>
<th>Form Field Element</th>
<th>Description</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Text Box</td>
<td>This box can be used to insert one line of text, such as an address.</td>
<td></td>
</tr>
<tr>
<td>Large Text Box</td>
<td>Use this box to insert several lines of text such as Comments</td>
<td></td>
</tr>
<tr>
<td>Options Buttons</td>
<td>To allow the respondent to select between a list of items, select this type of element.</td>
<td></td>
</tr>
<tr>
<td>Dropdown Box</td>
<td>This element is used when a list of items is needed that the respondent can select from.</td>
<td></td>
</tr>
<tr>
<td>Checkboxes</td>
<td>Use this element when the respondent is allowed to select more than one item in a list.</td>
<td></td>
</tr>
<tr>
<td>File Upload</td>
<td>To allow the respondent to upload a file, such as a Word document, when completing the form, select this element.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>This element is used when respondents need to insert their name in the form.</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Use this element to allow respondents to insert their email address in the form.</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>To have respondents insert their address in the form, select this element.</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>This element can be used when respondents need to insert their phone numbers into a form.</td>
<td></td>
</tr>
</tbody>
</table>

**FORM OPTIONS**
A survey name can be changed. Also, it is possible to specify email addresses to which the form information can be sent.

- Click the **Form Options** button on the right side of the form.
- The **Advanced Form Panel** will display (see illustration on next page).
- Select the text in the **Form Name** box to change the name for the form.
Input the **Email Addresses** for the people to whom the **Form Submissions** are to be submitted.

- More than one address can be entered by separating them with a comma.
- Replies to the form will go to the **Email Addresses** specified as well as to a **Form Entries** section of your account.
- Form Entries can be accessed under the **More** button to the right of the site’s listing on the main page of the account.

Select one of the options for **Confirmation**. These are:

- **Text** – When this option is selected, the confirmation will appear on the same page as the form. Click the **Edit Text** box to change the **Confirmation Message**.
- **Link** – This option is used when visitors to the site are to be redirected to another page in the site after the form is submitted. To specify the page that the visitor is to link to, click the **Set Confirmation Link** option.

Click the **Spacing** link to specify the following options:

- **Margin Top** – To specify the amount of space at the top of the form, click the list arrow for this option. The choices are **None**, **Small**, **Medium**, or **Large**.
- **Margin Bottom** – Use this option to specify the amount of space at the bottom of the form. The choices are **None**, **Small**, **Medium**, or **Large**.

Click the **Submit Button** link to specify the following options:

- **Submit Button Align** – Select this option to specify where the form is to be aligned on the page. The options are **Left**, **Right**, or **Center**.
- **Submit Button Text** – This option is used to specify the text that will display on the Submit button.

Once all the options have been specified, click the **Save** button.