How to copy a FORM and make changes/updates

Step-by-step guide on how make a copy of an existing form and making any changing needed.

Step 1: Make copy of form

How to make a copy

1. Click on the 'form' icon

2. search for the original form you want to create a copy from.

3. A list will appear on the screen.

4. Click on the Form you want to copy
5. Click 'Edit form' at the right hand corner

6. Click on 'copy form' at the right hand corner

7. In the current tab to copy form
   - Page title = "This is what the viewer will see". Leave as is or you may change it
   - User = leave as is, you may change if needed.
   - Checked 'Copy Communications'
   - Checked 'Copy Rules'
   - Click copy

8. Now you have created a copy of the original form

9. Click 'edit' at the top right hand corner
10. Change the 'Internal name' name to a new name, for example if the original Form is called 2016, this copied form can be called 2017

11. Click save

Step 2: Change the communication massage (This is massage that the user will see once they have completed and submitted the form)

1. Click on 'Edit Communications'

2. Click 'Edit Mailing'
3. Click ‘Edit Message’

(Now you will be able to change/update the message)

**How Change/update the vanity URL**

1. Click ‘Edit URL’
2. You are now able to change/update the vanity URL

Click on 'Edit form' to edit the form options.