

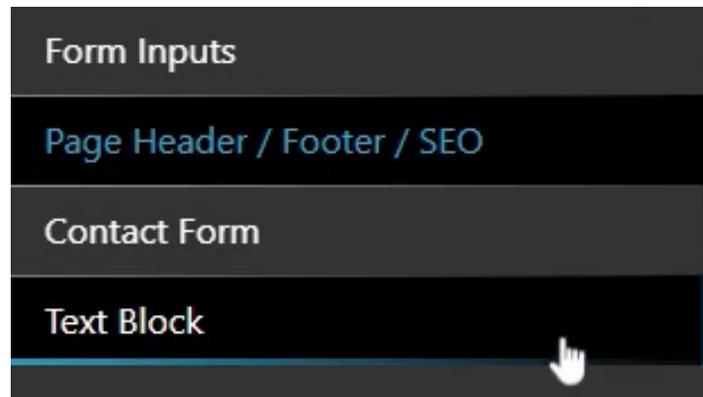
This is a walkthrough on editing your Contact/Directions page.

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1. If you have a contact/directions page, you may have some of the following options:

- Contact Form
- Directional Map
- Text Block

2. To figure out which of these you have on your website, take a look at your black dashboard. They will be listed here.



## Contact Form

1. Under Contact Form, the first tab is for Form Setup.

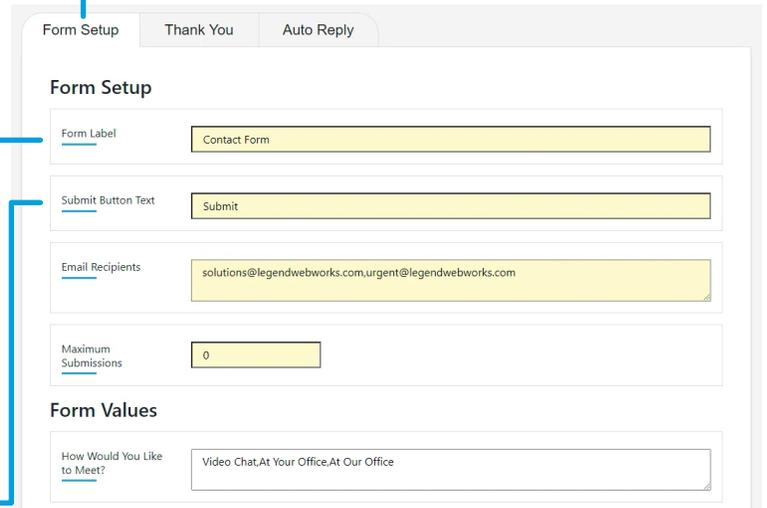
2. The first box is the Form Label and is required. This is going to be the form label that will be seen when the person who is receiving the email, receives the email for the form.

3. The next option is for the submit button text. This will be the text that overlays the button that the user will click to submit their form.

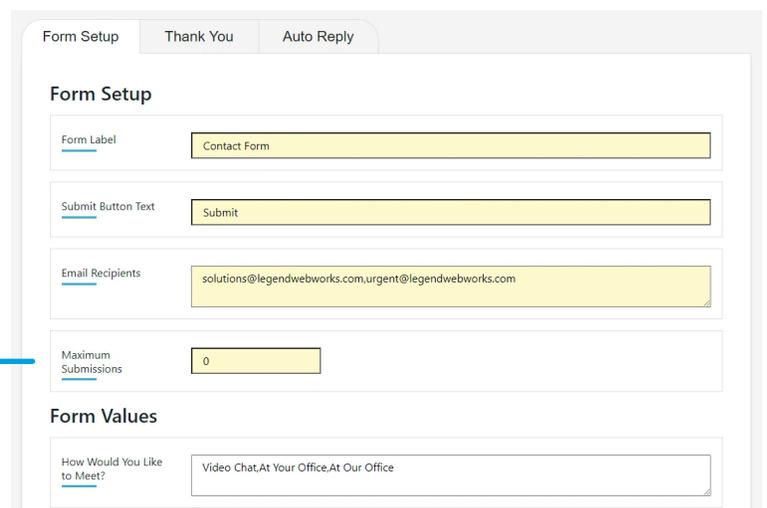
4. Next, is the Email Recipient's box. Here, you can list all of the emails that you would like to receive the filled out forms. If you choose to have more than one recipient, use a comma after the first recipient and then list the second recipient.

solutions@legendwebworks.com,urgent@legendwebworks.com

5. Next, is the maximum amount of submissions that the contact form can receive. When this is set to 0, an infinite amount of submissions can be submitted.



