BESTWEBSOFT
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Contact Form

Installation
Step-by-step Instruction

WordPress version:	**4.6 ***
Contact Form version:	**4.0.2 ***

* When using other versions some differences are possible to occur
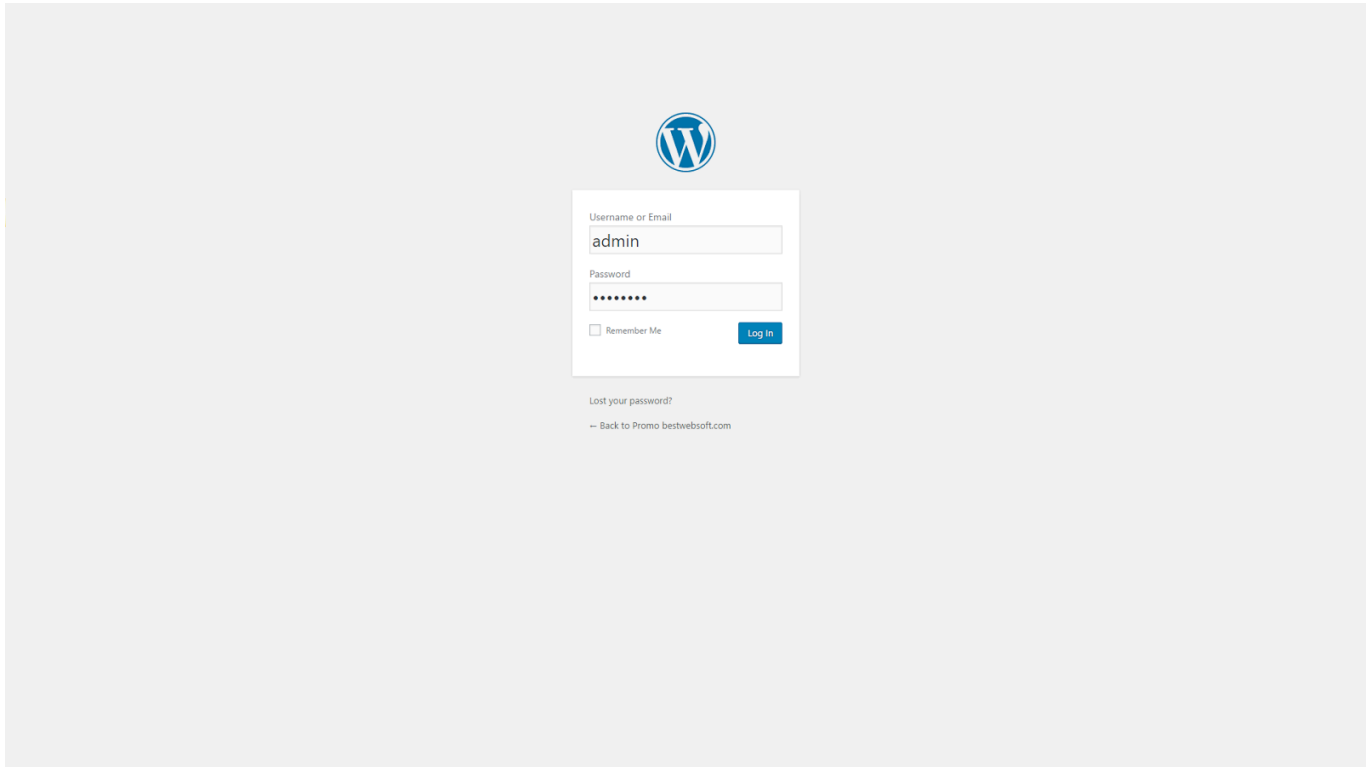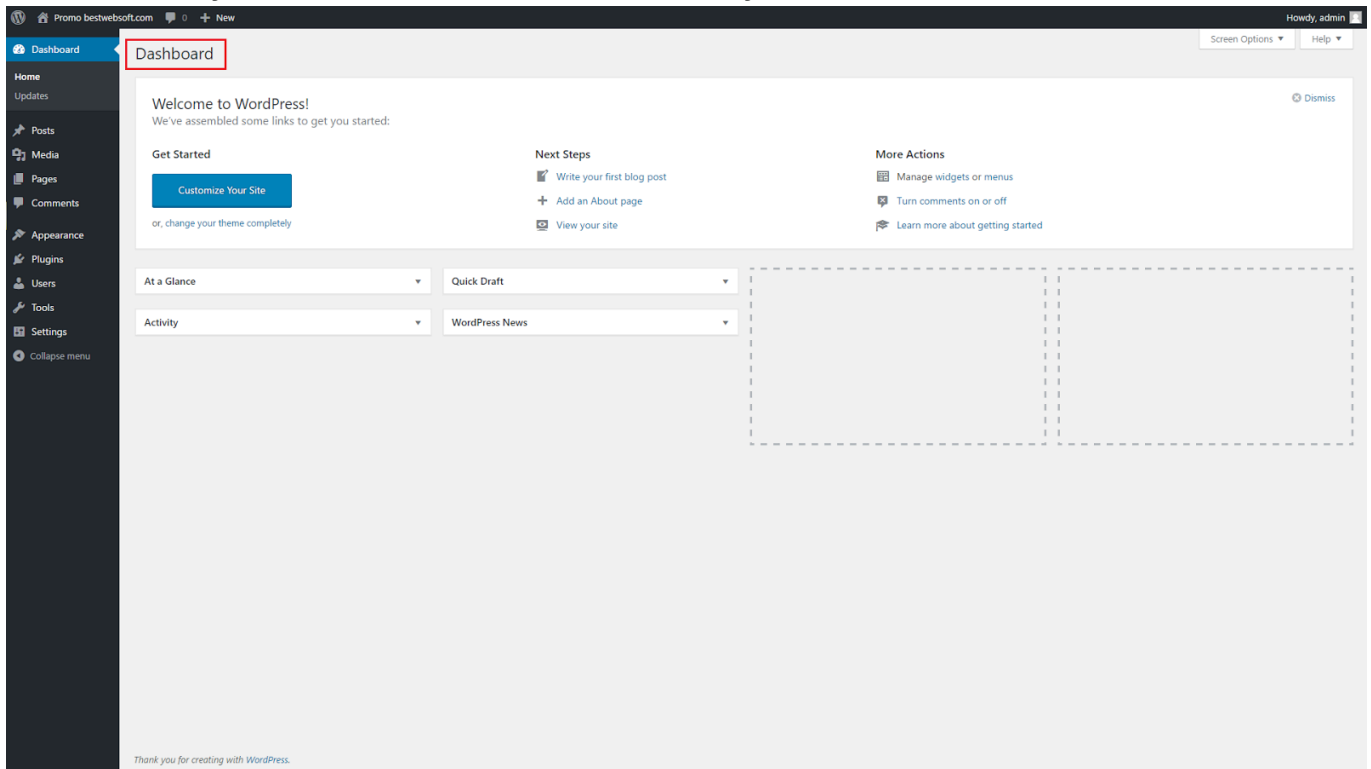** Screenshots were taken from a PC

0. Table of Contents

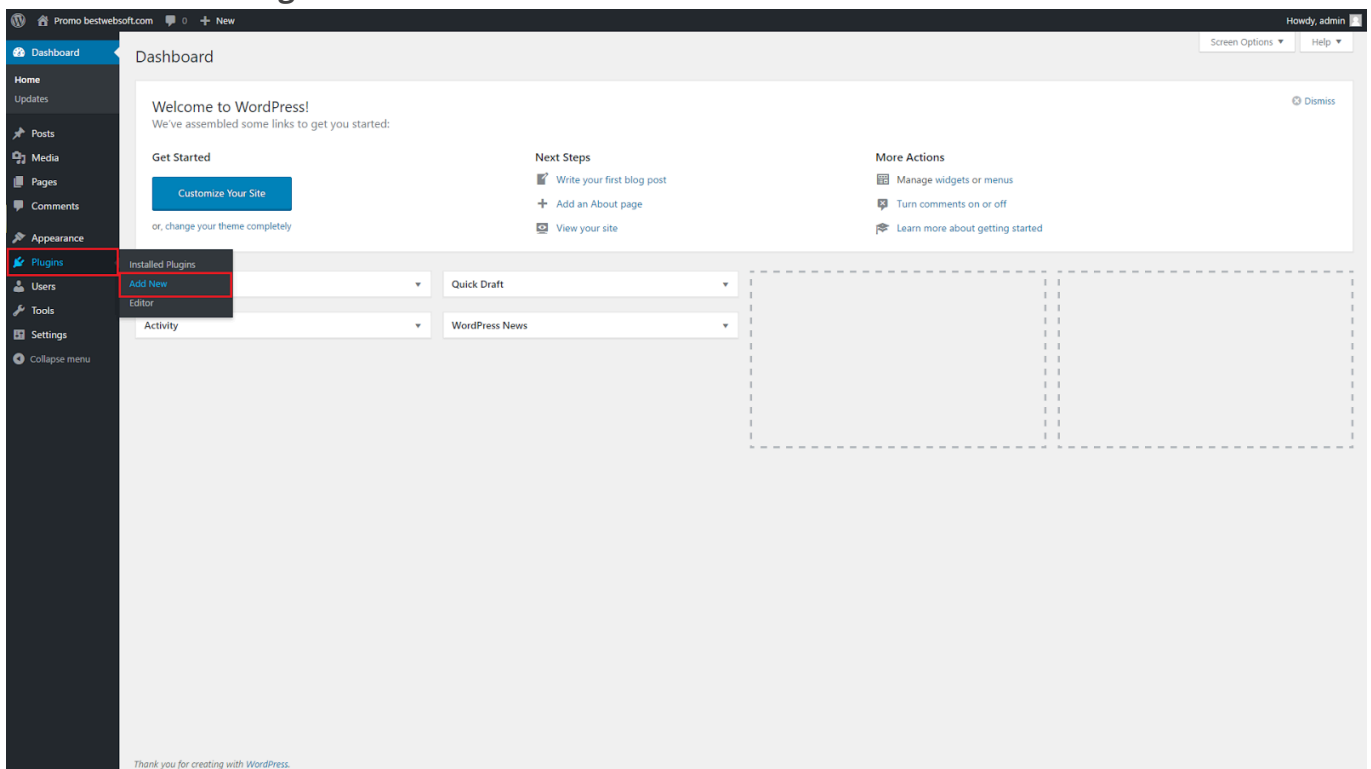# 1. How to install Contact Form plugin from your Dashboard

1. Log in to your site as an administrator.
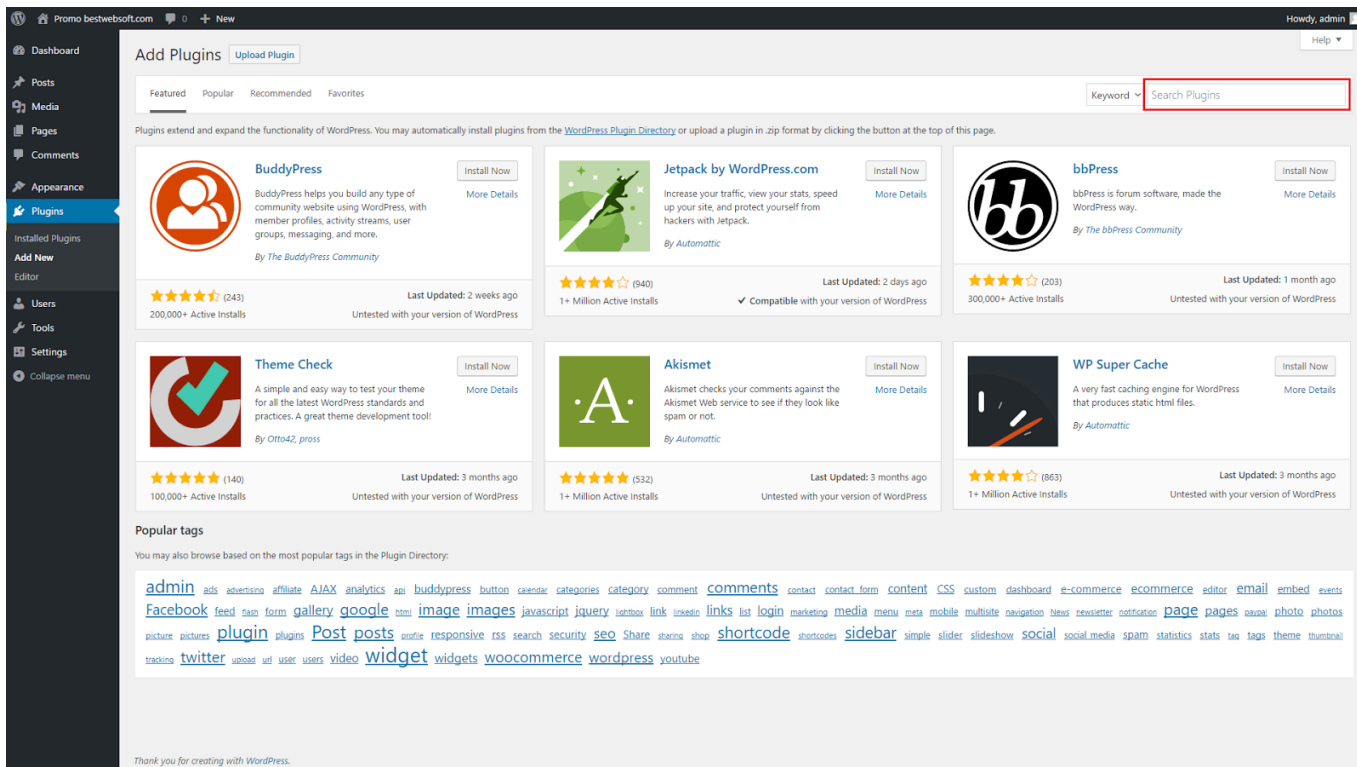
2. Go to your Dashboard and find the menu on your left.

