

Online/HTML Forms Design Standards (JotForm)

All State of North Dakota online forms must have a professional appearance. They should be created using a clean, basic design with no typographical or grammatical errors.

A header is required for all online forms.

STANDARDS FOR HEADER

The header will be at the top of the form. In JotForm, use the "Paragraph" basic form element rather than the "Heading" field as it is more customizable.

Including an agency logo or other approved ND logo (such as Be Legendary or State Seal) is recommended but optional.

All forms must be identified with a header that contains:

- a. The title of the form to identify accurately the function or purpose of the form.
- b. The name of the agency (and division, if applicable) that is the source or is responsible for the form. *
- c. The state form number (SFN), if required. **

** If you use a logo that includes the name of your agency, you do not also need to include a separate line in your header showing the agency name.*

***Most state online forms require an SFN. If your online form does not have an SFN assigned to it or for assistance in determining if an SFN is needed, please contact your agency's Forms Coordinator or NDIT Records Management.*

Recommended Header Format (JotForm): *

TITLE – at least 24pt font size is recommended and bold.


AGENCY NAME – 14 or 16pt font size is recommended and no bold.

DIVISION (if applicable)- 14 or 16pt font size is recommended and no bold.

SFN- 14 or 16pt font size is recommended and no bold. This should be capitalized.

**Except for SFN, the above can be in all caps or mixed case—just be consistent within your agency.*

Sample Header with Logo:



NORTH
Dakota | Information Technology
Be Legendary.™

RECORDS DISPOSAL AUTHORIZATION
NORTH DAKOTA INFORMATION TECHNOLOGY
RECORDS MANAGEMENT
SFN 2045 (10-2021)

Sample Header without Logo:

RECORDS DISPOSAL AUTHORIZATION

NORTH DAKOTA INFORMATION TECHNOLOGY

RECORDS MANAGEMENT

SFN 2045 (10-2021)

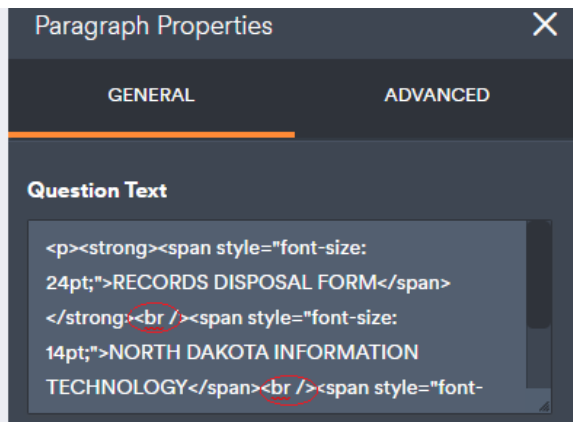
In JotForm, to reduce the line spacing within the header:

- Click on the "Properties" wheel on the right side:



- Under "General" change the characters in the source code from: `</p>` to `
` and delete extra `</p>` characters where applicable.

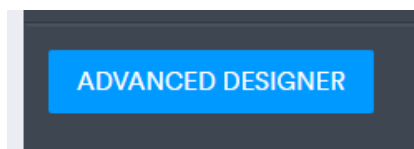
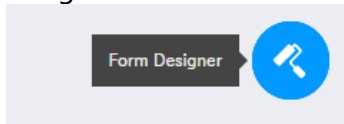
Example:



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

1. Advanced Designer Settings:

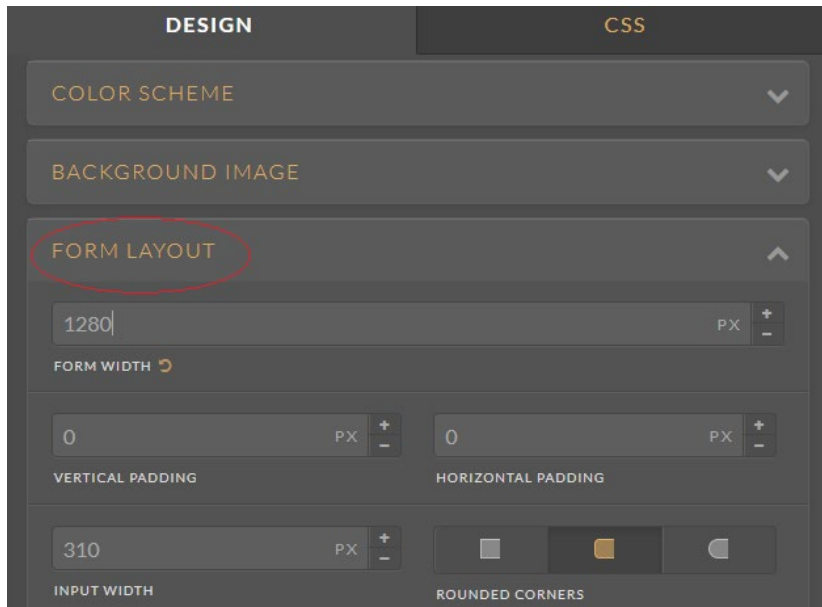
To access Advanced Designer, click on the blue "paint" icon in the top right corner to access the form designer:



Click on "Advanced Designer"

- Form Layout:

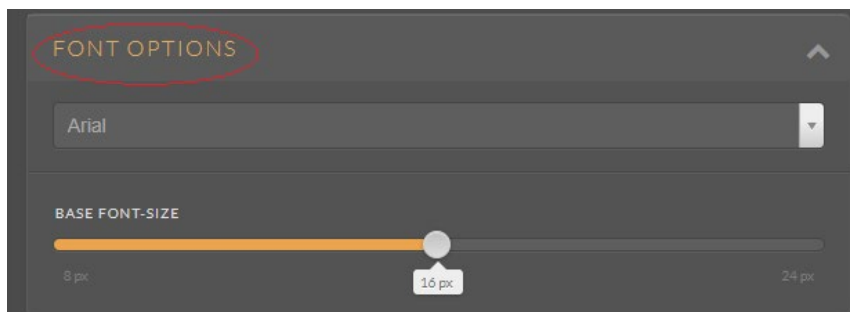
A minimum form width of 1024px (pixels) is recommended, but 1280px is a common width that works well for most online forms.



- Font Options:

Arial is the preferred standard font choice.

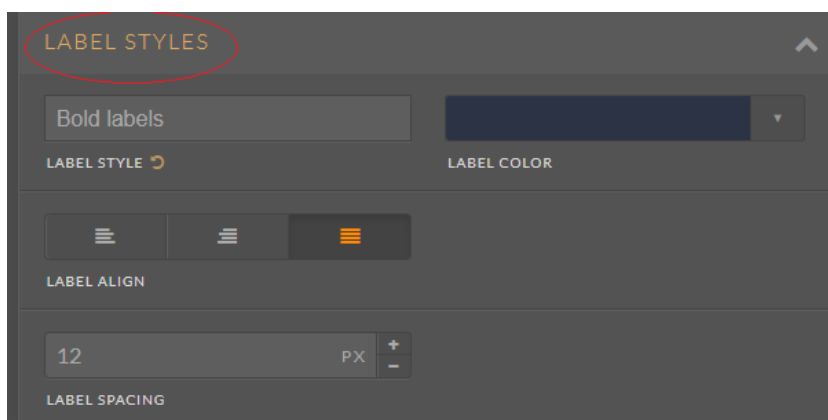
All form labels & placeholder fonts should be above 16px. When designing for mobile or an older audience, the text should be at least 16px in size.



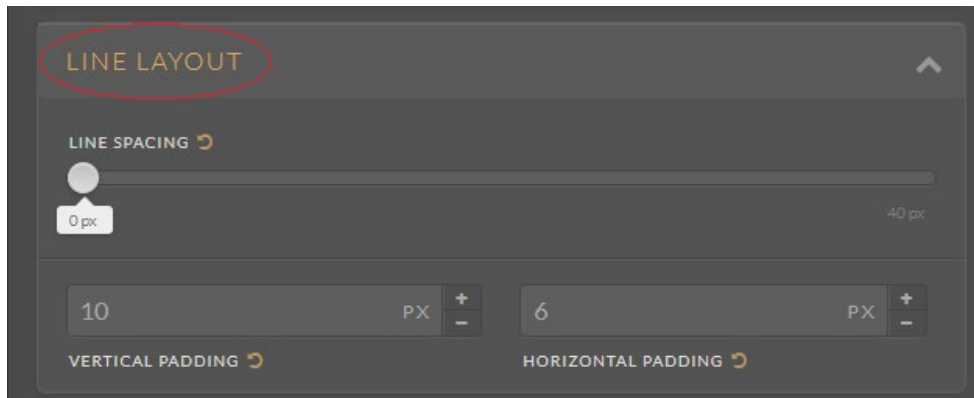
- Label Options:

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

Top aligned labels are best for readability & completion.

