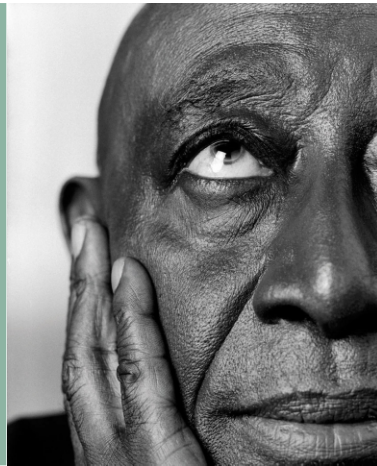
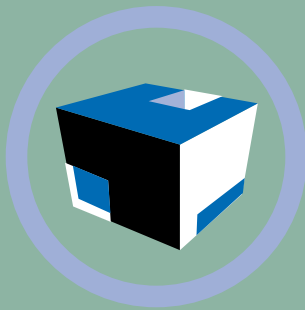


LOGIFORMS.COM SOFTWARE

QUICKSTART GUIDE SERIES



GETTING STARTED WITH THE FORM DESIGNER

Creating your online forms is easier than ever before with Logiforms. This quick start guide will get you up and running with the basics of building a form. More in-depth information is available on-line in our user manual.

FORM DESIGNER QUICK START GUIDE

GETTING STARTED



To get started creating a new form, select the create new component icon from the navigation menu



Next, select the "Form Wizard" from the list of available components wizards.

CREATING A NEW FORM

A The first step in creating a new form is giving it a name and entering a title and description. The form title and description will appear above the form.

B Next select the project folder where you want to save the form. You can also create a new project folder.

1. General Form Information

A

The name of your form

The title to appear above the form

A descriptive heading which will appear above the form.

2. Select Destination Project Or Create a New one

Save to project: [Create New Project](#)

B

- General Logiform Components
- logiforms li
- testing com
- LiteUsers
- WebPolls
- ScreenShots
- Digital Signature

Selected Project:

Continue

? Create a new project folder for each web site that you use logiforms for or for each new client. Click the "Create New Project" link to insert a new folder

A Select pre-formatted fields from the common fields, survey fields, or special fields provided and add them to your form using the arrows in the center of the screen. This step is optional and you will have an opportunity to add custom fields when you edit your form in the next step.

? logiforms provides several different types of preset fields to save you time.

Use the special fields menu to do things like record the IP address and browser name/version of the form respondent

Select Commonly used fields for your form

Company Name Field

Common Fields

- Common Fields
- Special Fields**
- Survey Questions

- Company
- Country
- Date
- Date & Time

Selected fields shown below

The fields displayed on this side will be the start of your form. On the following screen you can create additional custom fields.

move up | move down

- Address
- City
- Company**

Continue

FORM DESIGNER QUICK START GUIDE



NAVIGATION TIP

You have just completed the first part of creating a form. You should now be looking at your form in the form editor. Near the top of your screen, the Form Designer menu will become active and you will access to the Form Designers' Sub Menu shown here.



WORKING WITH FORM FIELDS

A Click edit icon **EDIT** to edit any of the individual form elements, to insert your own custom fields or to delete form elements. The drop down menu contains options for inserting new fields, editing fields and moving element on your form up or down.

You can also add custom images for the submit and reset buttons. To insert your own images for the Submit and Reset buttons, click the Edit icon **EDIT** next to the submit button.

The Form Element Drop Down Menu

Each element on your form is represented by the small gray **edit button**. Clicking this icon reveals the menu shown here

Use this menu for most of your form editing needs including inserting new fields and editing fields.

INSERTING YOUR OWN FORM FIELDS

Click edit icon **EDIT** next to any form element and select **Insert Form Element** from the drop down menu. Select either "insert after" or "insert before"

A **Inserting Custom Fields**
Select from the list of standard field types. You can customize these fields to contain custom options and text. The fields shown include the standard form field elements.

B **Inserting Preset Fields**
You can also select from our preset field library. Use this library for commonly used fields, survey questions and special fields.

Insert Graphics and text by using the Header/separation item listed here with the other standard fields.

Use the drop down menu above the preset fields to view different types of preset fields. You can choose from common fields, survey fields and special fields.

