



Touch Forms Pro

Mac Edition

User Guide

Feb 17, 2017

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Editor Overview

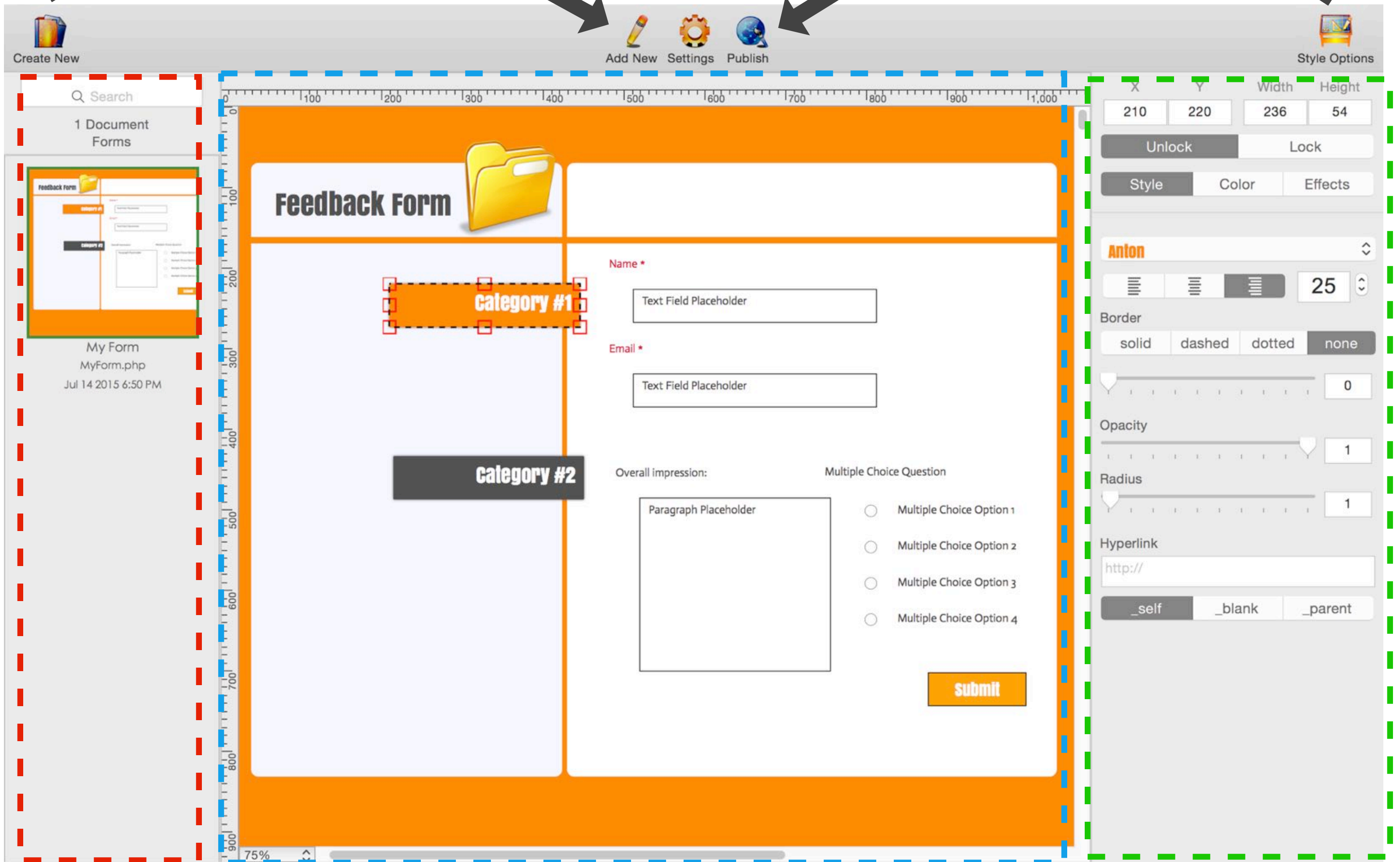
Add new form

Add new objects to canvas:
text box, photos, table
grids, text fields, email
fields, paragraph fields,
multiple choices,
checkboxes, bot checker
widget, submit button

Form preferences,
FTP settings,
source code.

