Gravity Forms

Gravity Forms is a complete contact form solution for WordPress. With Gravity Forms you can build complex, interactive contact forms in minutes with no programming experience.

Creating a New Form

The New Form tool provides you with an easy way to create a new form. The form editor appears on the left side of the screen, clicking on the title of the form will activate the Form Settings interface which allows you to manage a variety of settings for the form. On the right side of the screen is the form field toolbox.

The form field toolbox consists of an accordion interface that allows you to select which field types you would like to add to your form. To add a form field to your form simply click on the field you would like to add and it will be added to the bottom of your form.

You may edit individual form fields by hovering over the field you would like to edit and click on the Edit link. This will display the field editor interface and enable you to fine tune the available field options. To re-order fields on your form, drag and drop them to arrange them in the desired order.

After you have edited the Form Settings and added your desired Form Fields, click the Save button at the bottom of the form editor to Save your new form.

Once your form has been saved, a screen will display guiding you to the next steps in the form creation process. From this screen you can preview your new form, setup email notifications, continue editing the form or return to the form list page.

Edit a Form

The Edit Forms page displays a list of all your forms. From this page you can manage and edit your existing forms, and get a quick rundown on basic analytics such as views, number of entries and the conversation ratio.

Sorting Options
• **Status**
  To the left of the form name is the status icon. By default this is checked, which activates the form. To inactivate a form you simply click on the status icon to change the status. You can filter which forms are visible using the filter toolbar. By default All forms will be displayed, although you can select to view only Active or Inactive forms.

• **Id**
  This is the form id. You can use this for displaying the form via the shortcode or function call.

• **Form Name**
  This is the title of the form. It is editable by using the form editor.

• **Views**
  The number of times a form has been viewed.

• **Entries**
  The number of times a form entry has been created by submitting the form.

• **Conversion**
  The conversation ratio is the percentage of users who viewed the form and submitted an entry.

**Form Options**

By hovering over a form in the list you will be presented with a variety of options.

- **Edit**
  Edit the form using the form editor.

- **Preview**
  Preview the form to see how it will look to the enduser. This can also be used to submit an entry or test.

- **Entries**
  View the entries for this form.

- **Notifications**
  Manage the email notifications associated with a form. Notifications can be setup to act as an autoreponder.

- **Duplicate**
  Create a duplicate of this form. Duplication includes all form, field, and notification settings.

- **Delete**
  Choosing this option will delete a form and ALL entry data associated with the form.
  A bulk delete action is available by selecting multiple forms, selecting Delete from the Bulk Actions dropdown and then clicking Apply.

**Notifications**

Notifications enable you to manage communication that takes place as a result of a form submission. This allows you to automatically send an email to the user immediately after he submits a form, as well as send an email notification to an administrator with the contents of the form entry.
**Notification to Administrator**

- **Enable email notification to administrators**
  Checking this option enables the administrator notification. You are still required to fill out the necessary fields, but Gravity Forms will not send out an administrator notification unless this option is checked.

- **Send To Email**
  Enter the email address you would like the administrator notification email sent to. You can optionally select Routing which allows you to route the email based on field selections.

- **From Email**
  Enter the email address you would like the administrator notification email sent from, or select the email from available email form fields.

- **BCC**
  Enter a comma separated list of email addresses you would like to receive a BCC of the administrator notification email.

- **Subject**
  Enter the subject you would like used for the administrator notification email. You may insert form field variables in this field using the included Insert Form Field drop down.

- **Message**
  Enter the body message you would like used for the administrator notification email. You may insert form field variables in this field using the included Insert Form Field drop down.

- **Merge Codes**
  You can use the merge code drop down, also known as the "Insert Form Field" drop down to generate a merge code. Merge codes are used in the Message field and can also be copy-n-pasted into any of the other Notification fields where appropriate.

**Notification to User**

- **Enable email notification to users**
  Checking this option enables the user notification. You are still required to fill out the necessary fields, but Gravity Forms will not send out a user notification unless this option is checked.

- **Send To Email**
  Select the email form field that the user notification email should be sent to.

- **BCC**
  Enter a comma separated list of email addresses you would like to receive a BCC of the user notification email.
• From Email
   Enter the email address you would like the user notification email sent from.

• Reply To
   Enter the email address you would like to be used as the reply to address for the user notification email.

• Subject
   Enter the subject you would like used for the user notification email. You may insert form field variables in this field using the included Insert Form Field drop down.

• Message
   Enter the body message you would like used for the user notification email. You may insert form field variables in this field using the included Insert Form Field drop down.

• Merge Codes
   You can use the merge code drop down, also known as the "Insert Form Field" drop down to generate a merge code. Merge codes are used in the Message field and can also be copy-n-pasted into any of the other Notification fields where appropriate.

Embedding a Form

The following instructions will demonstrate how to embed a form using the WordPress Page/Post Editor.

From the Page or Post Editor you can click on the Form icon in the Upload/Insert toolbar. This is located to the left of the Visual/HTML tabs in the body text editor. Clicking on the Form icon will activate the insert form modal window.

Shortcode Builder

Using the shortcode builder you will first want to select a form from the Select a Form dropdown. If you are unable to find your form in the dropdown list, return to the Edit Forms page and ensure that your form is active. Once you have selected a form, you can specify the following options:

• Display form title
   Checking this option will display the form title

• Display form description
   Checking this option will display the form description

• Enable AJAX
   Checking this option will enable your form to be submitted via AJAX. Submitting the form via AJAX allows the form to be submitted without requiring a page refresh.

Please note, due to limitations with reCAPTCHA, forms containing a reCAPTCHA field will not be submitted via AJAX even if this option is enabled.
After you have specified your desired options, click **Insert Form** to automatically insert the Gravity Forms shortcode into the body of the post/page content you are editing.

**Shortcode Manually**

If you would like to build the WordPress shortcode manually, you may do so using the format and options below. You may then insert the shortcode into the body of the page or post you would like the form to appear in.

Example:

```
[gravityform id=1 title=false description=false ajax=true]
```

- **id**
  
  The id of the form to be embedded. (required)

- **title**
  
  Whether or not do display the form title. Defaults to 'false'. (optional)

- **description**
  
  Whether or not do display the form description. Defaults to 'false'. (optional)

- **ajax**
  
  Specify whether or not to use AJAX to submit the form.

Return to Blogs @ Millersville Home