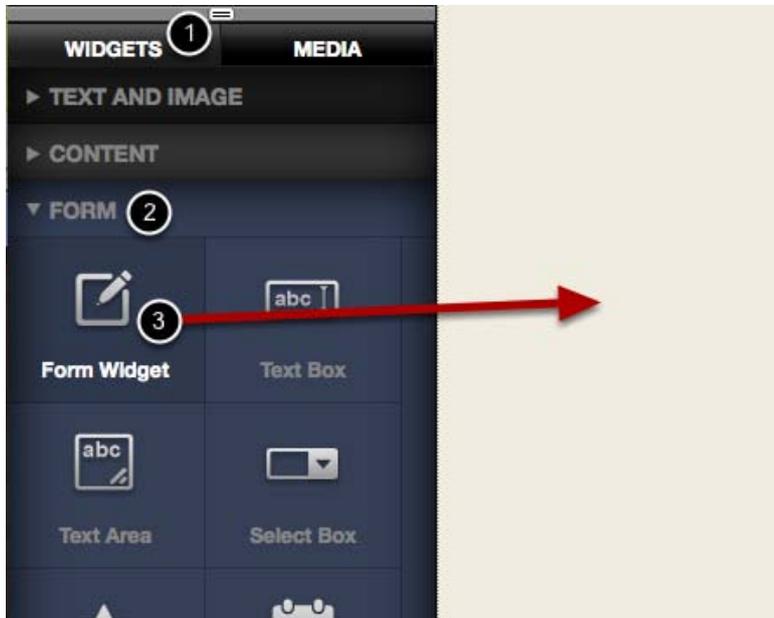# How do I create a form

Add forms to your site and have the captured form data sent to you by email or stored online for downloading later.

Drag the Forms widget into an edit zone

Click the widgets tab (1) and scroll down to the Form section (2). Drag the form widget (3) onto your page.

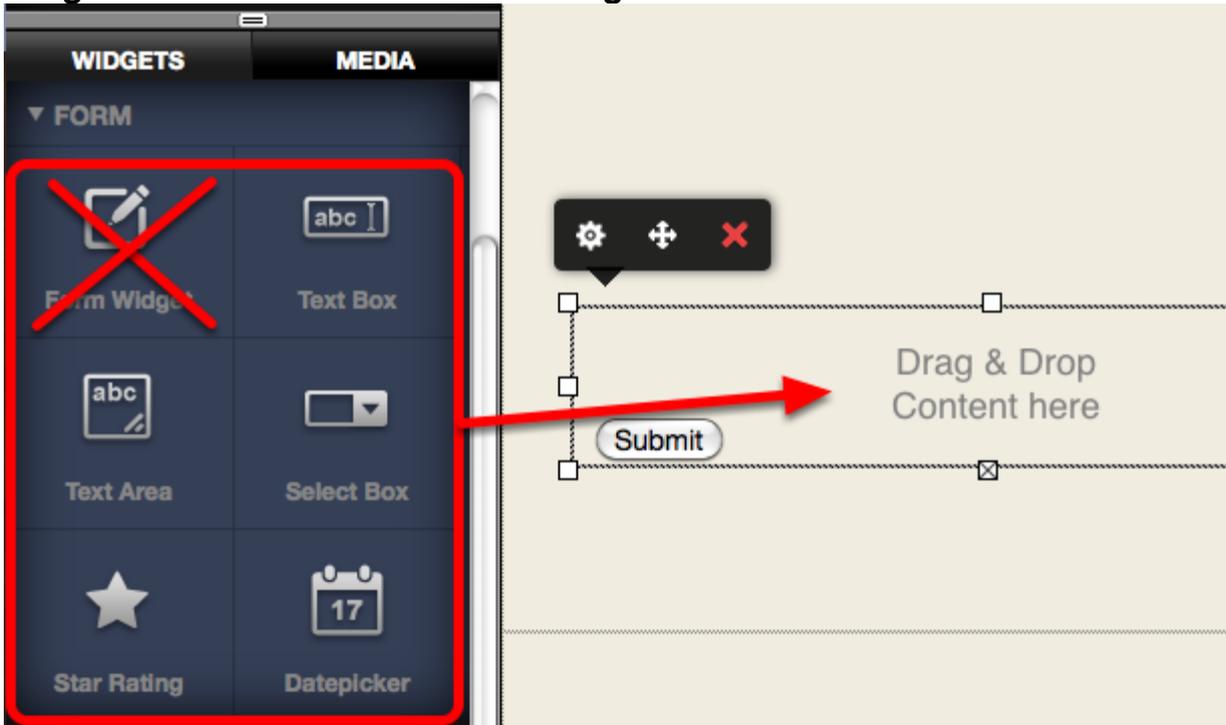## Give your form a unique name

Give your form a unique name (1) - it's important to not have two forms with the same name as this may cause problems with data capture.

