



# Clone a Form

Help Guide

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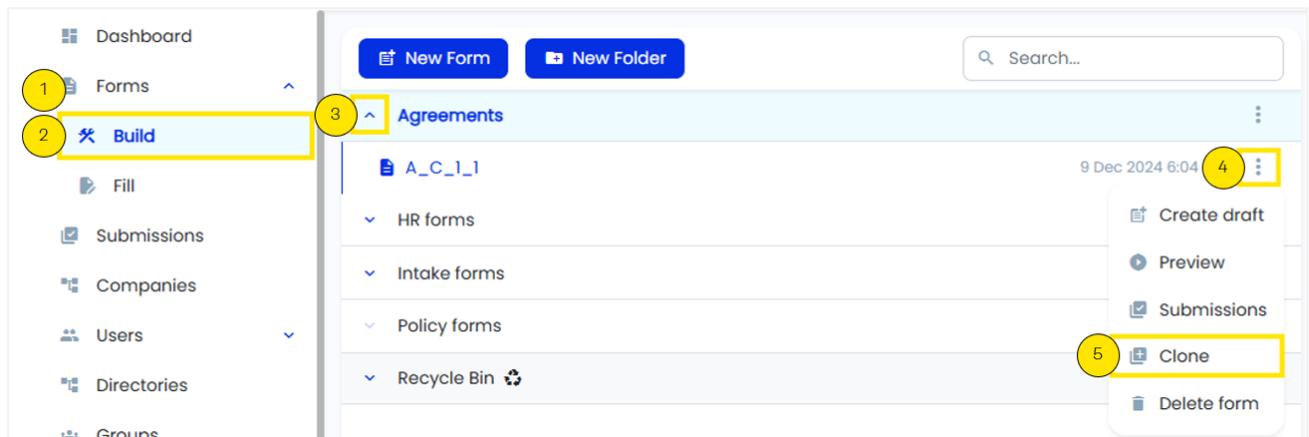
## 1. Cloning Forms

Many forms that you use may have similar features. Cloning forms can greatly speed up form development by leveraging existing forms and using their features in new forms. This is the process to clone a form.

### 1.1 Clone a Form

Log in to the Smarter Drafter Web App and select the form you wish to clone.

1. Click **Forms**.
2. Click **Build**.
3. Open the **folder** in which the original form required to make the clone is saved.
4. Click the **ellipsis** (three vertical dots) beside the form.
5. Click **Clone**.



Give the form a unique name and alias that aligns with naming convention. Click **Clone**.

**Clone Form** ×

**Form Name \***

**Form Alias \*** ⓘ

**Folder \***

Cancel Clone

## 1.2 Edit the Form

The new form opens in the **Form Builder**.

**Dashboard**

- Forms ^
- Build
- Fill
- Submissions
- Companies
- Users ∨
- Directories
- Groups

**Agreements** Unversioned (editable) ⓘ

Last updated by **Carmen Brooks** on 11 Dec 2024 10:26 AM

**Form** | Document | Submissions | Settings | Role Mapping

Search sections or fields

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[New Section](#) | [Import from other form](#) | [Import from globa](#)