

The Maintenance Mode is activated. Please don't forget to <u>deactivate</u> it as soon as you are done.

Here you'll find plenty of examples and documentation that should help you configure cforms.

This manual/help page is also available as a PDF document



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# 1.Basic steps, a small guide

Admittedly, **cforms** is not the easiest form mailer plugin but it may be the most flexible. The below outline should help you get started with the default form.

- 1. First take a look at the default form
  - Verify that it contains all the fields you need, are they in the right order ?.?
  - Check the field labels (field names), if needed make your adjustments
  - Check the flags for each field (check boxes to the right).
  - Want to include SPAM protection? Choose between Q&A, captcha add an input field accordingly and configure here.
- 2. Check if the email admin for your form is configured correctly.
- 3. Decide if you want the visitor to receive an auto confirmation message upon form submission.
- 4. Would you like to track form submission via the database?
- 5. Add the default form to a post or page.
- 6. Give it a whirl.

# 2.Inserting a form

# Editing posts and pages:

If you like to do it the 'code' way, make sure to use <code><!--cforms</code> <code>name="XYZ"--></code> to include them in your <code>Pages/Posts</code>. With <code>XYZ</code> being <code>your form NAME</code>.

A more elegant and safer way is to use the **TinyMCE Button** (double check if <u>Button Support</u> is enabled!).

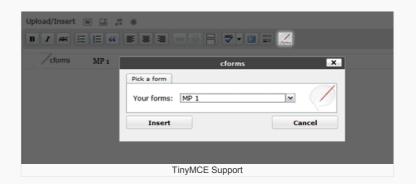
For backwards compatibility, the old-fashioned way is still supported: <!--cforms--> for the first form and/or <!--cforms--> for your other forms.

# Via PHP function call:

Alternatively, you can specifically insert a form (into the sidebar for instance etc.) per the PHP function call <code>insert\_cform('XYZ');</code>, or alternatively <code>insert\_cform();</code> for the default/first form and/or <code>insert\_cform('X');</code> for any other form.



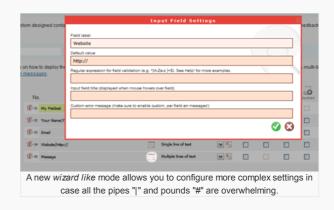
Note: "X" represents the number of the form, starting with 2, 3,4 ..and so forth.



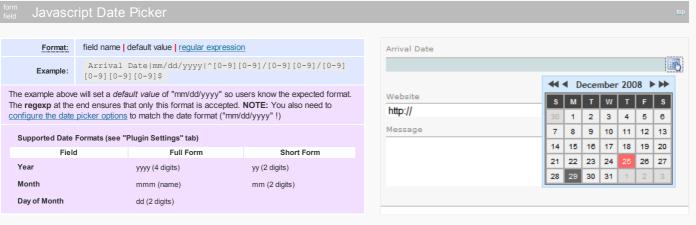
# 3.Configuring form input fields

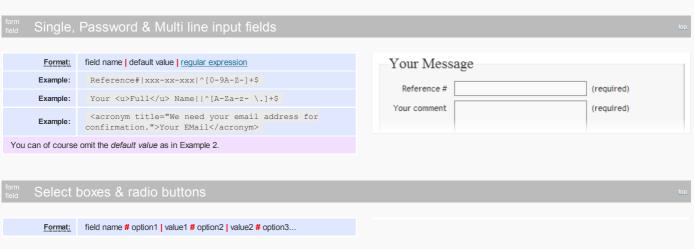
All supported input fields are listed below, highlighting the expected formats for their associated Field Names. Form labels (Field Names) permit the use of HTML, see examples below.