3. Select **"Plugins" => "Add New"**.

4. Find Search field.

5. Type "Contact Form" there and hit "Enter".

6. You will see a list of plugins.

7. Find the necessary plugin in the list. Please read the description carefully to be sure you select the right plugin. Click **"Install Now"**.

8. If installation complete successfully an "Activate" button will become available. Click **"Activate"**.
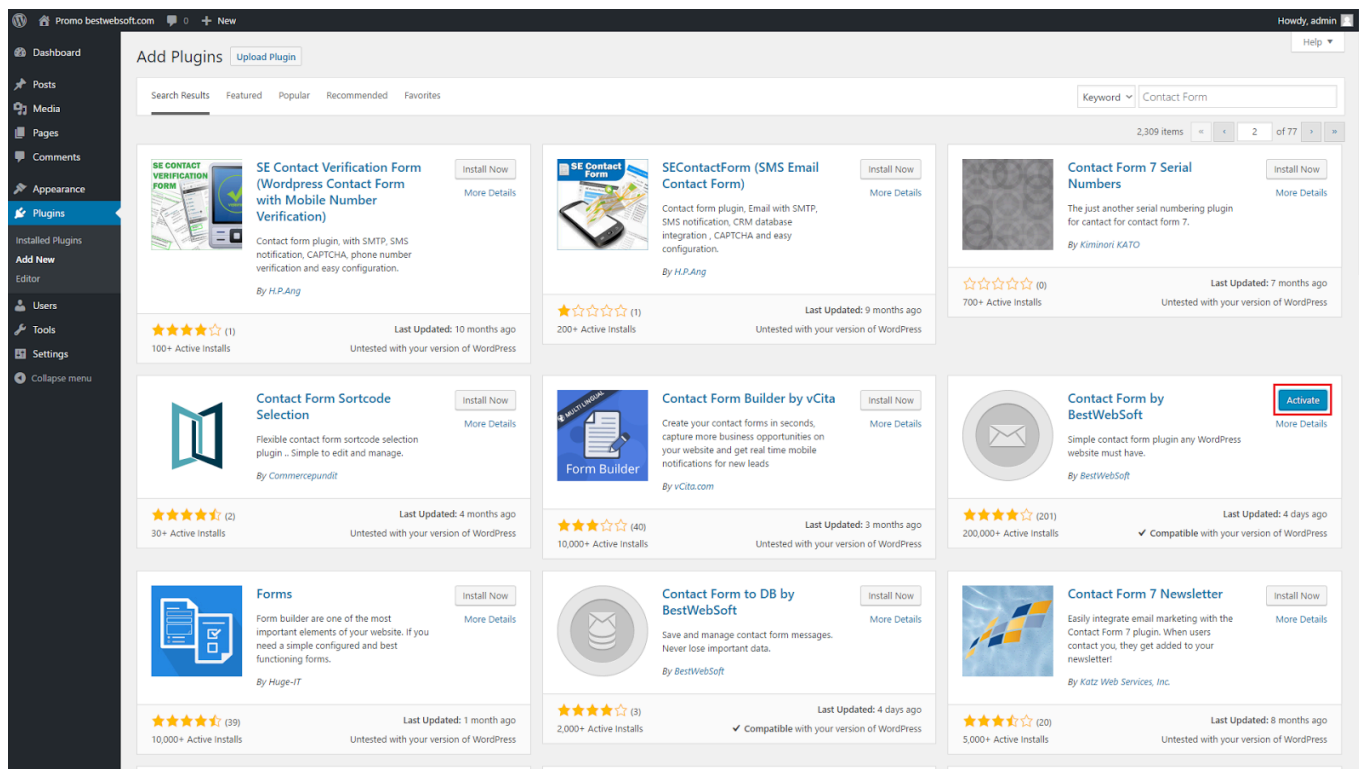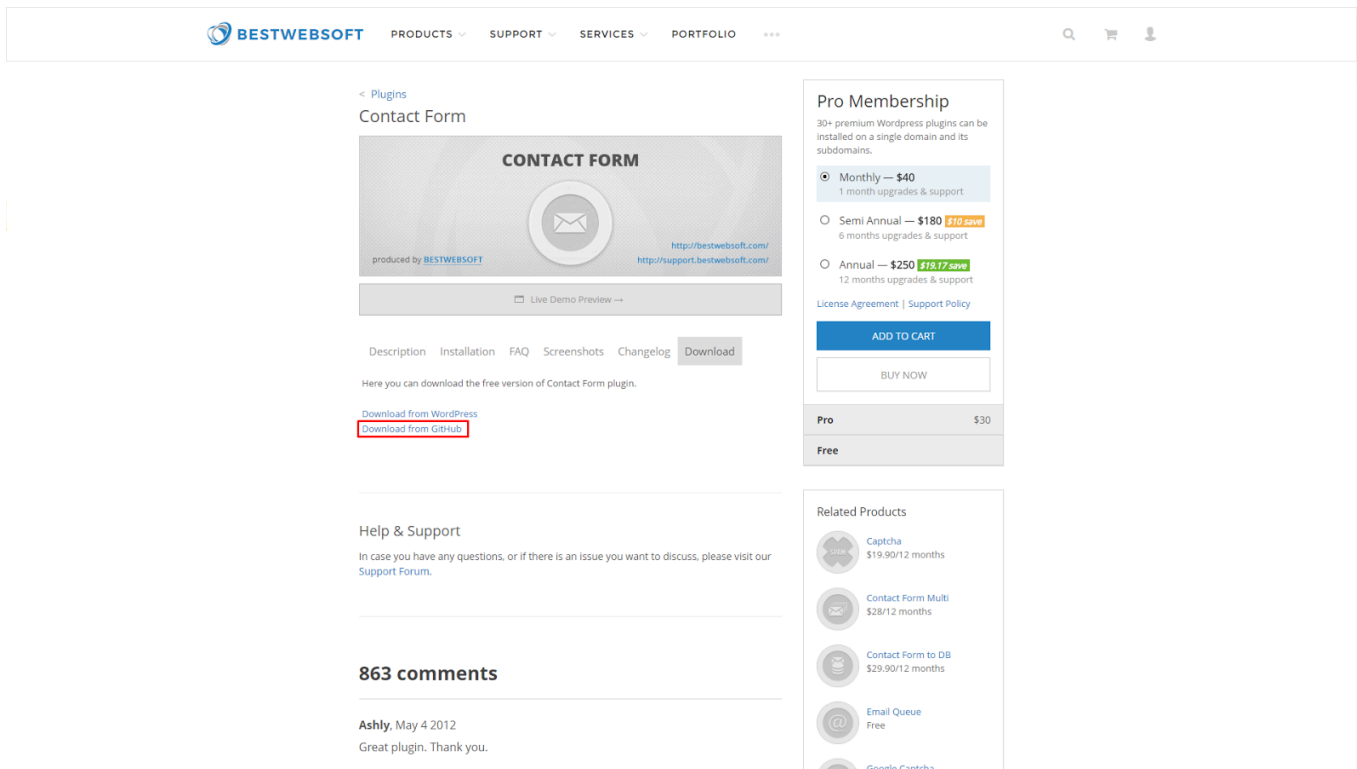
9. Voila - **Contact Form** is activated! It will appear in the list of Installed Plugins.
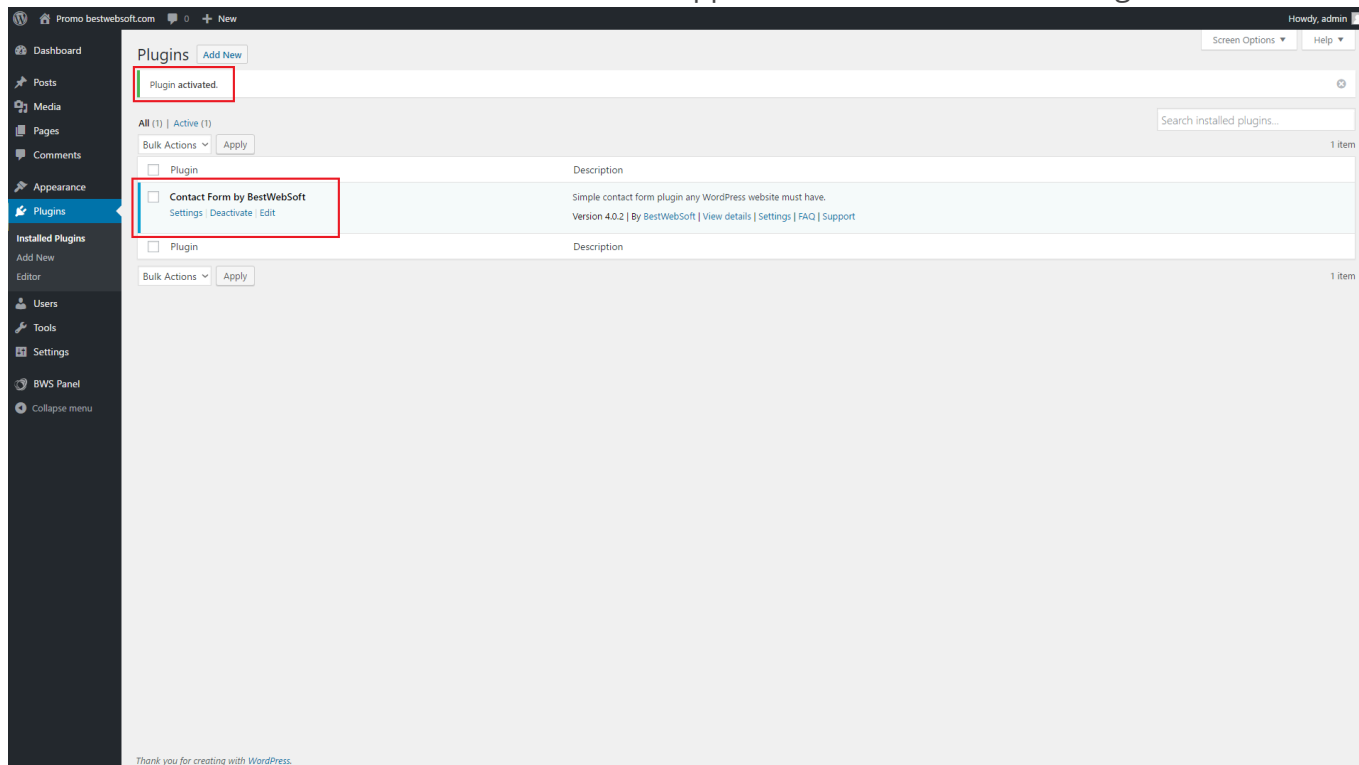
2. How to install Contact Form plugin from GitHub

