

# Editing Form Elements

Each form element offers specific configuration options. Since these can vary depending on the element, they are described in the properties of the respective elements in chapter [Form Elements](#).

General editing options for form elements are:

- [Selecting](#)
- [Presetting](#)
- [Adjusting the Size](#)

## Selecting Elements

Selecting form elements is important for processing. For example, you will only be able to open the **Edit Sidebar** if you have selected a form element before.

<div><div>Contact Data</div><div><div>First Name</div><div></div></div><div><div>Last Name</div><div></div></div><div><div>E-mail</div><div></div></div><div><div>Phone</div><div></div></div><div><div>GO TO OVERVIEW</div><div>SAVE</div><div>NEXT</div></div></div>	<div>Select a form element by clicking on it.</div> <div>You can recognize selected elements by the red-dotted frame.</div>
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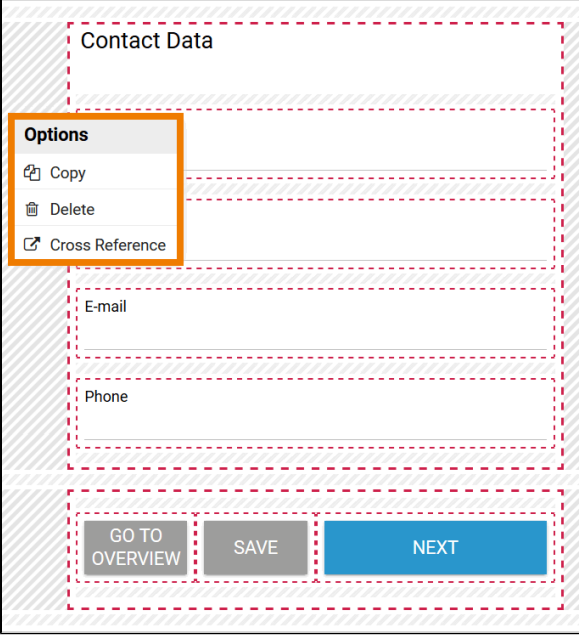
### On this Page:

- [Selecting Elements](#)
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- [Creating Form Elements](#)
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<div><h3>Contact Data</h3><div><div>First Name</div><div></div></div><div><div>Last Name</div><div></div></div><div><div>E-mail</div><div></div></div><div><div>Phone</div><div></div></div></div> <div><div>GO TO OVERVIEW</div><div>SAVE</div><div><div>TEXT</div><div></div></div></div>		<p>You can also select multiple elements simultaneously: Hold the control key (<b>CTRL</b>) and select all desired elements.</p> <p>Unselect a previously selected element with another click.</p>
<div><div>Contact Data</div><div><div>Options</div><div><div>+ New</div><div>Select All</div><div>Export Model</div><div>Import Model</div><div>Import BPMN Model</div><div>Generate Model Report</div><div>Undo</div><div>Redo</div><div>Paste</div></div></div><div><div>GO TO OVERVIEW</div><div>SAVE</div><div>NEXT</div></div></div>		<p>If you want to select <b>all</b> elements on the workspace, open the <b>context menu</b> with a right click and choose the option <b>Select All</b>.</p>

	<p>If you have selected <b>all</b> elements, the context menu with the options <b>Copy</b>, <b>Delete</b>, and <b>Cross Reference</b> appears. If you want to use one of these options, you can do so directly.</p> <p>It is also possible to remove individual elements from the selection by holding down the <b>CTRL</b> key.</p>
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## Presetting Fields

Some form elements allow you to preset the field with text, for example the input field. Others allow you to preset the field with other data, for example the files upload element.


Possible use cases:



- Preset a text area with text to display a short action instruction for the user.
- Preset selection lists and radio buttons with a value.
- Preset the files upload with a document that the user can download directly from the form.

	<p>When moving with your mouse over an editable form element, the icon  appears in the top right corner.</p>
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	<p>A click on the icon activates the <b>edit mode</b> of the element. At the same time, the icon at the top right changes to a check mark.</p> <p>You can now enter text into the respective field.</p> <p>When you have completed your input, terminate the edit mode by clicking on the icon .</p>
	<p>The form element is now preset with text. If you would like to edit or delete your input later on, you can always open the edit mode again by clicking on .</p>

## Adjusting Element Size

You can edit the size of a form element at any time. Each form element can be dragged larger or smaller using the icon .

<div><h3>Contact Data</h3><div><div>First Name</div><div></div></div><div><div>Last Name</div><div></div></div></div>		<p>Once you move the mouse over the form element, the icon  appears in the lower right corner.</p>
<div><h3>Contact Data</h3><div><div>First Name</div><div></div></div><div><div>Last Name</div><div></div></div></div>		<p>Move the mouse over the element you want to resize and click .</p> <p>Now move the element to the desired size while holding down the mouse key.</p> <p>During the process, the red dotted frame shows the current size. When the desired size is reached, release the mouse key.</p>