The screenshot shows the 'Form Setup' tab of a configuration interface. It includes three sub-sections: 'Form Setup', 'Form Values', and 'Form Values'. The 'Form Setup' section contains four fields: 'Form Label' (value: Contact Form), 'Submit Button Text' (value: Submit), 'Email Recipients' (value: solutions@legendwebworks.com,urgent@legendwebworks.com), and 'Maximum Submissions' (value: 0). The 'Form Values' section contains one field: 'How Would You Like to Meet?' (value: Video Chat,At Your Office,At Our Office).



This screenshot is identical to the one above, showing the 'Form Setup' tab with the same configuration: 'Form Label' (Contact Form), 'Submit Button Text' (Submit), 'Email Recipients' (solutions@legendwebworks.com,urgent@legendwebworks.com), 'Maximum Submissions' (0), and 'Form Values' (How Would You Like to Meet? Video Chat,At Your Office,At Our Office).

**6. Finally, you will see Form Values.** This is used for checkboxes, radio buttons, dropdown menus, or display text if applicable to your form. To create options for any of these, enter the options in the box. Each option should be separated by a comma.

### Form Values

How Would You Like to Meet?

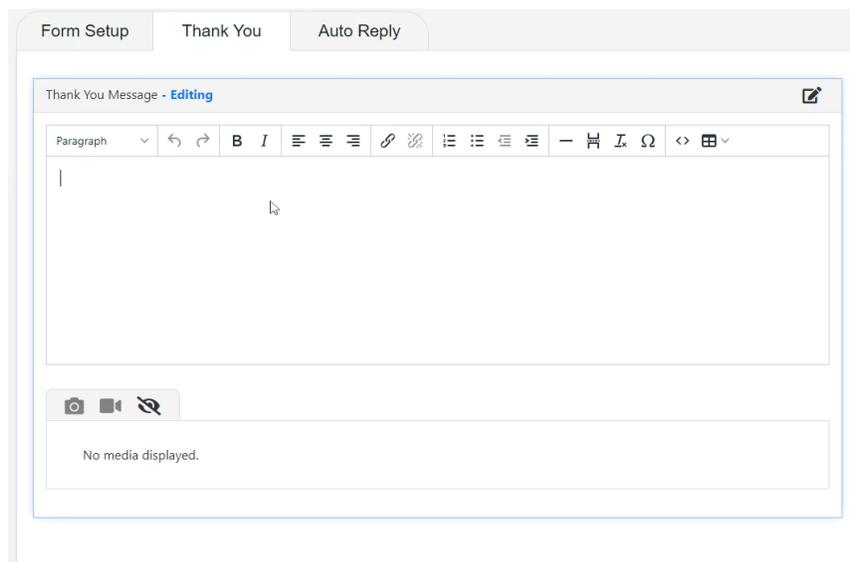
Video Chat,At Your Office,At Our Office

\* How Would You Like to Meet?

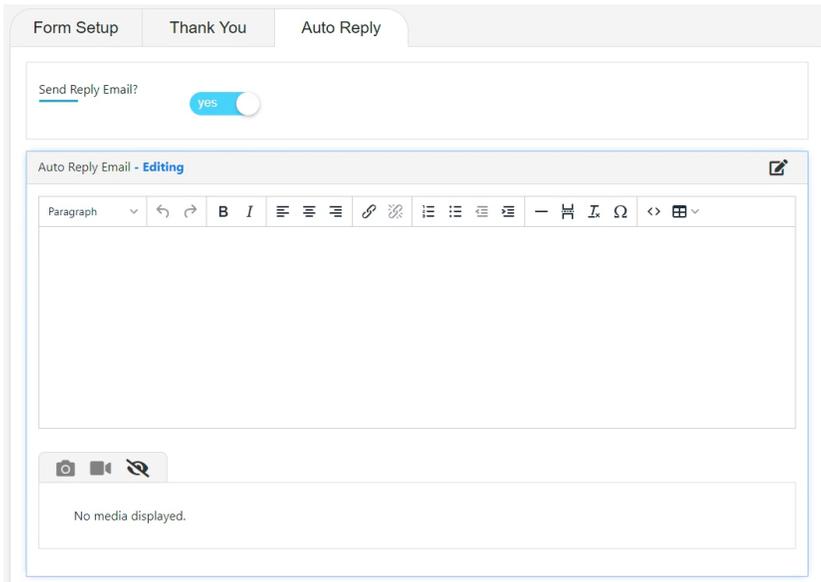
- Video Chat
- At Your Office
- At Our Office

