# **Create a Wufoo Form**

1. Once you get your login for Wufoo from IITS, start creating a new form on the top right hand corner



1. Start adding fields
2. You will see the fields listed out on the left side of your form’s page, in a golden box.

 

1. Select what field you’d like to add to your form.
2. Adding a field form will look something like the below:



1. You can make it a required field or not


Note: If you want to add instructions for user, please do not use “Instructions for User”

* + Under “**Field Label**”, add the name of your field. Under the name of the field, add the html code:
	**<div style="font-weight:normal;"><em>INSERT TEXT HERE</em></div>**Simply change the **INSERT TEXT HERE** to the description/instruction you want for the user.



* + You can see at the bottom of the field name that the text you added is unbolded and italicize.
1. You can have a defined value if you are expecting the answer to be almost the same for everyone (i.e if the phone numbers are all on campus, you can fill it with 760-750-xxxx leaving only the last cell empty)



1. You can always **delete** a field by clicking on it and click on the red circle on the bottom
2. You can also **duplicate** the field by clicking on the green button as in the image above
3. Add **section break** or **page break** when needed on the form
4. For multiple choice, dropdown, checkboxes and Likert fields, there are some **predefined choices** as age, income, days of the week, etc..



1. To save your progress, click on **save form** at the bottom of the form editing tool and a little box will appear, click on **continue editing** form if you would like to make additional changes, **email notifications** to set up where completed forms will be directed, or back to the **form manager**.
