Tech Tip #15: eDOCSignature's Tabbing Order Explained

When assigning field boxes in a document that a member will fill during their electronic signing experience, it's important that you set up the tabbing order correctly so the field boxes on the document move from left to right and proceed down throughout the document to the next position you intended.

The tabbing order in the field boxes are based on the **top left position** of the box you are creating.

To make the tabs properly flow from left to right, the top of the box in the next field box needs to be the same height or lower than the one to the left.

A simple way to verify the field box position in the document is to double click on the box to open the **edit field dialog box** where you can manually edit the position.

The settings tell you where on the document the field box is placed, their size (height and width) and other information. To keep tabbing order consistent, go from left to right on your template or document and make sure all the field boxes on that line have the same top setting.

Double click on your first field box and notice the number in the "Top" field.

Top: ⟶ 466

Then continue through the document, by double clicking the next field box and adjusting the "top" number to the same number as the one to the left. This will align all boxes together so the tab order flows properly.

Before:

| Text: Email | | Text: Phone | | Text: City | Text: Company Name | Text: Social Security Number | Text: State | Text: M | | | |

After:

| Text: Email | | Text: Phone | | Text: City | Text: Company Name | Text: Social Security Number | Text: State | Text: M | | | |

Scaling the size of a field box: Any field box that is added onto the document can be scaled in size by changing the height and width from the edit field dialog box or by placing your mouse at the bottom right hand corner of the box. When the pointer changes to a double arrow, you can reduce or stretch the size of the box.

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