**Here is an example of the options we entered as radio buttons.**

**7. Next, is the Thank You tab. After selecting the pencil icon, a text block will populate where you can input your message. This is what the form submitter will see once the form is submitted. You can also include any associated media below.**



The screenshot shows a web form configuration interface with three tabs: "Form Setup", "Thank You", and "Auto Reply". The "Thank You" tab is active. Below the tabs is a text editor titled "Thank You Message - Editing". The editor has a rich text toolbar with options for Paragraph, Undo, Redo, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Indent, Outdent, Decrease Indent, Increase Indent, Text Color, Background Color, and Source. The main text area is empty. Below the text area is a media gallery with icons for image, video, and audio, and the text "No media displayed."



Form Setup Thank You Auto Reply

Send Reply Email?  yes

Auto Reply Email - Editing

Paragraph

No media displayed.

**8. The final tab is for Auto Reply. We can choose to send an auto reply email when Send Reply Email is selected as yes. When this is selected as yes, the person who submitted the form will receive a copy of the form they submitted.**

**We can also choose to have an Auto Reply Email Response. This message will be in addition to the copy of the form that the person filled out. You have the option to include media as well.**

**9. Be sure to press the save button to save the changes you've made to your Contact Form.**



### Contact Form

1. Next, will be the option for a text block. This will be a single text section. To edit this text block, select the pencil icon.

2. Here, you may want to list information such as your address, phone number, or business hours. You can also include media.

test contact > Text Block

Text Section - Editing

Paragraph

↶ ↷ B I [List icons] [Link icon] [Image icon] [Media icon] [Undo icon] [Redo icon] [Omega icon] [Grid icon]

[Camera icon] [Video icon] [Link icon]

No media displayed.

3. Press the Save button to save your Text Block changes.

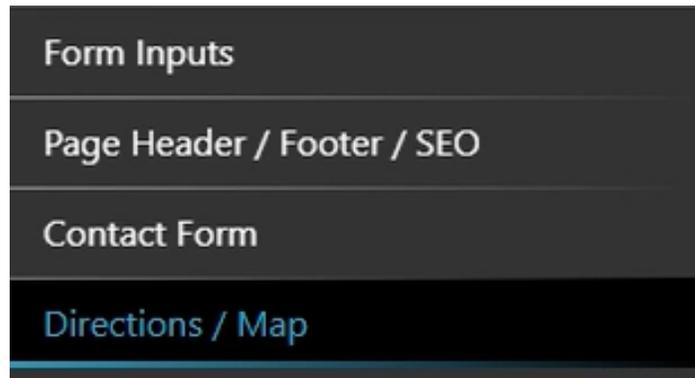
Save

Cancel



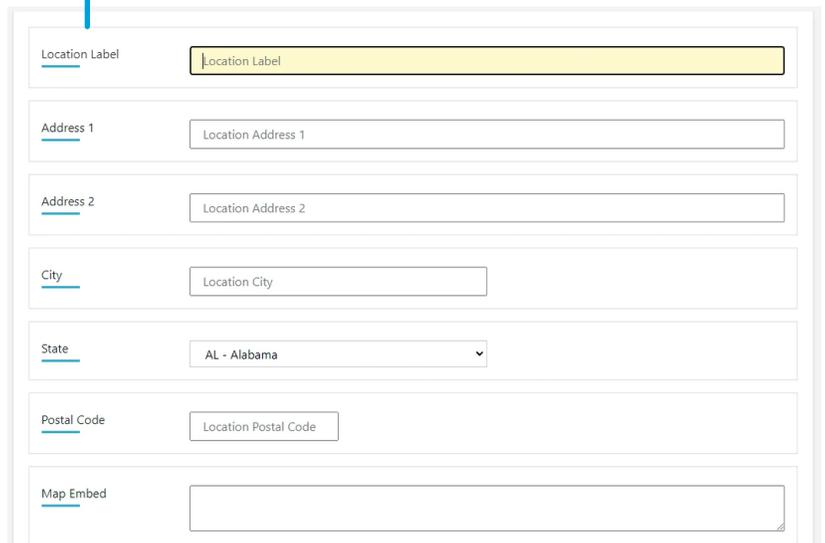
### Directions/Map

1. To navigate to your Directions/Map, select Directions/Map in your black dashboard.



2. First, is the Location Label. This will be the name of your business.

3. Next, you will fill out the various address fields with your address information. The second address field is not required unless you have a secondary address field such as an apartment or suite number.