1. Go to https://bestwebsoft.com/products/contact-form/download and click **"Download from GitHub"**

Official website: bestwebsoft.com
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2. You will be redirected to the page with the latest plugin version. Click **"Clone or download" => "Download ZIP"**.
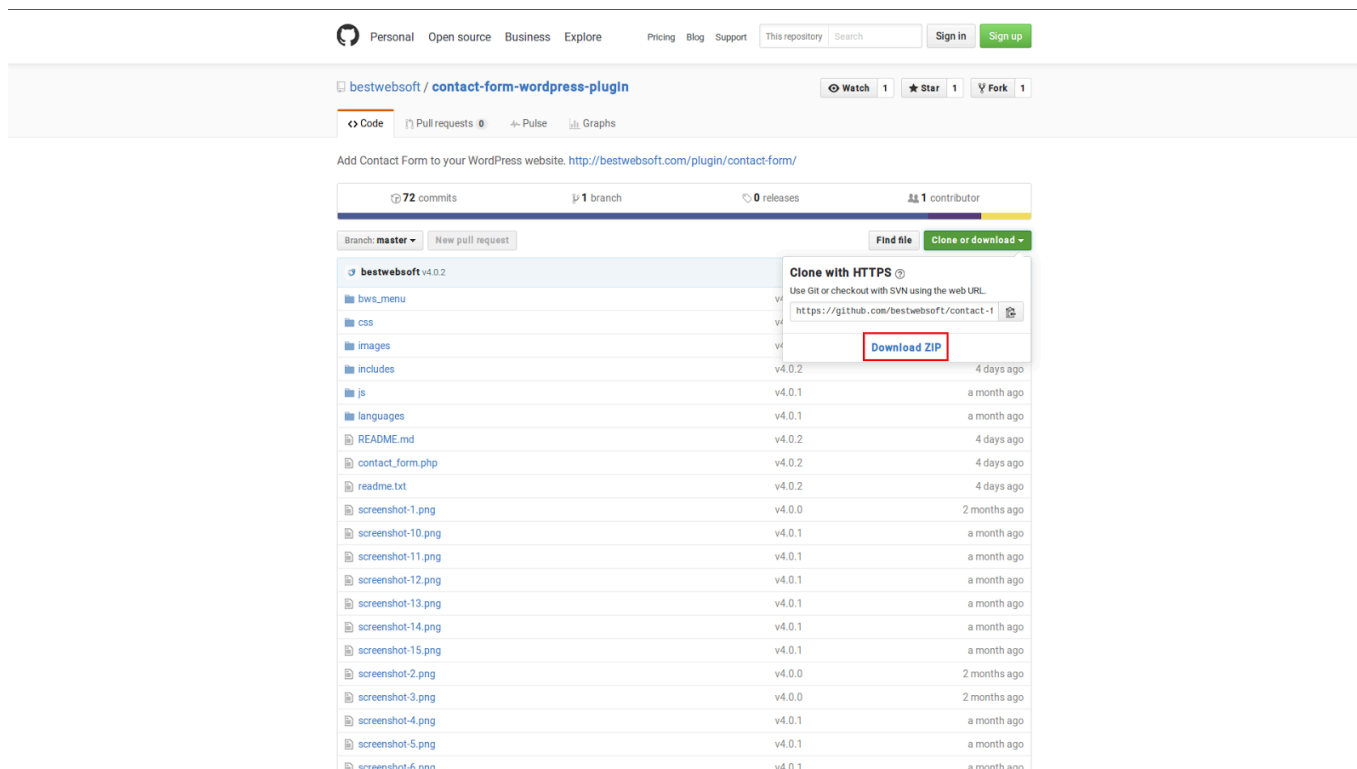
3. A pop-up window will suggest the place to save. Select Desktop and click **"Save"**.
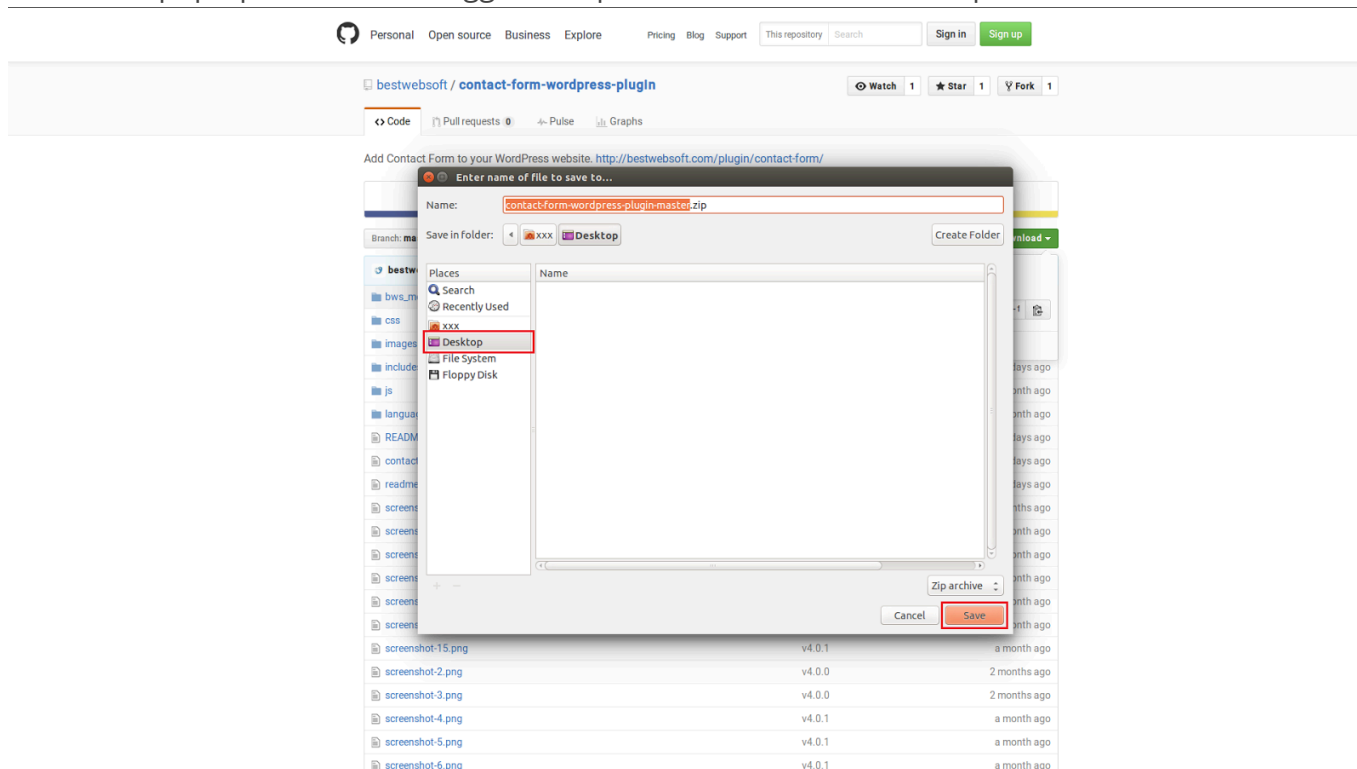
4.Make sure that zip-file has appeared on your desktop.
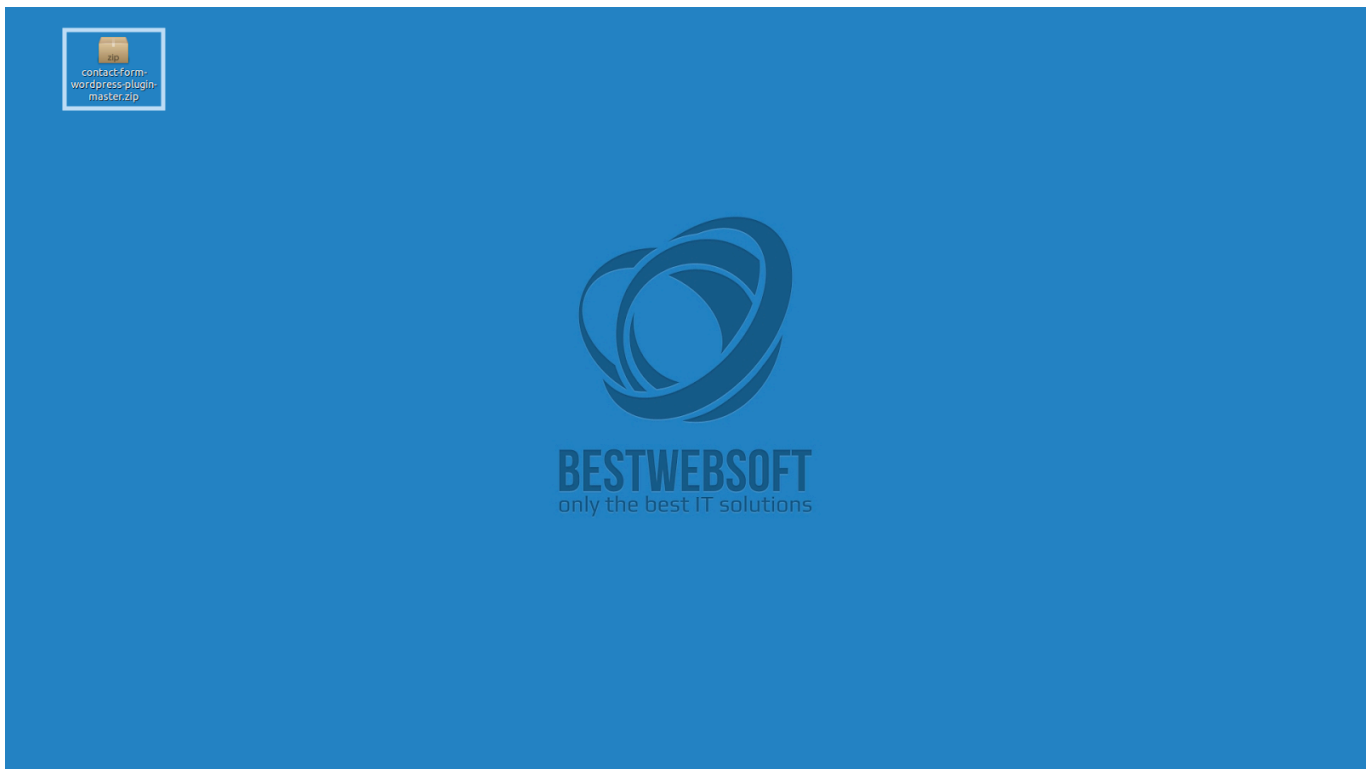
5. Extract the plugin folder to your desktop.

6. Read through "readme" file thoroughly to ensure you follow the installation instructions.

7. With your FTP program upload Contact Form folder to **/wp-content/plugins/** folder in your Wordpress directory online.

NB: In case the name of your extracted folder differs from the name specified in the readme file (i.e. **'Contact Form'**), please change its name to that in the readme file.

8. Find the plugin's menu on your left and click **"Installed Plugins"**. You will see a list of installed plugins.
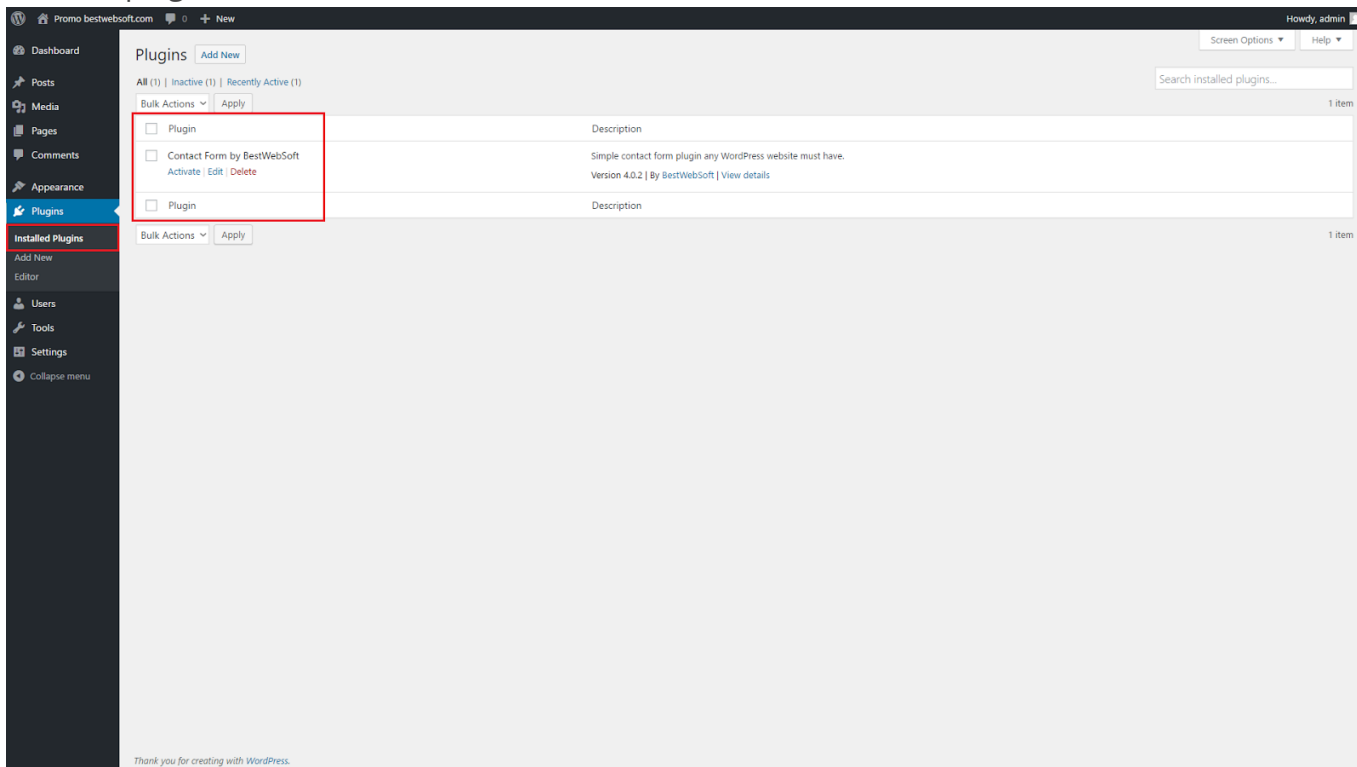
9. Find **"Contact Form"** and click **"Activate"**.
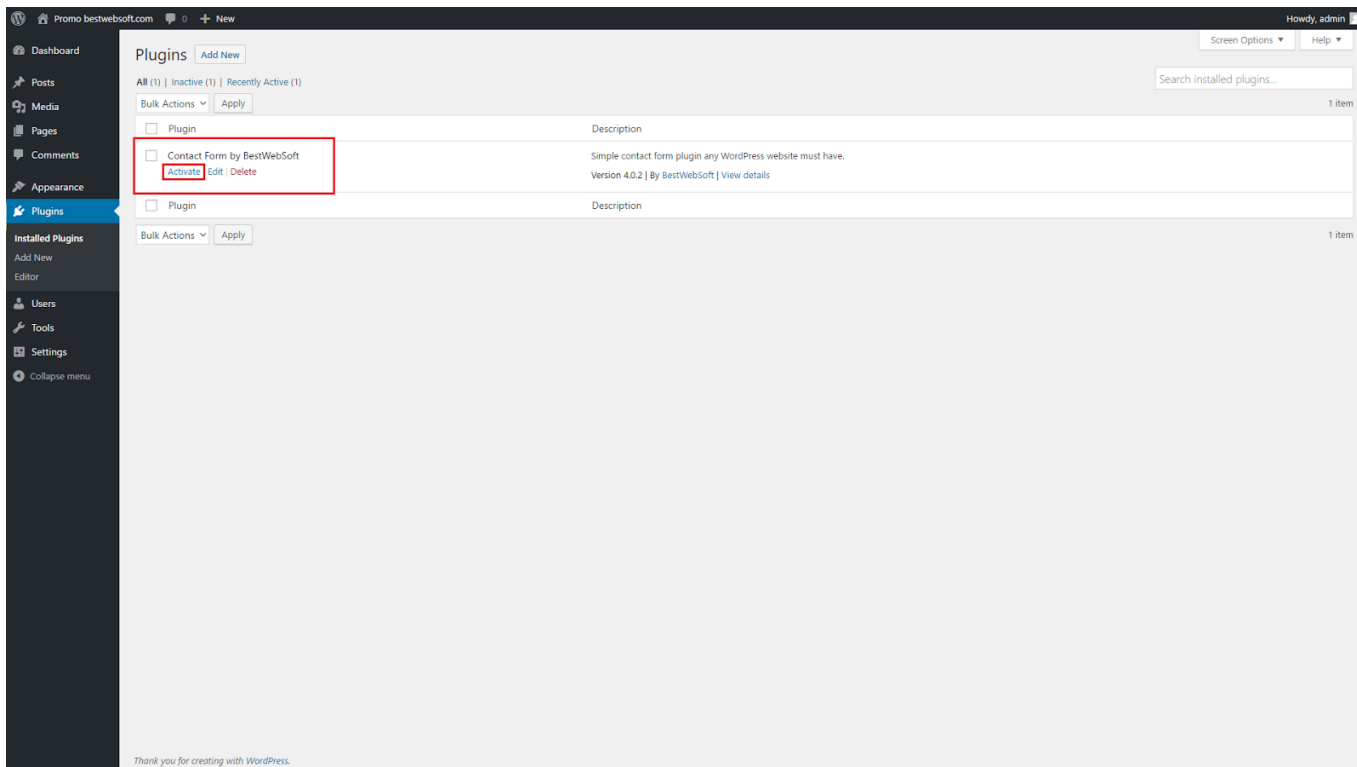
10. Voila - **Contact Form** is activated!
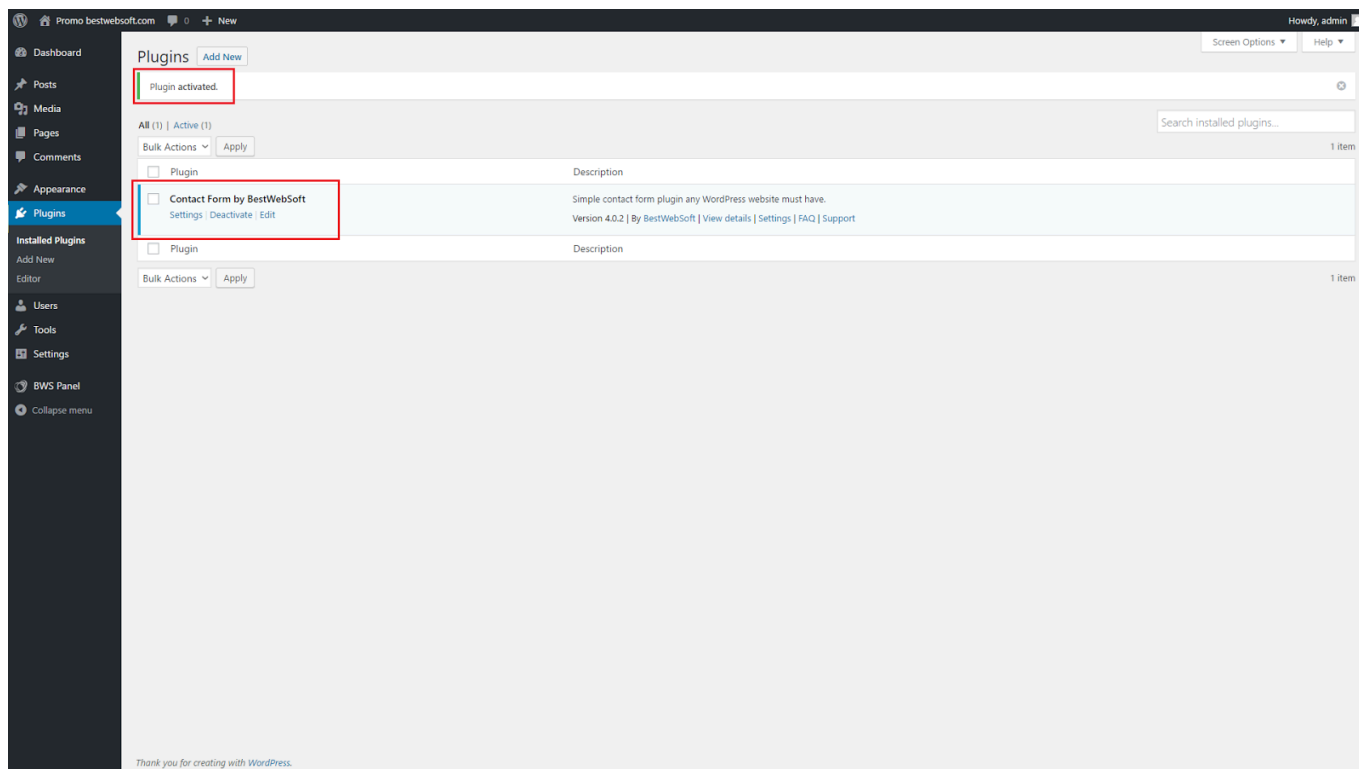
3. How to install Contact Form plugin from wordpress.org