Publish options:
- upload online
- export to PDF
- export to raw
source files

Style options:
- expands and
collapses style
option side panel

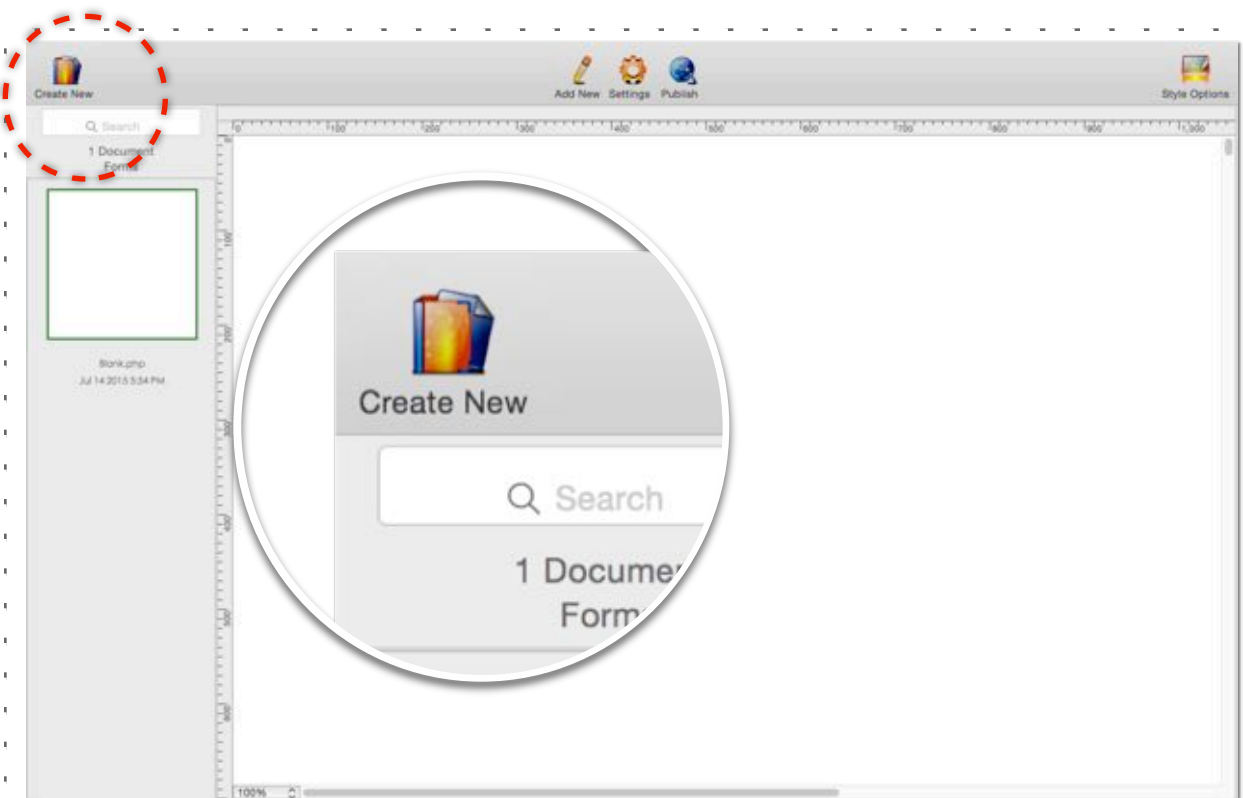


File listing panel.
Lists all the form
documents in this
folder

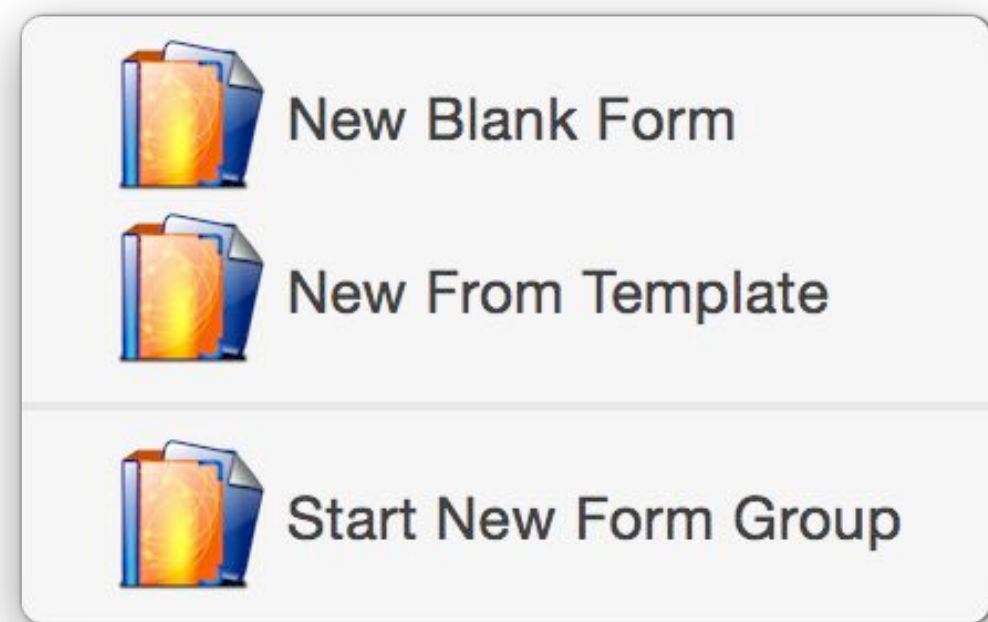
Main design canvas.
Supports drag and drop, object
resize. Right click (control-click)
on objects for alignment,
grouping and locking options.

Style Options:
- Format fonts, colors and
shapes
- Paragraph alignment
- Hyperlink
- Image special effects

Create blank form, add text field



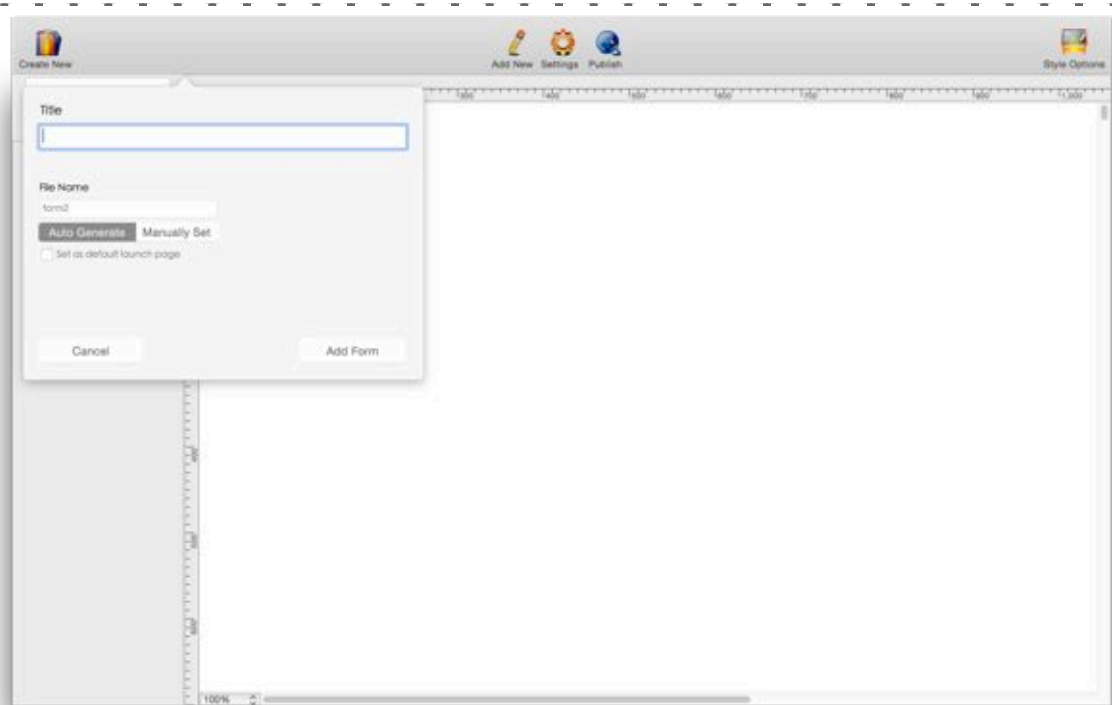
Step 1. Add a new web form
Go to Toolbar > Create New



Step 2. Choose "New Blank Form" or "New From Template".

