



Form Sections and Pages

Help Guide

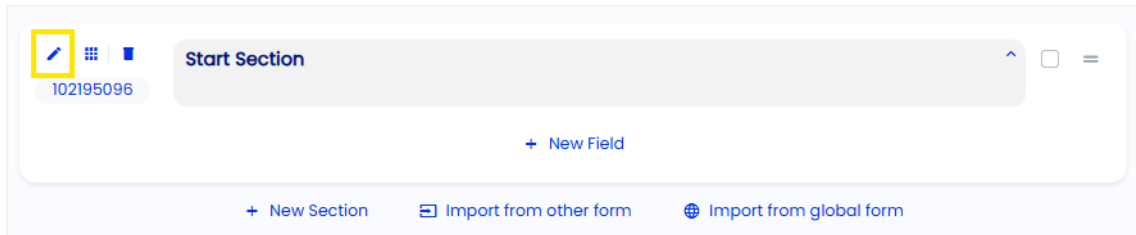
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1. Form Sections

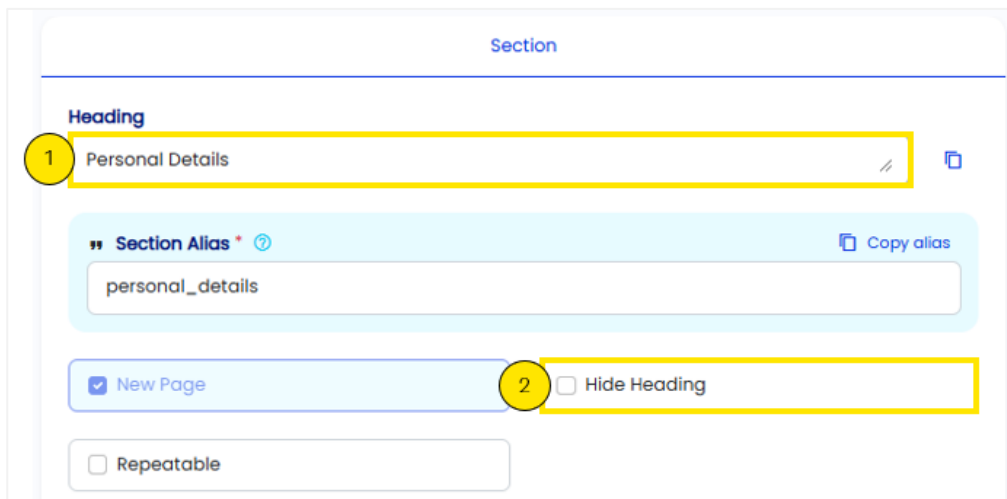
A form section acts like a page break – as the form is filled out and a section is completed, the page will “turn” to a new section. Before adding fields to a form, it’s important to name the section. Click the pencil shaped **edit button** to edit the section.



1.1 Section Headings

The Section Editor opens.

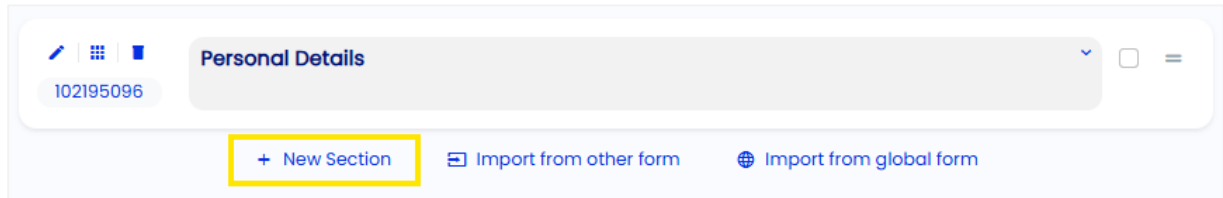
1. Add a **Heading name**.
2. If the heading name is not required to be visible in the form, check the box beside **Hide Heading**.



Note: The New Page option is automatically selected on the first section.