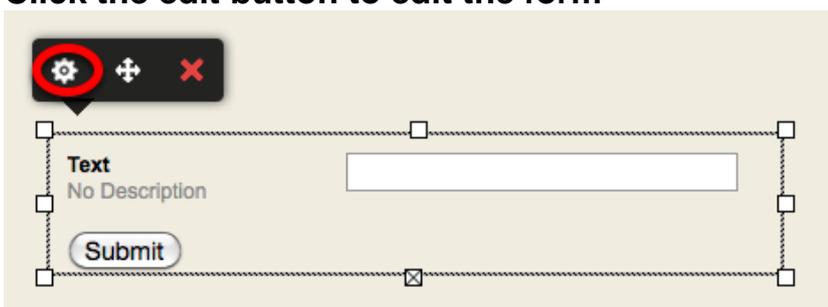Click the Create Form button to continue.
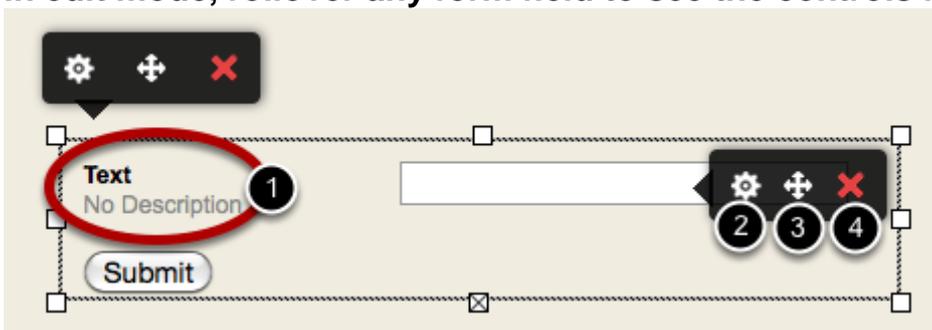
The Form widget will be visible on the page

Drag a form field on to the Form widget


Click the edit button to edit the form

In edit mode, rollover any form field to see the controls for that field

Click and type over the labels (1) to change the labels
Click the settings button (2) to set form validation and other options
Use the field drag icon (3) to move the field within the form widget
Click the delete button (4) to remove the field

