Creating a Form Stepper
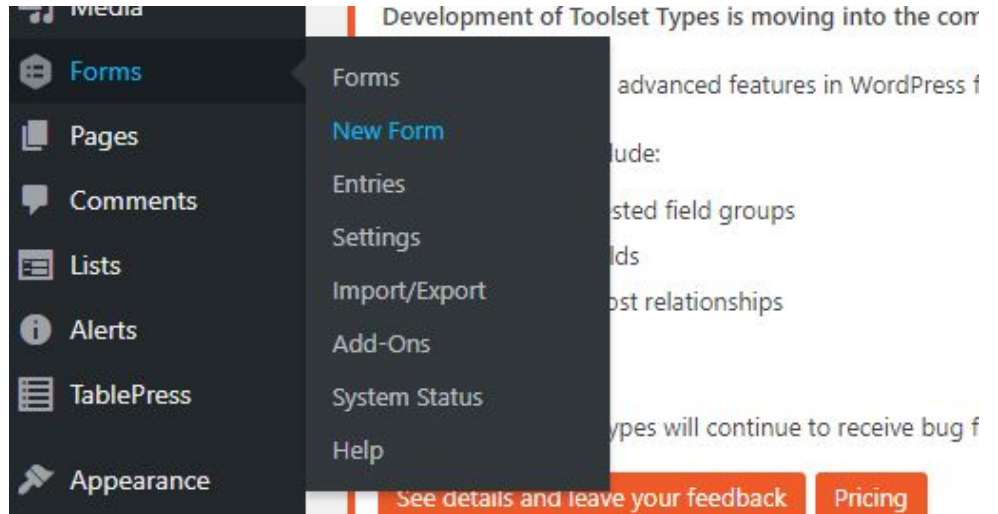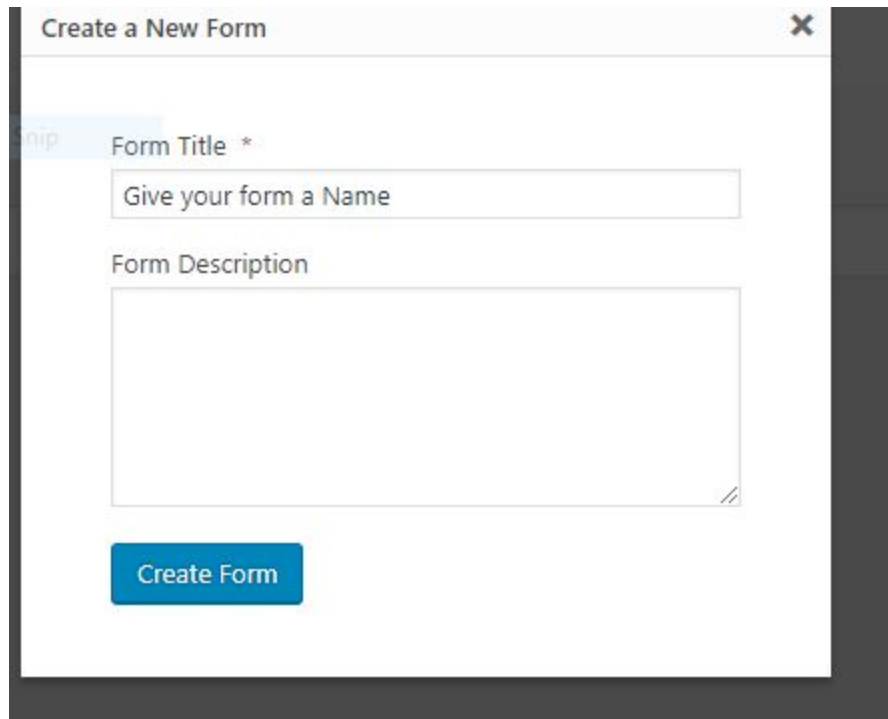
Capture data or contact information with a form.