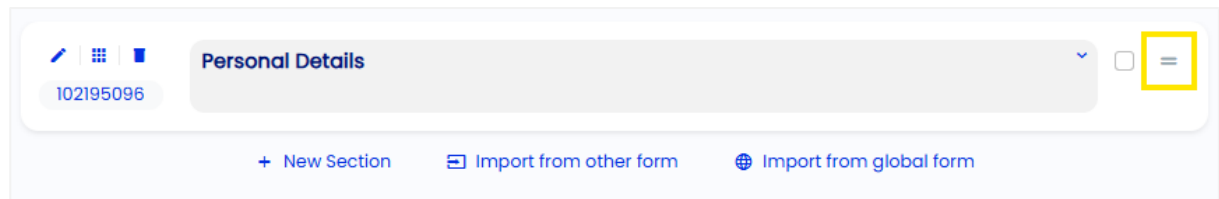
1.2 Adding a New Section

To add a section (a page in the finished form) click **New Section**.



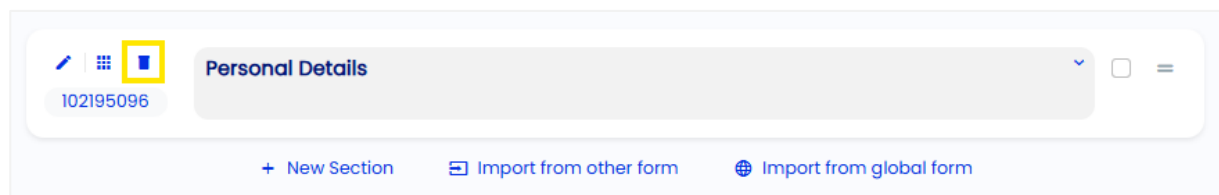
1.3 Reorder Sections

To move a section above or below another section, click and hold the reorder button (two horizontal lines) and drag the section.



1.4 Delete a Section

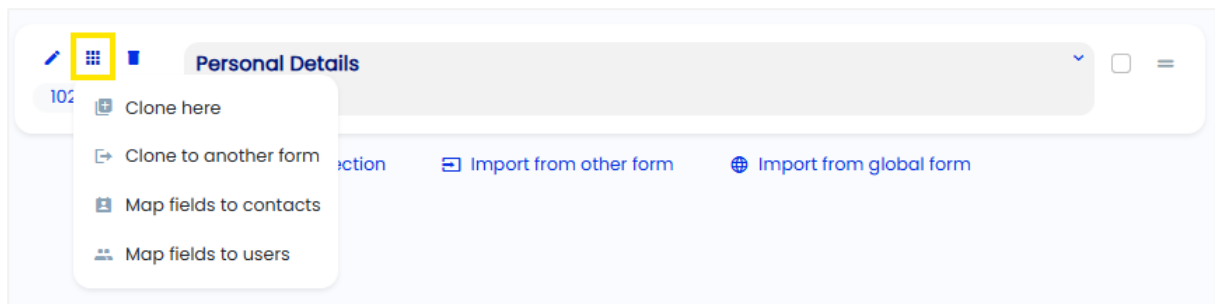
To delete a section, click the trash can shaped delete button.