(optional) Set form field validation
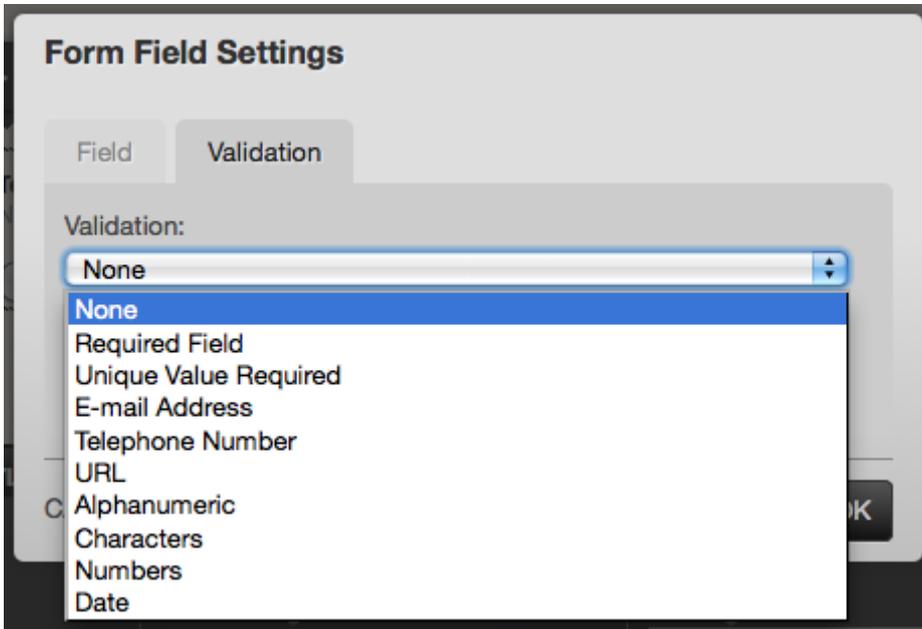
Click the field settings button (see previous step) and the select the validation tab. Choose the kind of validation and a custom error message.
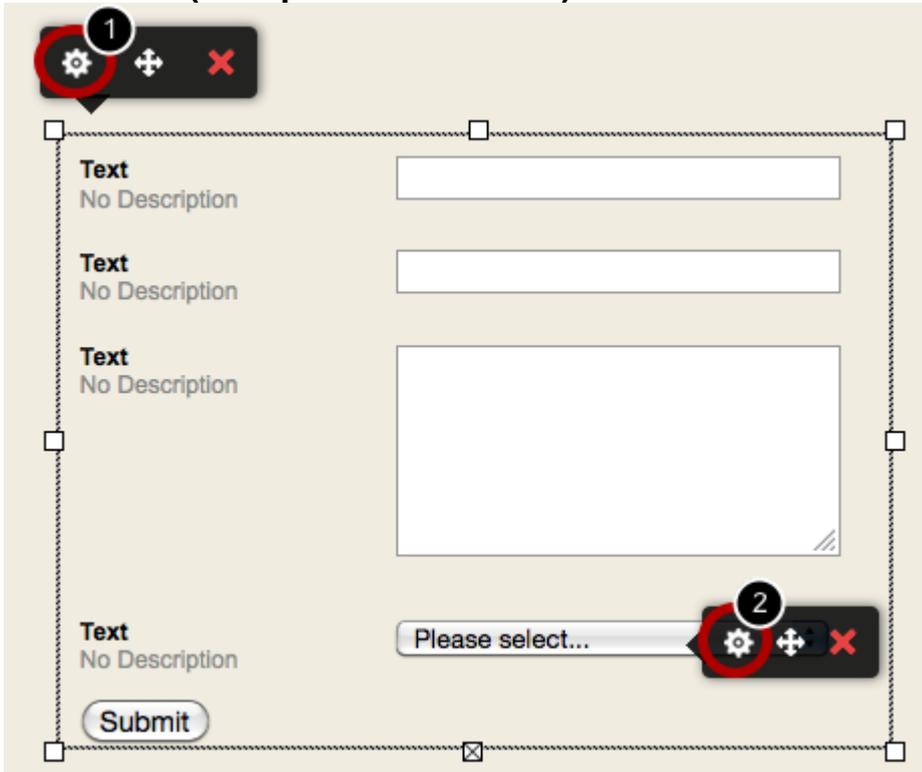
Set the Email address for the form
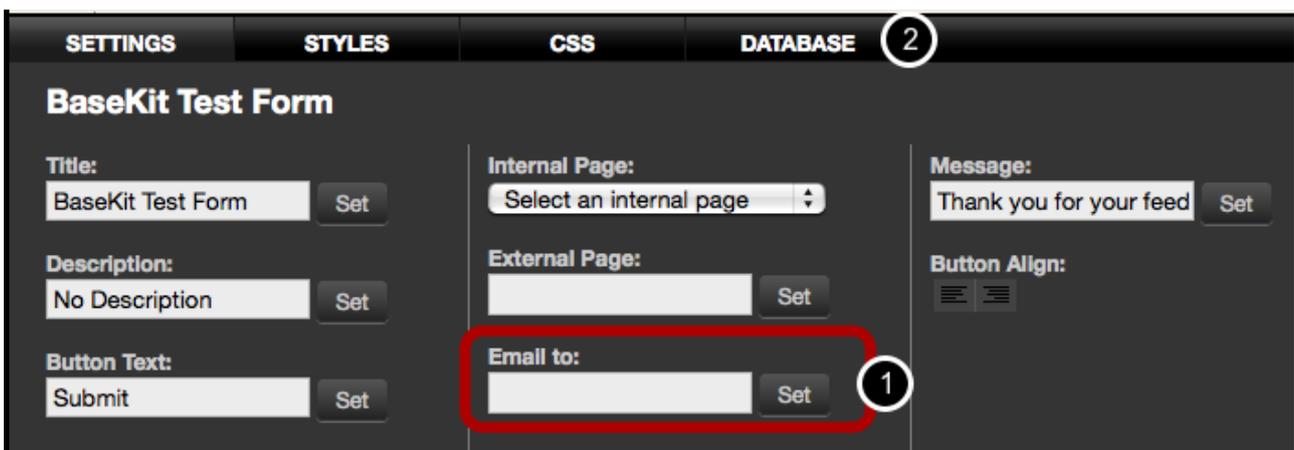
Enter an email address in the **Email to** field (1) if you want form data sent by email. Click the OK button to set the field.
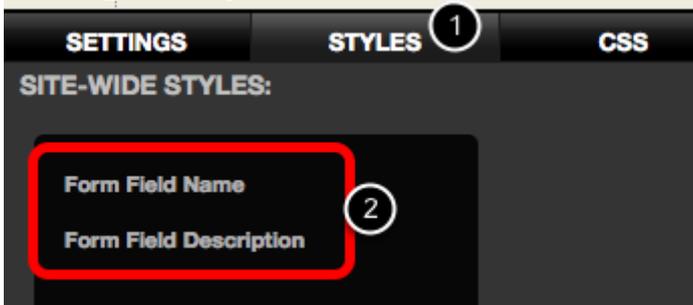
To download the form data as a spreadsheet, click the database tab (2) and then click Export data.

Select box (Multiple checkbox list)

Click the edit form icon (1) and then **double-click** the field settings icon (2).

Editing the style of a form

Click the form Styles tab (1) and then select the form element you wish to edit (2).