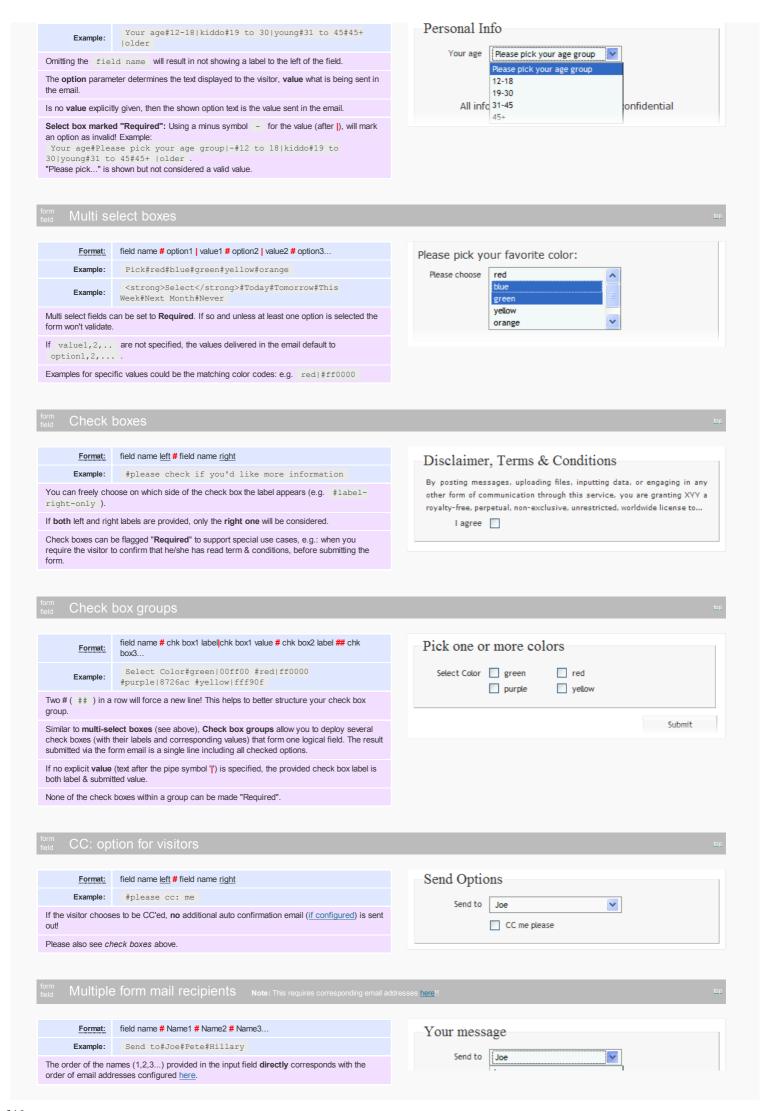
- Text only elements
- Javascript Date Picker input field
- Single-, Password & Multi-line fields
- Select / drop down box & radio buttons
- Multi-select box
- Check boxes
- Check box groups
- CC:me check box
- Multiple recipients drop down box
- Hidden fields
- SPAM protection: Q&A input field
- SPAM protection: Captcha input field
- File attachments / upload
- Special Tell A Friend input fields
- Special WP Comment Feature input fields













# form Hidden input fields

Format: field name | default value

Example: extra-data|fixed,hidden text

Example: post-data-meta|{custom\_field\_1}

Hidden fields can contain fixed/preset values or {variables} which reference custom fields of posts or pages.

# form field Visitor verification (Q&A)

Format: --

No <u>field name</u> required, the field has no configurable label per se, as it is determined at run-time from the list of **Question & Answers** provided <u>here</u>.

It makes sense to encapsulate this field inside a FIELDSET, to do that simply add a New Fieldset field before this one.

**PLEASE NOTE** that by default the captcha and visitor verification (Q&A) field are **not** shown for logged in users! This can be changed under global settings.



### <sub>ield</sub> Captcha

Format: field name

Example: Enter code

Spam Protection|title:We don't like spam

Example: bots|err:Please enter the CAPTCHA code correctly! If text is unreadable, try reloading.

Alternatively or in addition to the above **Visitor verification** feature, you can have the visitor provide a captcha response.

**PLEASE NOTE** that by default the captcha and visitor verification (Q&A) field are **not** shown for logged in users! This can be changed under global settings.



#### Attachments / File Upload Box

Format: form label

Example: Please select a file

Please double-check the general settings for proper configuration of the File Upload functionality (allowed extensions, file size etc.).



