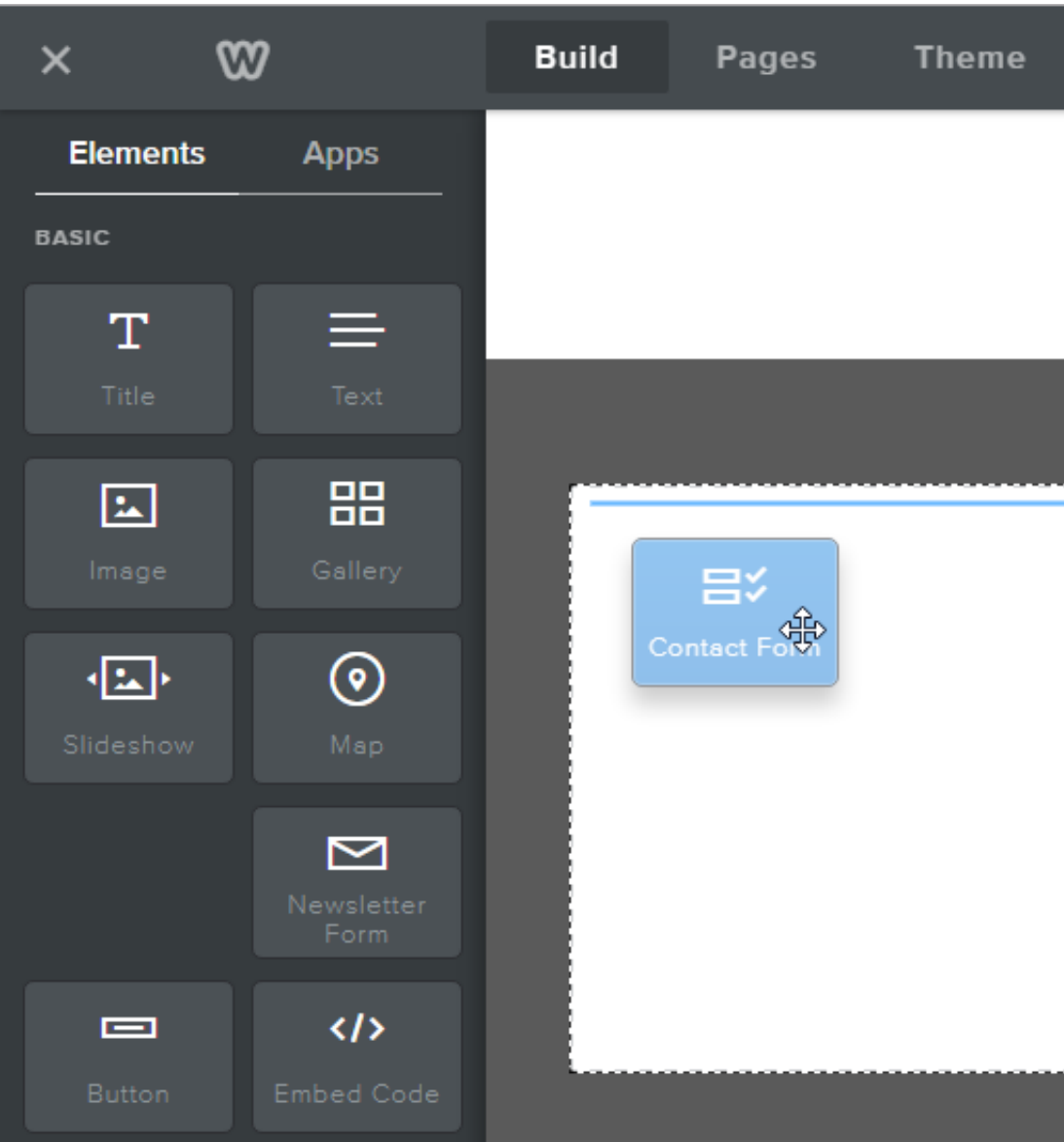


# **Step 10 – Add Contact Form Elements**

- I typically add Contact Form on my Contact page which sends me an e-mail when people fill it out and submit it.**
- Some people for business put in their e-mail and phone number vs. Contact form**
- If there is not a Contact page, add one first like I showed you how to add a Test page.**
- I will walk you through how to add and change Contact form.**
- First click on the Contact page. If you don't have it, add a Contact page.**

# Drag and Drop Contact Form



- Next is what happens.

Click here to edit.



Name \*

Email \*

Comment \*

SUBMIT

# You then see it.

- Click on “Click here to edit” to add text. For example: “If you have any questions or comments, fill in the form and click on SUBMIT at the bottom.”
- Next is a sample.

# When you click on it, you see lots of Elements to add on the left.

The screenshot displays a web builder interface. At the top, there is a navigation bar with options like 'Build', 'Pages', 'Theme', 'Store', 'Settings', and 'Help'. On the right side of the navigation bar, there are buttons for 'Upgrade' and 'Publish'. Below the navigation bar, there is a menu with links for 'HOME', 'MENU', 'CONTACT', 'TEST', and 'MORE...'. The main content area shows a form with the following text: 'If you have any questions or comments, fill in the form and click on SUBMIT at the bottom.' The form contains three input fields: 'NAME \*', 'EMAIL \*', and 'COMMENT \*'. To the right of the form, there are three buttons: 'View Entries', 'Form Options', and 'Save'. On the left side, there is a sidebar with a 'FORM FIELDS' section containing various input types: Short Text Box, Large Text Box, Options Buttons, Dropdown Box, Checkboxes, File Upload, Name, Email, Address, and Phone Number.

- **Next is Form Options.**

# Click on Form Options.

The screenshot shows a web form builder interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Settings', and 'Help'. On the right side of the navigation bar, there are buttons for 'Upgrade' and 'Publish'. Below the navigation bar, there is a menu with links for 'HOME', 'MENU', 'CONTACT', 'TEST', and 'MORE...'. On the left side, there is a sidebar with 'Elements' and 'Apps' sections. Under 'FORM FIELDS', there are several options: 'Short Text Box', 'Large Text Box', 'Options Buttons', 'Dropdown Box', 'Checkboxes', 'File Upload', 'Name', 'Email', 'Address', and 'Phone Number'. The main area displays a form with the text: 'If you have any questions or comments, fill in the form and click on **Submit** at the bottom.' The form has three fields: 'NAME \*', 'EMAIL \*', and 'COMMENT \*'. At the top right of the form, there are three buttons: 'View Entries', 'Form Options', and 'Save'. A blue arrow points to the 'Form Options' button.

- **Next is what happens.**

# And you can change the e-mail

The screenshot displays the 'Form Options' dialog box. The 'FORM NAME' field contains 'Contact Form'. The 'Email to' field contains 'pac\_fab103@hotmail.com'. A blue arrow points to the email address. The background shows a form preview with buttons for 'View Entries', 'Form Options', and 'Save'.

Field	Value
FORM NAME	Contact Form
Email to	pac_fab103@hotmail.com
Confirmation message	>
Spacing	>
Button	>

- This is the End of Step 10.