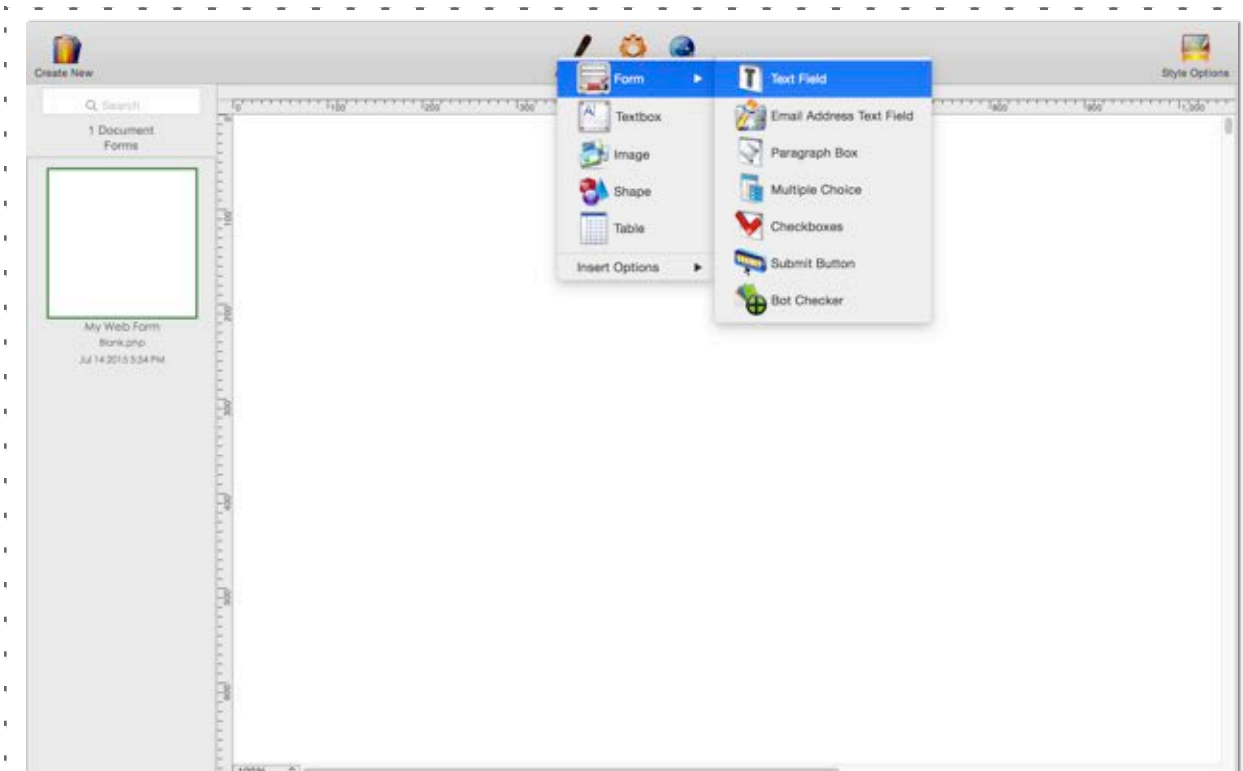
"New Blank Form" adds a new blank canvas, this allows you to build a form from scratch.

If you wish to start from a template, choose "New From Template"



Step 3. Title your web form and choose "Add Form"

This title can be updated later under Settings.

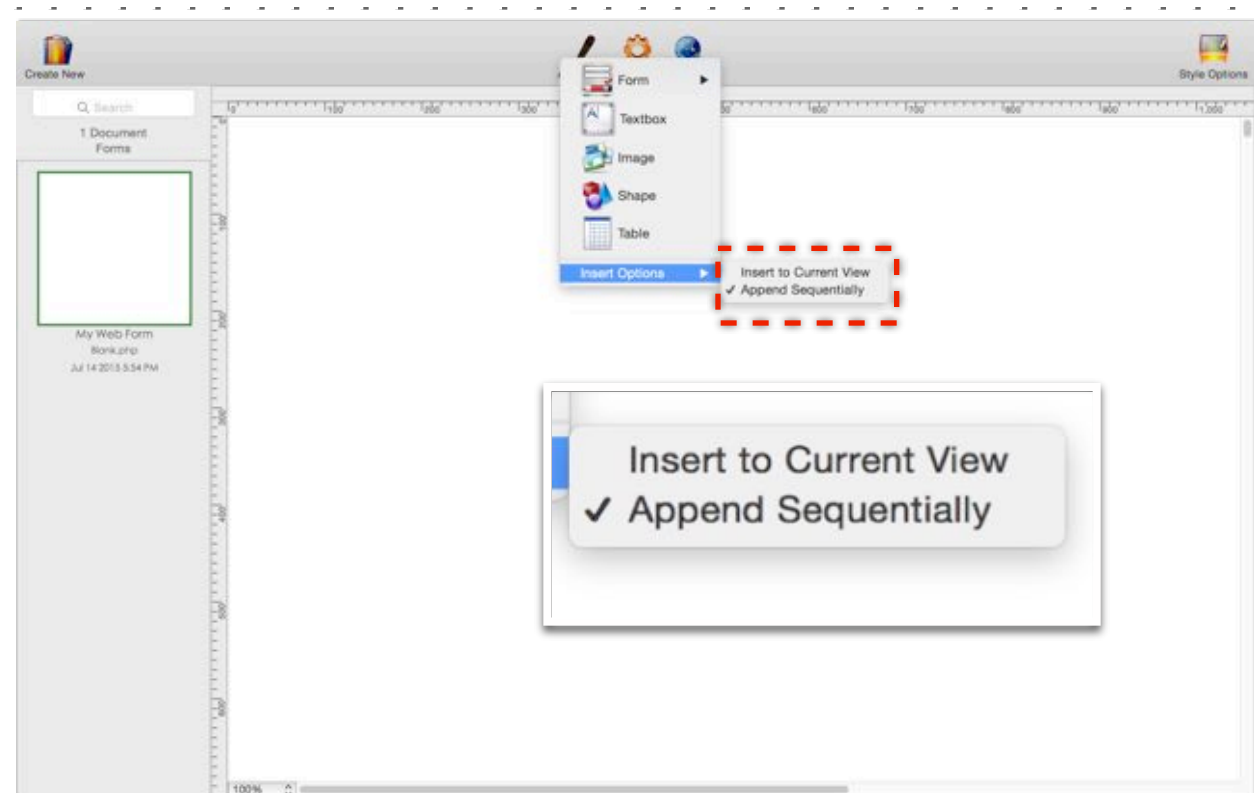


Step 4. Go to toolbar > "Add New" > "Form" and review list of available web form objects.

For this example, let's start by adding a "Text Field" to the design.

Text Field accepts single line text inputs, this field is ideal for information such as names and phone numbers.

