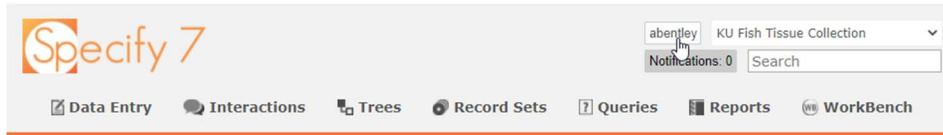


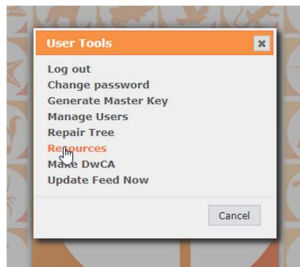
Specify 7: How to modify forms

Forms can only be edited in Specify 7 once they have been imported through Specify 6.

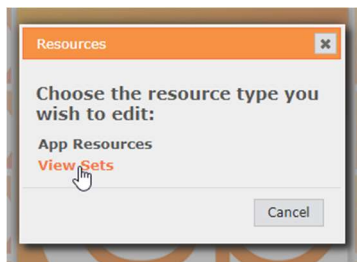
Navigate to the user button and click it.



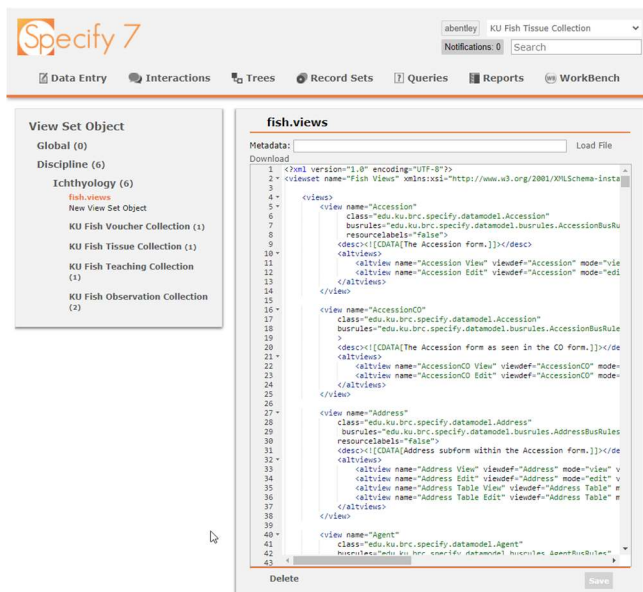
Press **Resources**. Make sure your user has permissions to create/modify forms or this will not appear.



Then press **View Sets**



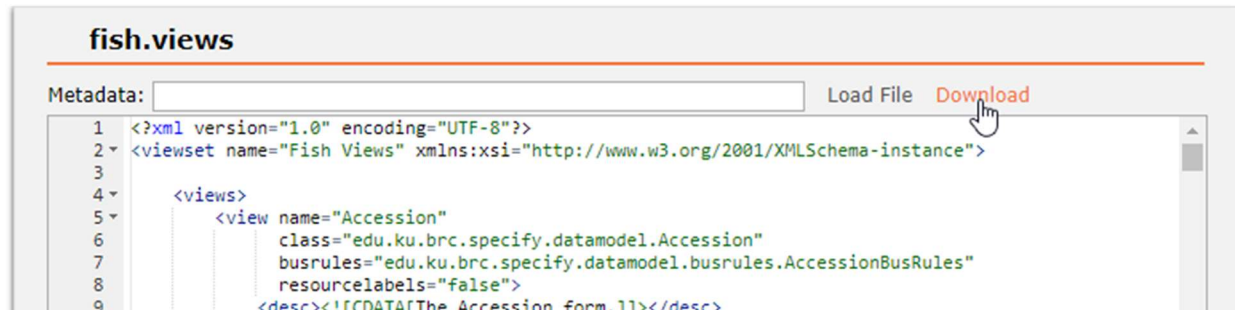
Here you can see all the View Set Objects in your database. You can modify or create a view set globally or for specific disciplines and collections. These are your database forms.



