

Filling Out Online Forms

A calm, printable guide for one real digital skill.

Simple

Step by step

Printable

Beginner

Content preview

One field at a time

You are not behind.
This just was not explained yet.

WHAT'S INSIDE

- How to move through a form one question at a time
- How required fields work
- How to review before you submit

What you'll learn

A quick map before you start

- How to move through a form one question at a time
- How required fields work
- How to review before you submit

You don't need to learn everything today.

Just start here.

Read one field at a time

What this is

Forms feel stressful when you look at the whole page.

Your job is only the field in front of you.

Try this

- Start at the first blank box
- Read the label beside it
- Type only what it asks for

Tip You do not have to understand the whole form at once.

Required means this one matters

What this is

Required fields are boxes the form needs before it submits.

Try this

- Find the required fields
- Fill those in first
- Skip optional fields if you are unsure

Tip Optional really can mean optional.

Review before submit

What this is

The submit button can feel final.

Give yourself one small review before clicking.

Try this

- Check your name and email
- Check any uploaded file name
- Submit when the important parts look right

Tip Most mistakes can be fixed. You did not ruin anything.

DONE

You finished this

You learned how to move through a form calmly.

Forms are not always written clearly.

You can go one field at a time.

If you ever get stuck, you do not have
to figure it out alone.

youreinprogress.com

Andrea Kelley Creative Studio

You're making progress.