#### Tell a Friend input fields

Fields:

Fields:

field name | default value | regular expression

T-A-F \* Your Name
T-A-F \* Your Email (make sure it's checked
'Email')
T-A-F \* Friend's Name
T-A-F \* Friend's Email (make sure it's checked
'Email')

### To get it working:

- 1. The <u>Tell A Friend feature</u> needs to be **enabled for the respective form** (*check if it's* the right one!), otherwise you won't see the above input fields in the [Field Type] select box.
- 2. The <u>auto confirmation</u> message will be used as a **message template** and needs to be defined. See example below.
- 3. There are <u>three additional</u>, *predefined variables* that can be used in the <u>message</u> template.
- 4. Add the form to your post/page php templates (see deployment options further below).
- Tell-A-Friend enable your posts/pages by checking the T-A-F field in the WP post (page) editor.

  cforms Tell-A-Friend

T-A-F enable this post/pag

our Name	
Oliver Seidel	
our Email	
oliver.seidel@del	liciousdays.com
Friend's Name	
My Dear Friend	
Friend's Email	
My Dear Friend@	work.com
Optional Comment	
You need to check ou	
You need to check ou	
You need to check ou	,
You need to check ou	,
You need to check ou	Go tell

```
Here is an example of how to setup the TXT part of the <u>auto confirmation message</u> as a Tell-A-friend template:

Hello {Friend's Name},
{Your Name} left you this message:
{Optional Comment}
The message was sent in reference to {Title}:
{Excerpt}
{Permalink}
---
This email is sent, as a courtesy of website.com, located at http://website.com. The person who sent this email to you, {Your Name}, gave an email address of {Your Email}. {Your Name} logged into website.com from IP {IP}, and sent the email at {Time}.

Note: In addition to the above TXT message you can, of course, add an HTML counterpart.

Recommended Implementation Options:

Alternative 1: The actual form will not show on the WP front page, but in the individual post/page view.

1. Simply add a <?php insert_cform(#): ?> (# = your formid) to your existing single.php and/or page.php template, e.g:
```

```
Alternative 1: The actual form will not show on the WP front page, but in the individual post/page view.

1. Simply add a <?php insert_cform(#); ?> (# = your formid) to your existing single.php and/or page.php template, e.g:
[...]

<?php the_content('<p>Read the rest of this entry w'); ?>
<?php if ( is_tellafriend( $post->ID ) ) insert_cform(#); ?>
[...]

2. Suggestion: For a less crowded layout, optionally add some Javascript code to show/hide the form.

Alternative 2: A Tell-A-Friend link is shown under every eligible post/page, displayed both on the blog's front page & individual post & page view.

1. This requires a new WP page created (make note of the page ID or permalink), with its own page template (a clone of page.php will do). Add the following code to the new page template:
[...]

<?php the_content('<p>Read the rest of this page w'); ?>
</ph>

<
```

3. Replace [your-new-page] with the permalink of your newly created page.

#### form WP Comment Feature input fields

The beauty is, using one form, you can now offer your readers to either leave a comment behind or simply send a note to the post editor while being able to fully utilize all security aspects of cforms.



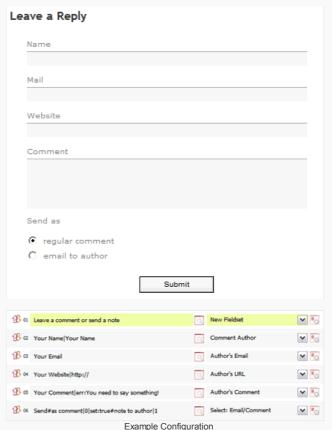
### To get it working:

2>

- 1. Turn on the <u>WP Comment feature</u> for the given form. (*Make sure it's the right one!*), otherwise you won't see the above input fields in the [*Field Type*] select box.
- 2. Modify this form to include all the necessary (new) input fields, make them required or not, add regexp, anti SPAM fields or even custom err messages. All up to you. Or better yet, start with the built-in preset: "Advanced: WP comment..." form.
- 3. Edit your WP Theme template for comments. Remove the current form tag entirely ( <form action="...</form> ). Instead replace with a PHP call to cforms: <?php insert\_cform(X); ?> with X being omitted if the form is your default form or starting at '2' (with single quotes!) for any subsequent form #. See example comments.php here!
- 4. Double check the extended  $\underline{\text{WP comment feature settings here}}$  (especially the Ajax specific ones!).
- 5. **Important:** To make Ajax work in case there are no comments yet, make sure that the comment container **is always** being rendered.