1.5 Clone a Section

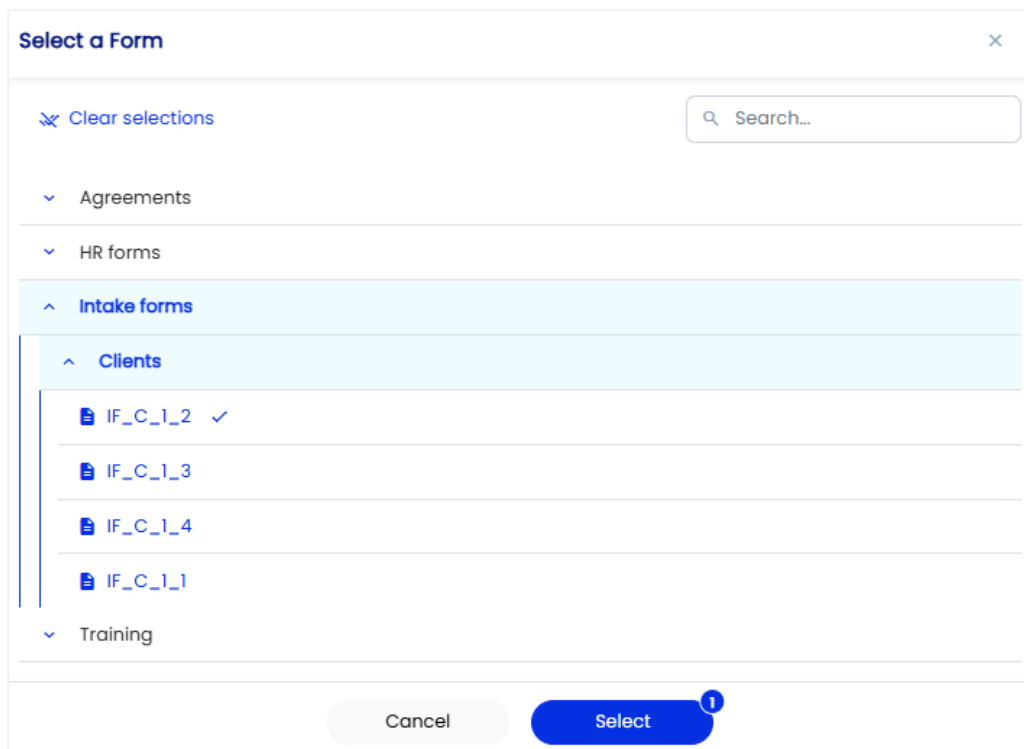
The waffle button reveals several options to clone a form.

1. Clone here will create a clone of the section directly under the original section.

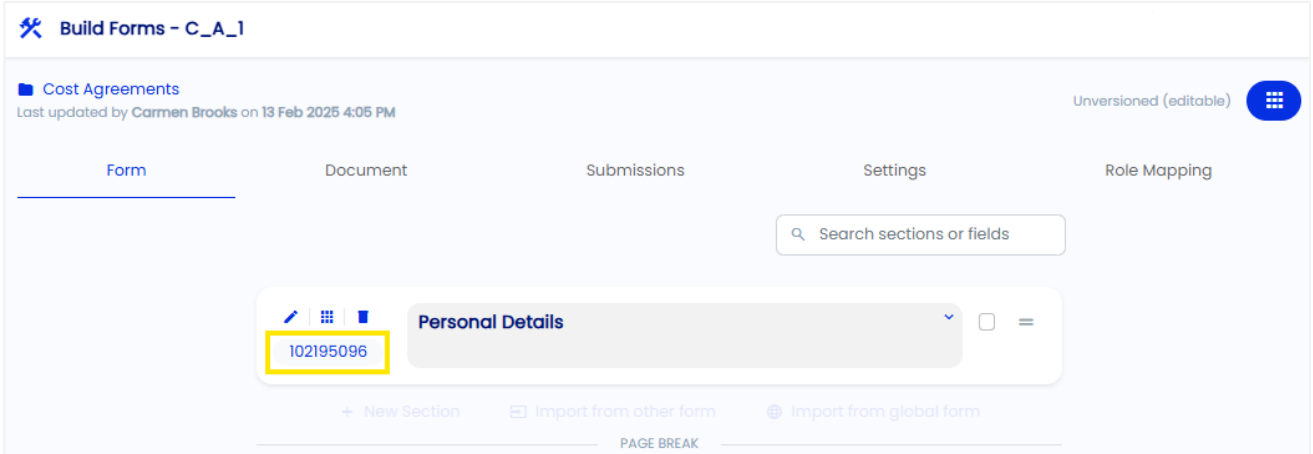


1.6 Clone to Another Form

2. Clone to another form opens a pop up where the desired destination form can be selected. Search the folders for the desired form, select the form, and click **Select**.



When the destination form for the cloned section is opened, the section can be found. It has the same section ID as the original section. Section IDs are useful for referencing sections in a number of functions, including calculations and logic.



2. Page Breaks

On subsequent sections, the New Page checkbox is optional. If the box is ticked, the page will break before this section is shown to the form filler. If the box is not ticked, the form will appear as a single, long page.

