

Field Layout, Matrix, Likert Scales, Grids, & Columns

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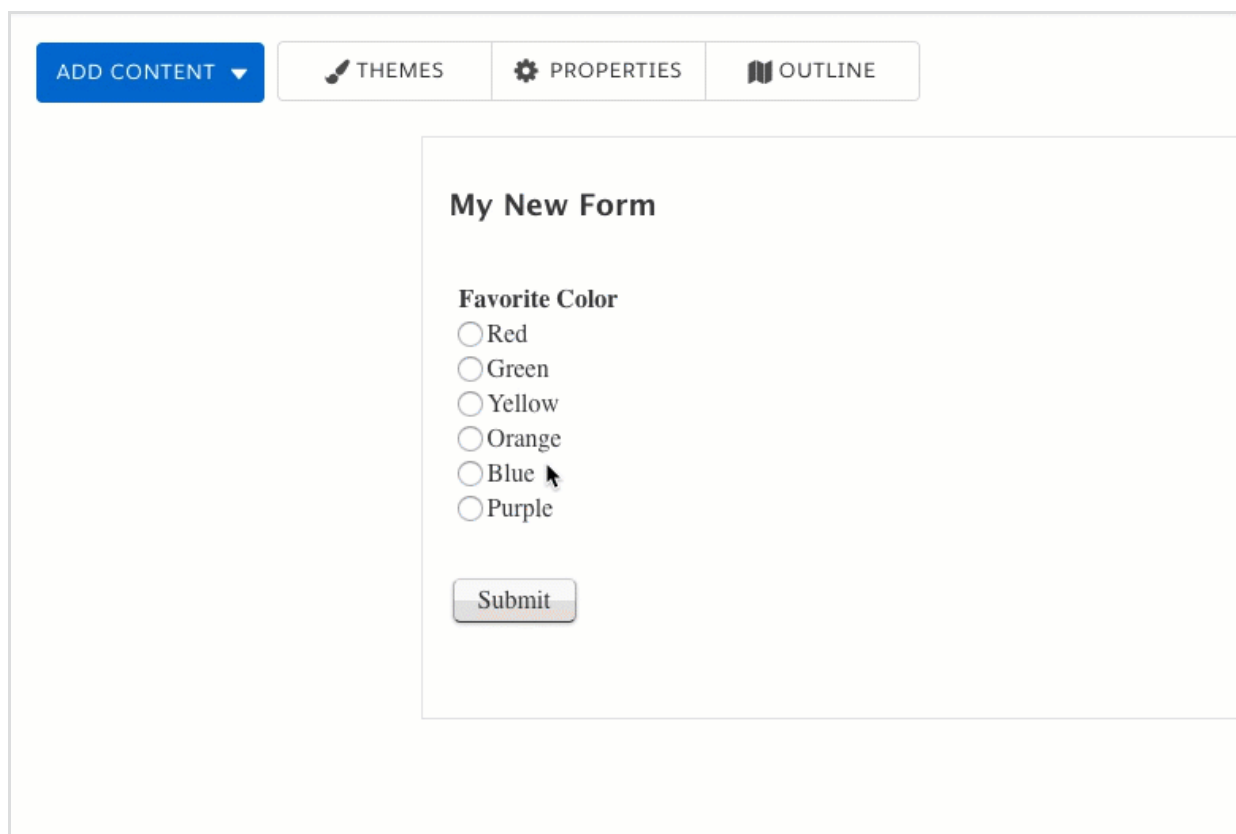
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Checkboxes and Radio Buttons Layout

To change the layout of individual checkboxes and radio buttons:

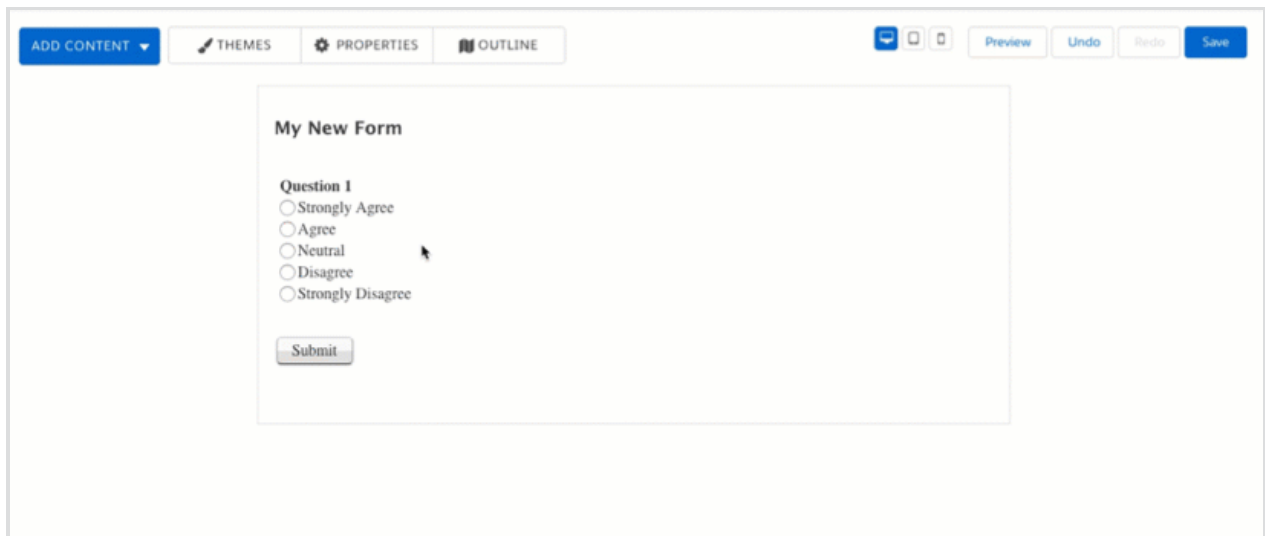


The screenshot displays a form editor interface. At the top, there is a navigation bar with four buttons: 'ADD CONTENT' (blue with a dropdown arrow), 'THEMES' (with a paintbrush icon), 'PROPERTIES' (with a gear icon), and 'OUTLINE' (with a book icon). Below this, the main workspace shows a form titled 'My New Form'. Inside the form, there is a section titled 'Favorite Color' with six radio button options: 'Red', 'Green', 'Yellow', 'Orange', 'Blue' (which is selected, indicated by a mouse cursor), and 'Purple'. At the bottom of the form, there is a 'Submit' button.

1. Select your question and click the **Options** button to open the [editing sidebar](#).
2. Select **Presentation** from the sidebar.
3. Select your layout preference from the **Choice Layout** drop-down menu.

Create a Likert Scale or Matrix Layout

1. Insert a radio button or checkbox field into your form.
2. Click on a radio button or checkbox field, either within the Form Builder or the [outline](#).
3. Select the **Options** button to open the [editing sidebar](#).
4. Select **Presentation** from the sidebar.
5. Select **Matrix (Likert Scale)** from the **Choice Layout** menu.
6. In order to add additional rows, click on the original row, click on **options** and choose **copy**. This will add an additional row to your matrix.



The screenshot shows the Form Builder interface. At the top, there is a navigation bar with buttons: "ADD CONTENT", "THEMES", "PROPERTIES", and "OUTLINE". On the right, there are icons for a list, a form, and a mobile device, along with "Preview", "Undo", "Redo", and "Save" buttons. The main area displays a form titled "My New Form". Inside the form, there is a section labeled "Question 1" with five radio button options: "Strongly Agree", "Agree", "Neutral", "Disagree", and "Strongly Disagree". A mouse cursor is hovering over the "Neutral" option. Below the options is a "Submit" button.

Note: When using a matrix, it will split if the labels of the choices are not the same. Likewise, the matrix will consolidate if the labels are made to match. Additionally, a Matrix Layout is different than both a Grid Layout (see below) and a Multi-Column Layout (see below as well)

Create a Grid

The screenshot shows a form builder interface. At the top, there are tabs for 'ADD CONTENT', 'THEMES', 'PROPERTIES', and 'OUTLINE'. On the right, there are icons for a desktop, tablet, and mobile view, along with 'Preview' and 'Undo' buttons. The main area displays a form titled 'My New Form'. Inside the form, there is a section titled 'Contact Information' which contains three text input fields labeled 'First Name', 'Last Name', and 'Email'. Below these fields is a 'Submit' button. The form is enclosed in a dashed border, indicating it is a section within a larger layout.

1. Create a new section or fieldset. Place all of the fields to be included within your grid layout into this section.
2. Click on the section name, either within the Form Builder or the [outline](#).
3. Select the Options button to open the [editing sidebar](#).
4. Select **Presentation** from the sidebar.
5. Select **a grid** from the **Display Content in...** menu.

Note: If you are trying to create a Likert Scale or Matrix layout, please see the section above.

Place Fields on the Same Line

To put multiple fields on the same horizontal line:

1. Create a new section. Place into this section all of the fields you would like on a single line.
2. Click on the section name, either within the Form Builder or the [outline](#).
3. Select the **Options** button to open the [editing sidebar](#).
4. Select **Presentation** from the sidebar.
5. Select **a continuous line** from the **Display Content in...** menu.

Create a Multi-Column Form

To create a form with a multi-column layout:

1. Create a new section. Place into this section all of the fields to be included within your multi-column layout.
2. Click on the section name, either within the Form Builder or the [outline](#).
3. Select the **Options** button to open the [editing sidebar](#).

4. Select **Presentation** from the sidebar.
5. Select the number of columns you would like for your layout from the **Display Content in...** menu.

The screenshot displays a web-based form builder interface. At the top, there is a navigation bar with a blue 'ADD CONTENT' button on the left, followed by three tabs: 'THEMES' (with a pencil icon), 'PROPERTIES' (with a gear icon), and 'OUTLINE' (with a document icon). On the right side of the navigation bar are three small icons (a speech bubble, a square, and a mobile phone) and three buttons: 'Preview', 'Undo', and 'Redo'. The main workspace is titled 'My New Form'. Inside this workspace, there is a section titled 'Contact Information' which is enclosed in a rounded rectangular border. This section contains four labeled text input fields: 'First Name', 'Last Name', 'Email', and 'Phone Number'. Below the 'Contact Information' section, there is a 'Submit' button.