

# Moving Form Elements

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You have a detailed form element, and you realize it is in the wrong place on your form. Or you just want to rearrange the visible elements on your form. With the **Move Form** command you can further personalize your forms to that exact look you desire.

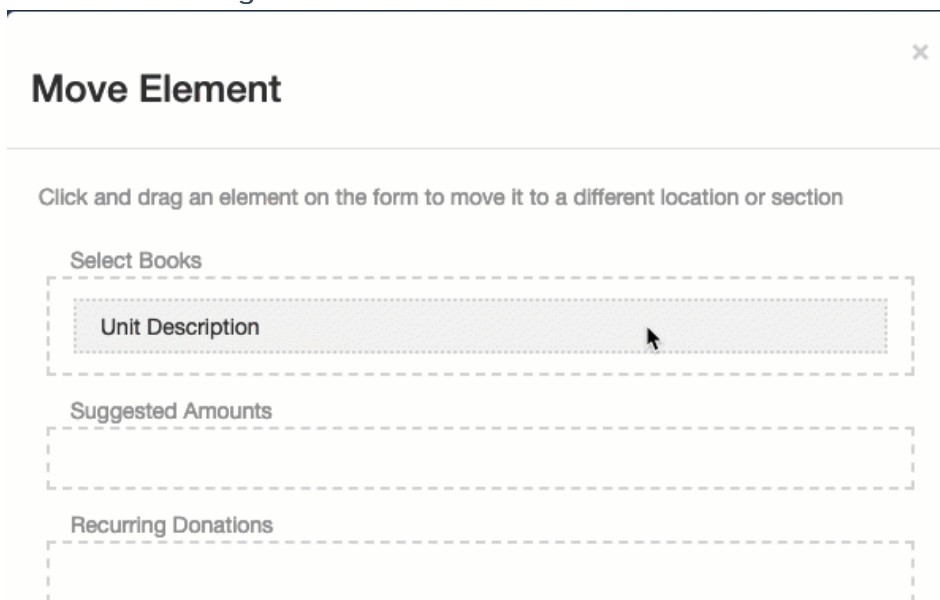
When you are designing your Online Form, to the right of each element, you will see the edit options to the right.

- Click on the crossed arrows icon to Move the Form Element.



The screenshot shows a form editor interface. At the top, there is a grey header bar labeled "Select Books". Below this, there is a "Section Heading" label followed by a text input field. Underneath, there is a "Unit Description" label, a small "Text" button, and a "Show" button. To the right of the "Unit Description" field, there is a "Move Form Element" button with a crossed arrows icon. Below the "Move Form Element" button, there are four icons: a pencil (edit), a plus sign (add), a document (duplicate), and a trash can (delete).

- The element should be highlighted in grey. If not, select the element you wish to move by clicking on it once.
- Then Click and Drag the form element to the new location.



The screenshot shows a "Move Element" dialog box with a close button (X) in the top right corner. The main text reads "Click and drag an element on the form to move it to a different location or section". Below this, there are three sections represented by dashed boxes: "Select Books", "Suggested Amounts", and "Recurring Donations". The "Unit Description" element is highlighted in grey and is being dragged by a mouse cursor.

- Some elements allow you to compress them on the form by clicking on the arrows to the right of the element, so two items can be on the same row. Or if there are already in the same row, you can click the arrows to the right to separate them into their own rows.

Contact Information

First Name	Last Name
Phone	Email
Street Address	
City	
State	Zip
Gender	

Combine with the full-width row below

- When you're happy with the new layout, make sure to scroll down and click Save at the bottom for your changes to take effect.

Form Submit

Cancel

Save