1. Go to http://wordpress.org/plugins/contact-form-plugin/ and click **"Download version 4.0.2"** (always the latest one is available).

2. A pop-up window will suggest the place to save. Select Desktop and click **"Save"**.

3. Make sure that zip-file has appeared on your desktop.
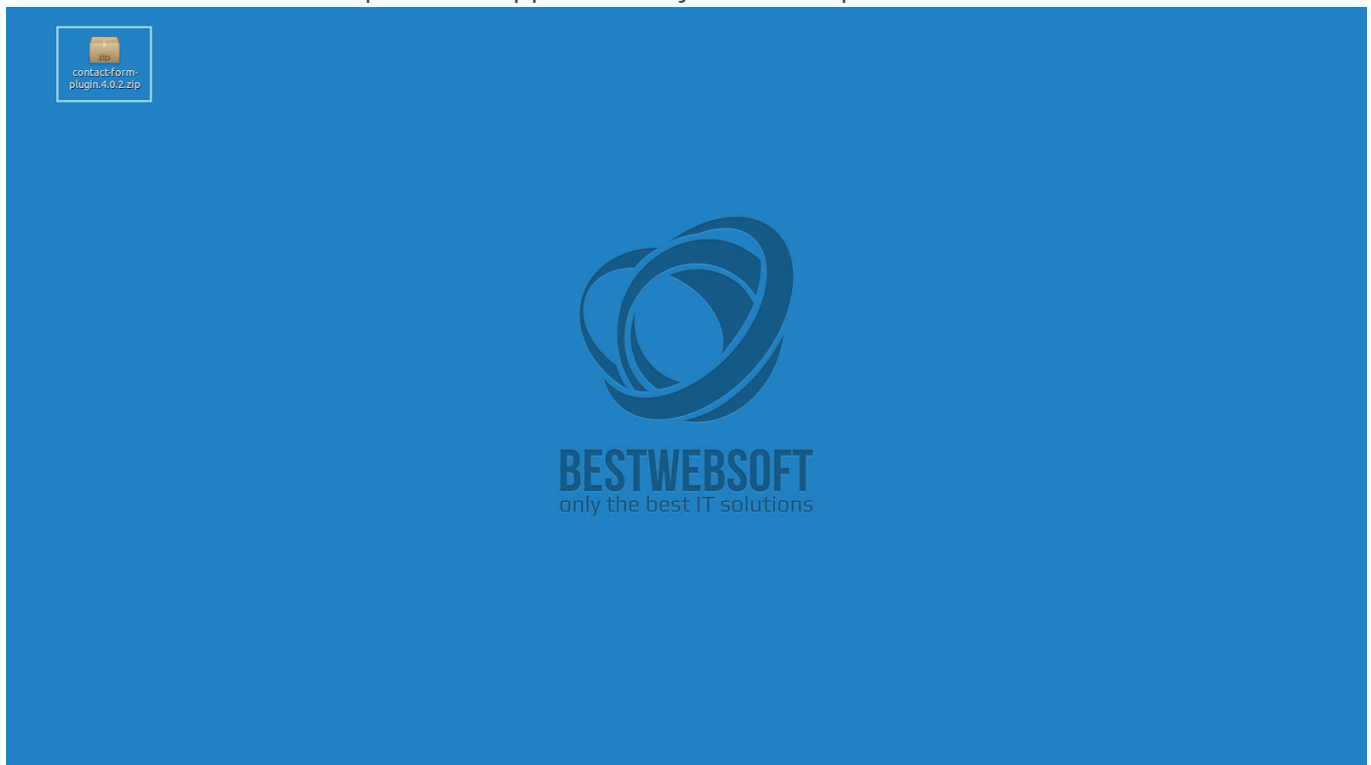
4. Extract the plugin folder to your desktop.
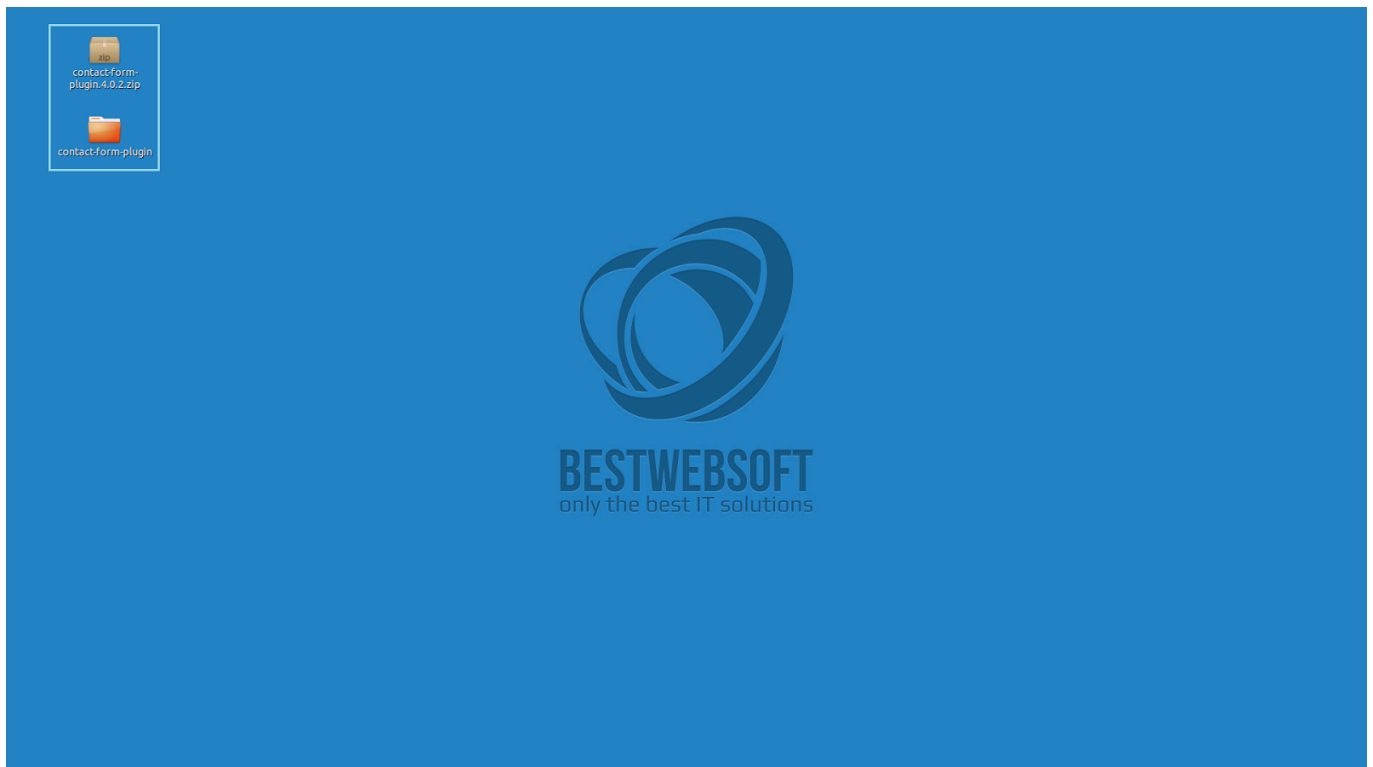
5. Read through "readme" file thoroughly to ensure you follow the installation instructions.
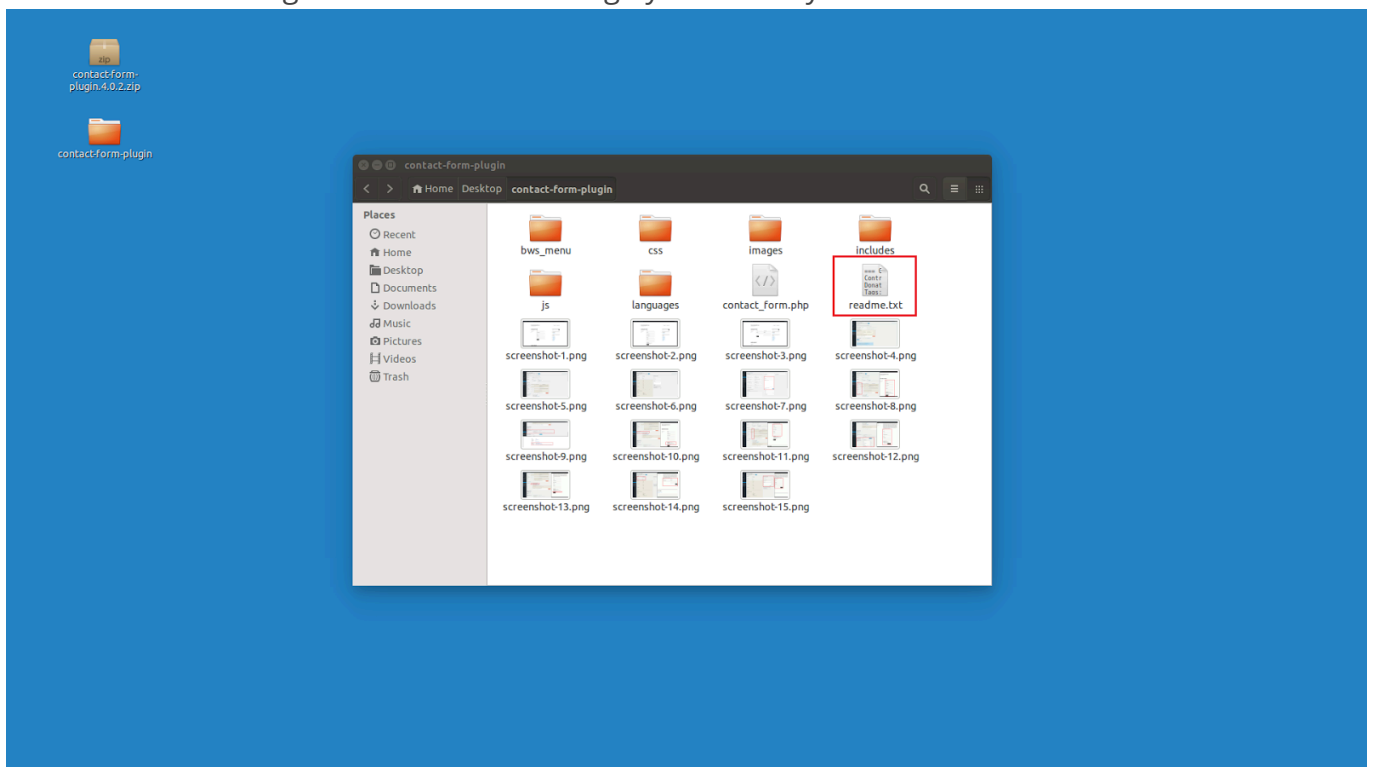
```
If you create your own language pack or update the existing one, you can send <a href="http://codex.wordpress.org/Translating_WordPress" target="_blank">the text in PO and MO files</a> for <a href="http://support.bestwebsoft.com"
target="_blank">BestWebSoft</a> and we'll add it to the plugin. You can download the latest version of the program for work with PO and MO files <a href="http://www.poedit.net/download.php" target="_blank">Poedit</a>.

== Technical support ==

Dear users, our plugins are available for free download. If you have any questions or recommendations regarding the functionality of our plugins (existing options, new options, current issues), please feel free to contact us. Please
note that we accept requests in English only. All messages in another languages won't be accepted.

If you notice any bugs in the plugins, you can notify us about it and we'll investigate and fix the issue then. Your request should contain URL of the website, issues description and WordPress admin panel credentials.
Moreover we can customize the plugin according to your requirements. It's a paid service (as a rule it costs $40, but the price can vary depending on the amount of the necessary changes and their complexity). Please note that we could
also include this or that feature (developed for you) in the next release and share with the other users then.
We can fix some things for free for the users who provide translation of our plugin into their native language (this should be a new translation of a certain plugin, you can check available translations on the official plugin page).

== Installation ==

1. Upload the `Contact Form` folder to the `/wp-content/plugins/` directory.
2. Activate the plugin using the 'Plugins' menu in your WordPress admin panel.
3. You can adjust the necessary settings using your WordPress admin panel in "BWS Plugins" > "Contact Form".
4. Create a page or a post and insert the shortcode [bestwebsoft_contact_form] into the text.

<a href="https://docs.google.com/document/d/1obcWMPDPIIhUxcclYDwKSwNoFSHvGHyg_VKibjpQWTA/edit?pli=1" target="_blank">View a PDF version of Step-by-step Instruction on Contact Form Installation</a>.