### Suggestions:

- 1. I recommend you choose the  ${\bf wide\_form.css}$  theme under the  $\underline{{\bf Styling}}$  menu. And adjust to your liking.
- 2. If you intend to make certain fields "required", I further recommend you add the text "required" to the input field label and set this style: span.reqtxt, span.emailreqtxt



(... to display:none; (using the CSS editor on the *Styling* page)

Other comment plugins? cforms' WP comment feature supports the following comment plugins: Comment Luv, Subscribe To Comment & WP Ajax Edit Comments.

Tutorial: <u>Here you'll find</u> a comprehensive write up by Erum Munir on how to use cforms in combination with the Subscribe-To plugin, and a more <u>general one</u> for using cforms as a stand in replacement for the default WP comment functionality.

### field Fieldsets

<u>top</u>

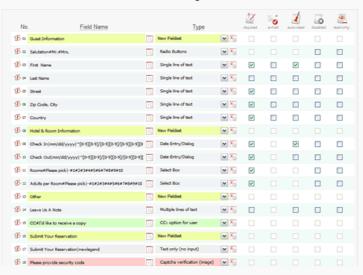
Fieldsets are definitely part of good form design, they are form elements that are used to create individual sections of content within a given form.

Fieldsets can begin anywhere, simply add a New Fieldset field between or before your form elements.

Fieldsets do not need to explicitly be closed, a New Fieldset element will automatically close the existing (if there is one to close) and reopen a new one.

End Fieldset can be used, but it works without just as well.

If there is no closing **End Fieldset** element, the plugin assumes that it needs to close the set just before the submit button



# form Using regular expressions with form fields

A regular expression (regex or regexp for short) is a special text string for describing a search pattern, according to certain syntax rules. Many programming languages support regular expressions for string manipulation, you can use them here to validate user input. Single/Multi line input fields:

Format: field name | default value | regular expression

Example: US zip code | \( \lambda \lambda \lambda \lambda \rangle \) | \( \lambda \lambda \lambda \rangle \rangle \rangle \) | \( \lambda \lambda \lambda \rangle \ra

Ensure that the input field in question is tagged 'Required'!

^ and \$ define the start and the end of the input

"ab\* ": ...matches a string that has an "a" followed by zero or more "b's" ("a", "ab", "abbb", etc.);

"ab+ ": ...same, but there's at least one b ("ab", "abbb", etc.);

"a-d": ...a string that has lowercase letters "a" through "d"

More information can be found  $\underline{\text{here}},$  a great regexp repository  $\underline{\text{here}}.$ 

# 4.Custom error messages & input field titles

On top of their labels, input fields can have titles, too. Simply append a | |title:XXX | to a given field configuration string.

If you like to add custom error messages (next to your generic <u>success</u> and <u>error</u> messages) for your input fields, simply append a <code>||err:xxx|| to a given definition string/field name.</code>
HTML is supported.



Please note the order of these special attributes, first | title:XXX | (if applicable), then | err:XXX |.

Format:	field name  title: your title here  err: your error message
Example 1:	Your Name title:Only alphabetic characters allowed!
Example 2:	Your Name title:Please provide your first and last name! err:Please enter your full name.
Example 3:	Your age#12-18 kiddo#19 to 30 young#31 to 45#45+  older err: your age is <strong>important</strong> to us.
Note:	
Custom error messages can be applied to any input field that can be flagged "Required", titles to any input field.	