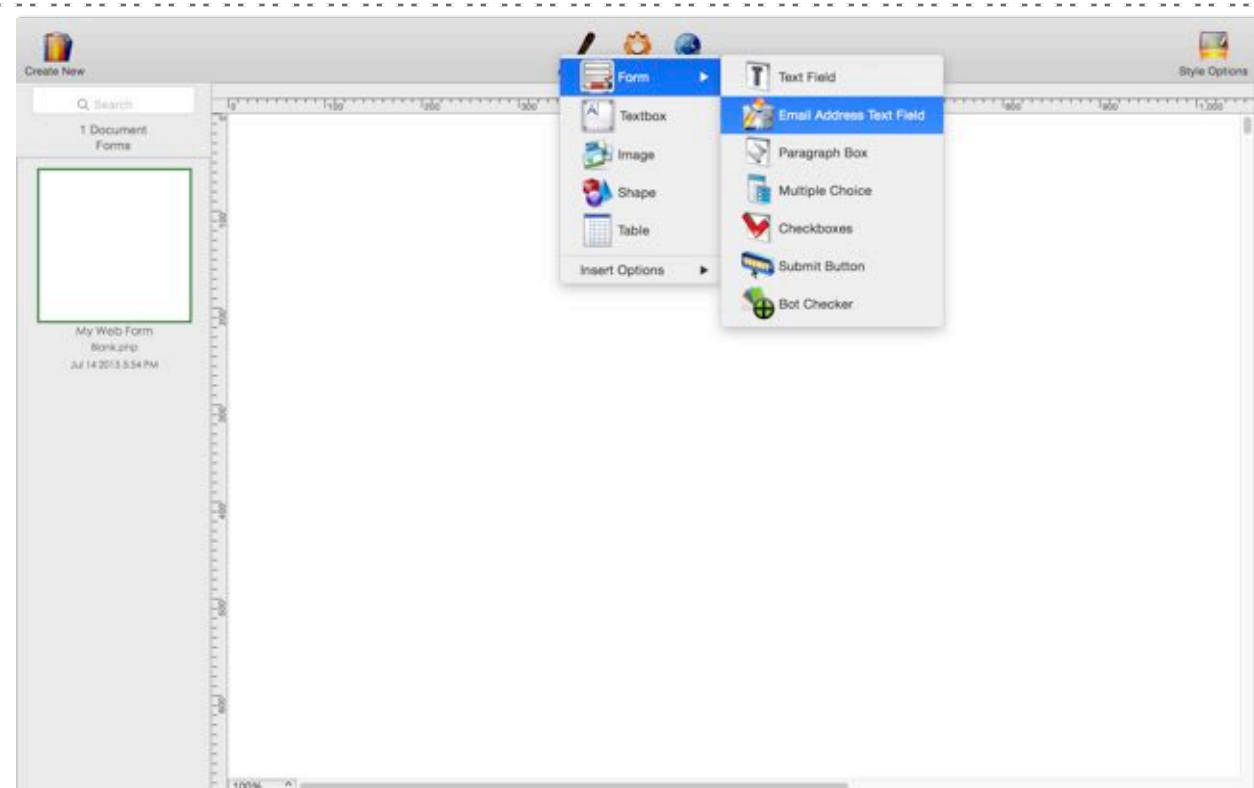
Add email text field and multiple choice



Step 5. Review and choose "Insert Options".
Toolbar > "Add New" > "Insert Options"

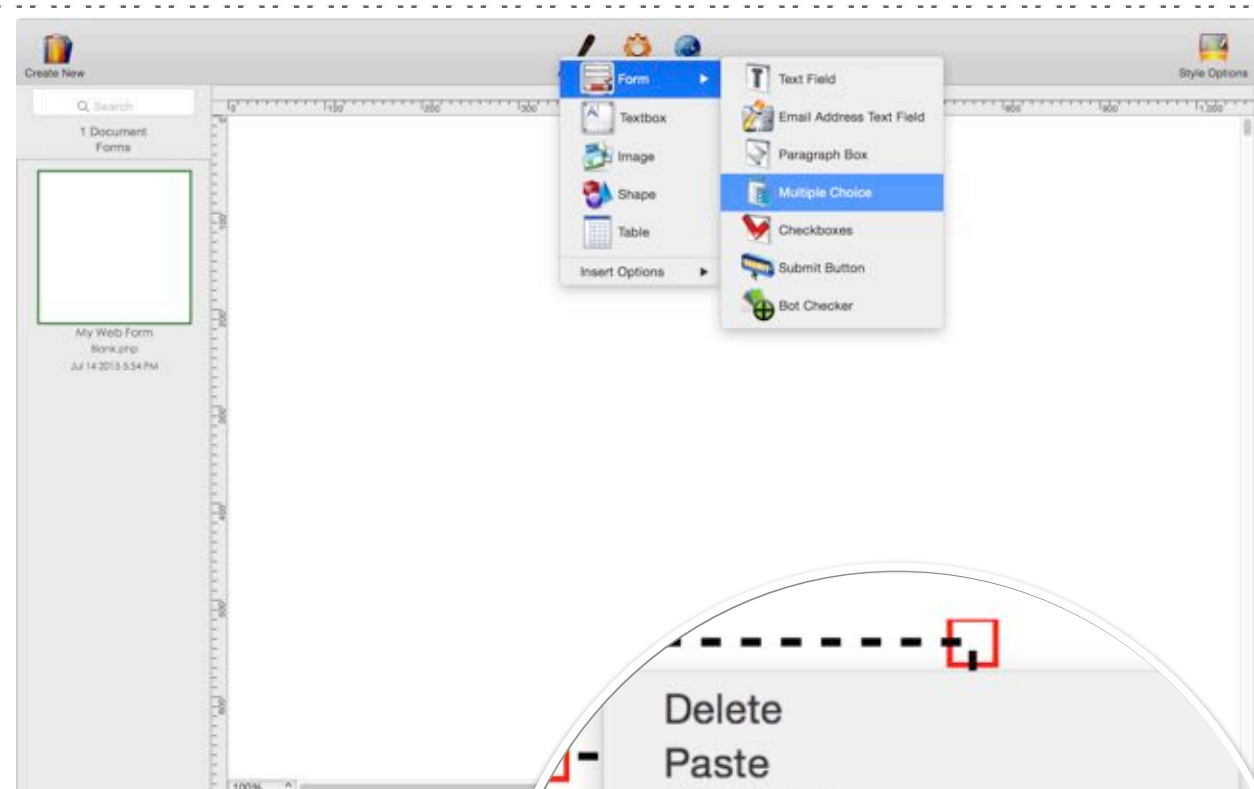
Insert to Current View - add new objects to the canvas section currently visible on the screen.

Append Sequentially - existing objects are sorted by vertical position, the new object will appear at the very end.