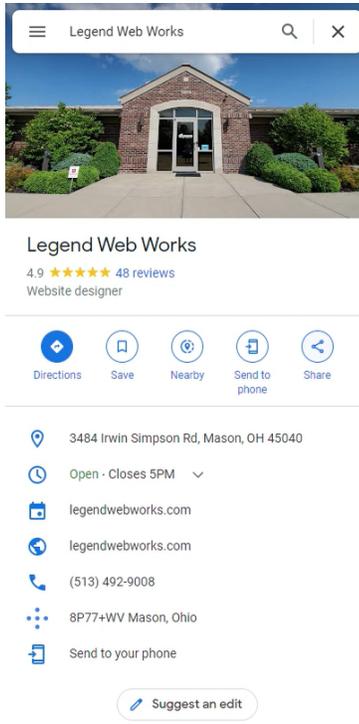


A form with the following fields:

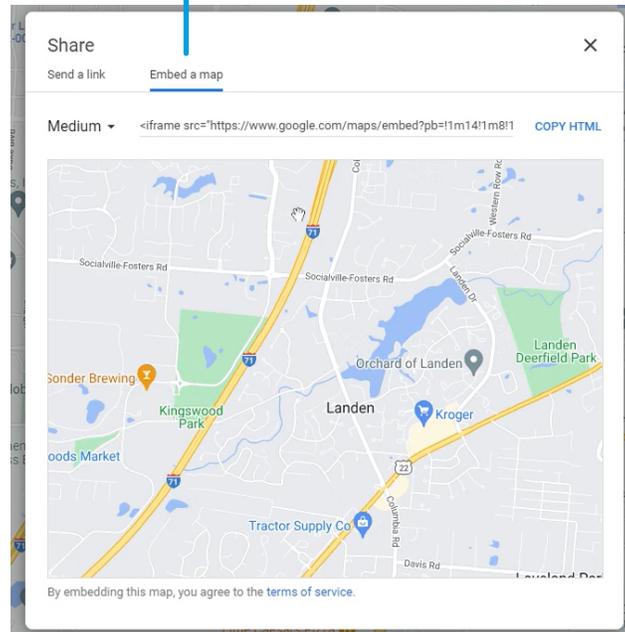
- Location Label:
- Address 1:
- Address 2:
- City:
- State:
- Postal Code:
- Map Embed:

Blue lines connect the text in steps 2 and 3 to the 'Location Label' and 'Address 1' fields respectively.

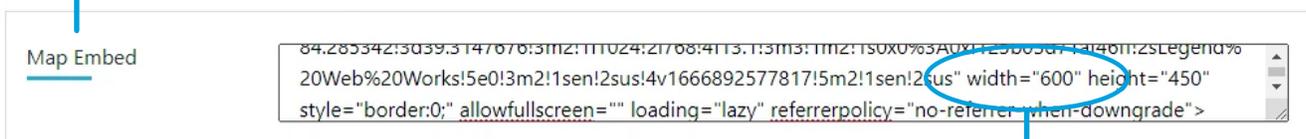
4. You then have the option for a Map Embed. This will be your Google Map embed. To do this, click the share button on your Google Maps profile.



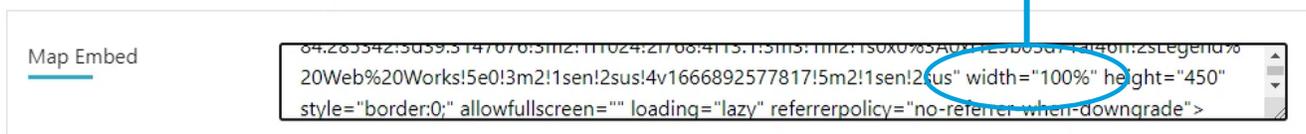
5. Click Embed a Map and copy the HTML hyperlink.



6. You will then paste that code into the Map Embed box.



7. BE SURE to scroll down in the code where it says width="600" and replace 600 with 100%. This will ensure the map is responsive to all devices.



8. Lastly, you have the option to include a body of text. If you have any extra information that you would like to include, this is where you'd input that. This text will appear above or below the embedded map.

Text Body

Paragraph  ↶ ↷ **B** *I* ☰ ☷ ☹ ☶ 🔗 🔗 ☰ ☷ ☹ ☷ ...

9. When you are finished, press the save button.

