

WEB

website editing basics

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Topics: Create Forms & Retrieve Form Data

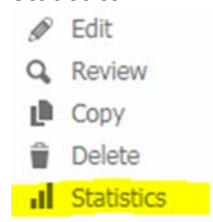
STEP 1: CREATE A FORM

How do I create a form?	Use Forms & Surveys to create or edit a form
What should I think about when creating a form?	- Where to send form submission: specify email(s) - Confirmation page
Can I make certain fields required?	Yes.
How do I include the form on my site?	Add a new page using a Form Template: Form

STEP 2: INCLUDE FORM ON YOUR SITE

Once your form is created and published, create a subpage using the FORM BASIC PAGE or FORM BASIC PAGE NO LEFT NAV template.

RETRIEVE DATA

How do I access the submitted data?	Highlight the form and from Menu option, select Statistics . 
About Statistics view	This is where submission detail can be viewed. This is where the submissions can be exported as an excel format.