http://www.youtube.com/watch?v=fgAH8XDXtgA

== Frequently Asked Questions ==

= Where can I find the settings to adjust the plugin work after activation? =

In the 'Plugin' menu you can find a link to the settings page.

= After the plugin installation I haven't adjusted the settings. What is the default email address used for a contact via the form? =

The address specified during WordPress installation will be used by the Contact Form plugin as the default one.

= How can I add Contact Form to my website? =

You should put the shortcode [bestwebsoft_contact_form] into your page or post.

= I chose a user via the plugin settings and got this error: "Please enter a valid email address. Settings are not saved." =

This means that you made a syntax error.

= How to use some other language files with the Contact Form? =

Here is an example for the German language files.

1. In order to use another language for WordPress it is necessary to switch the WP version to the required language and in the configuration wp file - `wp-config.php` in the line `define('WPLANG', '');` write `define('WPLANG',
'de_DE');`. If everything is done properly admin panel will be in German.

2. Make sure that there are the files `de_DE.po` and `de_DE.mo` in the plugin (in the languages folder which is in the root of the plugin).

3. If there are no such files you should copy the other files from this folder (for example, for Russian or Italian language) and rename them (you should write `de_DE` instead of `ru_RU` in both files).

4. The files can be edited with the help of the program Poedit - http://www.poedit.net/download.php - please download this program, install it, open the file with this program (required language file) and for each line in English write
translation in German.

5. If everything is done properly all lines will be in German in the admin panel and in the front-end.

= How to add the contact form not in English? =

1. Add a language in the block "Language settings for the field names in the form" on the plugin settings page.
2. Mark the check box (if it's not marked yet) in the block  "Change the names of the contact form fields and error messages", choose the necessary tab,click the twistie to expand the list of the fields and fill in the fields. Choose
the necessary tab in the block "Action after email is sent" as well and fill in the field. Save the changes.
```
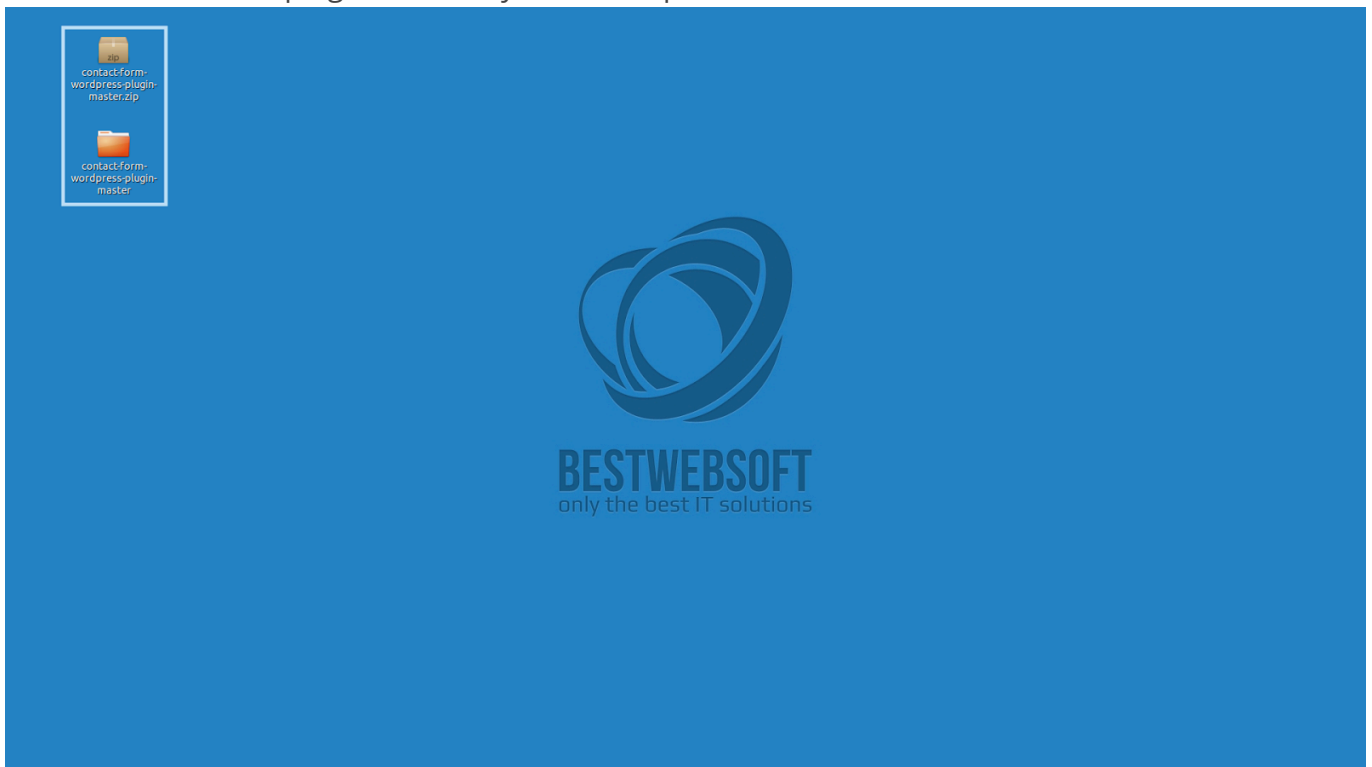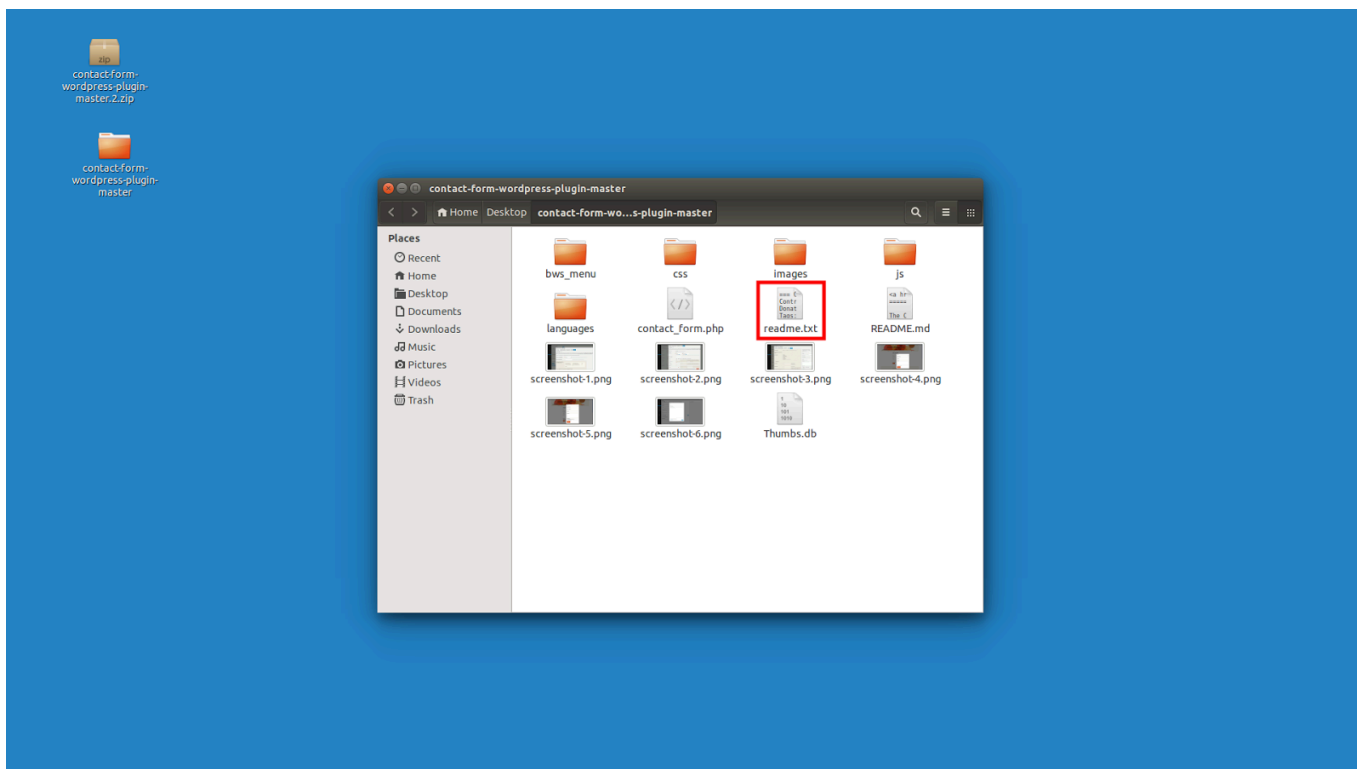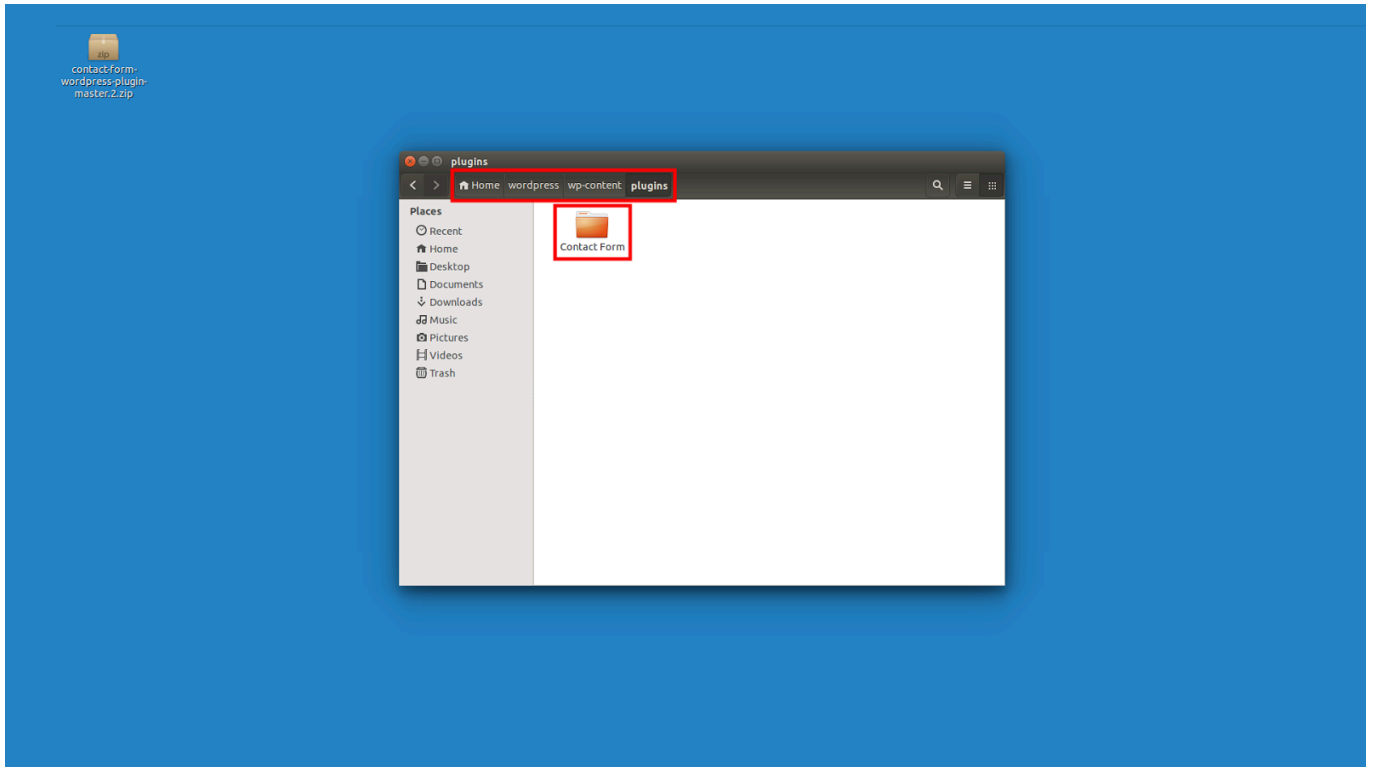
6. With your FTP program upload **Contact Form** folder to **/wp-content/plugins/** folder in your Wordpress directory online.

