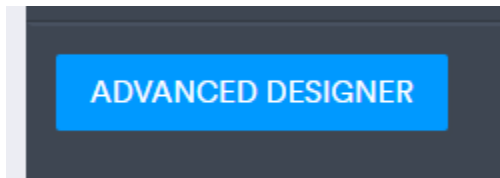# The following are helpful tips and best practices when using JotForm.

1. Advanced Designer Settings:

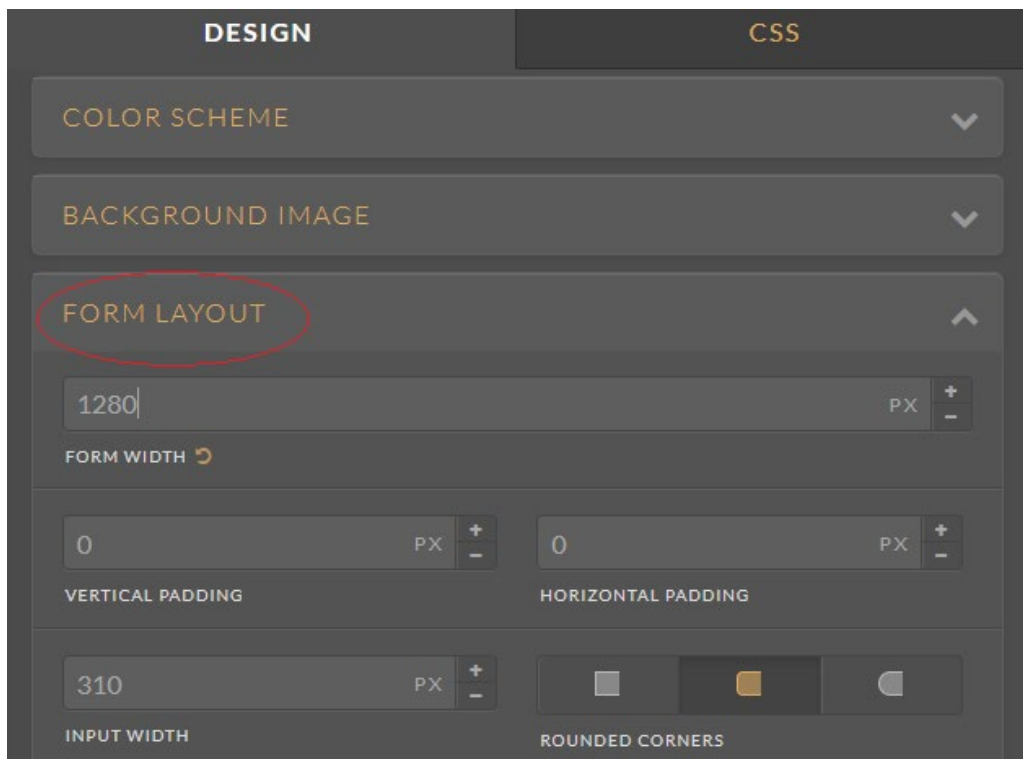To access, click on the blue "paint" icon in the top right corner to access the form designer:



Click the "Advanced Designer" button:



- Form Layout:

A minimum form width of 1024px (pixels) is recommended, but 1280px is a common width that works well for most online forms.

- **Font Options:**

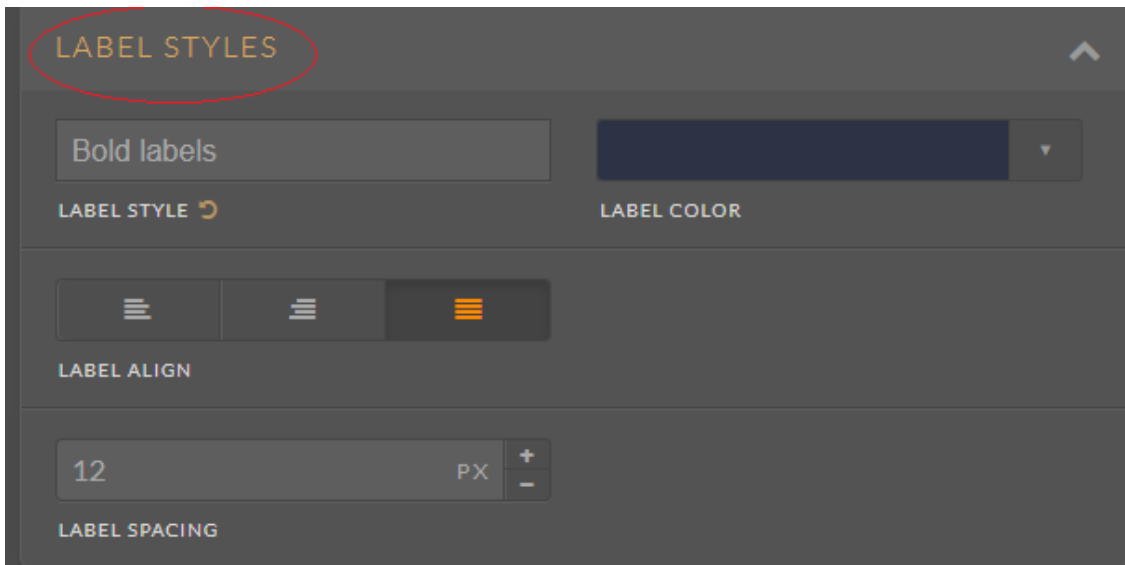    Arial is the preferred standard font choice.

