

# Add a PageCloud Form to your Page

PageCloud provides forms to allow your site's visitors to get in touch with you.

## PageCloud Forms

## Add a PageCloud Form to your Page

1. Click on the "Forms" tab within the [Sidebar](#).
2. Drag a form onto your page.
3. Click "Save" and "View Live" to see the form in action on your page.

## Add a New Input Field to your Form

1. Select the form on your page.
2. Click "Edit Form".
3. Select the "Add Field" tab.
4. Drag the desired field onto the form.
5. Rearrange the order of the fields by dragging them.
6. Click "Done" in the upper section of the form.
7. Click "Save" and "View Live" to see your new form field.

## Current Form Input Fields Include:

- Single Line Text
- Multi Line Text
- CheckBox
- Radio Button
- Email
- Dropdown

Looking for more input field types? Send us suggestions at [support@pagecloud.com](mailto:support@pagecloud.com)

## Duplicate or Remove Input Field

1. Select the form on your page.
2. Click "Edit Form".
3. Select the input field to duplicate or remove.

4. Select the duplicate or delete icon on the right side of the input field.
5. Click "Done" in the upper section of the form.
6. Click "Save" and "View Live" to see your new form field.

## Change the Text of a Form

1. Select the form on your page.
2. Double click on the text you would like to change.
3. The Editing menu will appear with the "Style" tab selected.
4. Here you can adjust the font, spacing, colour and other text styles.
5. Click "Done" in the upper section of the form.
6. Click "Save" and "View Live" to see the new text on your form.

Adjusting the text of a form field will adjust it for all fields in that form.

## Change the Layout of a Form

1. Select the form on your page.
2. Click "Edit Form".
3. Rearrange the order of the fields by dragging them.
4. Resize the form by dragging the left and right resize handles.
5. Click "Save" and "View Live" to see the form in action.

The Multi-line text form field can also be expanded down to give more input space

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## Layout Form Fields in Multiple Columns

1. Select the form on your page.
2. Click "Edit Form".
3. Click and drag a form field to the left or right another form field.
4. The form fields will be place beside one another.
5. Click "Save" to confirm the changes on your page.

Multi-column form fields will appear for Desktop browsers. Within mobile, the form fields will automatically be arranged in a single column.

## Name your Form

1. Select the form on your page.
2. Click "Edit Settings" in the upper section of the form.
3. Enter a name for your form. This will help in viewing the form submissions.
4. Click "Update Settings", then click "Save" to save the changes.

## Change Email Address of Form Submissions

1. Select the form on your page.

2. Click "Edit Settings" in the upper section of the form.
3. Add in the email address to be notified of form submissions
4. Enter the new email address that will receive form submissions.
5. Click "Update Settings", then click "Save" to save the changes.

## Add Spam Prevention to PageCloud Forms

Spam prevention is automatically included on all new PageCloud forms using the ReCaptcha Service.

The ReCaptcha service includes a badge at the bottom left of your page on any page that uses a PageCloud form.

This notifies users the form is protected with the ReCaptcha service.

## View Form Submissions

1. Head to your site dashboard.
2. Click the "Inbox" tab.
3. Here you will see a list of the different forms on your site.
4. Click "View Submissions" to view forms submissions.

For more information on viewing form submissions with PageCloud Inbox, view the article [here](#).

While a site is in an Unpublished state you will not be able to enter form submissions. [Publish](#) your site to begin to receive form submissions.

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