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Help & Support: support.bestwebsoft.com
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7. Find the plugin's menu on your left and click "Installed Plugins". You will see a list of installed plugins.
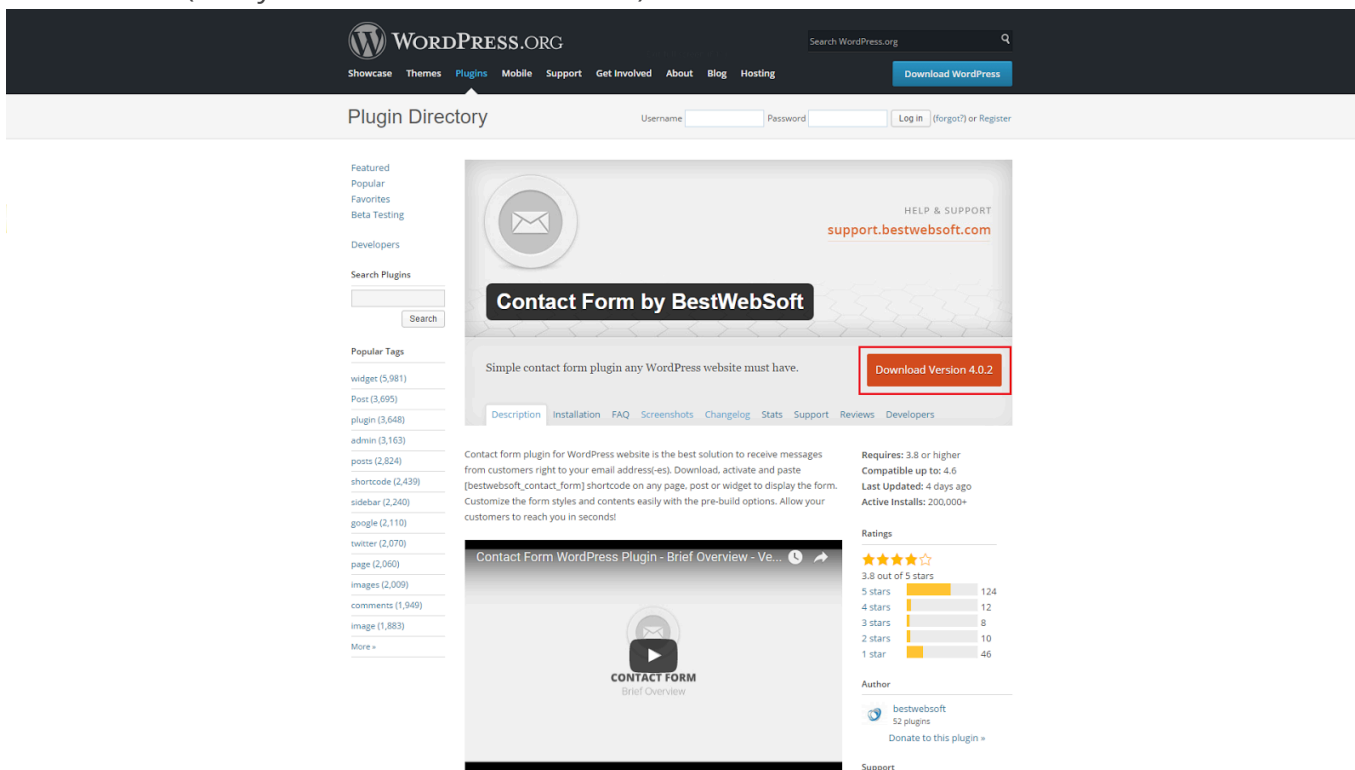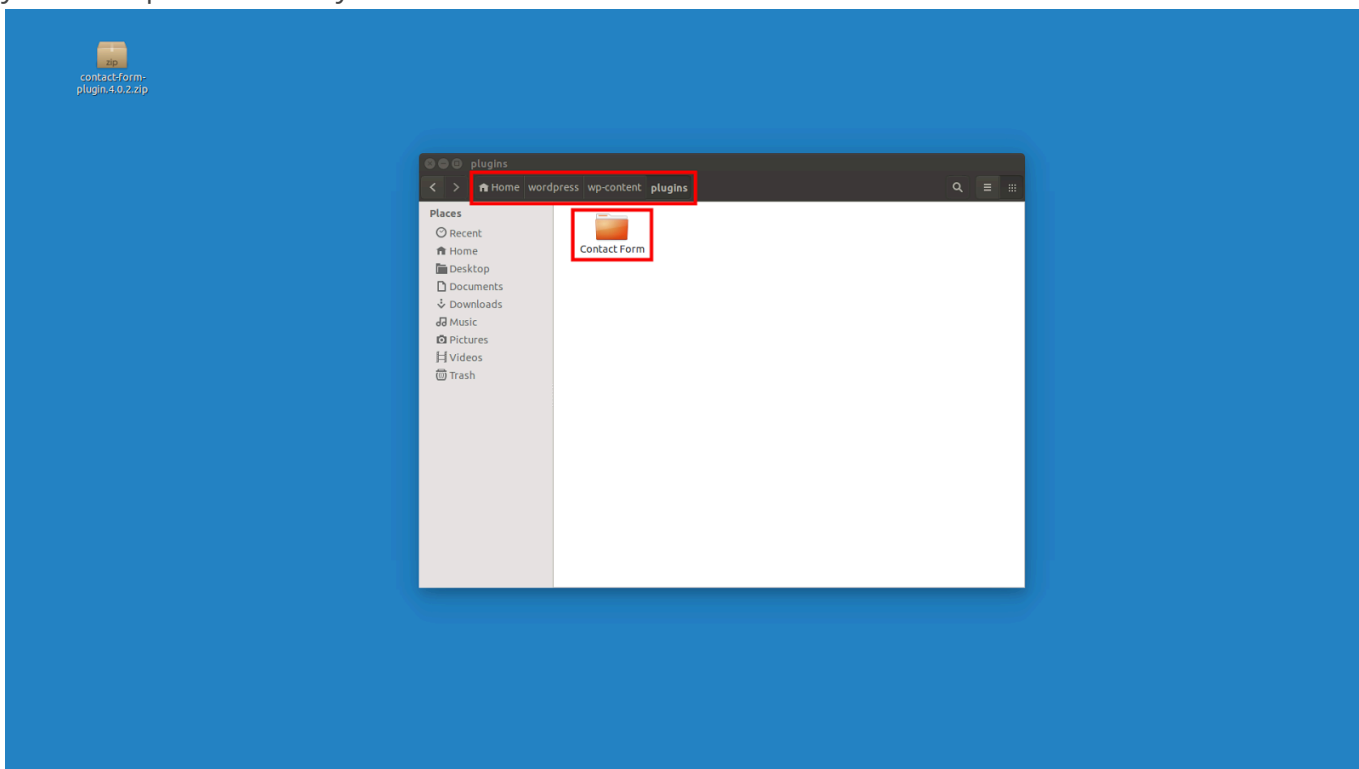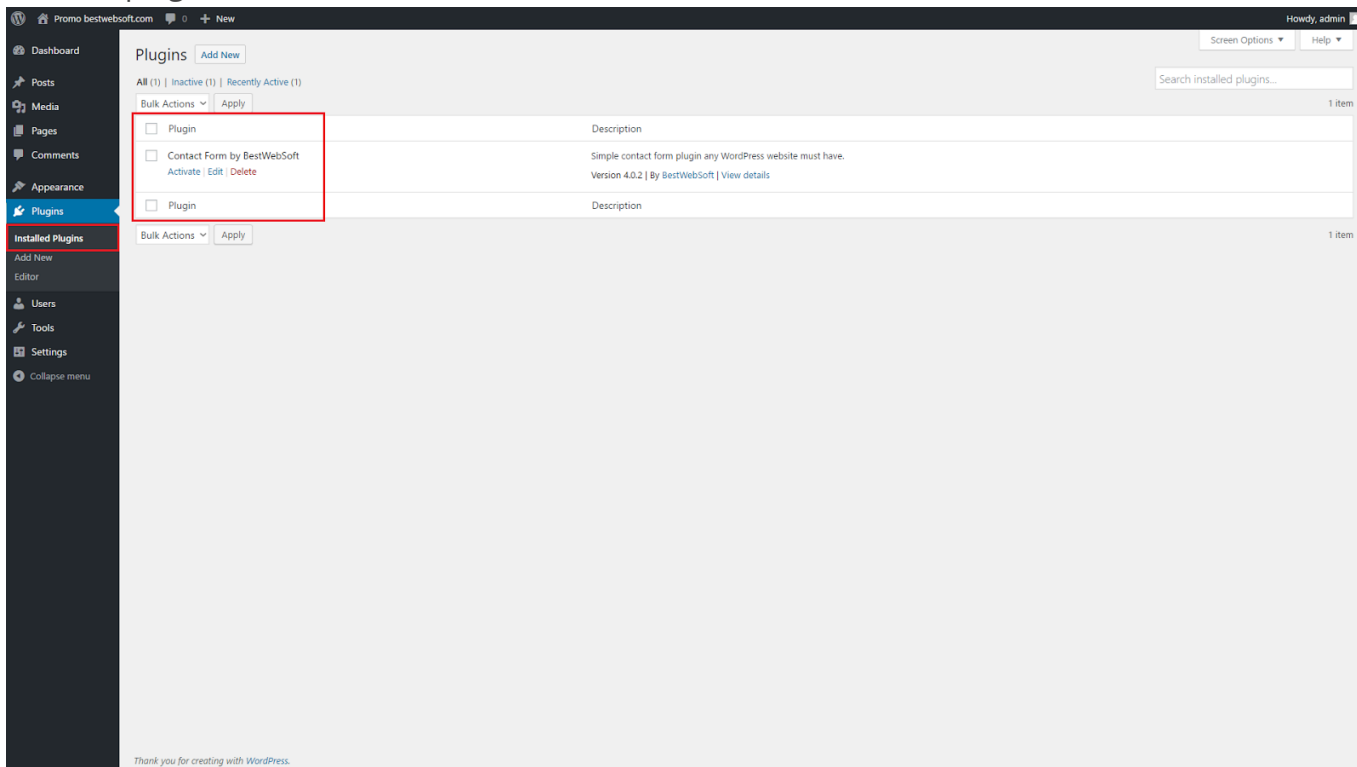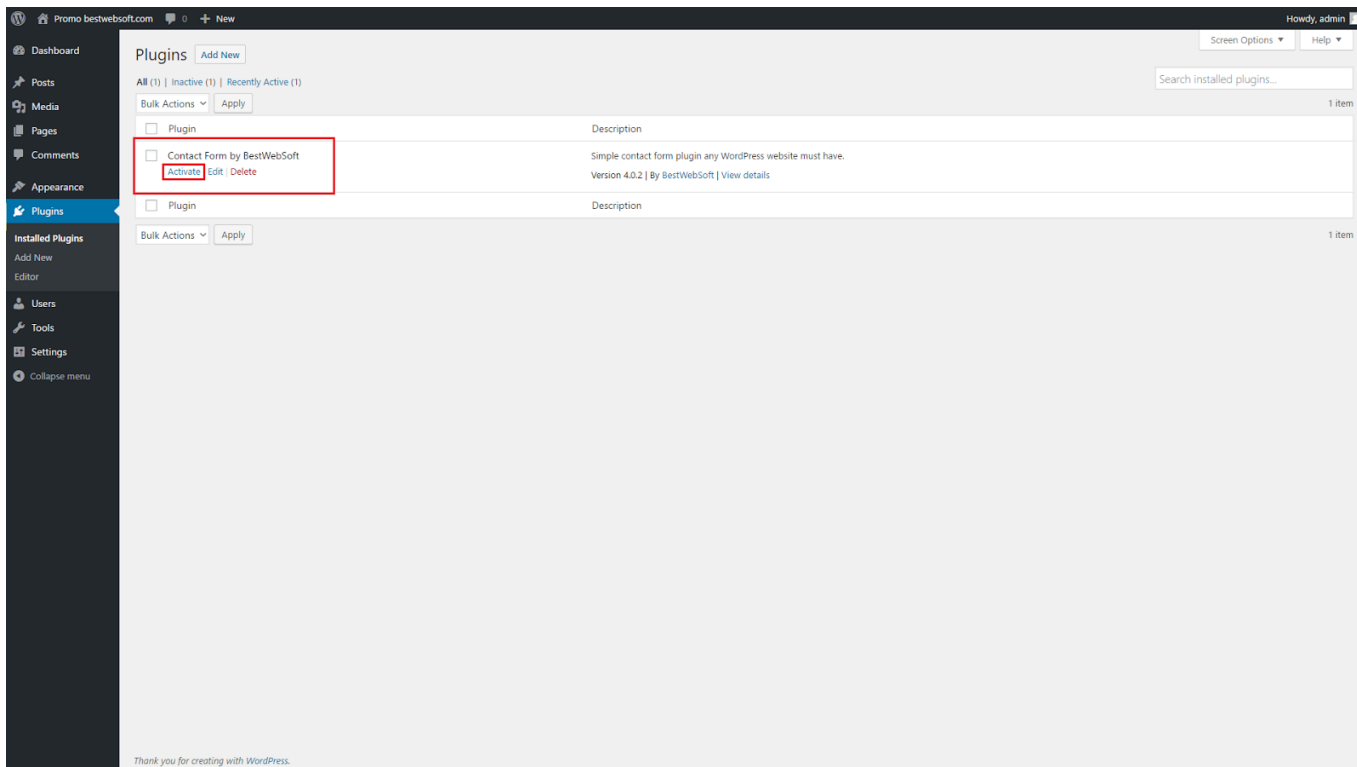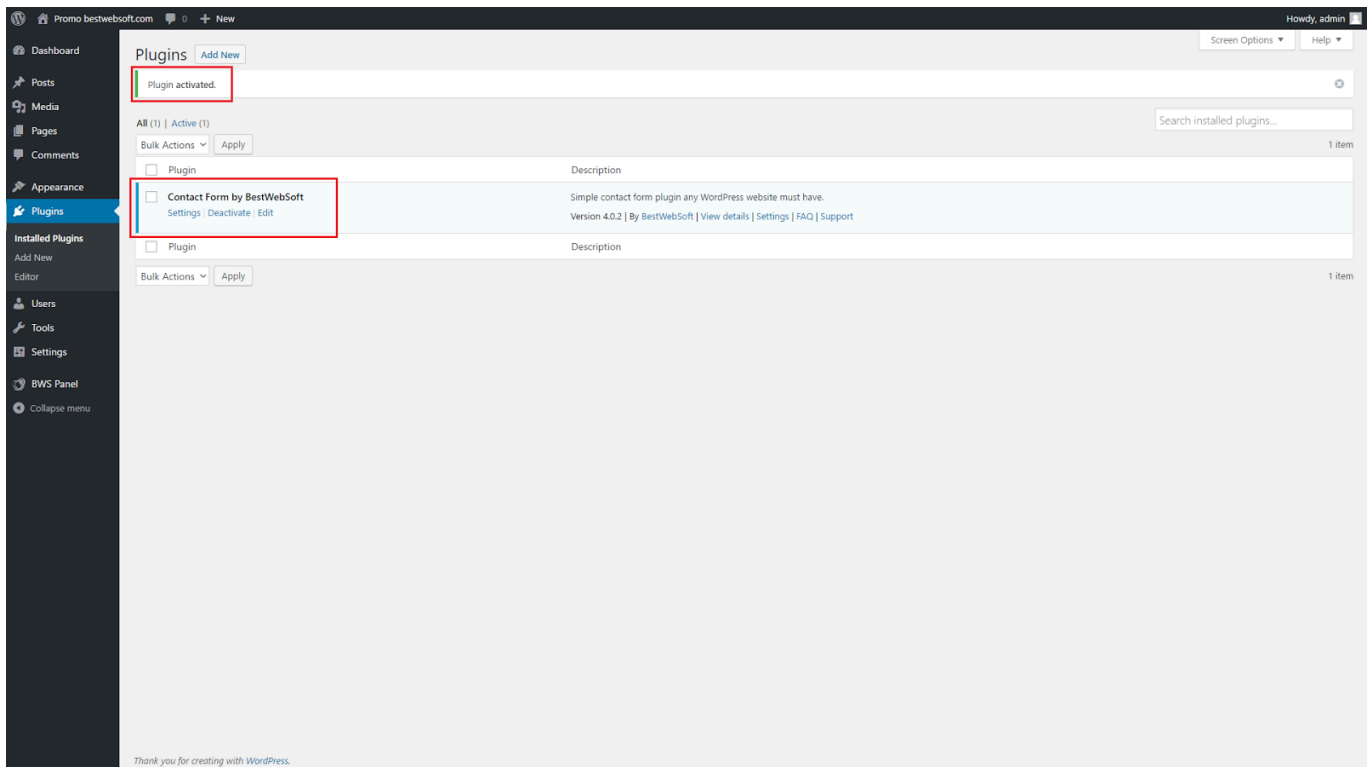