# ● 5.Advanced: cforms APIs & (Post-)Processing of submitted data

cforms currently supports one API call to retrieve stored form data from the cforms database tables.

```
API Function

get_cforms_entries( $fname, $from, $to, $sort, $limit )

$fname

text string (regexp pattern) :: e.g. the form name

DATETIME string (format: Y-m-d H::s) :: date & time defining the target period, e.g. 2008-09-17
15:00:00

$sort

text :: form_id, id, sub_date, ip or email

number :: limits the number of results, " (empty) = no limits!

Examples

$array = get_cforms_entries('',''',''',''','' all data, no filters */

$array = get_cforms_entries('contact','','', sub_date',5) /* last 5 submissions of "my contact form", order by date */

$array = get_cforms_entries('',date ("Y-m-d H:i:s", time()-(3600*2)),''',''', '' all submissions in the last 2 hours */
```

(Post-)Processing of submitted data is really for hard core deployments, where real-time manipulation of a form & fields are required. If you require the submitted data to be manipulated, and or sent to a 3rd party or would like to make use of the data otherwise, here is how:

Available Functions (see my-functions.php file (plugin root directory), including examples)	
<pre>my_cforms_filter()</pre>	function gets triggered after user input validation and cforms processing
<pre>my_cforms_ajax_filter()</pre>	function gets called after input validation, but before further processing (nonAjax)
my_cforms_action()	function gets called after input validation, but before further processing (Ajax)
<pre>my_cforms_logic()</pre>	function gets called at various stages of input processing



my-functions.php can reside in your /plugins/custom-cforms folder to protect it from future (auto) upgrades.

# 6.Advanced: Real-time creation of dynamic forms

Again, this is for the advanced user who requires ad-hoc creation of forms.

#### A few things to note on dynamic forms:

- 1. Dynamic forms only work in non-Ajax mode.
- 2. Each dynamic form references and thus requires a base form defined in the cforms form settings. All its settings will be used, except the form (&field) definition.
- ${\it 3. } \ \, {\it Any of the form fields described in the plugins'} \, {\it HELP!} \, {\it section can be dynamically generated}.$
- $\textbf{4. Function call to generate dynamic forms:} \quad \texttt{insert\_custom\_cform(\$fields:array,\$form-no:int);} \quad \textbf{with} \\$

\$form-no : empty string for the first (default) form and 2,3,4... for any subsequent form \$fields :

n = 0, 1, 2...

## Form input field types ('type'):

Basic fields		Special T-A-F fields	
Text paragraph:	textonly	T-A-F * Your Name:	yourname
Single input field:	textfield	T-A-F * Your Email:	youremail
Multi line field:	textarea	T-A-F * Friend's Name:	friendsname
Hidden field:	hidden	T-A-F * Friend's Name:	friendsemail
Password field:	pwfield		
Date picker field:	datepicker	WP Comment Feature	
Check boxes:	checkbox	Comment Author:	author
Check boxes groups:	checkboxgroup	Author's Email:	email
Drop down fields:	selectbox	Author's URL:	url
Multi select boxes:	multiselectbox	Author's Comment:	comment
Radio buttons:	radiobuttons	Select: Email/Comment:	send2author
'CC' check box *):	ccbox	Subscribe To Comments:	subscribe
Multi-recipients field *):	emailtobox	Comment Luv:	luv
Spam/Q&A verification *):	verification		
Spam/captcha verification *):	captcha		

```
File upload fields *): upload

Begin of a fieldset: fieldsetstart

End of a fieldset: fieldsetend
```

