Add Text and Images

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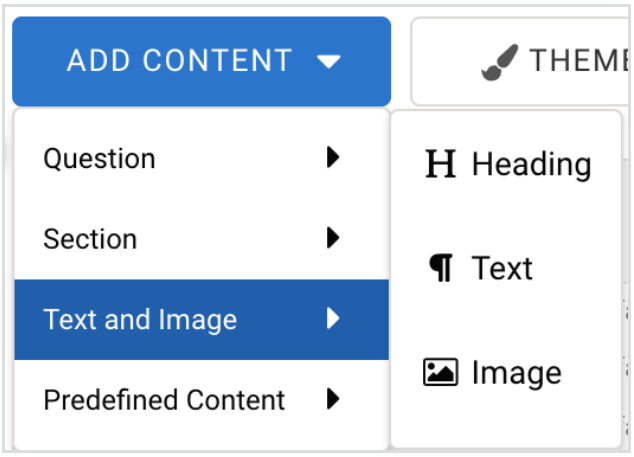
Headings

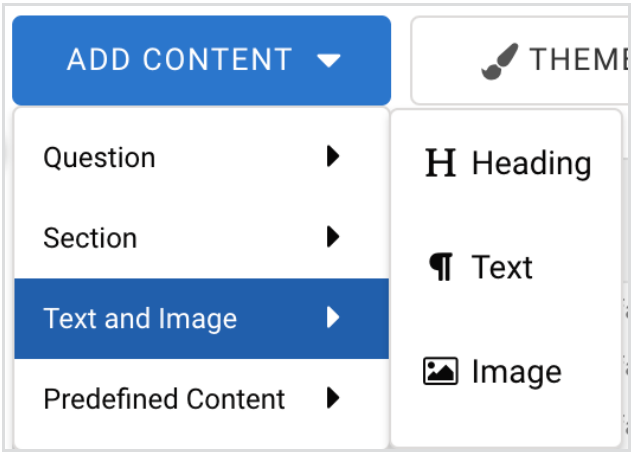
In the Form Builder, to add section headings to your form, click **Add Content** → **Text and Image** → H**eading**.



You will now be able to type in and edit a new heading using the Paragraph Editing Toolbar. You can learn more about this toolbar below.

Paragraph Text

To add text to your form, click **Add Content** → **Text and Image** → T**ext**.



You will now be able to add paragraph text to your form. You will also be able to edit the text using the Paragraph Editing Toolbar. You can learn more about this toolbar below.

Paragraph Editing Toolbar

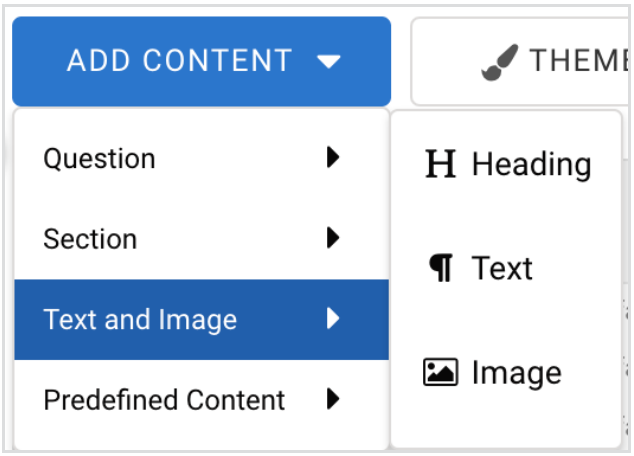
When you add a text field to your form, the Paragraph Editing Toolbar will appear whenever you click on that field.

- The **bold**, **italic**, and **underline** options formats your text as labeled.
- The **image** option will insert an image into your text. On click, the Form Builder will prompt you to choose a file from your computer to upload.
- The **link** option will create a hyperlink within your text. Highlight the text you would like to hyperlink and click the link option to insert a URL.
- The **clear** option will clear any formatting. This is useful if you are copying and pasting in text.
- The **alignment** options aligns your text *left*, *center*, or *right*, respectively.
- The **indent** option indents your text to the *left* or *right*.
- The **list** option creates a *bulleted* or *numbered* list.
- The **HTML** option opens up the HTML code for the paragraph.
- The **Copy** option will make a copy of this text field.
- The **Delete** option will remove the text field.
- The **Done** option will close the Paragraph Editing Toolbar.

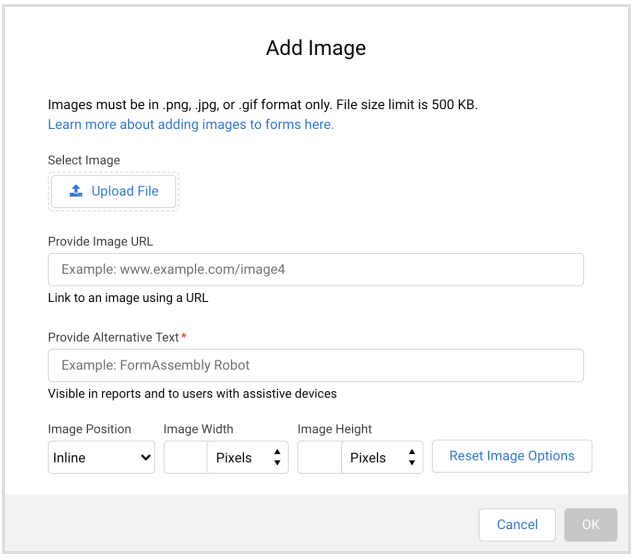
Images

To add images to your form, click **Add Content → Text and Image → Image**. The current size limit for images is

500kb.



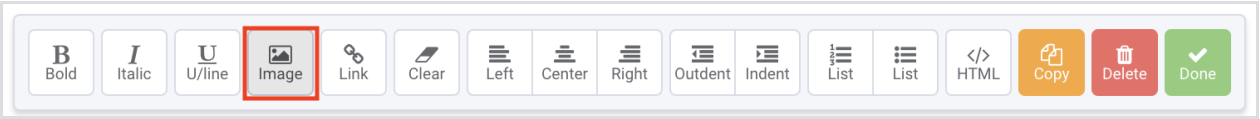
Once you select "Image", the "Add Image" pop-up will appear.



You can then click "Upload File" and select the image you would like to add to your form. You can also add a link to the image. In addition, you will need to provide alternative text for the image. This is what respondents with assistive devices and reports will use when the image cannot be seen.

Finally, you can set the image position, width, and height. Or you can use the default settings.

Click "OK" to close the pop-up and add the image to your form.

Resizing Images

Images can be resized during placement, or they can be resized after by clicking on "Image" from the toolbar.