8. Find **"Contact Form"** and click **"Activate".**
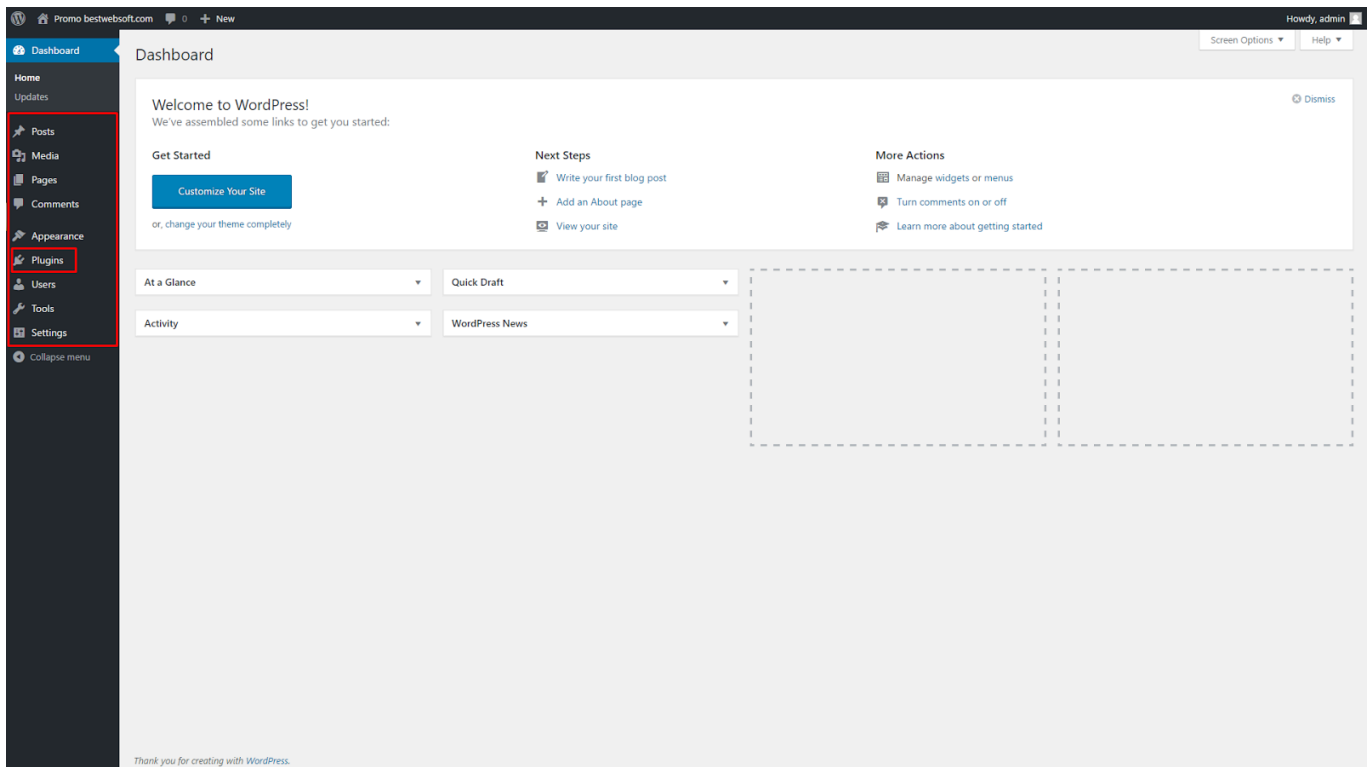
9. Voila - **Contact Form** is activated!

4. Alternative way of installation

This way of installation is preferable when you download the plugin folder by using a download link (mostly in case with Pro versions). In this case you do not have to extract the folder with the plugin to your desktop, it will be extracted automatically in your dashboard.
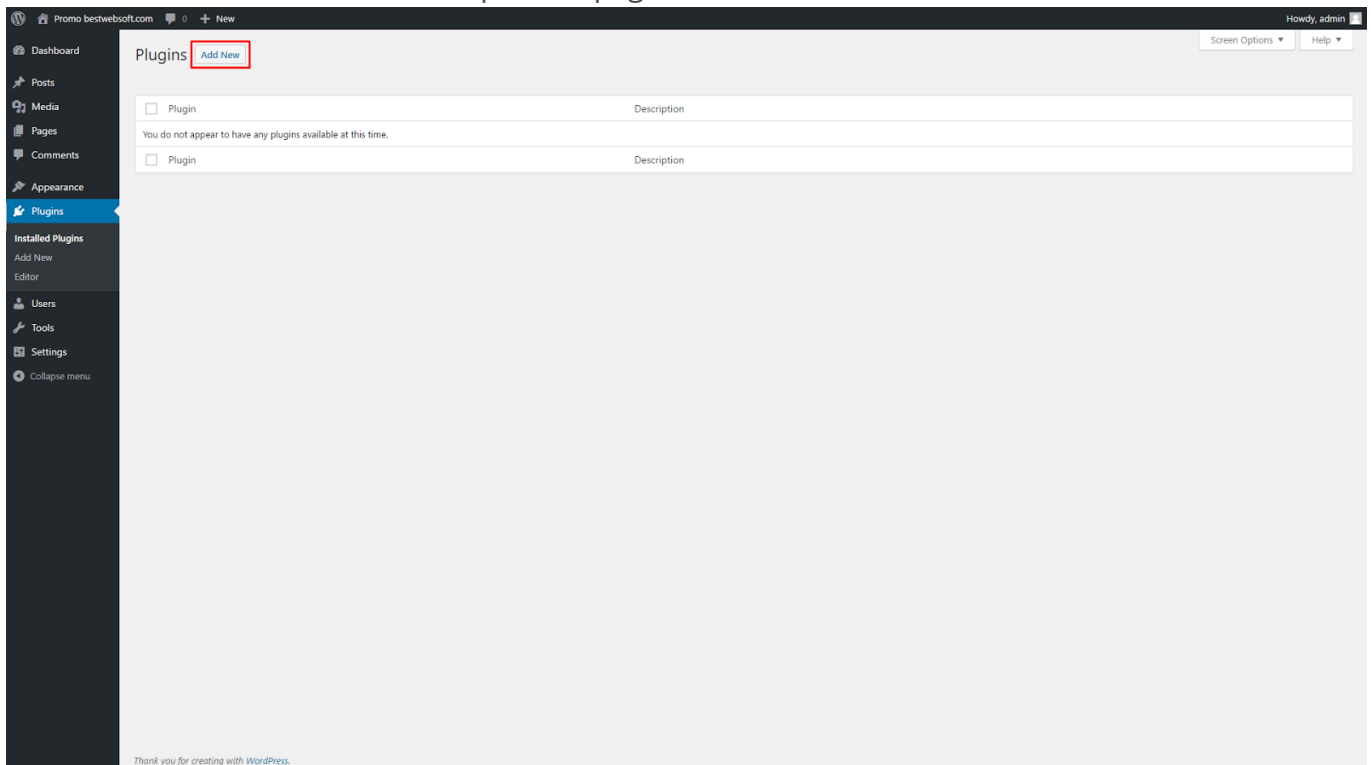
1. Make sure there is a plugin's zip-folder on your desktop.

