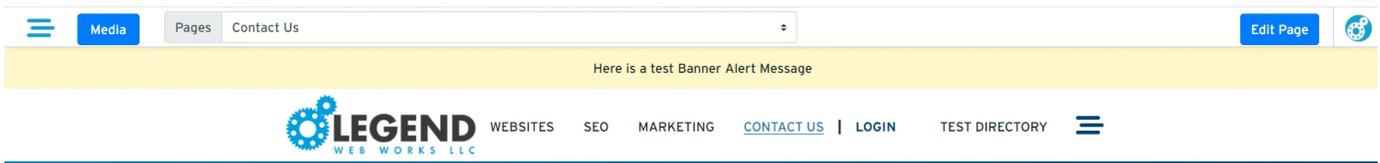


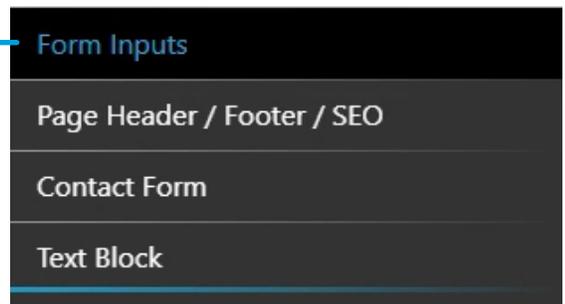
This is a walkthrough on how to update the form fields on a contact form.

1. To begin, select the **Edit Page** button at the top right corner of page. This will take you into the editing tools of the contact form.

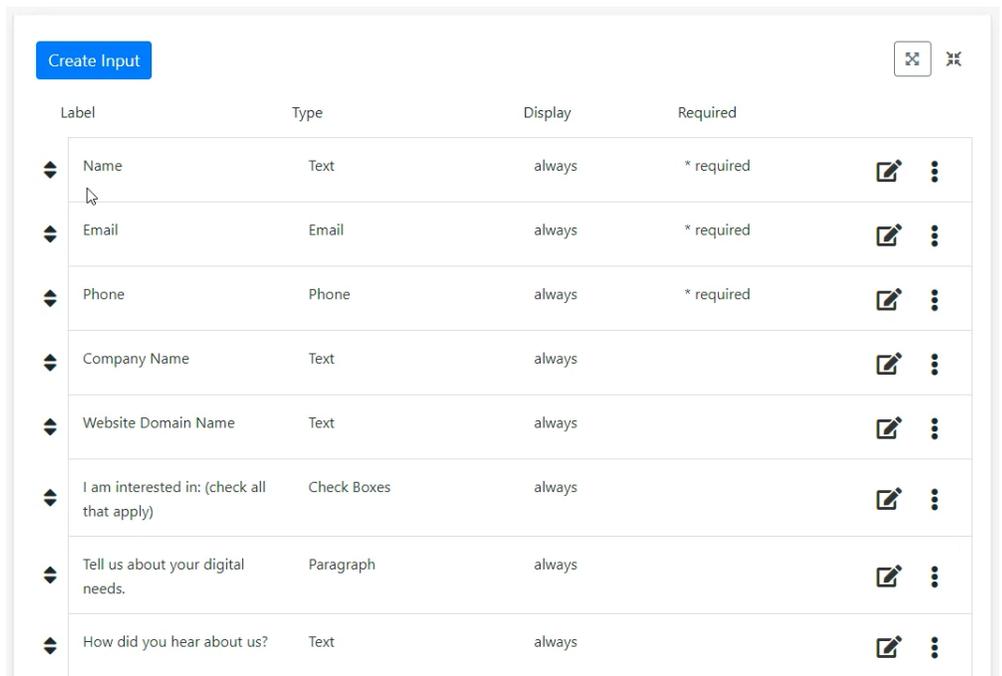


Contact Us

2. On the left side of your screen, select **Form Inputs** in your black dashboard.



3. You will then see all the currently listed fields in your contact form.



The screenshot shows the 'Create Input' interface with a table of existing form fields. Each row includes a dropdown arrow, the field label, type, display setting, required status, and edit/delete icons.

	Label	Type	Display	Required	
⌵	Name	Text	always	* required	✎ ⋮
⌵	Email	Email	always	* required	✎ ⋮
⌵	Phone	Phone	always	* required	✎ ⋮
⌵	Company Name	Text	always		✎ ⋮
⌵	Website Domain Name	Text	always		✎ ⋮
⌵	I am interested in: (check all that apply)	Check Boxes	always		✎ ⋮
⌵	Tell us about your digital needs.	Paragraph	always		✎ ⋮
⌵	How did you hear about us?	Text	always		✎ ⋮

4. The first part of the form field that you will see is the form label. This is what the form field is titled. You will then see the type of field, the display, and whether or not it is required.

