Predefined Content

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In this Article
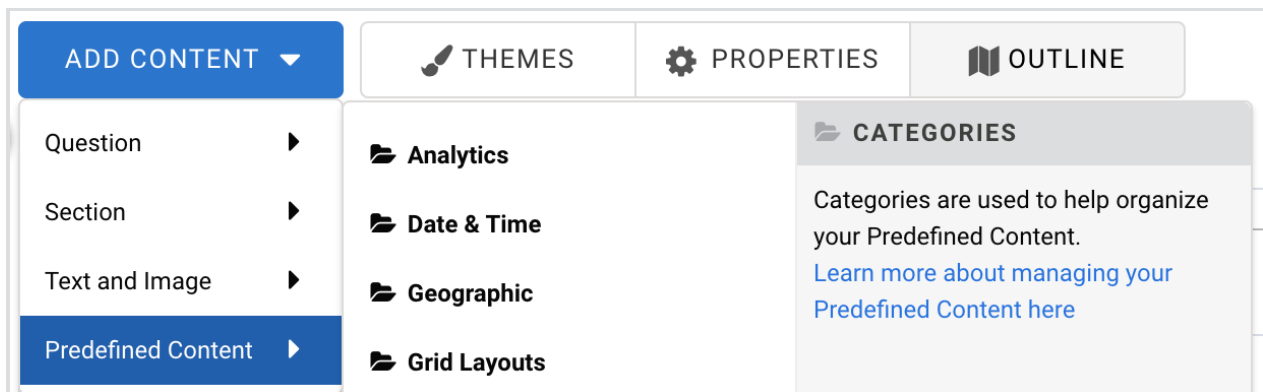
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Overview

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

A number of predefined elements are available by default, such as Countries and US States. This list is customizable and can include your own commonly used elements.
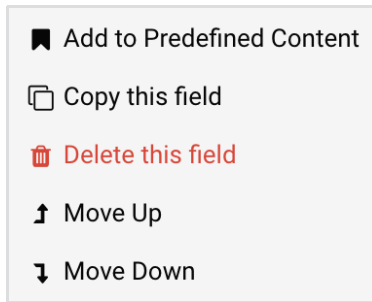
Add Predefined Content

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

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 think 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**.
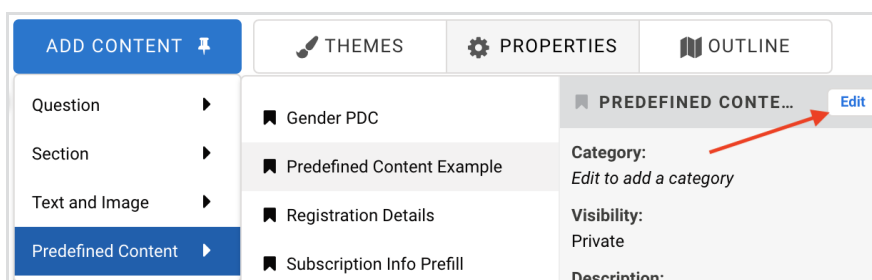

This element will now be available in the Predefined Content menu.

Delete Predefined Content

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

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

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   🔍

Description

Provide the details of your predefined content

Delete   Cancel   Save

Predefined Content for Administrators

If you are on a Cloud level plan (such as Enterprise or Compliance) then you can access the FormAssembly-created library of Predefined Content by following the steps here.