# Creating and Editing Forms

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Form editors have the **Manage** tab in addition to the others.  Here managers can create, edit, and publish forms.

![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=f2a1f055-8e4b-40b2-8b65-082b8730d088](data:None;base64...)

**Creating District Form Categories**

![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=18ea27ba-81ad-49ee-8496-4bd0b2bc01c6](data:None;base64...)

**Note:** District Form Categories should be entered before creating a form, or you will have to use the default General Forms category.

**Creating a District Form**

**![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=2ea99559-6bb9-49a4-bfe6-419a662ef43e](data:None;base64...)**

**Form Toolbar Icons**

**![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=5863371f-073f-4625-9707-47fb7be25166](data:None;base64...)**

**General Information Tab**

**![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=8190f84f-9551-4406-985a-89edf9dc1de4](data:None;base64...)**

**Questions Tab**

**![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=6be0fb1f-1371-4591-8e9a-18433e3df720](data:None;base64...)**

 ![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=6800733c-47d0-4f75-b5f8-17b88e396ea6](data:None;base64...)

![http://www.schoolobjects.com/sotrain/HelpFile.aspx?orgId=8732e719-714e-4305-9968-cfcc6290d8be&guid=757ff021-5517-4138-a738-7d55e132243a](data:None;base64...)