

Copying Form Elements

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You've made this detailed Text element on one of your forms with special colors, formatting, links, pictures, etc. or you have some other special element that you want on a different form. You can copy that element directly to the other form with the Copy Element command.

Note: If you need to move an element within the current form, then you would want to use the *Move Element* command.

Note: This copies the *element only*. If you want this element in its own special section within the new form, then you will need to create a new section first, before you copy the element, as [outlined here](#). Otherwise, if you wish to copy several elements and sections at once, you may consider copying the entire form as [outlined here](#).

Copy an Element

- From the form design page (Online Forms) within your activity, find the element you wish to copy.
- Click on the **Copy Element** icon to the right of the element.

The screenshot shows a form design interface. At the top, there is a section titled "Select Books". Below this, there is a "Section Heading" field with a trash icon to its right. Underneath the heading field is a large empty text input box. Below the input box is a "Unit Description" field with a "Text" label. To the right of the "Unit Description" field is a "Show" toggle switch that is currently turned on. To the right of the "Show" toggle is a "Copy Element" button. Below the "Copy Element" button are several small icons: a pencil, a plus sign, a hand cursor, and a trash can.

- **Choose** the **Destination Form** you wish to copy this element to.
 - Once you've selected the form, it will scan that form for its sections and provide you the sections where you can place the copied element.
- Select the **Destination Section** within that form.

Copy Element ✕

Choose Destination Form

The Best Text to Donate (BALLOONSCCLASSIC on 41444) ▾

Choose Destination Section

- ✓ Please select
- Personalized Header Section**
- Suggested Amounts
- Recurring Donations
- Contact Information
- Payment Information
- Footer Message
- Form Submit

- Click **Save**.
- You should be presented with a Success screen that you can either close by clicking **Done** or clicking the link to **view or edit the destination form**.

Success! ✕

Your copy is ready.

[Click here to view or edit the destination form.](#)

Done

If you attempt to copy the element into the existing form OR any form where it already exists, when you try to save, it will give you a warning message that the **Custom Field already exists in the form** and it will not copy it.

Copy Element



Custom Field already exists in the form.

Choose Destination Form

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Choose Destination Section

Contact Information

Cancel

Save