Create Input

	Label	Type	Display	Required	
⌵	Name	Text	always	* required	
⌵	Email	Email	always	* required	
⌵	Phone	Phone	always	* required	
⌵	Company Name	Text	always		
⌵	Website Domain Name	Text	always		
⌵	I am interested in: (check all that apply)	Check Boxes	always		
⌵	Tell us about your digital needs.	Paragraph	always		
⌵	How did you hear about us?	Text	always		

5. You can use the arrows on the left to drag and drop the fields into different positions. Select the pencil icon to edit the forms. You can also use the three dots on the right side to show/hide OR delete it.

⌵	Name	Text	always	* required	
⌵	Email	Email	always	* required	
⌵	Phone	Phone	always	* required	

Show/Hide

Delete

6. Select the "Create Input" button to create a new field.

Create Input

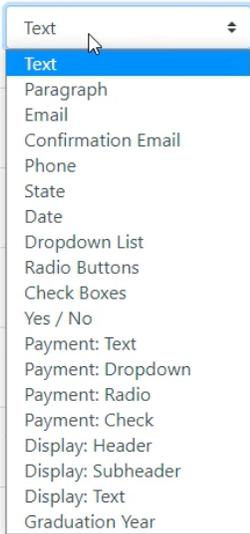
	Label	Type	Display	Required	
⌵	<input type="text" value="Label"/>	<input type="text" value="Text"/>	<input type="text" value="always"/>	<input type="checkbox"/> no	

7. First, fill out the label. This is what the site visitor will see when they fill out the field.

Create Input

	Label	Type	Display	Required	
⌵	<input type="text" value="Label"/>	<input type="text" value="Text"/>	<input type="text" value="always"/>	<input type="checkbox"/> no	

8. Next, is the type. Select what type of field you would like to the field to be.



Text

- Text
- Paragraph
- Email
- Confirmation Email
- Phone
- State
- Date
- Dropdown List
- Radio Buttons
- Check Boxes
- Yes / No
- Payment: Text
- Payment: Dropdown
- Payment: Radio
- Payment: Check
- Display: Header
- Display: Subheader
- Display: Text
- Graduation Year

9. The first option is text. Here is an example of a text field. Within this field, you can input letters, numbers, or special characters.

*Name
Test text

10. The next option is paragraph. The paragraph field is the same as a text field only it appears much larger.

Tell us about your digital needs.

I

11. Next is email. The email field appears the same as a text field, but an email address is required instead.

*Email
solutions@legendwebworks.com I

12. Confirmation email is the same as an email box, this confirms the email inputted in both boxes matches incase of any errors.

*Email
solutions@legendwebworks.com

Confirmation Email
solutions@legendwebworks.com I

13. Next, is phone. The phone field only allows numbers to be entered.

*Phone
5134929008 I

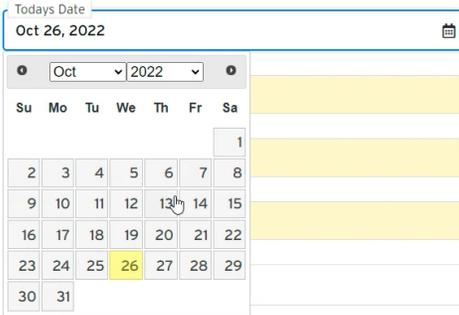
14. The next field type is State. This will open a state dropdown list.

State

Alabama

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District Of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine

15. The date field will populate a calendar that you can select a date from.

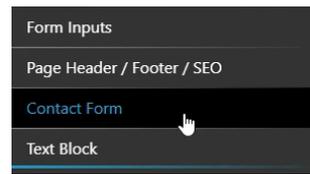


Todays Date
Oct 26, 2022

Oct 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16. Next, is dropdown list. For this field to appear on your website, you must first input the options. To do so, save your progress. Then navigate to Contact Form on your black dashboard. When you scroll, you will see a section called "Form Values". You will then input the list of options that you would like to see in the dropdown field into the value that you just created. Be sure to use commas to separate each value.

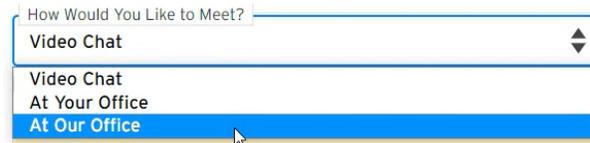


Form Values



How Would You Like to Meet?

Video Chat,At Your Office,At Our Office



How Would You Like to Meet?

Video Chat

Video Chat At Your Office

At Our Office

17. The next option is Radio Buttons. This works the same way as the dropdown list. You must navigate to the Contact Form and input the values into the associated field.

How Would You Like to Meet?

- Video Chat
- At Your Office
- At Our Office

18. The next option is Check Marks. This works the same way as the Dropdown List and Radio Buttons. You must navigate to the Contact Form and input the values into the associated field. The difference with Check Marks is that the site visitor can select multiple check marks.

How Would You Like to Meet?

- Video Chat
- At Your Office
- At Our Office

19. The next field option is the Yes/No button. This field is normally used when the display option is set to "Show When" or "Hide When".



always

always

show when

hide when

Do you have a website?



yes

20. The next option is Payment: Text. The payment text box can be used to enter in a dollar amount.



Payment

\$ 10.00

21. The next field option is the Payment: Dropdown List. This works the same way as a normal dropdown list in that you must navigate to Contact Form and input values. However, you will input these values into a table this time.

