

Quick Fix for Form Errors

Many websites interact with users through the use of forms. Web forms can be used for multiple purposes ranging from “Contact Us” questions to online purchases. Whatever the intended purpose may be, mistakes can often occur when entering the required information into the fields.

One common error is to type the correct information in the wrong box. You could delete the text, and then reenter it in the correct field, but that’s way too hard.

You could highlight the text and then copy and paste it into the correct box, or, another (easier) option is to:

Highlight the text that’s in the wrong location and drag the text to the proper location (box):

Contact Us:

Name:

Address:

Did You Know...

This handy tip can also be used in text, forms, and tables in Microsoft® Word? Simply highlight the text and drag it to the new location.