

Form Name & Form Title

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Form Title and Form Name

There are two different locations and ways to identify your form. The title is for external identification, meaning it can be visible to your respondents, and when it is enabled – will appear at the top of your form in the form builder, preview, and live view.

The Form Name is only visible internally, meaning that only the form owners and any collaborators will see the name of the form from the Form List and form reports.

You can choose to use the same information for both the Title and the Name, but you can also choose different information for each option.

Editing the Form Title

You can locate the Form Title at the top of your form. To edit the title, click on the Title Field and input text, numbers, and/or special characters.

We recommend crafting your Form Title to be descriptive and engaging as it can be the first thing respondents see on your form.

You can choose the Form Title visibility with the following process:

1. Click on your Form Title
2. Select "Options" from the editing toolbar
3. Select "Name & Language"
4. Click on the slider beside "Show Title" to hide the Form Title
 - When the slider is grey, the Title will not show on the form
 - When the slider is blue with a white checkmark, the title will show

You can also achieve this by:

1. Select "Properties" from the toolbar in the top left-hand corner of the Form Builder
2. Select "Name & Language"

3. Click on the slider beside "Show Title" to hide the Form Title

Editing the Form Name

You can access the Form Name through the same 2 processes listed for changing the Form Title visibility.

You cannot hide a Form Name, but you may leave the text box empty. If you choose to do this, we recommend having an alternative way to identify your forms on the internal/form-owner side of FormAssembly.

To edit the name of your form, navigate to the Name and Language section of the Form Properties and input text, numbers, or special characters into the "Name" box and save the changes to your form using the blue "Save" button in the top right-hand corner of the Form Builder.
