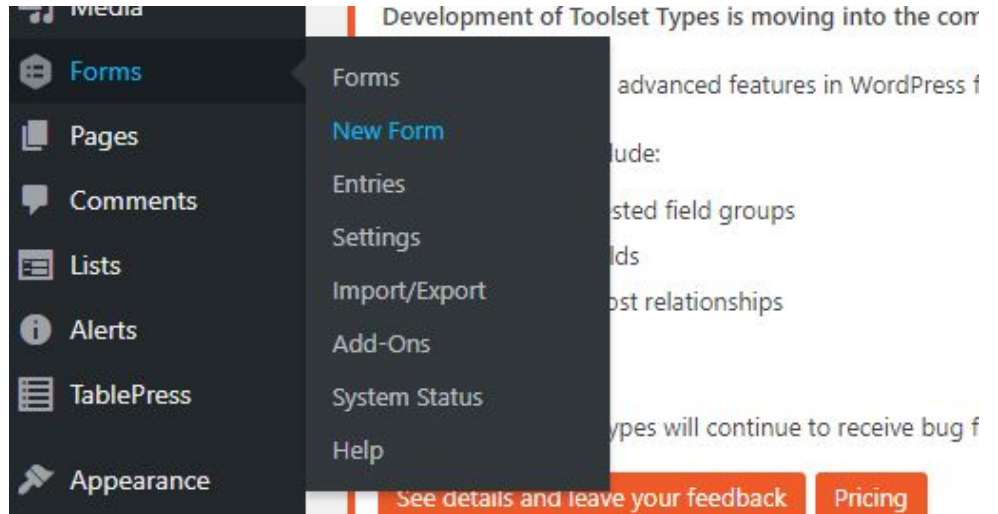


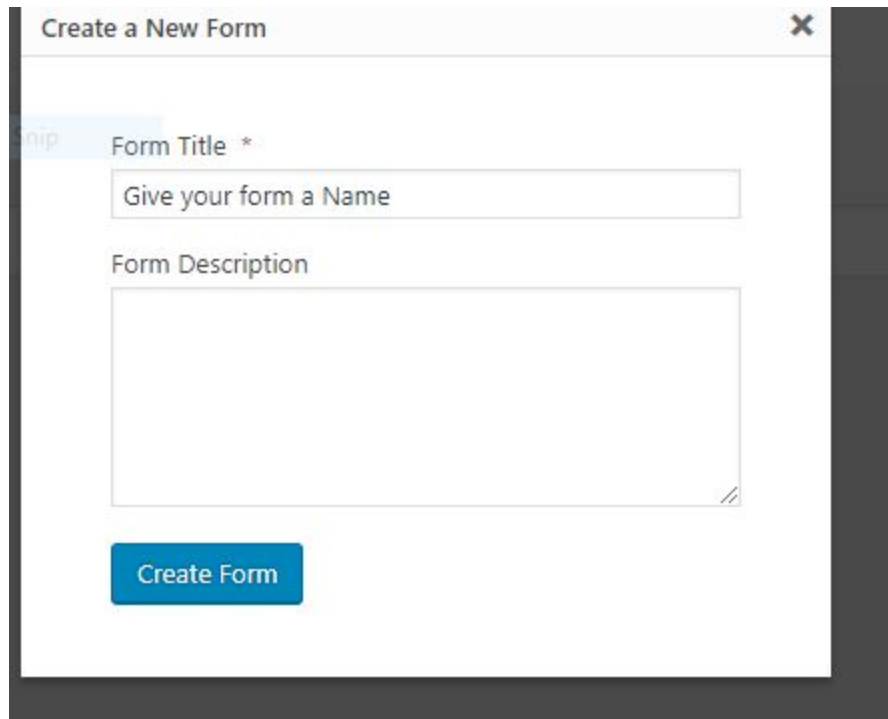
Creating a Form Stepper

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.

The image shows a sidebar for configuring form fields. It is organized into four main sections, each with a dropdown arrow:

- Standard Fields**: This section is currently empty.
- Advanced Fields**: This section contains ten buttons for different field types:
 - Name
 - Date
 - Time
 - Phone
 - Address
 - Website
 - Email
 - File Upload
 - CAPTCHA
 - List
- Post Fields**: This section is currently empty.
- Pricing Fields**: This section is currently empty.

