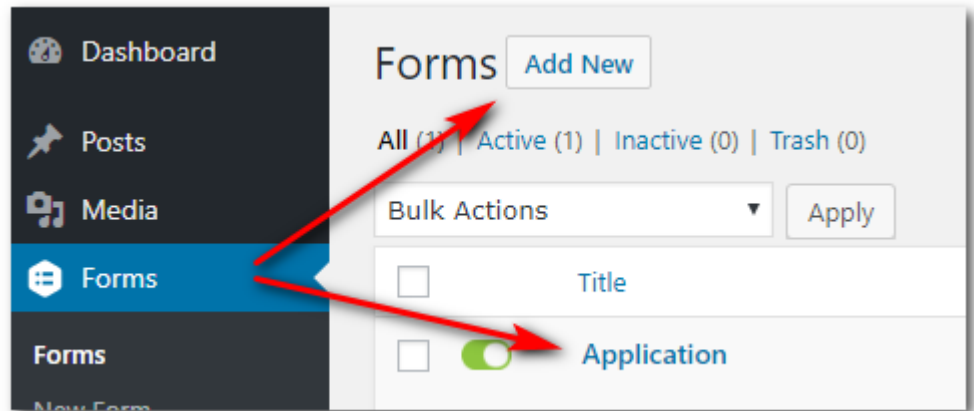
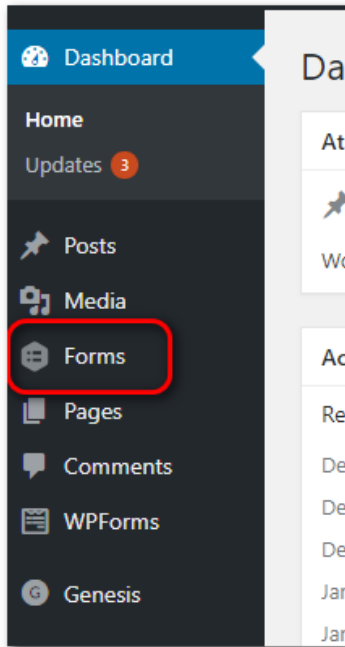


GRAVITY FORMS TUTORIAL

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:

1. Select A Field Type

Start by selecting a field type from the nifty floating panels on the right.

Start Over There

*Pick a field.. any field.
Don't be shy.*

Standard Fields

Single Line Text

Paragraph Text

Drop Down

Multi Select

Number

Checkboxes

Radio Buttons

Hidden

HTML

Section Break

Page Break

Advanced Fields

Name

Date

Time

Phone

Address

Website

Email

File Upload

CAPTCHA

List

There are Standard and Advanced Fields.

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Examples of what the buttons do:

Single Line Text

Drop Down List

Multi-Select

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
<input type="checkbox"/> Prefix	<input type="text" value="Prefix"/>
<input checked="" type="checkbox"/> First	<input type="text" value="First"/>
<input type="checkbox"/> Middle	<input type="text" value="Middle"/>
<input checked="" type="checkbox"/> Last	<input type="text" value="Last"/>
<input type="checkbox"/> Suffix	<input type="text" value="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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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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.

