

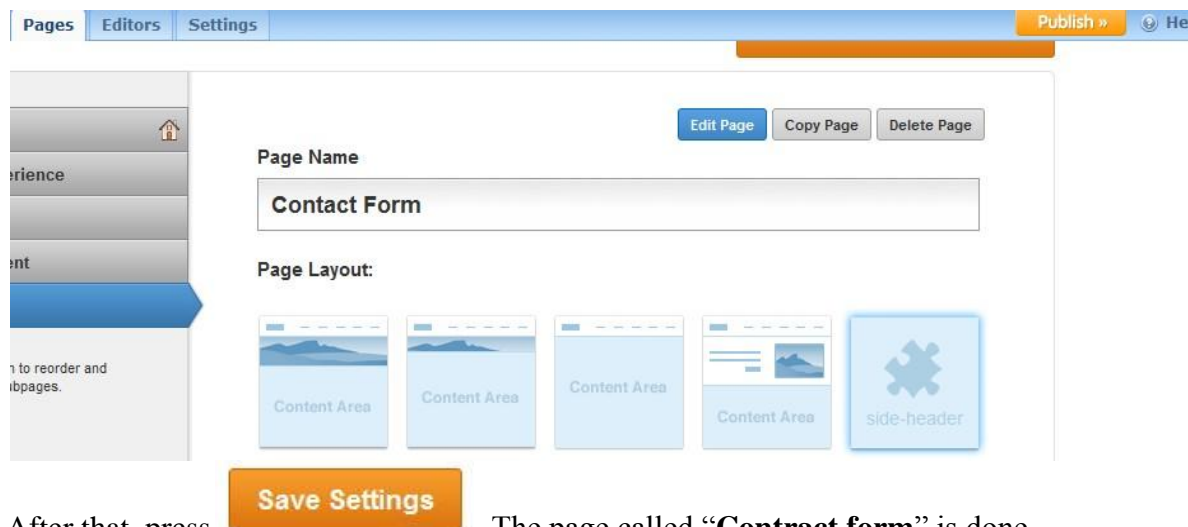
# Create a contact form

A **Contact form** is a good function between you and your portfolio's visitor. When they go to your portfolio, it is the place that they can find out your contact information. If they have any question, suggestion or anything else they want to share with you, they only need is to leave the message for you. Therefore, the contact form is really important for you and your visitors. How to create a contact form? There are many ways to create your own **Contact form**. Following is concluded two parts. The first one is add the simple contact form. Second part is adding the feature of your contact. Following by the step, you will get your own amazing form.

## PART ONE: ADD THE SIMPLE CONTACT FORM

There are two steps to create a contact form.

**Step one:** Create a page named "**Contact form**" from **Pages** function. Then, choose the theme you like for the page.



After that, press **Save Settings**. The page called "**Contact form**" is done.

**Step two:** Press element function. On the left bottom of the tool bar, you will find out a **More** function. Press it. You will see it looks like this



On there, you will see a function **Contact Form**, Drag it to the Screen. The simplest contract form has done.

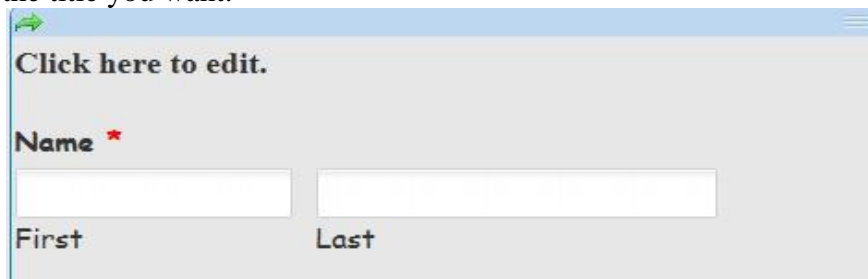
By Yanli chen

The simplest contact form concludes five basic features. They are the name (first name, last name), email address, comment and the submit button.



The image shows a contact form with a light gray background. At the top, there is a label "Name" with a red asterisk. Below it are two input fields: "First" and "Last". Underneath these is a label "Email" with a red asterisk and a single input field. Below the email field is a label "Comment" with a red asterisk and a large text area. At the bottom of the form is a dark gray button labeled "Submit".

You also can enter the title for your contract form at the top of the **Name**. Click there and enter the title you want.



The image shows a contact form with a light gray background. At the top, there is a green arrow icon and the text "Click here to edit.". Below this is a label "Name" with a red asterisk. Underneath are two input fields: "First" and "Last".

## **PART TWO: ADD MORE FEATURE ON THE CONTRACT FORM.**

If you want to know more about your visitors, you can add more features in the contract form and change it to require. Here is how you can add the feature about it and make them as required:

**Step one:** add the feature of your contact form.

Firstly, You need click on the form. when you click on the form, The function under the element will change. There are two documents appear on there.

one is “**Standard**”. The other one is “**More**”. The function “**Standard**” is looks like this



The function “**More**” is looks like



Secondly, choose feature you want to add to your contract form. Thirdly, drag the feature you need to the sample contract form you made following by the part one.

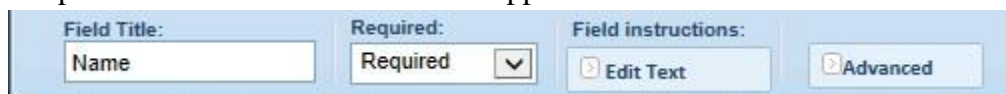
**Step two:** Change the Form options.

When you click on the form, there have a button appear at the top of the contact form named “Form Option”. When you press the “Form Option”, there is a small blue tool appear. It is looks like this.



At here you can change the form name, email submission to, confirmation text. You also can change the advanced and the confirmation page.

You also can change the feature have already in there. When you move your mouth to the feature and press it. A blue tool bar would be appear like this



From the tool bar, you can change the field title, Required, Field instruction and the advanced.

**Step three:** view the entries.

When you click on the form, there have a button appear at the top of the contact form named “View Entries”. When you press the “View Entries”, all the visitor who submit the contract form

would be appear there. You can find out all information you want. It is looks like this

Date submitted	Ip address	Name first	Name last	Email
03/26/2013 05:42pm	142.161.2.190	Yanli	Chen	ruoyanchenqi@hotmail...

Name.first	Yanli
Name.last	Chen
Email	ruoyanchenqi@hotmail.com
Comment	test
IP Address	<a href="#">142.161.2.190</a>

**Step four:** Save your work.

When you click on the form, there have a button appear at the top of the contact form named “Save”. When you press “Save” button. Every work you made on the Contract Form would be Save.

**Conclusion:**

Contract Form is really useful function between visitor and you. It is simple to create. You only need is to create the page and drag the function name “Contact form” down. It is in effect function. Why do not to try it on your porfilo? It is amazing function.