At the bottom of the sidebar, there are three buttons for saving changes:

- Update**: A blue button.
- Cancel**: A white button with a grey border.
- Move to Trash**: A red text link.

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

The image shows a screenshot of a form editor interface. At the top, there is a header bar with the text "Name : Field ID 1" and a close button (X). Below the header, the form is divided into sections. The first section is titled "Name" and contains two input fields: "First" and "Last". The second section is titled "Phone" and contains a single input field. The third section is titled "Email" and contains a single input field. The form is displayed on a light gray background.

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

The screenshot shows a configuration window titled "Name : Field ID 1". At the top, there are two input fields labeled "First" and "Last". Below these are three tabs: "General", "Appearance", and "Advanced". The "Advanced" tab is selected. Under the "Advanced" tab, there are three sections:

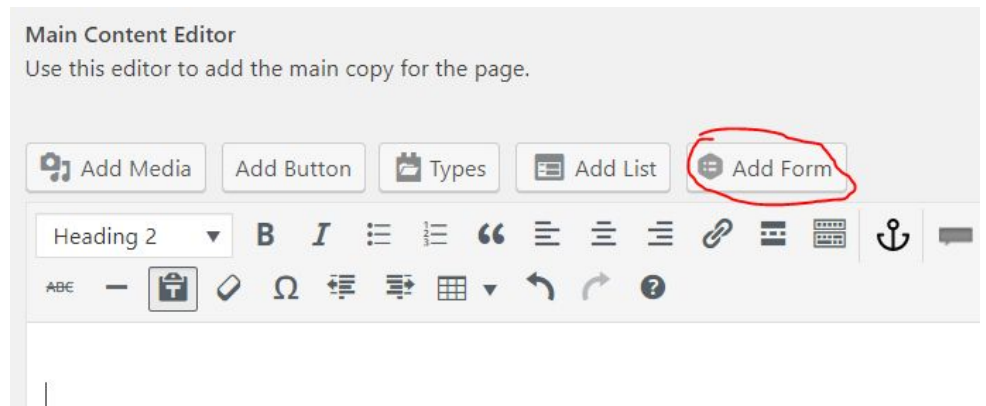
- Field Label**: A text input field containing the word "Name".
- Description**: A larger text area for providing a description.
- Name Fields**: A list of options with toggle switches and corresponding input fields for "Custom Sub-Label":
 - Prefix: (off), input field contains "Prefix".
 - First: (on), input field contains "First".
 - Middle: (off), input field contains "Middle".
 - Last: (on), input field contains "Last".
 - Suffix: (off), input field contains "Suffix".

At the bottom of the "Advanced" tab, there is a **Rules** section with a checkbox for "Required" which is currently unchecked.

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

The screenshot shows the bottom of the configuration dialog with three buttons: a blue "Update" button, a grey "Cancel" button, and a red "Move to Trash" button.

- 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.



- 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.

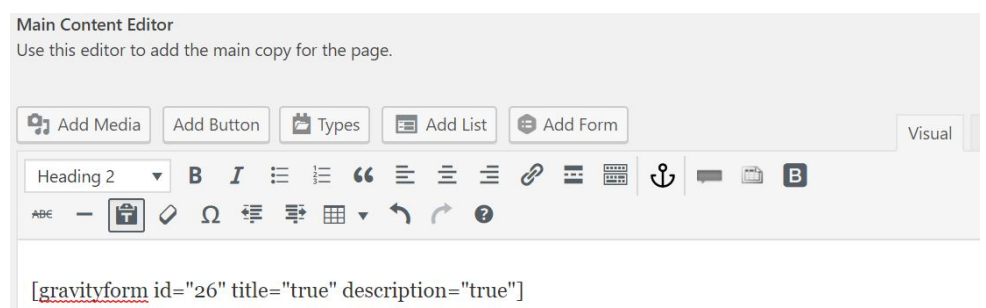
Select a Form

Can't find your form? Make sure it is active.

Display form title Display form description Enable

[Advanced Options](#)

- 9 After inserting the form, you will see a shortcode where the form will be located.



- 10 When you are finished, be sure to Update or Publish your page.

