

# Lesson Nine

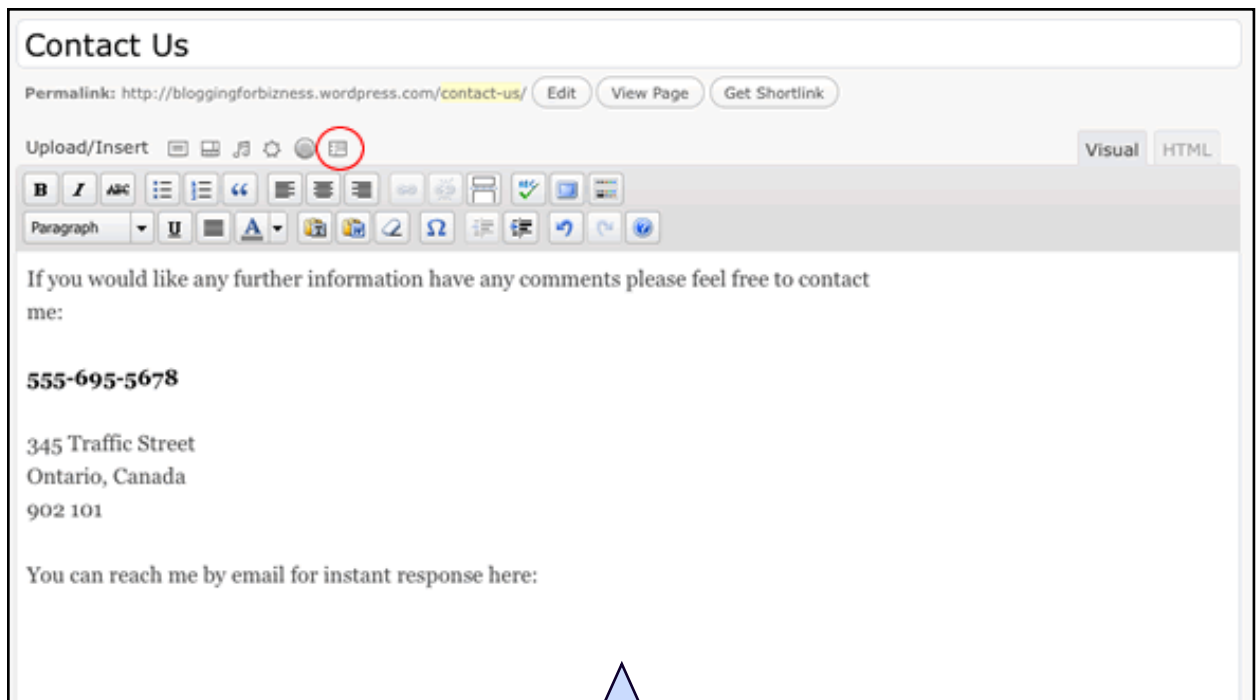
## ~ Creating The Contact Page ~



Last lesson looked at how to create your About page. It was pretty straight forward. Luckily, any page you want to create essentially follows the same steps.

There is one type of page that requires a slightly different tactic and it is the Contact page. I suggest every business blog include this page because it allows your web visitors to easily get in contact with you.

First step is to click on “Add New” under the Pages heading in your WordPress dashboard menu.



When you see the editor for your new page, you can go ahead and add a title. I chose simply, “Contact Us”, you can choose whatever you want. Remember page titles go into the site navigation so keep it relatively short.

I then proceeded to add a blurb asking people to contact me if they have any thoughts or questions. I included my business number and address, because my goal is to drive customers to my store with my blog.

Once you have entered whatever info you want, it is time to look back to the “Upload/Insert” toolbar at the top of the editor. The last icon (circled above) is the “Add Custom Form” icon, go ahead and click it.

Add a custom form

Form builder Email notifications

Here's what your form will look like

**Name** (required)

**Email** (required)

**Website**

**Comment** (required)

Add a new field

**How does this work?**

By adding a contact form your readers will be able to submit feedback to you. All feedback is automatically scanned for spam, and the legitimate feedback will be emailed to you.

**Can I add more fields?**

Sure thing. [Click here](#) to add a new text box, textarea, radio, checkbox, or dropdown field.

**Can I view my feedback within WordPress?**

Yep, you can read your feedback at any time by clicking the ["Feedbacks"](#) link in the main admin menu.

Add this form to my post

Once you click the icon, a window will pop up that has two tabs.

It opens up set to the "Form Builder" tab, and this is where you can build your custom contact form.

On the left hand side you see the form as it is now. You just drag and drop the elements on the left to rearrange them in any order you like. If you want to remove one, click the minus side to the right of that particular element.

Using the tools on the right you can change the form by adding new fields. Under the bolded subtitle "Can I Add More Fields?" is a "Click Here" link that you can click on to add them. You can add simple text fields like name or phone number and etc... You can also add text fields like the "Comment" area from above. You can even add different checkboxes and drop down lists as well.

There is also a "Feedbacks" link on the right. This area of the WordPress back office will keep track of your contact form submissions.

When you are done creating your form you can click the big blue "Add This Form To My Post" button. Before we do that though, we should click on the second tab at the top of the pop up. Click the "Email Notifications" tab...

Add a custom form

**Form builder** **Email notifications**

## Email settings

Enter your email address

What should the subject line be?

**Save and go back to form builder**

### Do I need to fill this out?

Nope. However, if you'd like to modify where your feedback is sent, or the subject line you can. If you don't make any changes here, feedback will be sent to the author of the post and the subject will be the name of this page/post.

In this section you can specify what email address you want the feedback to be sent to. You can also change the subject of each email. For example, on my site I have the subject titled "Feedback From Blogging4Biz". This way I know exactly what the email is regarding.

If you don't enter any value into these forms then the feedback will be sent to the email address of the author who created the post or page that it is on. The subject will be the title of that page or post.

Switch back to the form builder and double check that you have all the fields you want. When you are sure, click on the blue "Add This Form To My Post" button.

Upload/Insert

Paragraph

345 Traffic Street  
Ontario, Canada  
902 101

You can reach me by email for instant response here:

```
[contact-form]
[contact-field label="Name" type="name" required="true" /]
[contact-field label="Email" type="email" required="true" /]
[contact-field label="Website" type="url" /]
[contact-field label="Comment" type="textarea" required="true" /]
[/contact-form]
```

Path: p

Word count: 31

Draft saved at 12:40

When you click the button you will be taken back to the editor. You will notice some lines of code inserted into your page.

This is the code that controls the contact form.

Double check to make sure your contact page is ready for publication. Once you have done that, look at the Publish Pane on the right. Click on "Publish" and your contact page will go live.

The famous yellow box will pop up with a link to your new page. Click it...

**Contact Us**

If you would like any further information have any comments please feel free to contact me:

**555-695-5678**

345 Traffic Street  
Ontario, Canada  
902 101

You can reach me by email for instant response here:

Name (required)

Email (required)

Website

Comment (required)

When you view your new page this is what you should see. Of course this is just a slice of the entire page, but these elements should be present.

You should see your blurb, any contact info you added, followed by your contact form.

Double check to make sure the information is correct. Take extra care on the phone number. You don't want to have thousands of people visiting your blog and then notice you had the wrong number posted.

I would also strongly suggest testing your contact form. This way you make sure it sends to your email and get an idea of how it will look.

Congratulations on your second WordPress page!