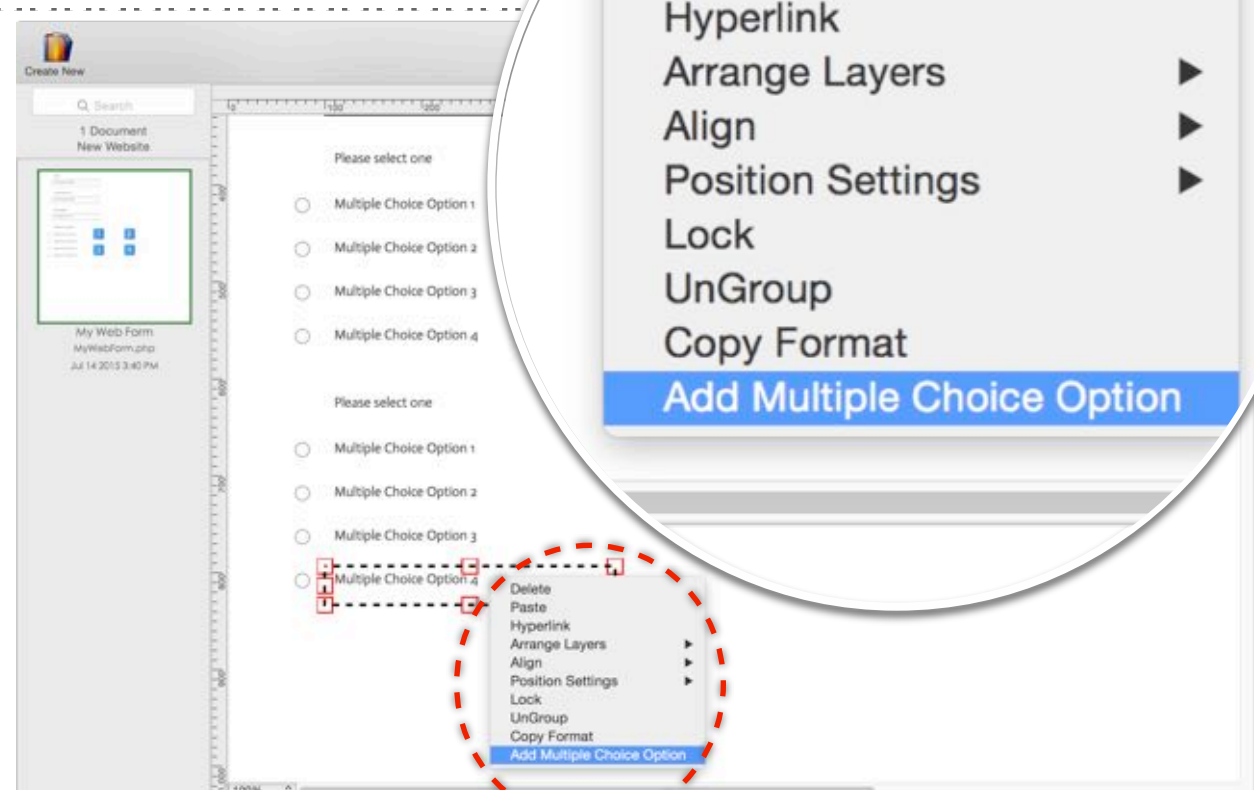
Step 6. Add new "Email Address Text Field"
Go to Toolbar > "Add New" > Form > "Email Address Text Field"

This type of field provides verification checks based on email format. Invalid emails will trigger an alert message.



Step 7. Add multiple choice

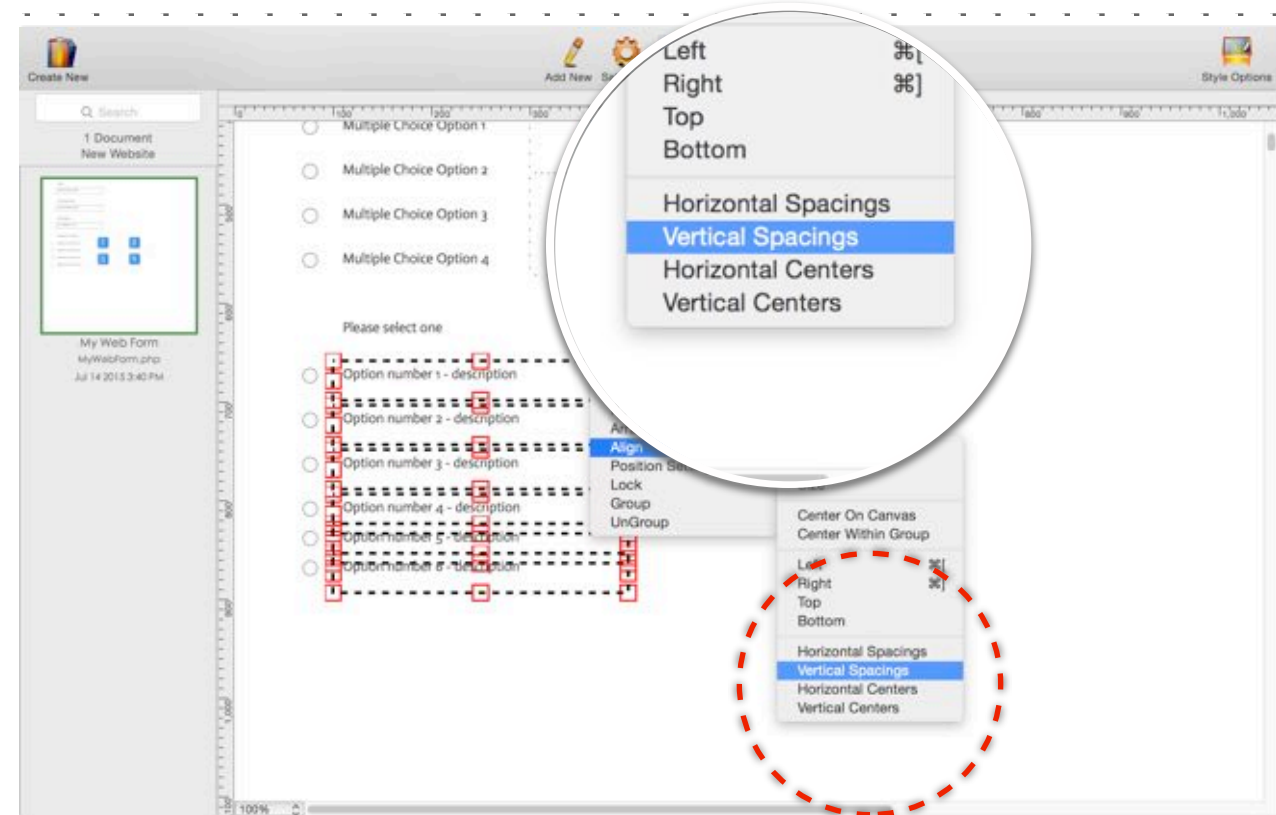
Multiple Choice:
Toolbar > "Add New" > Form > "Multiple Choice"



Step 8. Add another multiple choice object
Toolbar > "Add New" > Form > "Multiple Choice"

The default multiple choice object contains four options. To add a new option, please right click (or control click) on any of the options and choose "Add Multiple Choice Option".

