After you create a new form and design it using the Form builder or the Field editor, you can add the form to your website's pages:

- Using the **Insert Form** icon on the text editor toolbar
- Using the **On-line form** web part
- Using the On-line form widget

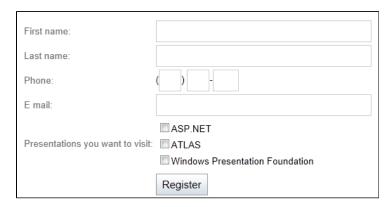
Adding forms into text

- 1. Open the Pages application.
- 2. Select a page in the content tree that has editable regions.
- 3. Click where in an editable form you want to place a form.
- 4. Click Insert Form on the editor toolbar. The system displays a configuration dialog of the inline widget.



- 5. Click **Select** next to the **Form name** field and choose a form.
- 6. Click **Save & Close**. The system pastes a placeholder image into the text. You can edit the properties of the on-line form inline widget at any time by double clicking this image.
- 7. Click Save.

Now you can switch to **Preview** mode to see the form on the page.



Try entering some values and submitting the filled-in form. You can then <u>manage the data</u> submitted through the form.

Adding a form using the On-line form web part

- 1. Open the Pages application.
- 2. Select a page in the content tree.
- 3. Switch to **Design** mode.
- 4. Place the On-line form web part.
- 5. Click Select.
- 6. Click **Select** next to the **Form name** property and choose a form.
- 7. Specify rest of the web part properties.
- 8. Click Save & Close.

The system inserts the **On-line form** web part into the chosen zone.

Now you can switch to **Preview** mode to see the form on the page.

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Try entering some values and submitting the filled-in form. You can now <u>manage the data</u> submitted through the form.

Adding a form using the On-line form widget

- 1. Open the **Pages** application.
- 2. Select a page in the content tree that has an editor widget zone.
- 3. Open the menu of the widget zone (=).
- 4. Click Add new widget.
- 5. Choose the Forms & Surveys -> On-line form widget.
- 6. Click Select.
- 7. Click **Select** next to the **Form name** property and choose a form.
- 8. Click Save & Close. The system places the On-line form widget into the chosen zone.
- 9. Click **Save** to confirm the change to the page's widget content.

Now you can switch to **Preview** mode to see the form on the page. Try entering values and submitting the filled-in form. You can now <u>manage the data</u> submitted through the form.

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