\*) Should only be used **once** per generated form!

```
Simple example:
```

```
$fields = array();
$formdata = array(
                                    array('Your Name|Your Name','textfield',0,1,0,1,0),
                                  array('Your Email','textfield',0,0,1,0,0),
                                  array('Your Message','textarea',0,0,0,0,0)
\dot{s} i = 0:
foreach ( $formdata as $field ) {
                $fields['label'][$i]
                                                                             = $field[0];
                 $fields['type'][$i]
                                                                              = $field[1];
                  $fields['isdisabled'][$i] = $field[2];
                                                                              = $field[3];
                $fields['isreq'][$i]
                 $fields['isemail'][$i]
                                                                              = $field[4];
                                                                            = $field[5];
                 $fields['isclear'][$i]
                 $fields['isreadonly'][$i++] = $field[6];
insert custom cform($fields,''); //Call default form with two defined fields
More advanced example (file access):
$fields['label'][0] ='Your Name|Your Name';
$fields['type'][0] ='textfield';
$fields['isreq'][0] ='1';
$fields['isemail'][0]='0';
$fields['isclear'][0]='1';
$fields['label'][1] = 'Email';
$fields['type'][1] ='textfield';
$fields['isreq'][1] ='0';
$fields['isemail'][1]='1';
$fields['label'][2] = 'Please pick a month for delivery: | | font-size: 14px; padding-top: 12px; text-align: left;';
$fields['type'][2] ='textonly';
$fields['label'][3]='Deliver on#Please pick a month|-#';
proper = p
while ($nextitem = fgets($fp, 512))
                 $fields['label'][3] .= $nextitem.'#';
fclose ($fp);
$fields['label'][3] = substr( $fields['label'][3], 0, strlen($fields['label'][3])-1 ); //Remove the last '#'$fields['type'][3] = 'selectbox';
$fields['isreq'][3] ='1';
$fields['isemail'][3]='0';
With month.txt containing all 12 months of a year:
```

# 7.Using variables in email subject and messages

Subjects and messages for emails both to the form admin as well as to the visitor (auto confirmation, CC:) support insertion of pre-defined variables and/or any of the form input fields.



February March

Note that the variable names are case sensitive!

Predefined variables:	
{BLOGNAME}	Inserts the Blog's name.
{Form Name}	Inserts the form name (per your configuration).
{PostID}	Inserts the ID of the post the form is shown in.
{Referer}	Inserts the HTTP referer information (if available).
{Page}	Inserts the WP page the form was submitted from.
{Date}	Inserts the date of form submission (per your general WP settings).
{Time}	Inserts the time of form submission (per your general WP settings).
{IP}	Inserts visitor IP address.

{ID}	Inserts a unique and referenceable form ID (provided that DB Tracking is enabled!)
{CurUserID}	Inserts the ID of the currently logged-in user.
{CurUserName}	Inserts the Name of the currently logged-in user.
{CurUserEmail}	Inserts the Email Address of the currently logged-in user.
Special:	A single " " (period) on a line inserts a blank line.

#### Predefined variables for Tell-A-Friend forms:

{Permalink}	Inserts the URL of the WP post/page.
{Author}	Inserts the Author's name (Nickname).
{Title}	Inserts the WP post or page title.
{Excerpt}	Inserts the WP post or page excerpt.

#### Custom variables (referencing input fields):

Alternatively to the cforms predefined variables, you can also reference data of any of your form's input fields by one of the 3 ways described below.

{field label}	With field label being the exact field label as it is being tracked and sent in the admin email!
{XYZ}	In case you're using the <u>custom input field NAMES &amp; ID's</u> , the reference is the <u>id:</u> of the field.
{_fieldNN}	With NN being the position of the field on the form configuration page.

#### Example:

Suppose this is the input field definition string: Your Website[id:homepage]|http://

The corresponding variables would be: {Your Website} , {homepage}, or {\_field4} (assuming it is on the 4th position) respectively.

Important: If you are using multiple input fields with the same recorded field label (you can always check the "Tracking" menu tab for how the fields are stored), e.g:

```
Size#250gr.#500gr#1kg circa
Size#450gr.#700gr#1.2kg circa
Size#650gr.#800gr#1.5kg circa
```

Results in the first field labeled 'Size' to be addressed with {Size}. The second instance of 'Size' can be addressed by {Size\_2}, and so on...

Here is an example for a simple Admin HTML message (you can copy and paste the below code or change to your liking):

#### HTML code

a form has been submitted on {Date}, via: {Page} [IP {IP}]

#### Output:

a form has been submitted on June 13, 2007 @ 9:38 pm, via: / [IP 184.153.91.231]

Note: With this limited message you'd want to enable the option "Include pre formatted form data table in HTML part"

### Here is another example for a more detailed Admin HTML message:

### HTML code:

<Your Name} just submitted {Form Name}. You can get in touch with him/her via <a href="mailto:{Email}">{Email}</a> and might want to check out his/her web page at <a href="{Website}">{Website}</a>

```
The message is:<br/>
{Message}
```

#### Output:

John Doe just submitted MY NEW FORM. You can get in touch with him/her via john.doe@doe.com and might want to check out his/her web page at <a href="http://website.com">http://website.com</a>

The message is:

Hey there! Just wanted to get in touch. Give me a ring at 555-...

