

Field Layout, Matrix, Likert Scales, Grids, & Columns

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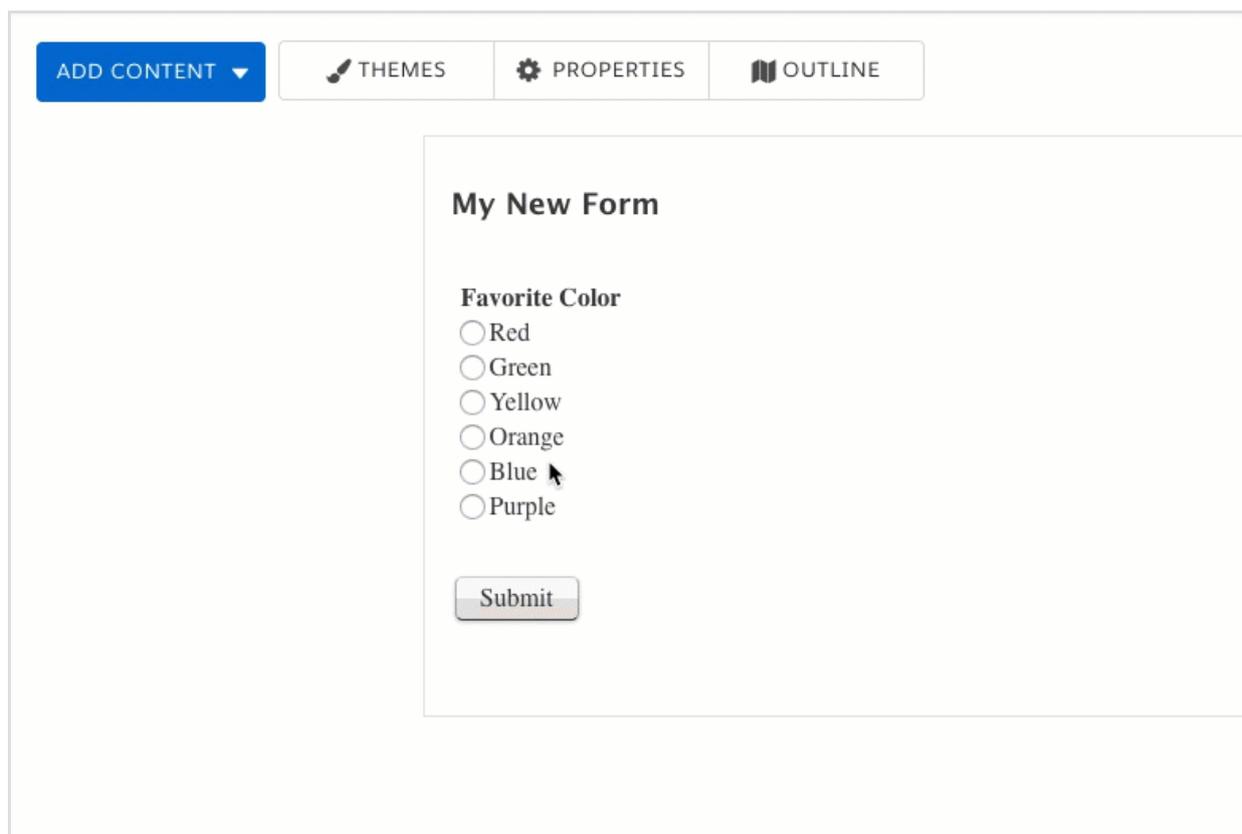
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Checkboxes and Radio Buttons Layout

To change the layout of individual checkboxes and radio buttons:

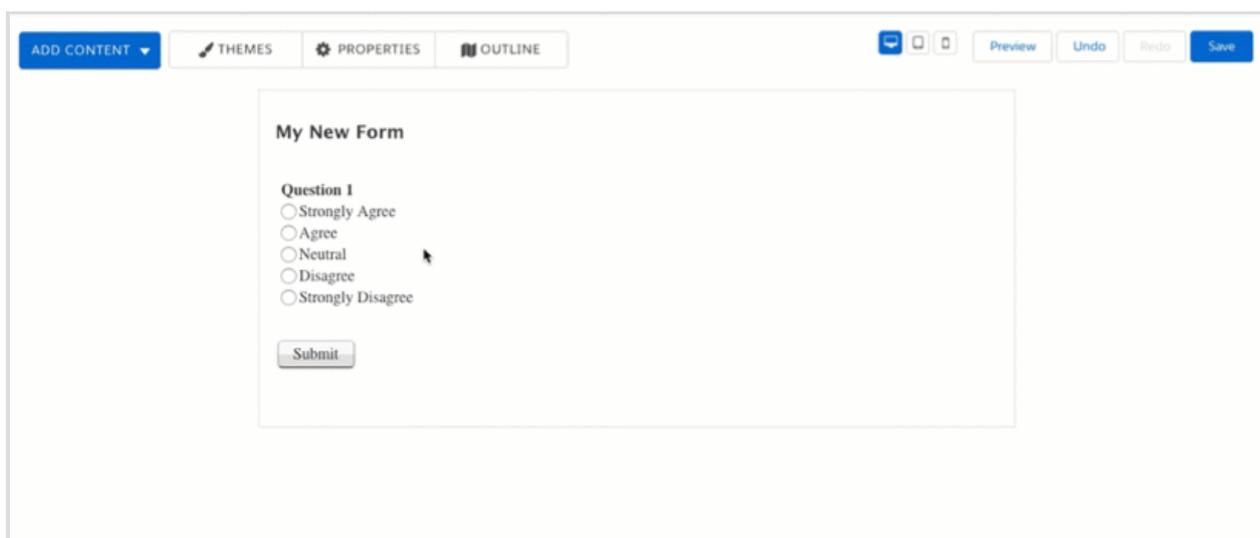


The screenshot shows a form editor interface. At the top, there is a navigation bar with four buttons: 'ADD CONTENT' (blue with a dropdown arrow), 'THEMES' (with a paintbrush icon), 'PROPERTIES' (with a gear icon), and 'OUTLINE' (with a book icon). Below this, the main editing area contains a form titled 'My New Form'. The form has a section titled 'Favorite Color' with six radio button options: Red, Green, Yellow, Orange, Blue (which is selected and has a mouse cursor over it), and Purple. At the bottom of the form is a 'Submit' button.

1. Select your question and click the **Options** button to open the editing sidebar.
 2. Select **Presentation** from the sidebar.
 3. Select your layout preference from the **Choice Layout** drop-down menu.
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Create a Likert Scale or Matrix Layout

1. Insert a radio button or checkbox field into your form.
2. Click on a radio button or checkbox field, either within the Form Builder or the outline.
3. Select the **Options** button to open the editing sidebar.
4. Select **Presentation** from the sidebar.
5. Select **Matrix (Likert Scale)** from the **Choice Layout** menu.
6. To add additional rows, click on the original row, click on **options**, and choose **copy**. This adds a row to your matrix.



The screenshot shows a form builder interface with a top navigation bar containing 'ADD CONTENT', 'THEMES', 'PROPERTIES', and 'OUTLINE'. On the right, there are 'Preview', 'Undo', 'Redo', and 'Save' buttons. The main content area displays a form titled 'My New Form' with a question labeled 'Question 1'. The question has five radio button options: 'Strongly Agree', 'Agree', 'Neutral', 'Disagree', and 'Strongly Disagree'. A 'Submit' button is located below the options.

Note: When using a matrix, it will split if the labels of the choices are not the same. Likewise, the matrix will consolidate if the labels are made to match. Additionally, a Matrix Layout is different than both a Grid Layout (see below) and a Multi-Column Layout (see below as well)

Create a Grid

The screenshot shows a form builder interface with a top navigation bar containing 'ADD CONTENT', 'THEMES', 'PROPERTIES', and 'OUTLINE'. On the right, there are icons for a desktop, tablet, and mobile view, along with 'Preview' and 'Undo' buttons. The main workspace displays a form titled 'My New Form' with a dashed border. Inside the form, there is a section titled 'Contact Information' which contains three text input fields labeled 'First Name', 'Last Name', and 'Email'. Below these fields is a 'Submit' button.

