

Add Fields and Sections

Download the PDF of this article.

In this Article

Related Articles

Add Fields and Sections

At the top left of the [Form Builder](#), you'll find a blue **Add Content** button.

From here, you can add a variety of elements, such as questions, fields, and sections.

▪

Overview of Field Types

In the Form Builder, a question is represented by a **label**, which states the question and describes the requested information, and an **input** (also called **field**), which provides space for the answer.

Questions are organized into 9 different types, based on the input field:

▪

Field Type	Description	Screenshot

Text Input Field Type	Description	Screenshot
	<p>A text input allows a single line of text. Best used for questions that have a simple answer, like <i>First Name</i>.</p>	<ul style="list-style-type: none"> ▪
<p>Text Area</p>	<p>A text area allows several lines of text. Best for questions requiring longer answers, like an essay. You can define a character limit for the field with the validation rules.</p>	<ul style="list-style-type: none"> ▪
<p>Checkboxes</p>	<p>Checkboxes show a list of choices. Multiple answers can be selected.</p>	<ul style="list-style-type: none"> ▪
<p>Radio Buttons</p>	<p>Radio buttons show a list of multiple choices. Only one answer can be selected. Radio buttons get their name from old car radios, where you could push a button to select a station, and the previous selection would pop out.</p>	<ul style="list-style-type: none"> ▪
<p>Drop-Down Menu</p>	<p>Like the radio button, the drop-down menu lists a number of choices. Only one answer can be selected. This input type is preferable when you have a long list of choices.</p> <p>Please note, if your menu has more than 500 choices, we recommend using the Autosuggest feature or our Menu Dependencies feature.</p>	<ul style="list-style-type: none"> ▪

Field Type	Description	Screenshot
Selection List	Like checkboxes, a selection list displays a list of choices and allows multiple answers. Note that checkboxes are usually simpler and easier to use for respondents.	▪
File Upload	A file upload allows respondents to select a file on their computer and attach it to the form. Please note that there's a 35 MB limit for the total size of uploaded files. For Enterprise users, the limit is 30 MB, but they may request that their upload limit be decreased or increased to a max of 35 MB. We currently have a maximum of 20 file upload fields that can be added to a form.	▪
Password	The password input allows a single line of text. The entry is masked.	▪
Hidden Field	This type of input is not visible in the form, and respondents cannot enter data into it. Useful for storing tracking data that doesn't need to be edited.	▪

Overview of Section Types

Sections are containers which contain questions, or other sections. Sections provide a way to organize your form and apply a particular layout or behavior to a group of questions.

For instance, you can create a section to arrange questions across [multiple columns](#).

Section Type	Description
Group	A group is an invisible way to organize multiple elements in a form.
Fieldset	A fieldset visually groups related questions together, such as contact information. The fieldset has a border, and its title (called a legend) is characteristically displayed across the top border.
Page	You can add multiple pages to a form for a more user-friendly and organized layout. Note: It's easiest to create the page first, then the fields within the page, but you can also drag and drop fields into other pages.