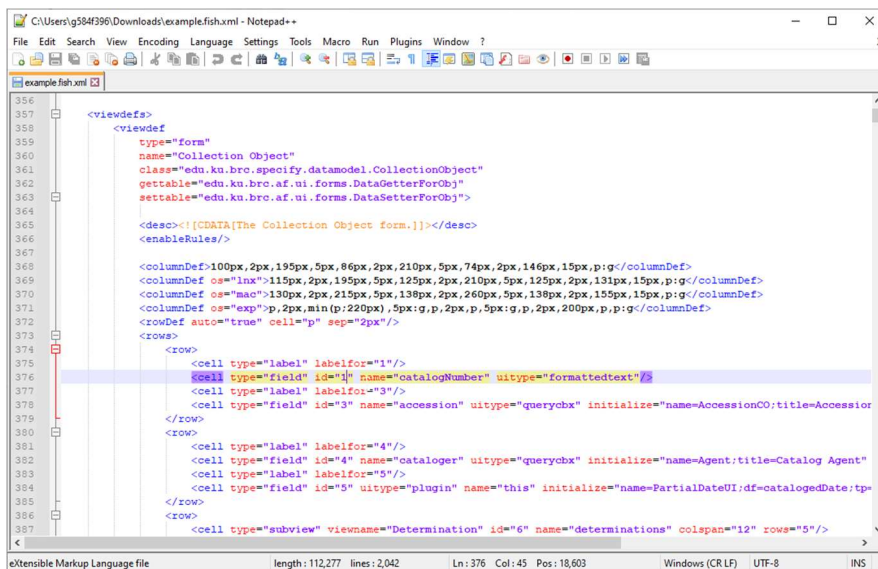
From this point on, there are two ways to modify these view files.

Option 1: Edit in your native XML editor (Recommened)

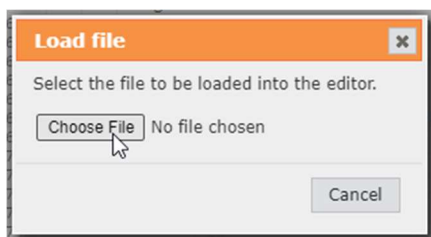
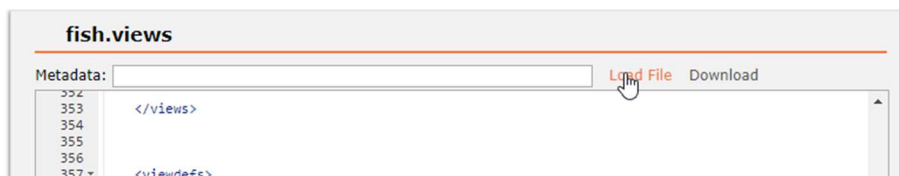
Start by pressing **Download** and then open the XML file. I use Notepad++ for editing forms.



Here is the file open in my XML editor of choice. Now you can search, modify, and save your form.



Return to Specify 7, press **Load File**, then choose the file you edited.

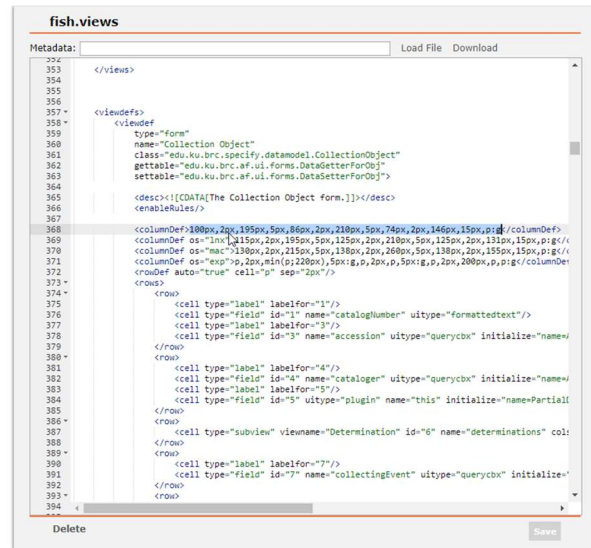


Now press the **Save** button. You have modified your forms!



Option 2: Edit your views file in Specify 7

Here you can edit the file directly. Make sure to download a backup in case any mistake is made.



Finally, press **Save**.



You have now modified your forms in Specify 7! Reload your current instance and you should see the changes reflected in your forms.