1. Create a new section or fieldset. Place all of the fields to be included within your grid layout into this section.
2. Click on the section name, either within the Form Builder or the outline.
3. Select the Options button to open the editing sidebar.
4. Select **Presentation** from the sidebar.
5. Select **a grid** from the **Display Content in...** menu.

Note: If you are trying to create a Likert Scale or Matrix layout, please see the section above.

Place Fields on the Same Line

To put multiple fields on the same horizontal line:

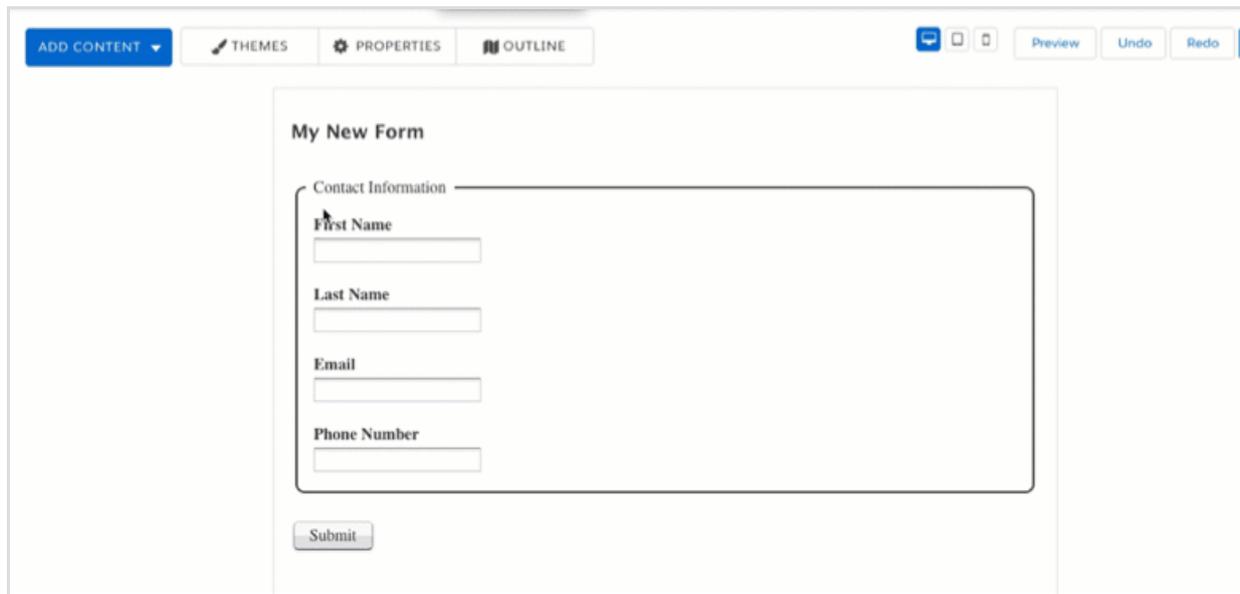
1. Create a new section. Place into this section all of the fields you would like on a single line.
2. Click on the section name, either within the Form Builder or the outline.
3. Select the **Options** button to open the editing sidebar.
4. Select **Presentation** from the sidebar.
5. Select **a continuous line** from the **Display Content in...** menu.

Create a Multi-Column Form

To create a form with a multi-column layout:

1. Create a new section. Place into this section all of the fields to be included within your multi-column layout.
2. Click on the section name, either within the Form Builder or the outline.
3. Select the **Options** button to open the editing sidebar.

4. Select **Presentation** from the sidebar.
5. Select the number of columns you would like for your layout from the **Display Content in...** menu.



The screenshot displays a web form builder interface. At the top, there is a navigation bar with a blue 'ADD CONTENT' button, followed by 'THEMES', 'PROPERTIES', and 'OUTLINE' tabs. On the right side of the navigation bar, there are icons for chat, desktop, and mobile views, along with 'Preview', 'Undo', and 'Redo' buttons. The main workspace contains a form titled 'My New Form'. Inside the form, there is a section labeled 'Contact Information' which is enclosed in a rounded rectangular border. This section contains four input fields: 'First Name', 'Last Name', 'Email', and 'Phone Number'. Below the 'Contact Information' section is a 'Submit' button.