1   Located in the dashboard on the left sidebar, hover over 'Forms', and select 'New Form'.

2   Give your form a name that is optional to show to the public.

3 On the right sidebar, there are various form options to use. Typically, Standard Fields and Advanced Fields are used.

Standard Fields ⓘ

Advanced Fields ⓘ

Name	Date
Time	Phone
Address	Website
Email	File Upload
CAPTCHA	List

Post Fields ⓘ

Pricing Fields ⓘ

Update   Cancel   Move to Trash

4   To insert a field, you can drag and drop or double click the field.

Name : Field ID 1

Name

First

Last

Phone

Email

5   To change the field label, provide a description, or set the field to be required, click on the triangle drop down.

6   When all of the necessary fields are included, hit the blue update button to save.

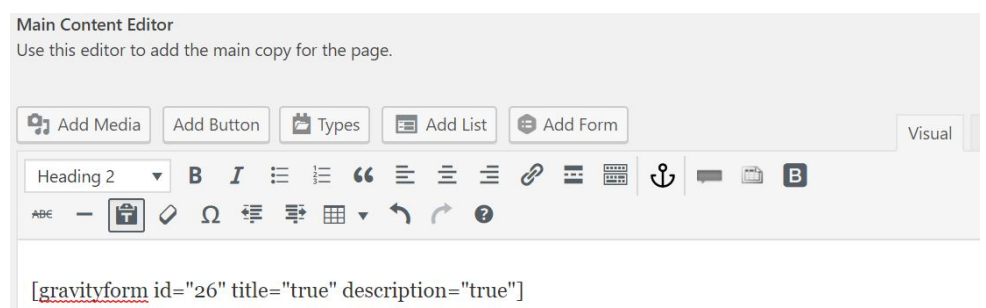| 7	To insert the form into a page, go to or create the page the form will live. Insert the cursor where the form will go and hit the 'Add Form' button.	**Main Content Editor** Use this editor to add the main copy for the page. Add Media · Add Button · Types · Add List · **Add Form** Heading 2 ▾ B I ≣ ≣ 66 ≣ ≣ ≣ 🔗 ▦ ⌨ ⚓ — ABE — 📋 ◻ Ω ≖ ≡ ▦ ▾ ↶ ↷ ❓
8	Select the form that was just created. Here you have the option to include the form title and description.	**Insert A Form** Select a form below to add it to your post or page. ❓ Select a Form ▾ Can't find your form? Make sure it is active. ☑ Display form title ☑ Display form description ❓ ☐ Enabl ❓ **Advanced Options** [Insert Form] [Cancel]
9	After inserting the form, you will see a shortcode where the form will be located.	**Main Content Editor** Use this editor to add the main copy for the page. Add Media · Add Button · Types · Add List · Add Form · Visual Heading 2 ▾ B I ≣ ≣ 66 ≣ ≣ ≣ 🔗 ▦ ⌨ ⚓ — ▣ B ABE — 📋 ◻ Ω ≖ ≡ ▦ ▾ ↶ ↷ ❓ [gravityform id="26" title="true" description="true"]
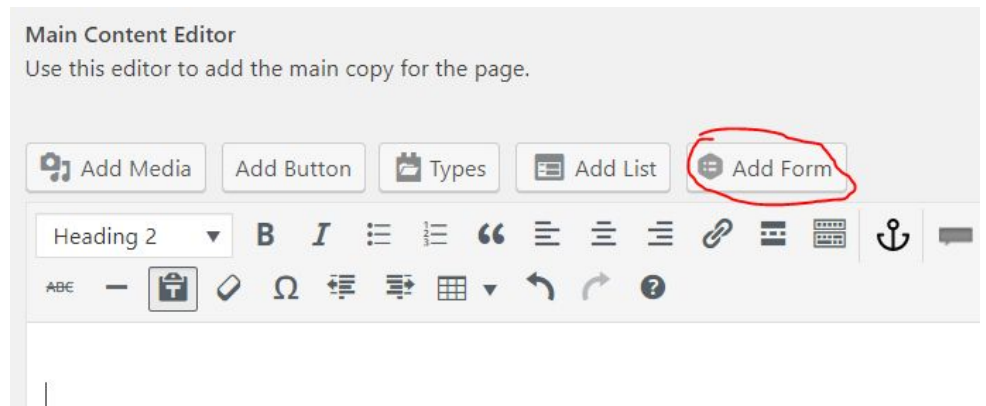
10   When you are finished, be
      sure to Update or Publish
      your page.

Publish ▲

🔑 Status: **Published** Edit

👁 Visibility: **Public** Edit

📅 Published on: **Sep 14, 2017 @ 16:26** Edit

Move to Trash   Update