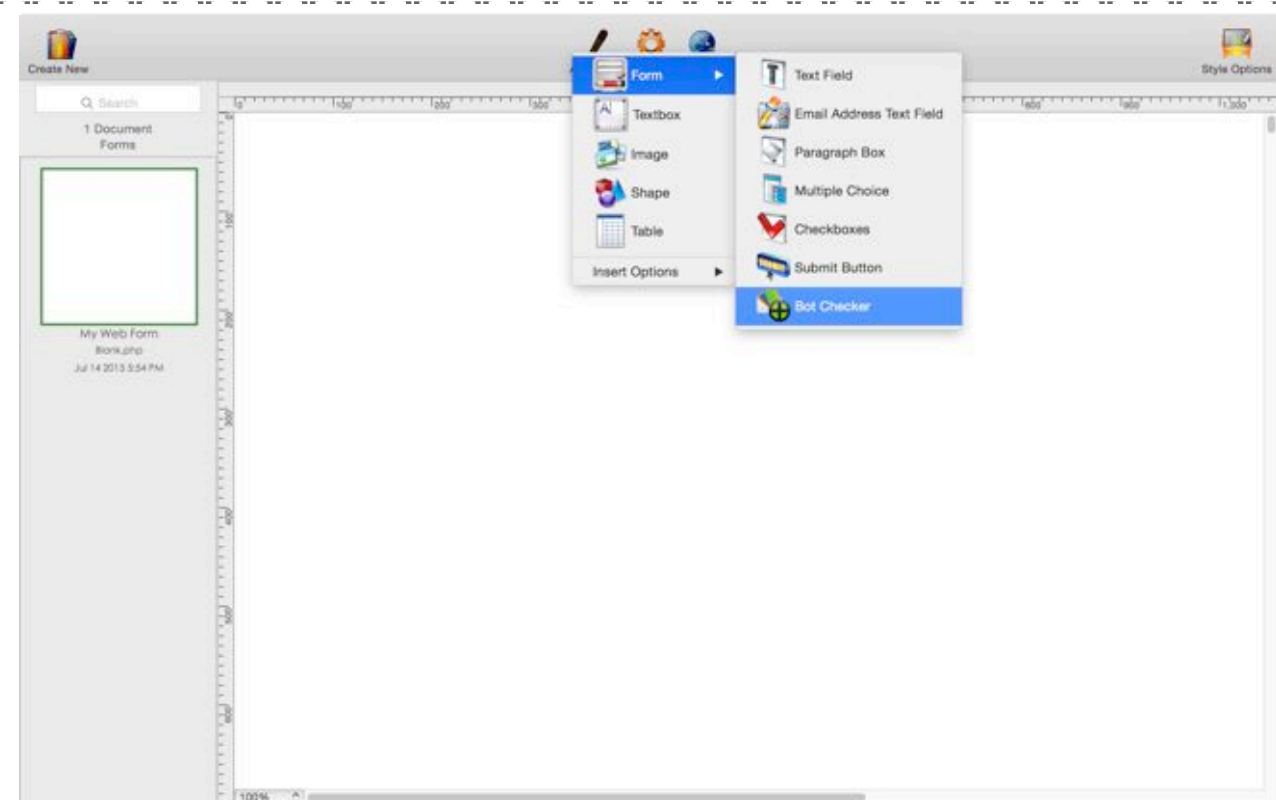
Add bot checker and submit button



Step 9. Align multiple objects using the alignment tool:

Select all objects you wish to align, right click (or control-click) and choose "Align".

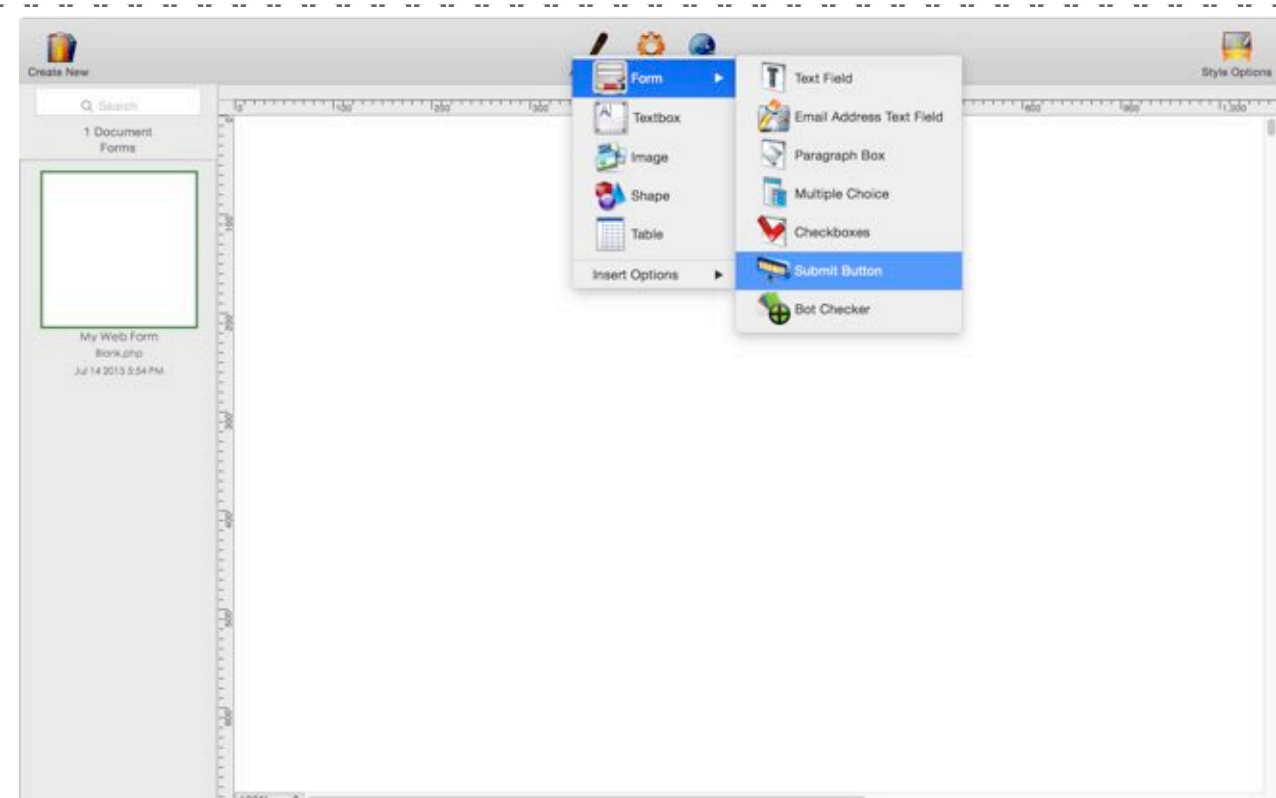
In this example, we want to align the vertical spacing. "Align" > "Vertical Spacings"