    All form labels & placeholder fonts should be above 16px. When designing for mobile or an older audience, the text should be at least 16px in size.
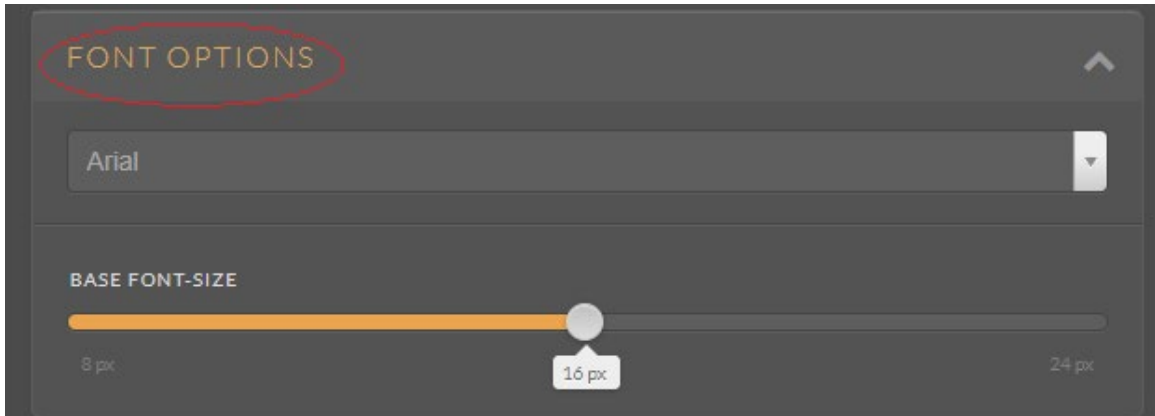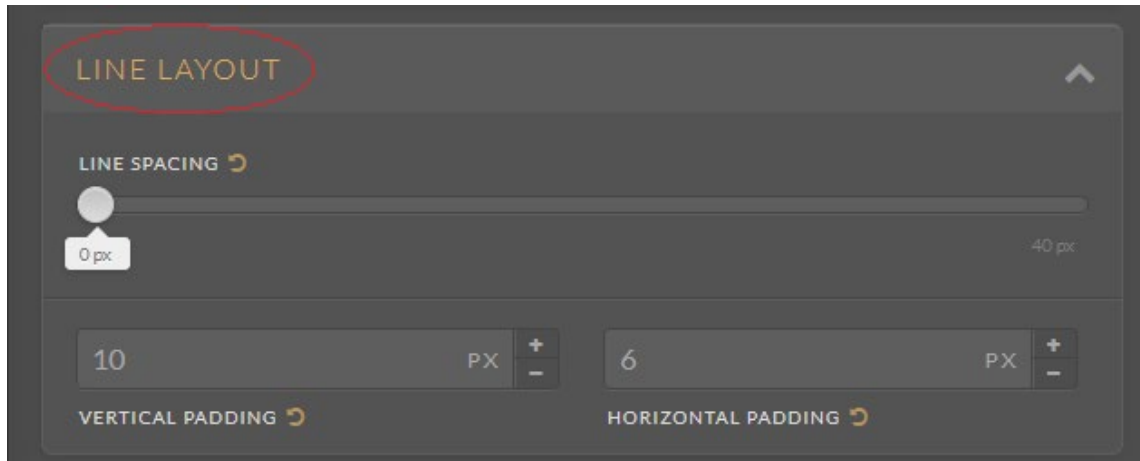
    

- **Label Options:**

    Bold Labels, Black, Top Aligned, and 6-12px label spacing are recommended.

