

Add or change the questions on a form

Rename a question, add a new one, make it required and set how wide it is on your contact form.

Every box on your contact form is a field. You can reword one, add another, or decide that an answer is a must. Keep each question short, because a shorter form is easier to finish. See [What your contact form asks for, and why for what most businesses ask](#).

Steps

1. Log in to your site editor and open the page with the form.
2. Click the form to open its floating menu, then open its content settings. You can also right-click it and choose **Edit Content**.
3. To change a question, click its name in the list. To add one, click **Add Field**.
4. For a new field, choose what kind of answer you want from the **Field type** drop-down. The list includes text, email, phone number, date, time, check boxes, radio buttons, drop-down and file attachment.
5. Type the question in the field's label. A placeholder is the hint text inside the box, such as "Best number to reach you".
6. If the form can't be sent without this answer, turn on **Required field**. A customer who skips it sees a red box around it. There's no star, so add one to the label by hand if you want it.
7. To make a field begin on a new line, turn on **Start new line at this field**. To change how wide it is, use the **Field size** slider.
8. Preview the page and send a test.
9. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Good to know about certain fields

- **Phone number:** the form checks the format. There must be at least one number. Apart from numbers, only periods, dashes, plus signs and spaces are accepted.
- **Time:** the 24-hour clock switch changes how times look in your saved messages. The picker your customer sees follows their own browser settings.
- **Radio buttons and check boxes:** you can add a picture to each choice. The picture won't appear in the email you get, but the choice they picked will.
- **File attachment:** the file name can't contain a space. Each file can be up to 10 MB, and each field takes one file, so add one field per file you want. Files sent through the form expire after 90 days, so save the ones you need.

Tips

- The form can look a little different from one browser to another. Check it on your phone.
- Don't ask for card numbers, health details or ID numbers on a form.

Need a hand?

Email hello@zossoz.com with your business name, the page, and which questions to add, change or remove, and we'll take care of it. A small tweak to an existing form counts as one of your small changes for the month. We reply within one business day. See [Request a change](#).

Related guides: [What your contact form asks for, and why](#) · [Add a contact form](#) · [Show form questions only when they're needed](#) · [Where your form messages go](#)

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