**Note:** With this more detailed message you can disable the option "Include pre formatted form data table in HTML part" since you already have all fields covered in the actual message/header.

# And a final example for a <u>HTML auto confirmation message</u>:

#### HTML code:

<div style="text-align:center; color:#aaa; border-bottom:1px solid #aaa"> <strong>auto confirmation message, {Date}</div><br/></div><br/>

```
<strong>Dear {Your Name},</strong>
```

Thank you for your note!

We will get back to you as soon as possible.

# Output:

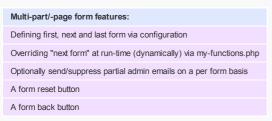
auto confirmation message, June 13, 2007 @ 5:03 pm

# Dear John Doe,

Thank you for your note!

# 8.Multi page forms

Multi-page-forms support chaining of several forms and gather user input across all linked forms. Inserting a multi page form is easy, simply insert the **first form** of the series into your post or page.



Example (eg. using 3 forms):	
form 1,2,3:	select main check box to enable as multi-part forms
form 1:	(a) check "Suppress admin email" (b) check "This is the first form." (c) select "form 2" as next form
form 2:	(a) check "Suppress admin email" (b) select "form 3" as next form
form 3:	(a) make sure to not! have "Suppress admin email" selected (b) select "last form" to stop further routing
Optionally add Reset & Back buttons where appropriate.	
Further, it makes sense to change "Submit Button" text (to e.g. "Continue") & the "success message" to rather announce the next form.	





#### Important Notes:

Accessing {custom variables} in the final form differs from how you would reference these in individual forms. Use the mail() example in my-functions.php to examine the user data array; e.g. {Email} would become {cf\_form\_Email} (for the first form of the series).

File attachments will not be included in the admin email unless the upload fields are on the last form. However, they will be stored and tracked.

Once the multi page form support is enabled, Ajax is being disabled for this form.

# 9.Styling Your Forms (CSS theme files)

Please see the Styling page for theme selection and editing options.

cforms comes with a few theme examples (some of them may require adjustments to work with **your** forms!) but you can of course create your own theme file -based on the default **cforms.css** file- and put it in the styling directory.



With v8.5+ cforms supports a separate custom user folder to store your tailored CSS, font and image files! Simply create the folder: /plugins/cforms-custom and move your CSS (including all images!), font & background image files (CAPTCHA) to it.

You might also want to study the PDF guide on cforms CSS & a web screencast I put together to give you a head start.



Your form doesn't look like the preview image, or your individual changes don't take effect, check your global WP theme CSS! It may overwrite some or many cforms CSS declarations. If you don't know how to trouble shoot, take a look at the Firefox extension "Firebug" - an excellent CSS troubleshooting too!

# 10.Need more help?

top

For up-to-date information first check the  $\underline{\mathsf{FAQs}}$  &  $\underline{\mathsf{cforms}}$  for up-to-date information first check the  $\underline{\mathsf{FAQs}}$  &  $\underline{\mathsf{cforms}}$  for up-to-date information first check the  $\underline{\mathsf{FAQs}}$  &  $\underline{\mathsf{cforms}}$  for up-to-date information first check the  $\underline{\mathsf{FAQs}}$  &  $\underline{\mathsf{cforms}}$  for up-to-date information first check the  $\underline{\mathsf{FAQs}}$  &  $\underline{\mathsf{cforms}}$  for up-to-date information first check the  $\underline{\mathsf{FAQs}}$  &  $\underline{\mathsf{cforms}}$  for up-to-date information  $\underline{\mathsf{cforms}}$  for up-to-d

 $For more information and support, visit the {\it {\bf cforms}} \ \underline{{\it support forum}}. \ Translation \ provided \ by \ Oliver \ Seidel, \ for \ updates \ \underline{{\it check here.}}$ 

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