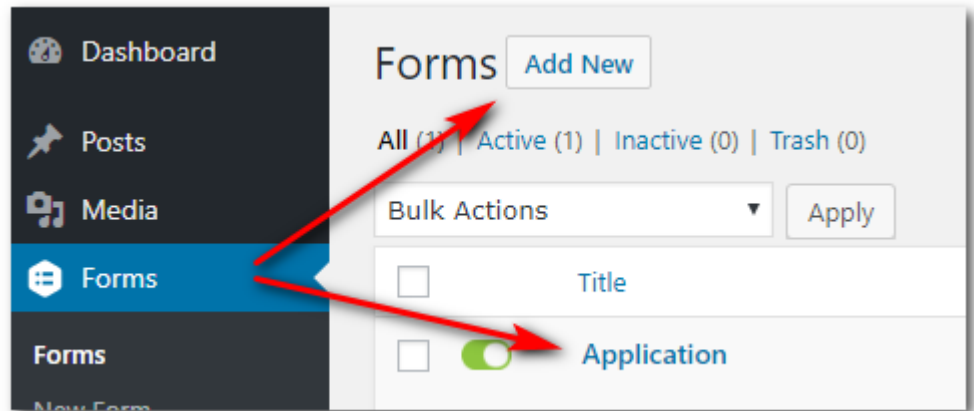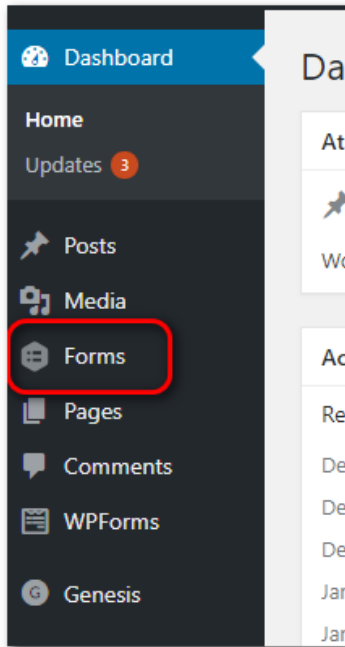# GRAVITY FORMS TUTORIAL

Gravity Forms Tutorial

To get to your form, click on "Forms"

Choose to "Add New" or click on the form you want to edit. The switch next to the title of the form shows whether it is active (green) or inactive (gray).

NEW FORMS:

There are Standard and Advanced Fields.

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Examples of what the buttons do:

Single Line Text

Drop Down List
First Choice

Multi-Select
First Choice
Second Choice
Third Choice

Radio Buttons

○ First Choice

○ Second Choice

○ Third Choice

Checkboxes

☐ First Choice

☐ Second Choice

☐ Third Choice

Page Break creates multiple pages, but Section Break just sections off the areas of your form.

Name: You can choose options on what to ask for:

Name Fields ⊘

Show Field		Custom Sub-Label
⬜	Prefix	Prefix
🟢	First	First
⬜	Middle	Middle
🟢	Last	Last
⬜	Suffix	Suffix

Other Advanced fields are similar and will do what they are titled.

File Upload: So the person filling out the form can submit files.

CAPTCHA – You must have an API key. This is NOT something that you need.

List- Allows the person filling out the form to make lists for you.

List all previous schools (including preschools) the applicant has attended:

School	City / State	Dates	Grades

2. Click to Add A Field

Once you've found the field type you want, click to add it to the form editor here on the left side of your screen.
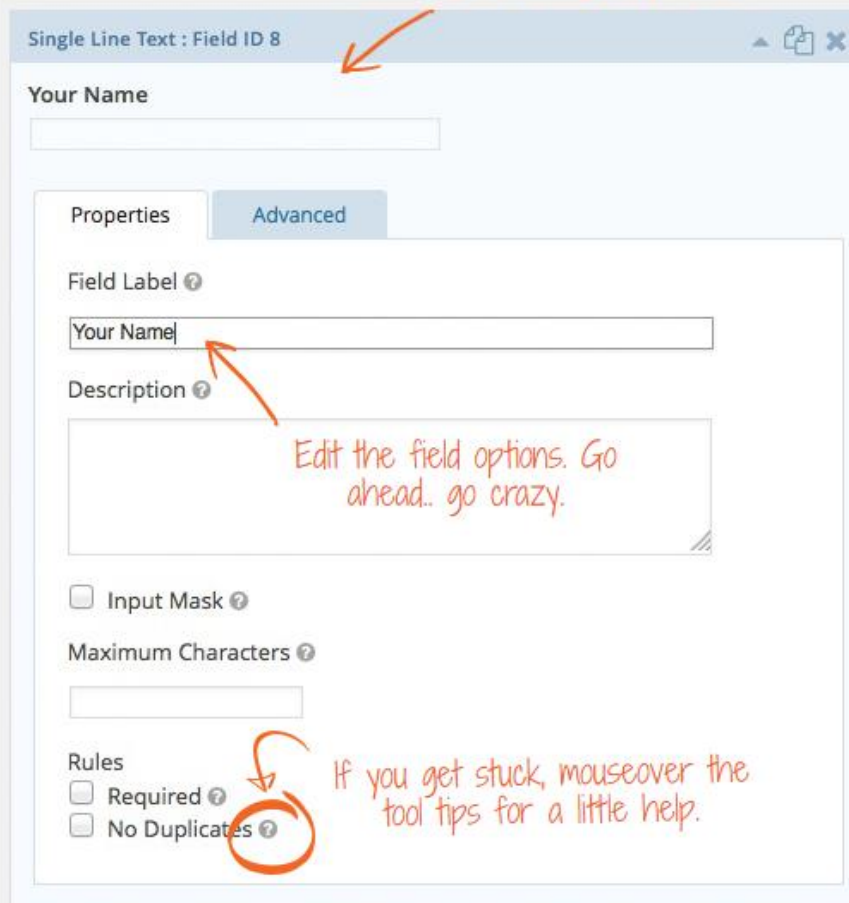
Now your new field magically appears over here.

