

## Ektron Website Quick Reference

# Adding, Duplicating, Removing & Changing the Order of Paragraphs in a Smart Form

### Adding a New Paragraph

There are two ways to add a new paragraph to a smart form

- 1) Click on the paragraph link icon and choose *Insert Above* or *Insert Below*.

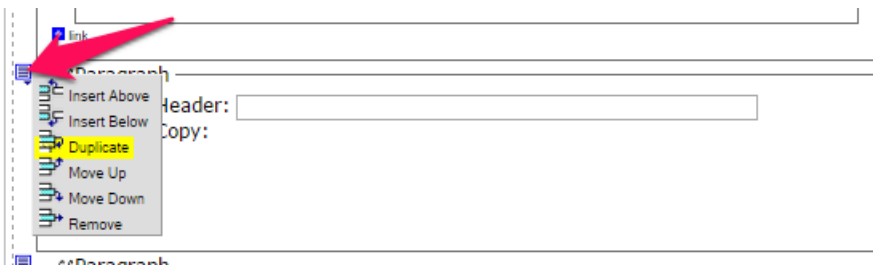


- 2) Click on the plus (+) symbol next to the word paragraph at the bottom of the smartform



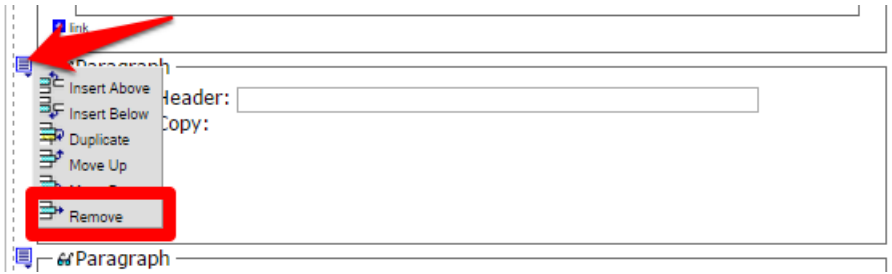
### Duplicating a Paragraph

Click on the paragraph link icon and choose *Duplicate*. This will duplicate the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well



## Removing a Paragraph

Click on the paragraph link icon and choose *Remove*. This will delete the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well.



## Changing the Order of Paragraphs

Click on the paragraph link icon and choose *Move Up* or *Move Down*.

