

# Add Text Element

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Text helps you describe what to do on your form. Maybe you want people to choose things from a list. Describe it with a Text Element. Maybe you want to define different levels of sponsors. Use text! Any time you need more description anywhere on your form with formatting functionality, you can add a Text Element.



## Thank you for your pending donation.

Have you considered joining us as a volunteer fundraiser? You can [click here](#) to learn more.

Click **I'd like to sign up!** if you want to join us.

You can also attribute your donation to yourself when you sign up, so you can get a jump start on your own fundraising efforts for the cause.

Choose amount

<input checked="" type="radio"/> \$25	<input type="radio"/> \$50	<input type="radio"/> \$100	<input type="radio"/> Other
<input type="text" value="\$ 25.00"/>			

Attribute your support to:

**I'd like to sign up!**

If you choose this option, you will be taken to customize your page.

**Apply funds to myself**











If you choose this option, you will be taken to customize your page, and your total will be applied there.

To add Text you may want to add it to its own **Section**, [as outlined here](#).

When you're ready to add the text, select it from the **Add Form Element** button in (any of) the Sections.

+ Add Form Element ▾

Collect Information

-  Agree to Terms
-  Calculated
-  Checkbox
-  Date
-  Drop-Down
-  Hidden
-  Item
-  Long Answer
-  Password
-  Short Answer

Design Form

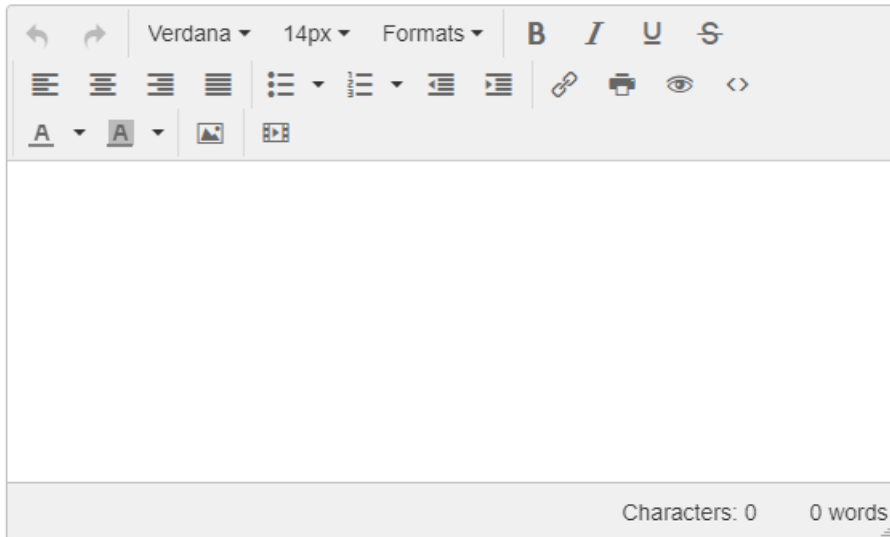
-  Image
-  Text
-  Video

You will be presented with the **Add Form Element - Text** design page.

## Add Form Element - Text

Reporting Label ⓘ

Text Field Value \*



A rich text editor interface with a toolbar and a text area. The toolbar includes undo, redo, font face (Verdana), font size (14px), a 'Formats' dropdown, bold (B), italic (I), underline (U), and strikethrough (ABC) icons. Below these are alignment (left, center, right, justified), bulleted list, numbered list, link, unlink, print, eye (visibility), and code (<>) icons. At the bottom left of the toolbar are two color pickers and an image icon. The text area is empty. At the bottom right of the text area, it shows 'Characters: 0' and '0 words'.

Cancel

Save

## Reporting Label

The Reporting Label or title of your Text Element is required to allow you to move it to different positions on your form or copy the element to a different form. Provide a descriptive title for your text element.

## Text Field Value

Enter the text you wish to include in your element on your form.

**Note:** The default text will be the same as what is on your form by default (Font, Size, layout, etc.), so if you just need a brief description, you don't need to worry about formatting the text.

It uses the Rich Text Editor functionality so you can format your text in almost any way you wish.



**Note:** While it does allow you to do a lot with the formatting, it is not a completely open HTML design, so you cannot enter specialized scripts, etc. Any invalid HTML coding will not work.

Click **Save** once you have the text the way you wish and it will be added to your form.

## Editing Text Elements

Often you will want to go back and forth from looking at your form to editing the text. Maybe bullets would be better, or you want bold text or larger text, and then change your mind, etc.

Find the element to edit on your form - the Reporting Label is shown on your form designer - and click the edit icon to the right of it.

Edit your text and click Save.

