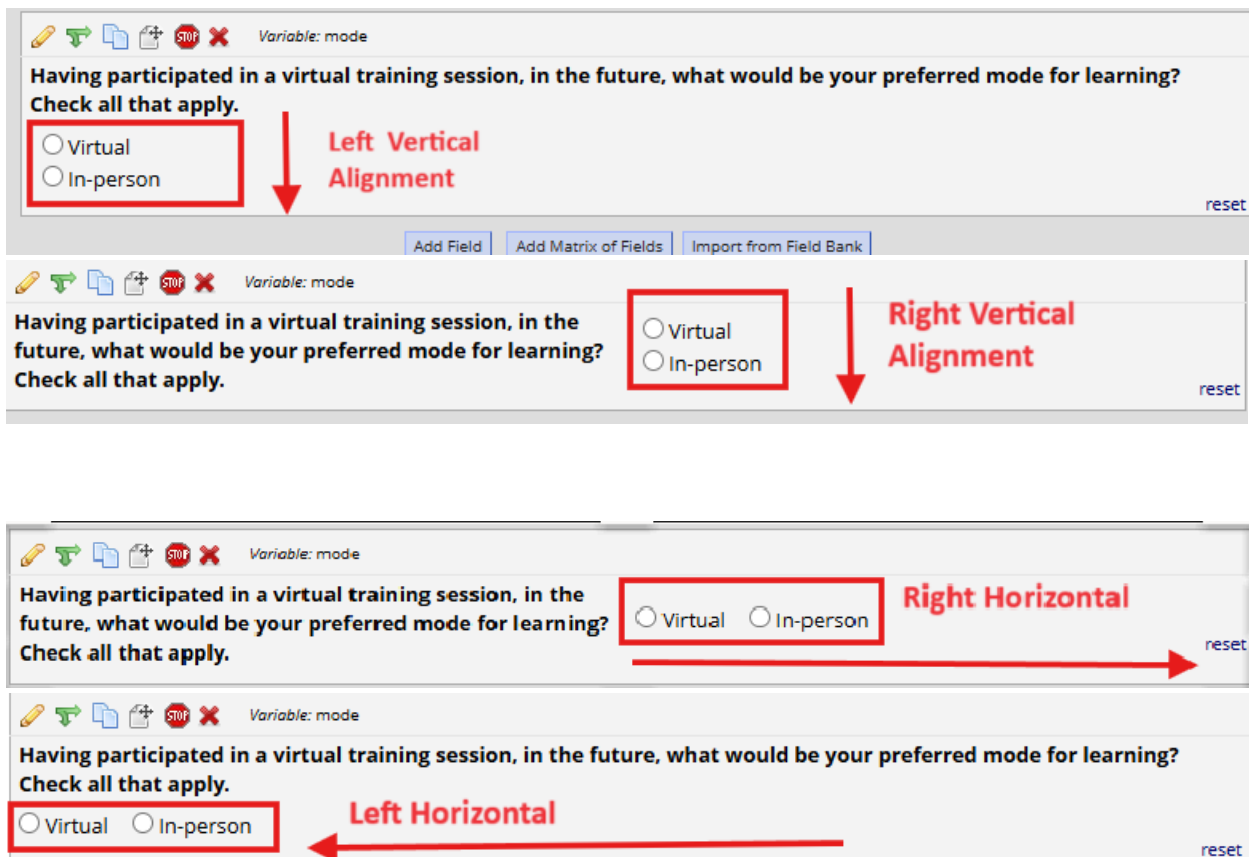## How to position data collection fields in different ways when designing a data collection instrument in REDCap?

Once you determine the type of data collection fields you need in your data collection instrument (or data collection form), the next step is to determine where in the form you would like the fields to be positioned. The positioning of the data collection fields can enhance the overall appearance of the data collection form, in turn influencing user experience at the respondent's end.

The screenshots below depict the Left Vertical, Right Vertical, Right Horizontal, and Left Vertical alignment of the example field type of radio buttons. Any chosen field type can be positioned on the right side or left side of the data collection form, either vertically or horizontally.

The positioning of the field can be determined by using the Custom Alignment feature when editing a field, during the designing of the Data Collection Instrument.

Edit Field ✖

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the ⊞ Field Types video (4 min).

Field Type: Multiple Choice - Radio Buttons (Single Answer)   ▾   📘 Codebook

Field Label   ☐ Use the Rich Text Editor ?

Having participated in a virtual training session, in the future, what would be your preferred mode for learning? Check all that apply.

Variable Name (utilized in logic, calcs, and exports)

mode   ☐ Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [⚡ Smart Variables] [✏ Piping] [✛ Field Embedding]

Required?* ⦿ No ○ Yes
* Prompt if field is blank

Identifier? ⦿ No ○ Yes
Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment [Left / Vertical (LV)   ▾]

Align the position of the field

| Right / Vertical (RV) |
| Right / Horizontal (RH) |
| Left / Vertical (LV) |
| Left / Horizontal (LH) |

Choices (one choice per line)   Copy existing choices

1, Virtual
2, In-person

Field Note (optional)

Small reminder text displayed

How do I manually code the choices?

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags] or using Field Annotation

Save   Cancel