Predefined Content

Download the PDF of this article.

In this Article

Overview Add Predefined Content Save Predefined Content Delete Predefined Content Predefined Content for Administrators

Related Articles **Overview**

Predefined content options are commonly used elements that you can save for use in the Form Builder.

Several predefined elements are available by default, such as Countries and US States. This list is customizable and can include your own commonly used elements.

Add Predefined Content

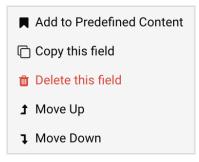
To add predefined content to your form, click **Add Content** \rightarrow **Predefined Content** and select or drag the desired element. You will see a description of the predefined content to the right of any choice you hover over.

ADD CONTENT 🔻	✓ THEMES	🔅 PROPI	ERTIES	OUTLINE	
Question	 Analytics Date & Time Geographic 		E CATEGORIES		
Section 🕨			Categories are used to help organize your Predefined Content.		
Text and Image			Learn more about managing your Predefined Content here		
Predefined Content 🕨	🖨 Grid Layouts				

Save Predefined Content

Any element in your form can be added to the Predefined Content menu for future use.

If you've created a question or section that you'll want to use later in a different form, click the element to open the editing toolbar, then click **Options** to open the sidebar.



At the bottom of the sidebar, click **Add to Predefined Content**. Choose a name for your new element, provide an optional category, as well as an optional description, and click **Save**.

d in the 'Add Content' menu and can be reused redefined content, enter a name, choose a cat red Content here.	
r predefined content	
egory for your predefined content	۵
our predefined content	

This element will now be available in the Predefined Content menu.

Delete Predefined Content

To delete the content that you've created, click **Edit**. From the box that appears, click **Delete** and then **Delete** again to confirm.

Note: Deleting Predefined Content will not affect its existence on existing forms but the deleted predefined content will no longer be available to add to forms from the Predefined Content menu.

ADD CONTENT	#	J THEMES	🌣 PROPE	ERTIES	M OUTLINE	
Question	•	Gender PDC		PRE	DEFINED CONTE	dit
Section	•	Predefined Content Example		Category: Edit to add a category		
Text and Image	•	Registration Details		Visibility:		
Predefined Content	•	Subscription Info Pre	fill	Private Description:		

Edit Predefined Content							
Predefined content is listed in the 'Add Content' menu and can be reused in other forms. To save your current selection as predefined content, enter a name, choose a category, and click 'save'. Learn more about Predefined Content here.							
Name *							
Predefined Content Example							
Category							
Select or create a category for your predefined content C	۲						
Description							
Provide the details of your predefined content	le						
Delete Cancel Sav	е						

Predefined Content for Administrators

If you are an administrator of a FormAssembly instance, there are additional options you may consider when working with predefined content. For more information, see our article on predefined content administration.