



# Build a form

This article walks you through the basic steps to creating, distributing, and collecting results on your first form.

1. Create form in the correct folder
2. Add and edit fields
3. Configure submit options
4. Set form to Active
5. Collect results

## Step 1: Create form in the correct folder

To create a new form, click on the green “Create Form” button in the top-right corner of the module. This will create a new form in the “uncategorized” section of Forms.

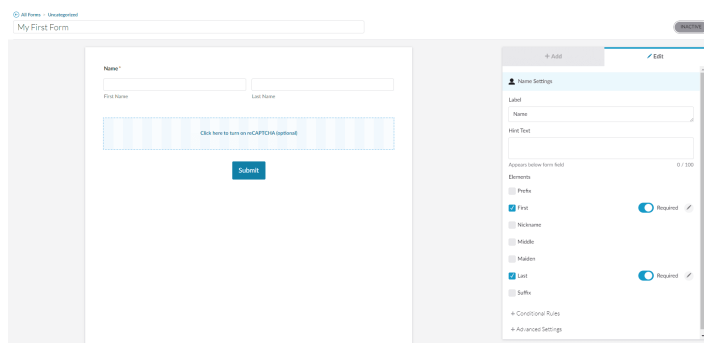
If you want to utilize the folder structure of Forms, first click on the Forms tab, select the folder you want the form to be saved in, and then click “Create Form.” You can also move a form to a folder later.

For full details about folders, go to [Organize with folders in Forms](#).

Don't forget to give your form a name!

## Step 2: Add and edit fields

Once you have started your form, you can begin adding fields using the library on the right side of the screen. Simply click on a field, or drag and drop it into position, then use the options on the “Edit” tab to customize the field settings. Continue adding fields in this manner until you have completed your form. By default, a form can have at most 100 fields.



You'll notice that a “reCAPTCHA” field appears at the bottom of the form as soon as you add your first field. Click on the field to set whether or not it appears on your form.

To find out about each type of field and the customization options offered, read our article [Form fields](#).



**Note on Deleting Fields:** Once a form is active and submissions have been received, be cautious about deleting fields. What will happen? A choice selection on a field can be removed and the user's original submission will be retained (you can click on their submission to see details). If a question is removed, the user's original submission to that question will be deleted. This data is not recoverable. If it is necessary to delete a field, export your submissions first to maintain accurate records.

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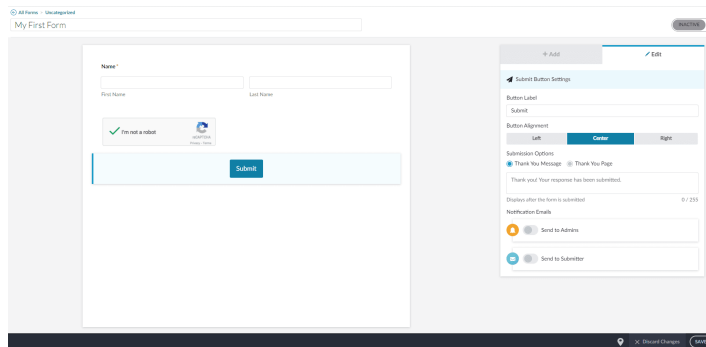
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## Step 3: Configure submit options

There's a lot more to the "submit" button than meets the eye! Once you have saved your form, click on the submit button at the bottom to customize not only what it says and looks like, but also how the form responds when someone clicks on it. The options include whether the form refreshes or redirects to a site page; who receives an admin notification that the form has been submitted; and whether the submitter receives an email confirmation message.



Learn more about what to do with your submit button in the article [Customize Submit options](#).

## Step 4: Set form to Active

Now that you've finished adding and configuring fields and your submit button, your form is ready to go live! Click the toggle labeled "Inactive" to change it to "Active" to allow users to respond to it.

You may want to distribute your form via the direct link, or by adding it to a Composer page using a Form element. Read [Display and share a form](#) to discover more about these options.

## Step 5: Collect results

Finally, it's time to see what your users have to say! You may have checked "Include submission details" for the admin notification email, which means you're getting all the results right in your inbox.

To see, filter, and export full results data, though, click on the "Submissions" tab of the form. Any form that has submissions will also have a "View Submissions" icon on the Form List page, so you can jump right to it.

More details about accessing and manipulating your form data can be found in the article [Collect and manage form results](#).

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