Single Line Text : Field ID 8

Untitled

3. Edit Field Options

Click on the edit link to configure the various field options

Preview your changes up here.

Single Line Text : Field ID 8

Your Name

| Properties | Advanced |

Field Label

Your Name

Description

Edit the field options. Go ahead.. go crazy.

☐ Input Mask

Maximum Characters

Rules
☐ Required
☐ No Duplicates

If you get stuck, mouseover the tool tips for a little help.

4. Drag to Arrange Fields

Drag the fields to arrange them the way you prefer

Grab here with your cursor.

Email : Field ID 13

Email

Phone

Drag up or down to arrange your fields.

5. Save Your Form

Once you're happy with your form, remember to click on the 'update form' button to save all your hard work.

Save Your New Form
You're done. That's it.
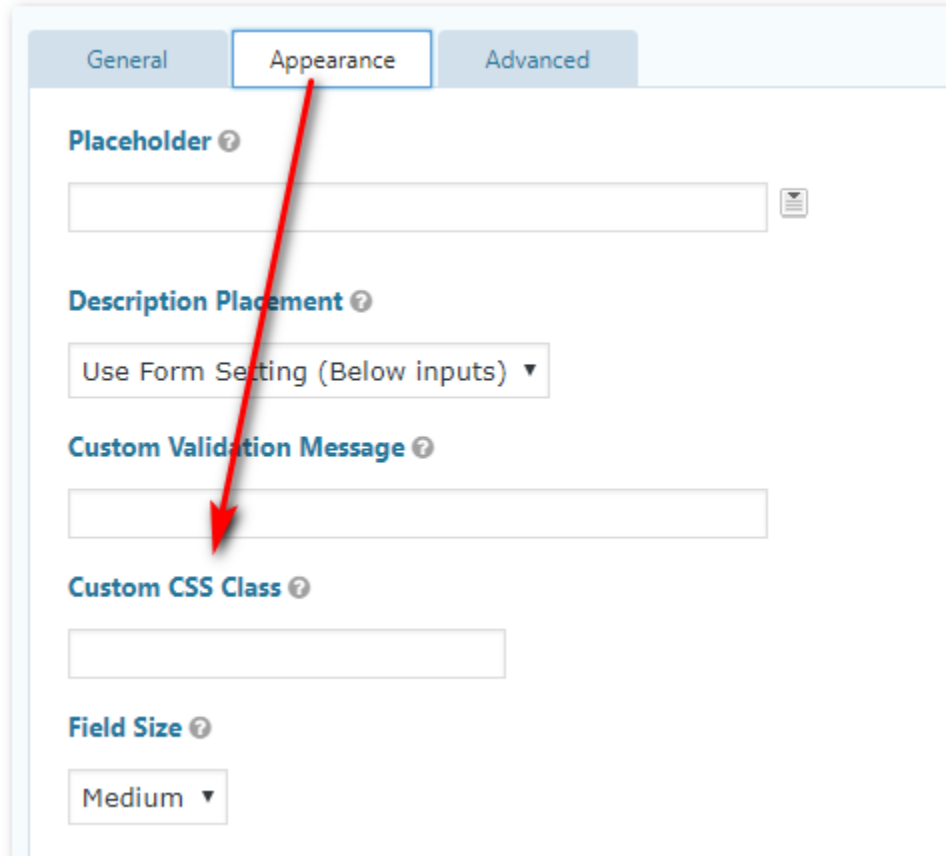
Post Fields ?

Pricing Fields ?

Move to Trash

Update Form

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Advanced Formatting for Forms:

You can control how a form looks on a page. Only use this feature if you have a solid plan where you want your fields to be. Otherwise, your form may not look professional.

You want the Custom CSS Class Field, which is found under Appearance. Add the Ready Class name or names you want to add to the field here and then save the form. Each field will get one command. You can have two or three columns on a row, but the fields must be in the order that you want it to show on the website.

Quick Reference:

2 columns, 2 fields: **gf_left_half** & **gf_right_half** (See example on next page)
3 columns, 3 fields: **gf_left_third** & **gf_middle_third** & **gf_right_third**
2 columns, multiple choice/checkbox: **gf_list_2col**
3 columns, multiple choice/checkbox: **gf_list_3col**
4 columns, multiple choice/checkbox: **gf_list_4col**
5 columns, multiple choice/checkbox: **gf_list_5col**
Multiple columns, multiple choice/checkbox: **gf_list_inline**
When you have a LOT of text: **gf_scroll_text**
For more: https://www.gravityforms.com/css-ready-classes/

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Two columns:

Halves (2 Columns)

Note: These only work with the "top label" form layout option.

gf_left_half

This places the field in the left column (left half) of a 2 column layout. This only work with the "top label" form layout option.

gf_right_half

This places the field in the left column (right half) of a 2 column layout. This only work with the "top label" form layout option.

To align two fields side by side (2 equal columns) you can add these classes. The two fields have to be adjacent to each other in the Form Builder. The gf_left_half class has to be added to the first field and the gf_right_half class to the second field.

Example:

2 Columns

left column

CSS Class Name ⓘ

gf_left_half

right column

CSS Class Name ⓘ

gf_right_half

With Ready Classes Applied

2 Columns

left column

right column