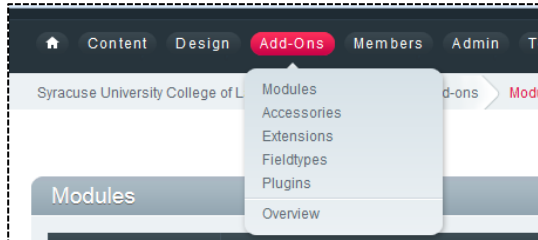


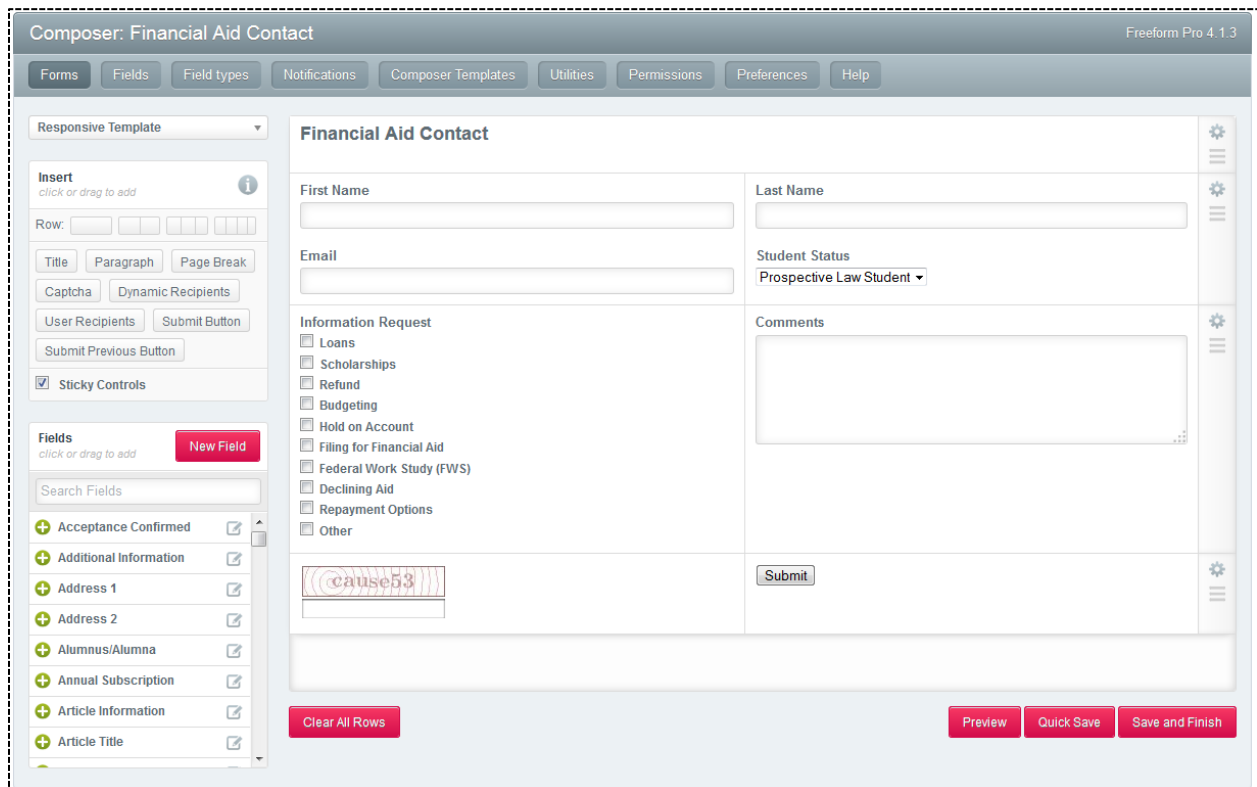
Creating Forms in EE (Draft)

To create a form in Expressions Engine, click Add-Ons – Modules and then choose Free Form Pro. Then, click New Form



Complete the Form Label and Form Name fields, followed by clicking Continue at the bottom of that page.

At that point, you can add rows and fields:



If you need to create a specific field area, like the Information Request above, save your form and then choose Fields – New Field.

Specify the Field type by clicking a value in the Checkbox Group. In this case, Checkbox Group was used, but other types exist, including Radio Button, Text, etc. You can also specify which Form you wish to add the field to – likely the one you began and saved, above.

Enter/Update Field Information below. You can use this field in Freeform Composer or templates with the Freeform template tag

Field Type

Field Label
The full name of the field. Example: First Name.

Field Name
Short name of the field. One word, no spaces, underscores allowed. Example: first_name

Field Description
Describe the field. You can use this to keep track of the use of the field or this description can be inserted into your forms.

Dropdown menu options: Checkbox Group, Checkbox, Country Select, File Upload, Date Picker, Hidden Field, Mailinglist, Multiselect. A blue arrow points to 'Checkbox Group'.

In the Field Options area, you can choose how the items will appear: List, Value/Label List, etc. and then specify the text that will appear there.

Field Options

Multi-List Items
Choose from 4 types of multi-select lists:

- List
- Value/Label Pair list
- List From Channel Field
- Newline Delimited Textarea

List type: **List** Value/Label List Load From Channel Field Newline Delimited Textarea

This is a simple list of values. Put each value in one field.

Three week class: July 28 - August 15, 2014 (\$1500) [X]

One week class: August 11 - August 15, 2014 (\$600) [X]

Update Field

A blue arrow points to the first input field.

Click Update field to return to the Form (click Continue at the bottom of the page), where you'll be able, then, to select the Field you just created.

Fields
click or drag to add **New Field**

Search Fields

- + Place of Publication
- + Place on Course Reserve
- + Postal Code
- + Program Selection
- + Publication Date

Contact Email

Program Selection

- Three week class: July 28 - August 15, 2014 (\$1500)
- One week class: August 11 - August 15, 2014 (\$600)

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Blue arrows point to 'Program Selection' in the list and the 'Program Selection' field in the form.