

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.

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:

1.
 - 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 NDIIT Records Management.*

You can also use the "Paragraph" basic form element rather than the "Heading" field as it is more customizable.

Recommended Header Format: *

TITLE –18pt font size or higher is recommended and bold.

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

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

SFN- 10pt font size or higher 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.™

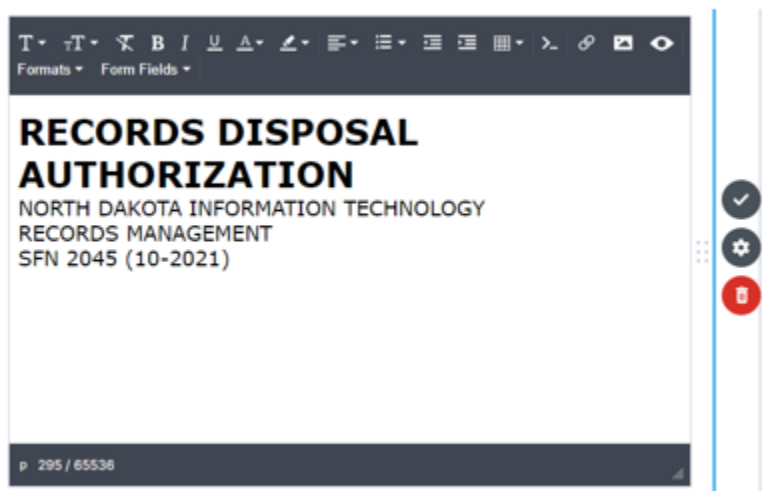
RECORDS DISPOSAL AUTHORIZATION
NORTH DAKOTA INFORMATION TECHNOLOGY
RECORDS MANAGEMENT
SFN 2045 (10-2021)

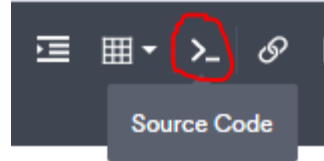
Sample Header without Logo:

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

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

- Double-click on the paragraph to display the format options:





- Click on the "source code" icon:
- Change the characters in the source code from: `</p>` to `
` and delete extra `</p>` characters where applicable.

- Example of code:

```
<p style="line-height: 1.2;"><span style="font-size: 18pt; font-family: arial;"><strong>FORM  
TITLE</strong></span>
```

```
<br /><span style="font-size: 14pt; font-family: arial;">AGENCY NAME</span>
```

```
<br /><span style="font-size: 10pt; font-family: arial;">SFN 00000 (MM-YYYY, i.e: 01-  
2023)</span></p>
```

- Click OK.