Form Values

Payment

option label	amount
Red	10.00
Blue	20.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00



Payment

Select Payment

Select Payment

Red - \$10.00

Blue - \$20.00

22. Next, is the Payment: Radio field option. Like the Payment: Dropdown List, go to the Contact Form and input the values.



Payment

Red - \$10.00

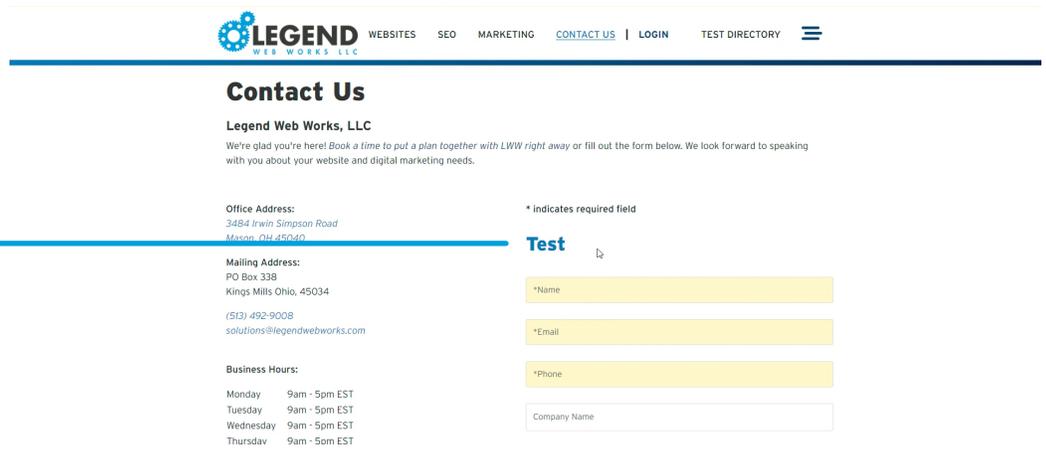
Blue - \$20.00

23. The final payment option is Payment: Checkboxes. These will appear as checkboxes with the assigned values. Again, this option will require the values to be input through the Contact Form.

24. The next several field options are for different display texts. These are Display: Header, Display: Subheader, and Display: Text. When you choose to include this type of field, be sure to save, navigate to the Contact Form and scroll down to Form Values. Here, you will see the field that you created. Inside the box, you can input the text that you would like to display.



This is an example of what the text will look like. The text will be styled specifically to your website's design.



LEGEND WEBSITES SEO MARKETING [CONTACT US](#) | [LOGIN](#) [TEST DIRECTORY](#)

Contact Us

Legend Web Works, LLC

We're glad you're here! Book a time to put a plan together with LWV right away or fill out the form below. We look forward to speaking with you about your website and digital marketing needs.

Office Address:
3484 Irwin Simpson Road
Mason, OH 45040

Mailing Address:
PO Box 338
Kings Mills Ohio, 45034
(513) 492-9008
solutions@legendwebworks.com

Business Hours:

Monday	9am - 5pm EST
Tuesday	9am - 5pm EST
Wednesday	9am - 5pm EST
Thursday	9am - 5pm EST

* Indicates required field

Test

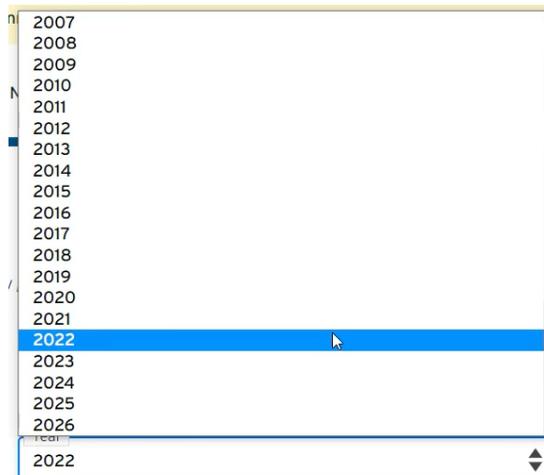
*Name

*Email

*Phone

Company Name

25. The final option is the Graduation Year Field. This will be a dropdown menu that includes the years from 1964 to 4 years past the present year. For example, it is currently 2023, so the list will go up to 2027.



2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027

24. Next is display. We have three options for display: always, show when, and hide when.

If you select always, this means that the field will always be seen no matter what is entered by the site visitor.

Display

always ▾

Name ▾

Is Equal To:

If show when is chosen, you must select another field that when made equal to an answer you set, will become visible.

Display

show when ▾

Year ▾

Is Equal To:

Lastly, is the hide when option. When this is selected, you must choose a field that when made equal to the answer you input, the chosen field will become hidden.

Display

hide when ▾

Year ▾

Is Equal To:

25. Lastly, you have the option to make the field required. When this field is required, you will see a star that lets you know it's required. The field will also be highlighted yellow.

Required

yes

* Today's Date

Oct 26, 2022