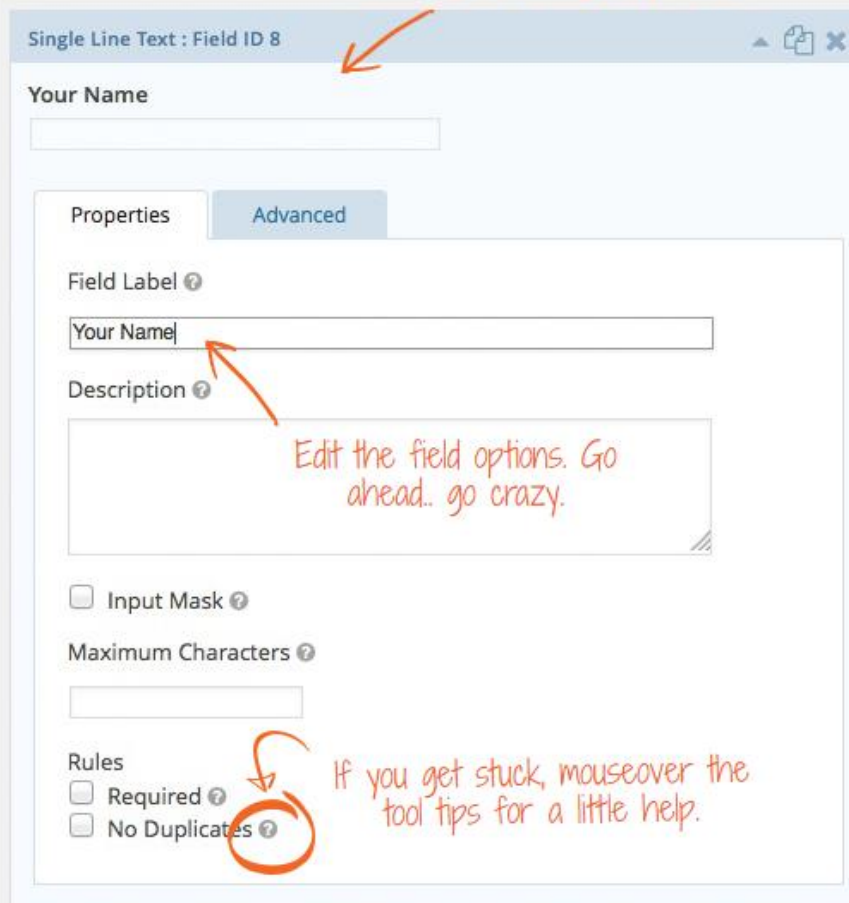


The screenshot shows a form editor interface. At the top, there is a header bar with the text 'Single Line Text : Field ID 8' and a dropdown menu icon. Below this, the form is titled 'Untitled' and contains a single text input field. A red arrow points from the handwritten note above to the header bar.

3. Edit Field Options

Click on the edit link to configure the various field options

Preview your changes up here.



The screenshot shows the 'Advanced' options for a 'Single Line Text' field. The field is labeled 'Your Name' and contains the text 'Your Name'. The 'Advanced' tab is selected, showing options for 'Field Label', 'Description', 'Input Mask', 'Maximum Characters', and 'Rules'. A red arrow points from the handwritten note above to the header bar. Another red arrow points from the handwritten note below to the 'Description' field. A red circle highlights the 'Required' and 'No Duplicates' checkboxes, with a red arrow pointing to the 'Required' checkbox.

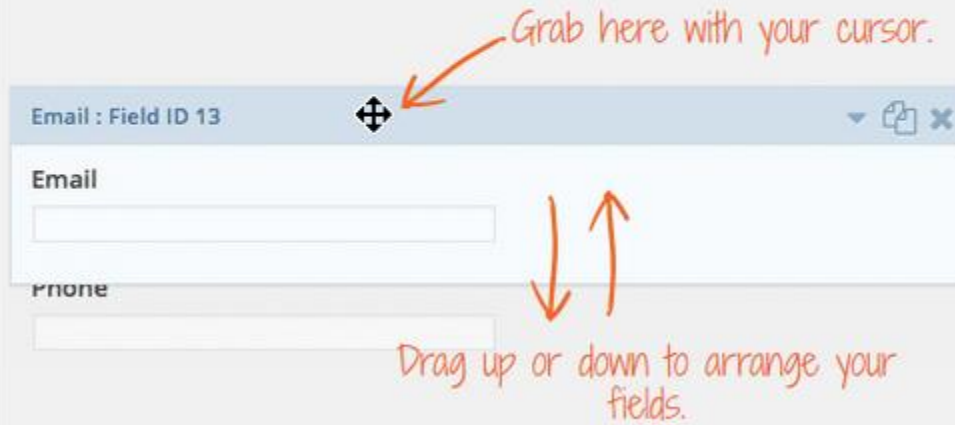
Edit the field options. Go ahead.. go crazy.

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

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4. Drag to Arrange Fields

Drag the fields to arrange them the way you prefer



Grab here with your cursor.

Drag up or down to arrange your fields.