FORM DESIGNER QUICK START GUIDE

EDITING FIELD PROPERTIES

- A** When editing a fields properties you will be presented with the screen below. The options under the heading **Appearance & Settings** are common to all form field elements. They include options like field name, font color, and caption values.
- B** Under the heading **Field Settings**, are the options that are specific to the form element. These options will be different based on what type of form field you are editing. In the example below we are editing a **drop down menu** and we have entered a number of options to display in the drop down menu.

Pay careful attention to the **“Use Global Settings”** checkbox. This checkbox controls whether or not this form element will use the display properties set under the Layout & Appearance menu, or the settings shown here.

You can deselect this option to set the appearance of a form element to be different from the style applied to the rest of the form.

The screenshot shows two overlapping dialog boxes from the Form Designer software. The top dialog, titled 'Appearance and Default Settings', has a green box with a white question mark icon and a large green letter 'A' next to it. It contains various settings for a form field, including 'Hidden Field', 'Use Global Settings' (checked), 'Field Name' (first name), 'Caption Value' (First Name), 'Default Value', 'Alignment' (Left), 'Font Type' (Arial), 'Font Size' (12), 'Font Color' (000000), 'Font Style' (normal), 'ToolTip Icon', 'ToolTip Text', 'ToolTip Font Type' (Arial), 'ToolTip Font Size' (10), 'ToolTip Font Color' (#000000), 'ToolTip Background Color' (#FFFFFF), 'ToolTip Border Color' (#000000), and 'ToolTip Border Size' (1). The bottom dialog, titled 'Drop Down Menu Settings & Options', has a green box with a white question mark icon and a large green letter 'B' next to it. It contains 'Multiple Select Allowed' (No), 'Multiple Select Height' (5), and an 'Instructions' field with the text 'Enter each option in the drop down menu on a different line.' and a list of options: Red, Blue, Green, Pink.

EDITING GLOBAL DISPLAY PROPERTIES

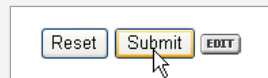
- A** Select the Layout & Appearance option from the Form Designer Sub Menu to edit the forms global settings. These settings include the forms width, background color, numbering and other options shown below.
- These options will apply to all fields except those fields that have the “Use Global Settings” checkbox de-selected.

The screenshot shows the 'Customize Global Display Properties' dialog box. It has a title bar and a subtitle: 'The following settings apply to all form fields unless the individual form field has the "use global options" unchecked.' Below the subtitle is a button labeled 'Edit Style Sheets'. The settings are arranged in two columns. The left column includes: 'Form width (in pixels): 500', 'Col 1 width (in pixels): 200' (with a note 'Applies to two column layout only'), 'Form Background Color: White', 'Display Borders?: No', 'Border Color: Gray', 'Numbered List?: No', 'Alignment: Left', and 'Error Color: #99CCFF'. The right column includes: 'Font Type: Arial', 'Font Size: 12', 'Font Style: normal', 'Font Color: black', 'Page bgcolor: white', and 'Page Title: Membership Form'. At the bottom left is a 'Continue' button. A large green letter 'A' is positioned at the bottom right of the dialog.

FORM DESIGNER QUICK START GUIDE

TESTING YOUR NEW FORM

A While viewing your form in the form designer, you can test the submission process by clicking the forms submit button. This will run a trial submission and you can see the results from the submissions and make sure that field validation and other form options are functioning correctly.



It's always a good idea to test your form submission prior to publishing it with the **integration wizard**. When you test your form submission process you will be able to see what data is being passed to your database. You can also see if a notification and/or auto responder profile are triggered.

Auto Responders and Email Notification options are covered in a later Quick Start Guide.

Your form was successfully submitted.

The following information was submitted. (test only No data recorded.)

first name:	Jon
last name:	Doe
company:	NoCompany
address:	11 Apple St
states:	Colorado
eyes:	Green
city:	Denver
email address:	jondoe@nocompany.com
datetime:	March 01/2206 11:19 AM



Autoresponder Profile Triggered:

Notification Profile Triggered:
Notification Delivered to:

You now have a fully functional Web Form and a complete database back end has been automatically generated! You can publish this form to your website with as little as one line of code!

See the next Quick Start Guide about the **Integration Wizard to get started adding powerful forms to your site.**