Step 10. Add Bot Checker widget

Toolbar > "Add New" > "Form" > "Bot Checker"

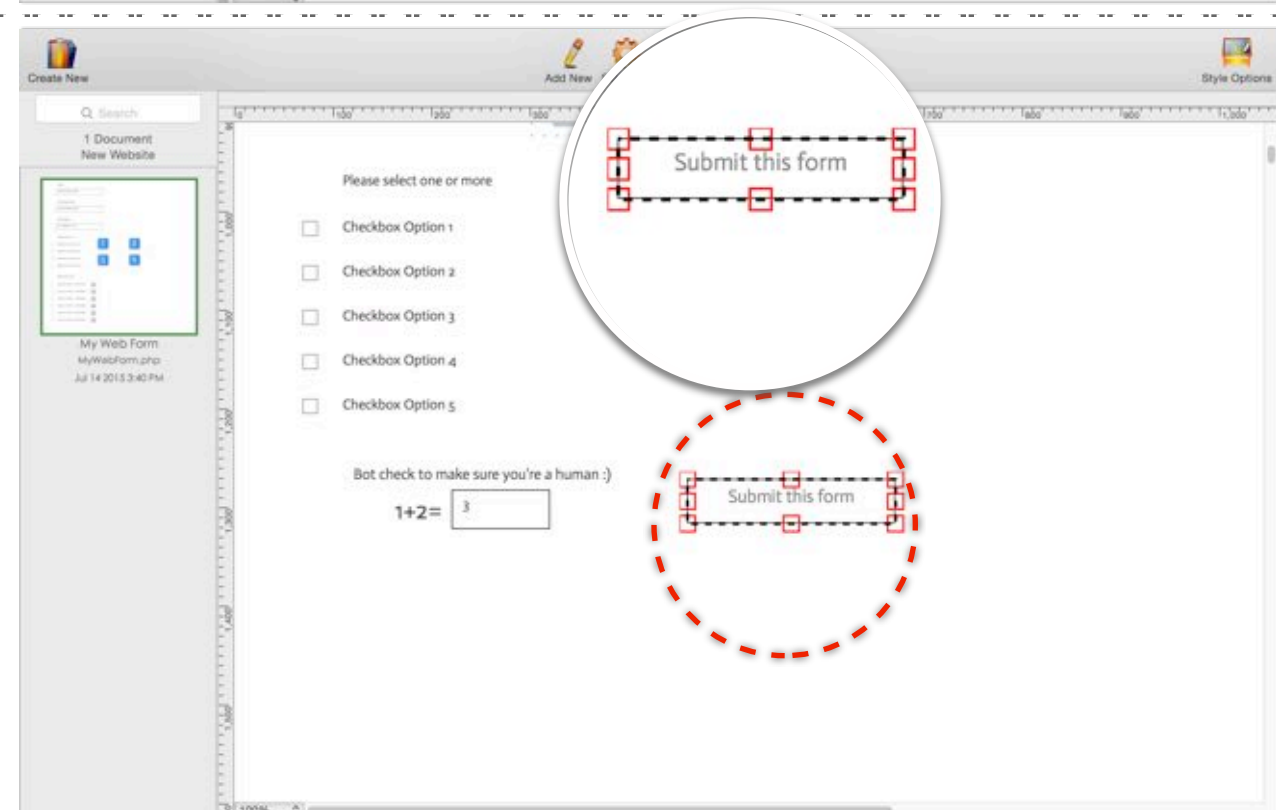
Adding a "Bot checker" widget can help reduce unwanted web form spams. This widget requires the web form user to correctly answer a simple math question before the form can be submitted.



Step 11. Add "Submit Button"

Toolbar > "Add New" > "Form" > "Submit Button"

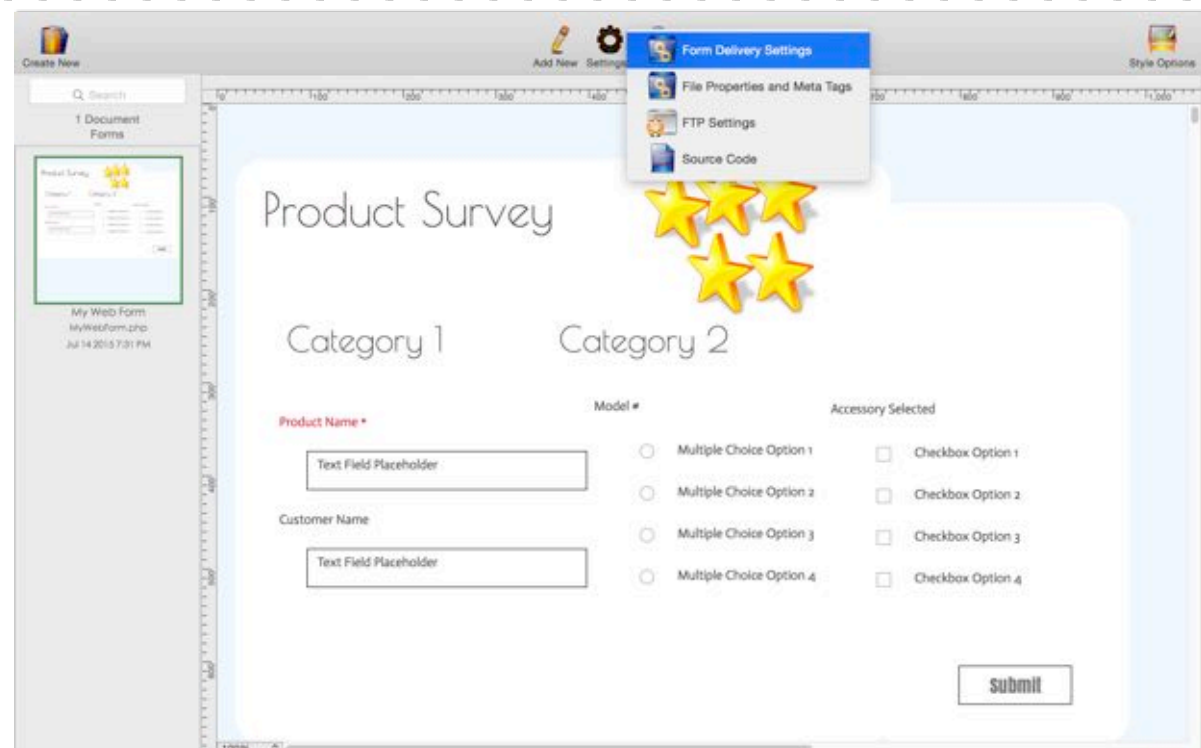
"Submit Button" triggers form submission, sends completed form results to the "response email" specified.