    Top aligned labels are best for readability & completion.
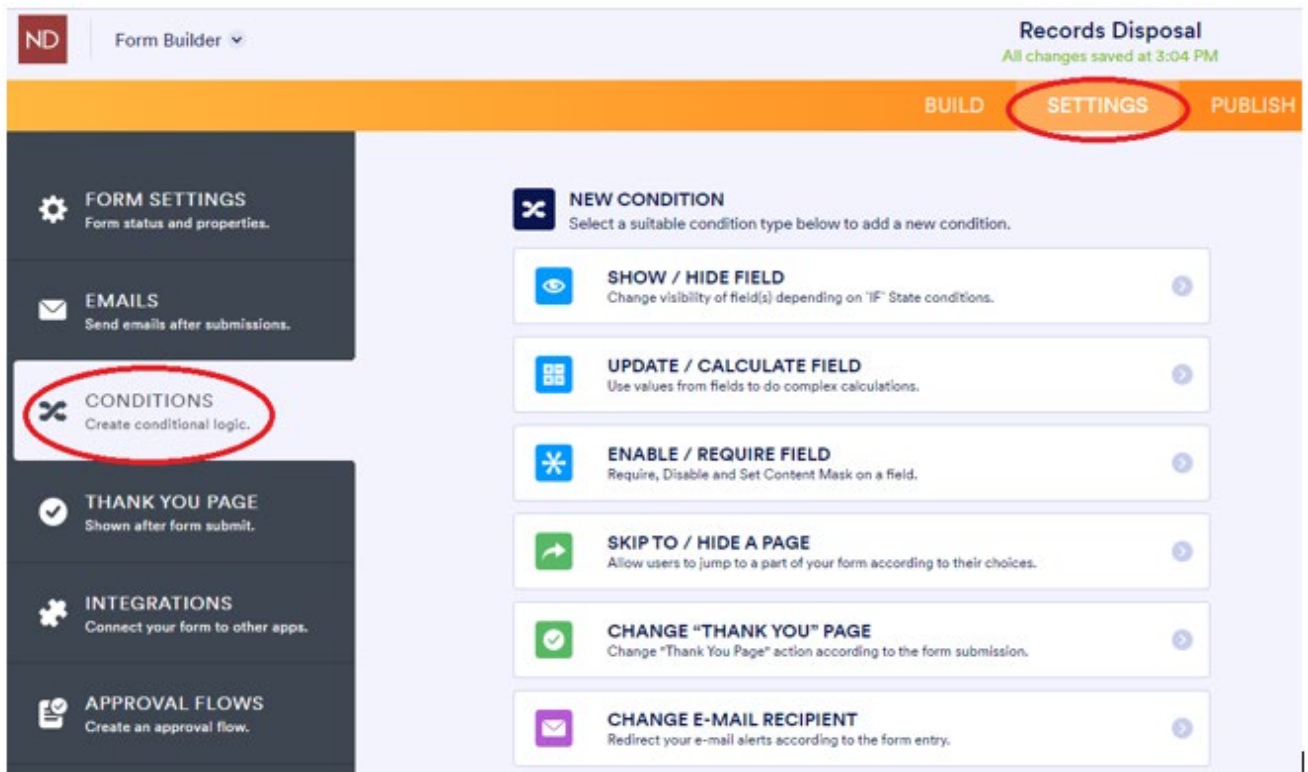
    

- **Line Layout:**

    Use this option to control line spacing. Here are some recommendations:

2. Conditional Logic: Consider using conditional logic to shorten your forms. Conditional logic allows you to add calculations, hide/show fields based on user response, make fields required, etc.

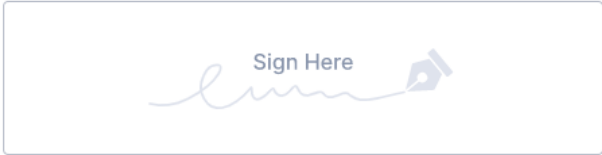The conditional logic menu can be found under the SETTINGS option:

3. Avoid placing questions side-by-side:

Eye-tracking studies have shown that simple one-column layouts are better than multi-column layouts with questions positioned side-by-side.

There are exceptions where multiple fields are expected to be on one line. such as when asking for dates (day, month, year) or time (hours and minutes), a signature and date, etc.

Example:

NDDOT Designer Signature *

Sign Here

Date of Designer Signature

08/15/2022

Date

4. Best uses of radio buttons, checkboxes, and dropdowns:

- *Radio Buttons:* Generally, radio buttons should be used when there's a range of options and only one option can be chosen. Radio buttons should be vertically stacked.

  Vertically stacking radio buttons (and checkboxes) makes them faster to process compared to a horizontal layout.

  Example:

  FHWA Approval/CatEx Thresholds *
  ○ FHWA Approval Not Required
  ○ FHWA Approval Required

- *Checkboxes:* Checkboxes should be used when more than one option can be selected.

  Example:

## Project Checklist

|  | Not Satisfied | Somewhat Satisfied | Satisfied |
|---|---|---|---|
| Exterior Photos | ☐ | ☐ | ☐ |
| Interior Photos | ☐ | ☐ | ☐ |
| Blueprints (on File) | ☐ | ☐ | ☐ |
| Blueprints (digital) | ☐ | ☐ | ☐ |
| Maintenance & Operations Manual to Park Manager | ☐ | ☐ | ☐ |
| Warranty Certification Filed | ☐ | ☐ | ☐ |

- *Dropdowns:* Typically, dropdowns are used when there are six or more options to choose from.

  Example:

### Department Name

| Please Select ⌄ |
|---|
| Please Select |
| Agriculture Department |
| Bank of North Dakota |
| Edutech |
| Housing Finance Agency |
| Health Department |
| Human Services, Department of |
| Information Technology Department |
| Transportation, Department of |