



## Form Editor

The **Form Editor** is used to create and manage forms and is accessed whenever creating a new form or editing an existing one.

I'll open an existing form so we can take a look at the key features of the editor. The **Form Editor** consists of two panels - The Field Palette and Settings panel to the left and the Form Canvas which is the main body of the editor located to the right.

The field palette and settings panel allow users to drag and drop fields onto the form and then configure any settings for that field.

For more information on field settings please see the **Field types** section in this series.

When no fields are selected the settings tab will display the **global settings** for the form being edited. These global settings allow you to change the name of the form as well as add a description if necessary. You can also choose to hide this information when the form is added to a site, so users won't see it.

The other panel in here is the Form Canvas which is the main body of the editor and this is the area where you drag and drop fields to build your form.

You can customise the layout of this canvas by adding rows of fields. In this example here, this row is made up of one column, the next is made of two columns and the last one is made up of three.

You can add more rows by using these thumbnails at the bottom. From left to right, the thumbnails add a row with one, two or three columns.

You are not limited to the number of fields you can add to each row and column.

For example, I can add multiple fields in the first row and multiple fields in each column of the next row which allows me to customise the look and feel of the form.