Step 12. Customize "Submit Button" title and formatting

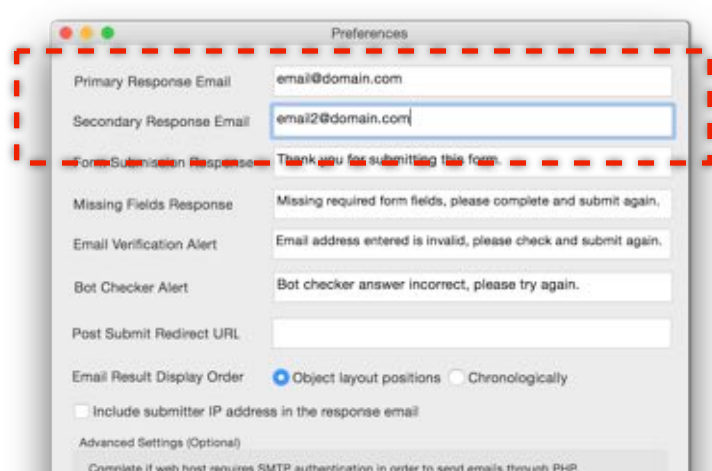
"Double click" on submit button to edit button title. If desired, use "Style Options" to format button's font and colors.

Specify form delivery emails



Step 13. Specify email addresses where form results will be delivered to.

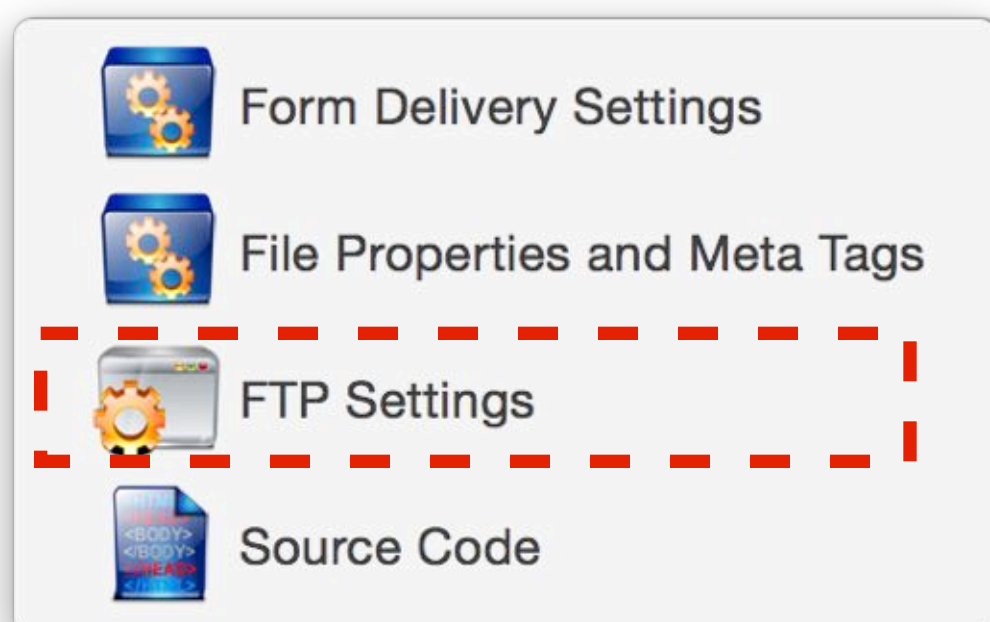
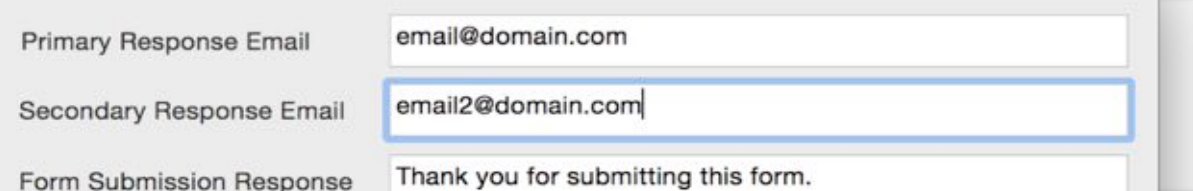
Toolbar > "Settings" > "Form Preferences"



Step 14. Complete "Primary Response Email" and "Secondary Response Email"

The "Secondary Response Email" is optional. We recommend users to complete a Secondary Response Email in case the primary mail box is not working properly.

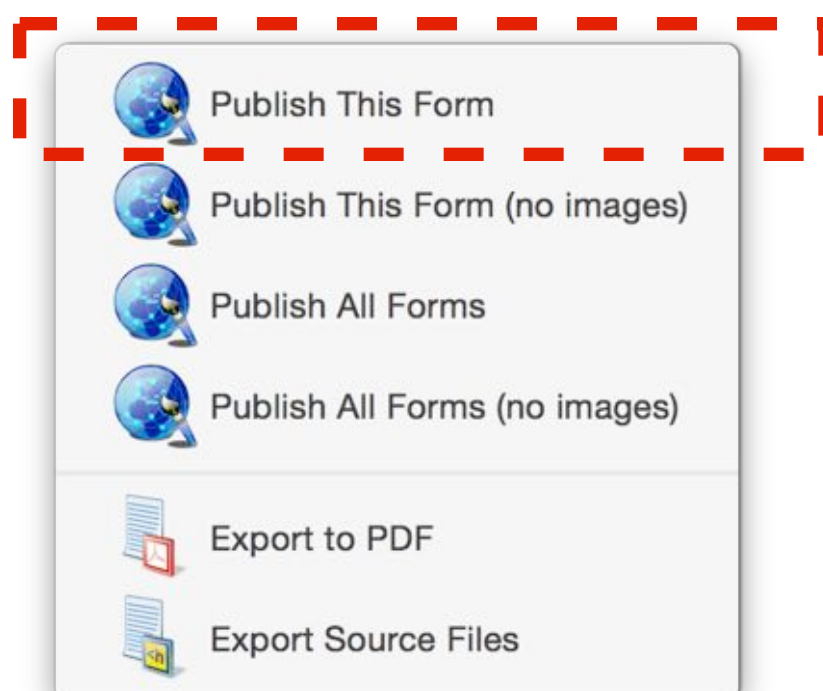
"Save" form preferences.



Step 15. Review and complete FTP Settings

Toolbar > "Settings" > "FTP Settings"

In order to publish your form online, you will need to enter FTP settings provided by your web host provider into the App. This is usually the same FTP account you use for your website.



Step 16 Publish web form

Toolbar > "Publish" > "Publish"

This option uploads web form online. You also have options to export form design to "PDF" or export raw php source files.