Creating a Form

You must first create two generic pages. One page will stand as the container page. The container page will hold the Form block you will later create. The other page will stand as a Thank You page. The Thank you page will display a message to the person submitting the form.

Creating a Generic Content Page

1. From your navigation pane, select the folder in which you wish to add your Form Page.

2. Click the button to expand your options and select New Page.

3. Name your page and Select the Generic Page option.

4. Enter a Headline and click Done.
5. **Publish** the Form Container Page.

   **Note:** You can add standard content to this page. You will add the form to the page below.

You will now need to create another Generic Content page to act as the Thank You page which will display a message to the person submitting the form.

6. Repeat steps 1-4.

7. Expand the forms editing pane.

8. Select the Content tab.

9. In the Main Content area enter the thank you text you would like your viewers to see after submitting the form. **Example:** Thank you for contacting the Learning & Development team at UMass Medical School. Your inquiry is very important to us and we will respond to your message as soon as we can.

10. Publish the Form Thank You Page.

**Creating the Form Block**

1. Within your Assets Pane, **Select** Blocks and **scroll** to your Global Library folder and **select** Forms Folder.

   **Note:** If there is no Forms folder within your department Global Library, we suggest you create a sub folder for better organization. You can do this by right clicking the button and selecting New Folder.
2. From the folder where you are storing your Form Block, (see note above) Select the folder menu and choose New Block.

3. Name your form and choose the XForm Block option.

4. Open the Forms Editing Pane.

5. Enter a Title and Description of your choice. These fields are optional.

6. In the Form Block Form field, Select the ... button. This is where you will create and edit the actual form.
7. The Select Form window will appear. **Select** a folder from the dropdown menu or create a new folder. After Selecting or creating your folder Click the Create button.

8. The Edit Form field will appear. **Enter the Name** of form and **choose** the Form folder from the drop down menu.
9. In the Page shown after the form has been sent field, **click** the button and **choose** the Thank you page you created earlier.

10. **Check** the two check boxes located to the right of the Name a form Field.

11. In the Table Layout tab, insert as many rows and columns you would like to create your form. (More rows and columns can be added later if you wish)

12. In the Form Fields tab you will now enter the fields of your choice. **Select the cell** of your choice and then **select the form field** you would like to place there. Once you click a form field the respective properties for each field will appear.

   **Note:** The name of each form field cannot be reserved words like “email”. This will generate an error message. Good Examples are: “FirstName”, “LastName”, “UserEmail”, etc. No Spaces are allowed.

   **Text box:** Allows a single line text area.
Text area: Allows a multiple line text area.

Drop-down list: Allows for a drop down menu.

Radio Button: Allows for a single answer choice.

Check Box: Allows for a multiple answer choice.
**Button**: Allows a Submit function. Select the Result from Sending drop down menu and choose the method in which you would like to receive the responses to your form.

![Button Properties](image)

**Heading**: Acts as a text area. Enter Headings, Subtitles or Field Titles with this option.

![Heading Properties](image)

**Example**: Name

**Note**: Use this for two column Questions and Answers.

**Horizontal Rule**: Will insert a horizontal line.

![Horizontal Rule Properties](image)

13. Once all your form fields have been added. **Click** the Save and Close button.
14. You will be brought back to the Select Form window. **Locate** your form and **click** the Select Button to highlight the form. **Click** the Use Button to implement the form.

![Select Form window]

15. **Publish** your Form Block.

![Publish button]

You have successfully completed the Form Block. The form Block is now ready to be added to container page you created earlier.

**Adding Form Block to the Form Container Page**

1. From the Navigation Pane Locate the form container created earlier.
2. Open the Assets Pane and locate the Form Block.
3. Drag and drop the Form Block onto the Container Page in the location of your choice.
4. Publish the Form Container.

![Form Block in container page]

Your Form has now been created. To view the data that is captured from this form. **Navigate** back to the Form Block and **expand** the Forms Edit pane. **Select** the View data button located next to the Form Block Form field.