The screenshot shows a form editor interface. At the top, a field titled "Email : Field ID 13" is highlighted with a blue header bar. A crosshair icon is positioned on the left side of this header bar, with an orange arrow pointing to it from the handwritten text "Grab here with your cursor." Below the header bar, the form fields are visible, including an "Email" input field and a "Phone" input field. Two orange arrows, one pointing up and one pointing down, are positioned between the "Email" and "Phone" fields, with the handwritten text "Drag up or down to arrange your fields." below them.

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

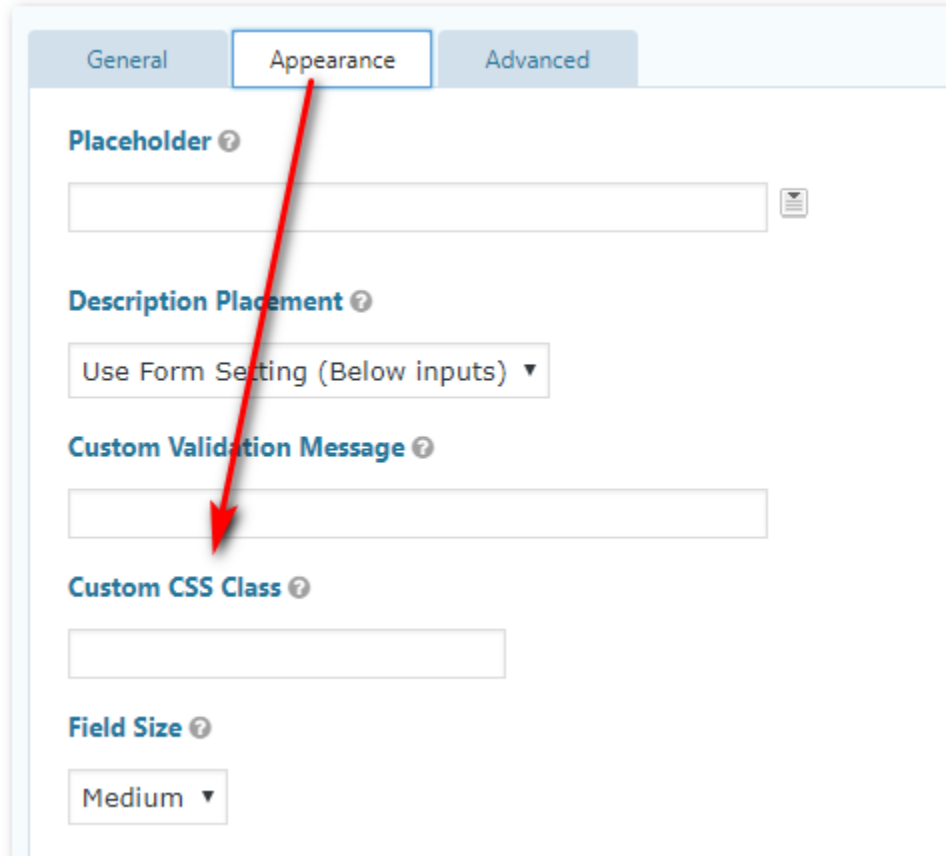
Update Form



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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.



The screenshot shows the Gravity Forms configuration interface with three tabs: 'General', 'Appearance', and 'Advanced'. The 'Appearance' tab is active. It contains several settings:

- Placeholder**: A text input field with a help icon.
- Description Placement**: A dropdown menu set to 'Use Form Setting (Below inputs)'.
- Custom Validation Message**: A text input field with a help icon.
- Custom CSS Class**: A text input field with a help icon. A red arrow points to this field.
- Field Size**: A dropdown menu set to 'Medium'.

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 right 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:

The screenshot illustrates the Gravity Forms interface for setting up a two-column layout. It is divided into two sections:

- 2 Columns:** This section shows two input fields labeled "left column" and "right column". To the right of each field is a "CSS Class Name" input field. The "left column" field has "gf_left_half" entered, and the "right column" field has "gf_right_half" entered. Arrows point from the class name boxes to their respective columns.
- With Ready Classes Applied:** This section shows the same two columns, but now they are side-by-side, indicating that the classes have been successfully applied.