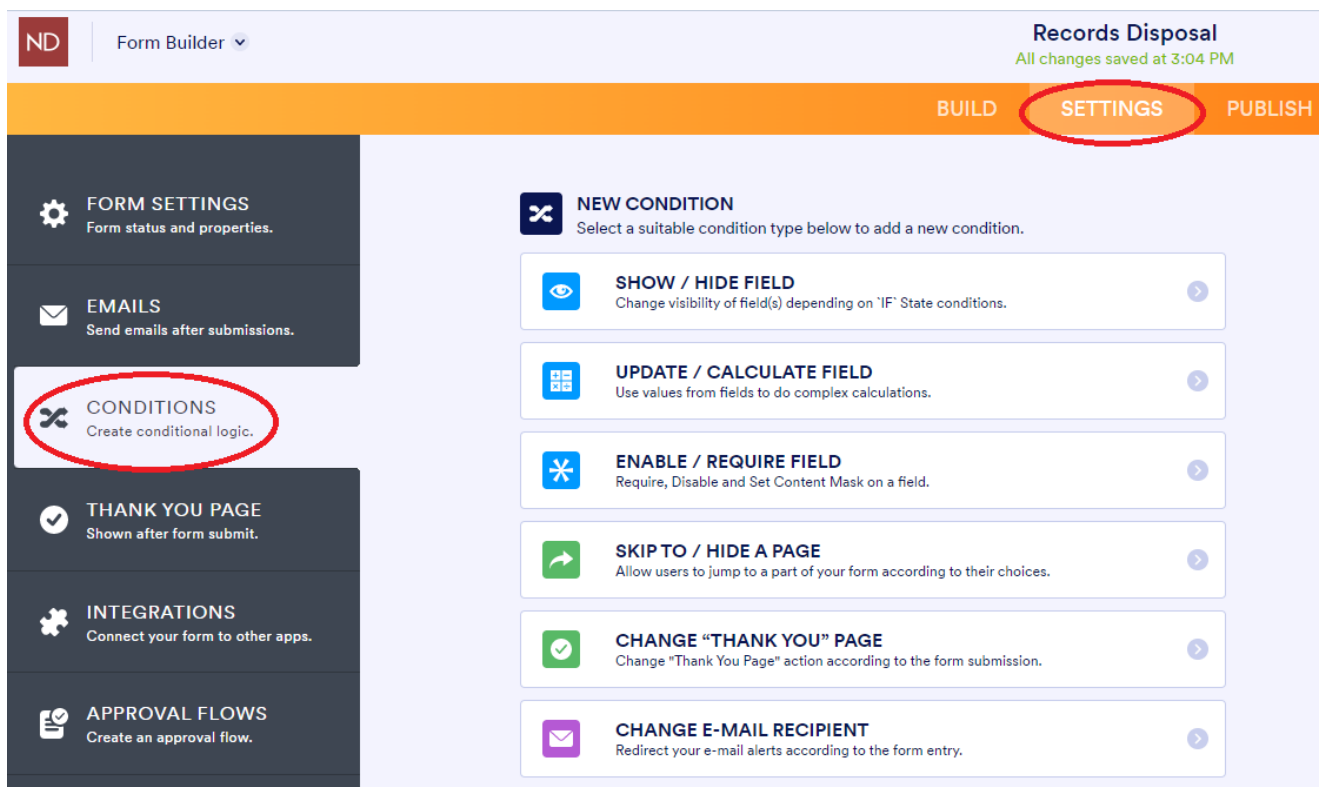


- Line Layout:
Use this option to control line spacing. Here are some recommendations:



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:

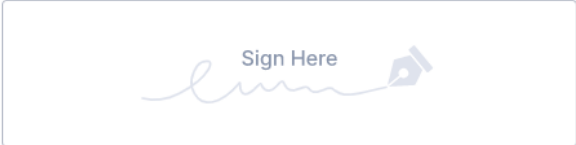



3. Avoid placing questions side-by-side:

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 *	Date of Designer Signature
	<input type="text" value="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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blueprints (on File)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blueprints (digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance & Operations Manual to Park Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warranty Certification Filed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Example:



The image shows a screenshot of a dropdown menu. The title above the menu is "Department Name". The dropdown is currently open, showing a list of options. The first option is "Please Select" with a small downward arrow to its right. Below this, there is a dark grey bar with the text "Please Select" in white. The rest of the list contains the following department names: "Agriculture Department", "Bank of North Dakota", "Edutech", "Housing Finance Agency", "Health Department", "Human Services, Department of", "Information Technology Department", and "Transportation, Department of".

5. Additional Help:

Please refer to the JotForm help page here: <https://www.jotform.com/help/> or contact NDIT Records Management.