Official website: bestwebsoft.com
Help & Support: support.bestwebsoft.com
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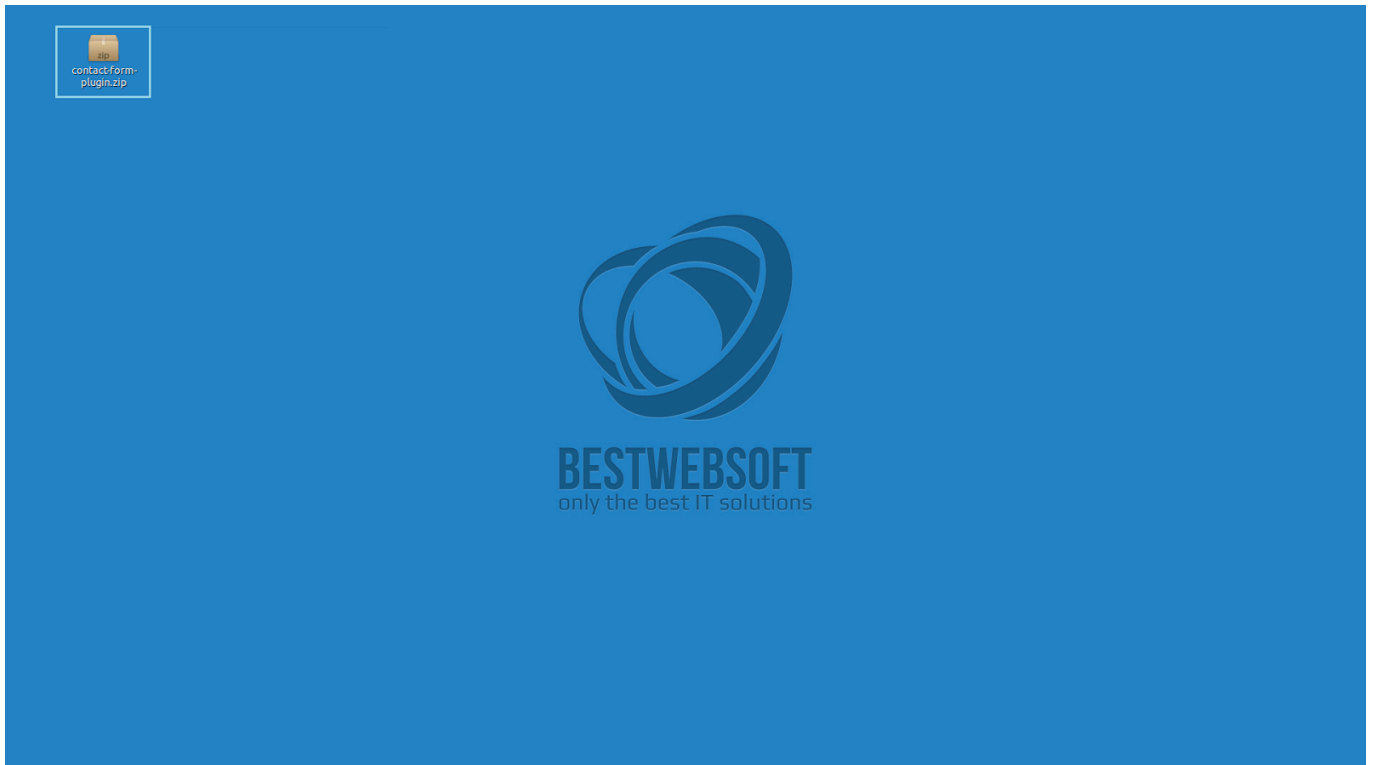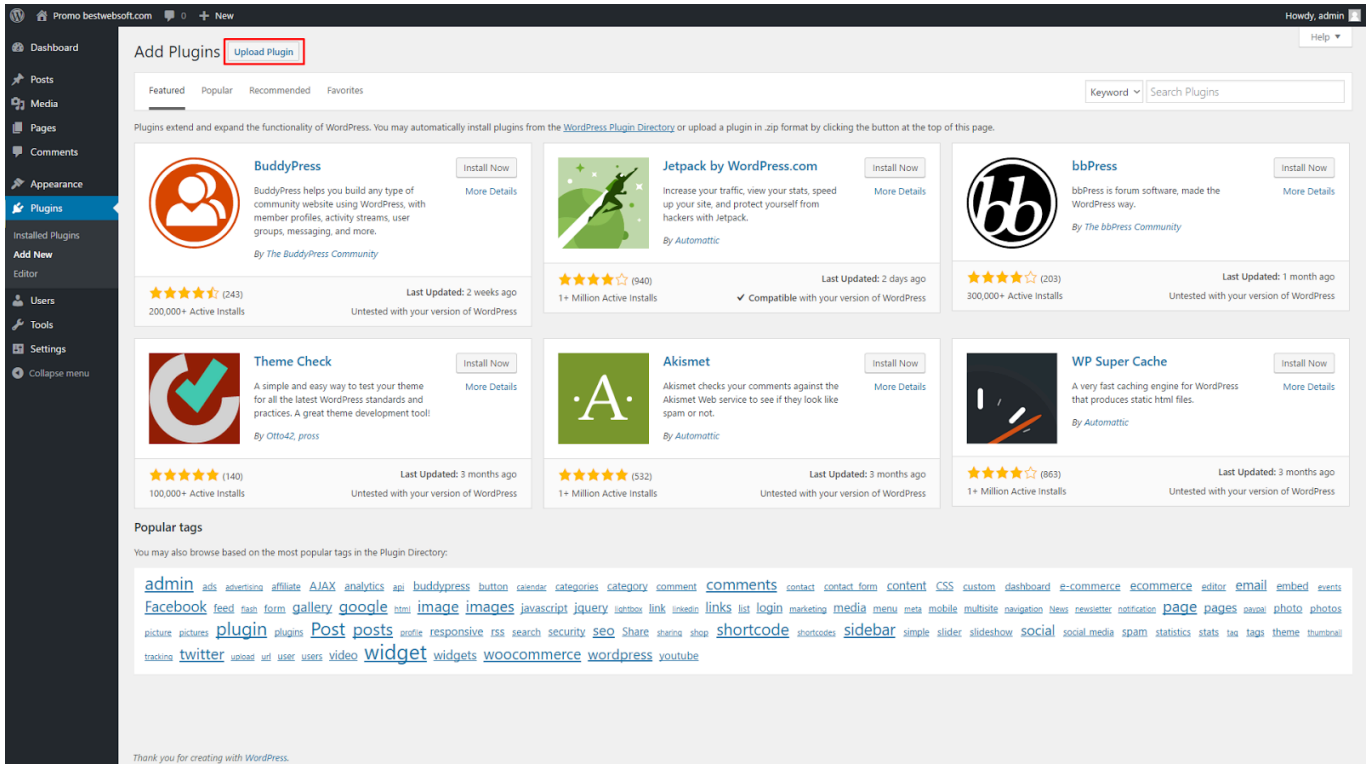
2. Click **"Plugins"** in the menu on the left in your admin area.

3. Click **"Add New"** at the top of the page.

4. Click **"Upload Plugin"**.

5. Click **"Choose file"**.

6. A pop-up window will ask you to choose the file. Select contact form zip-folder and click **"Open"**.
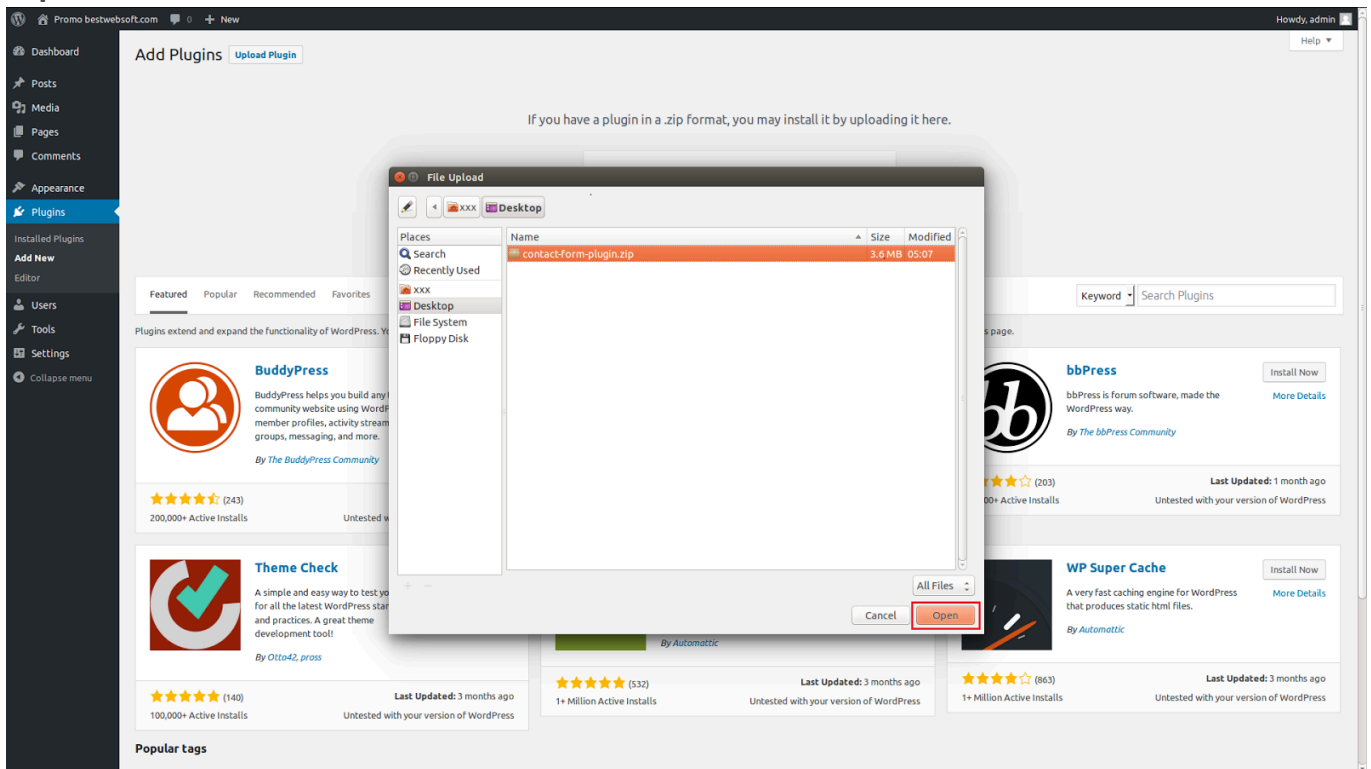
7. Click **"Install Now"**.
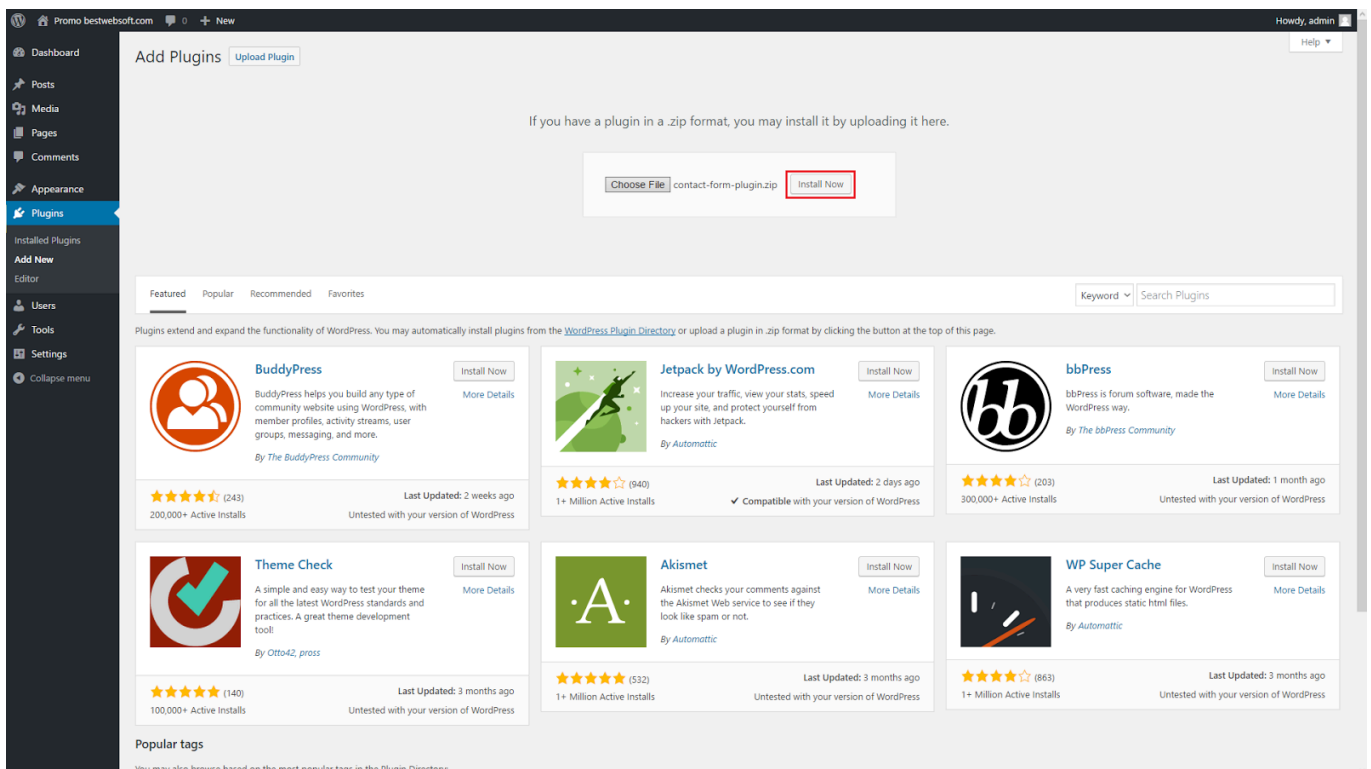
8. The resulting installation screen will list the installation as successful or note any problems during the install.
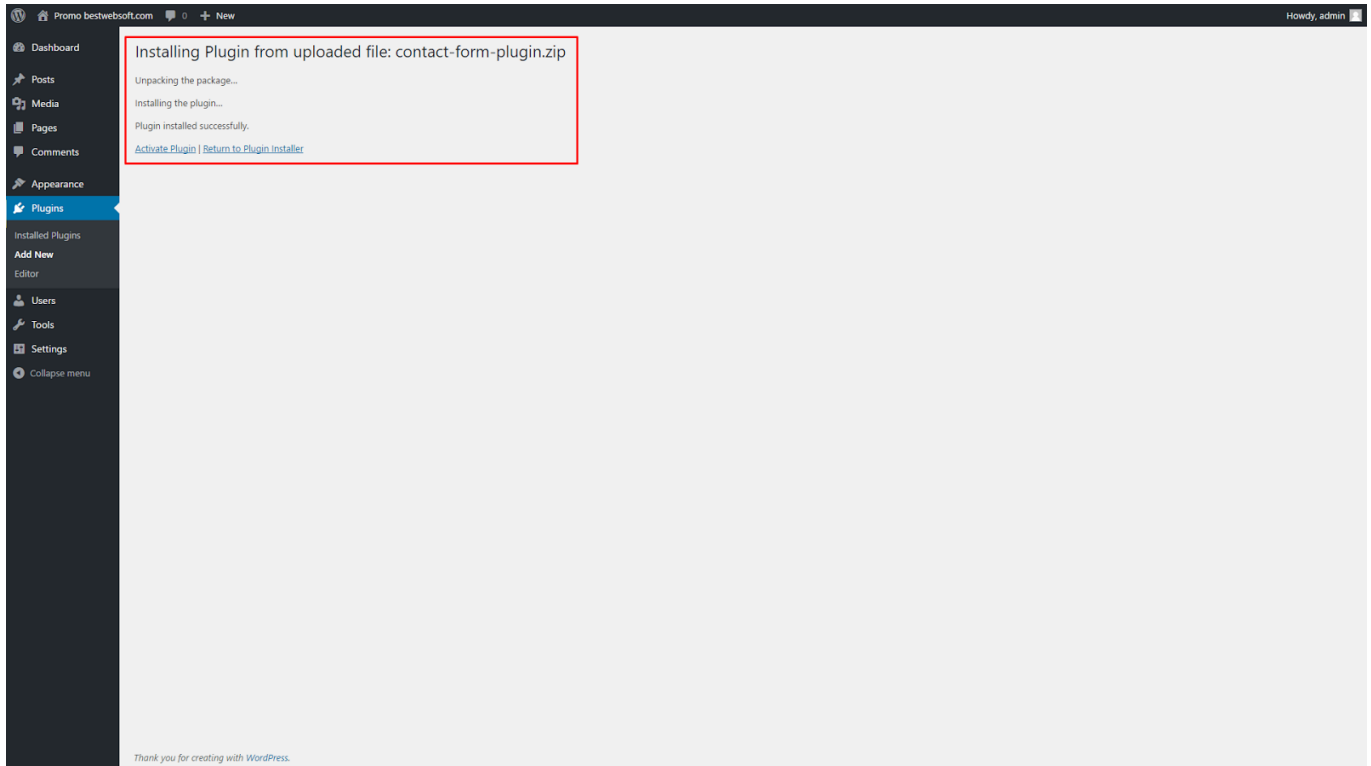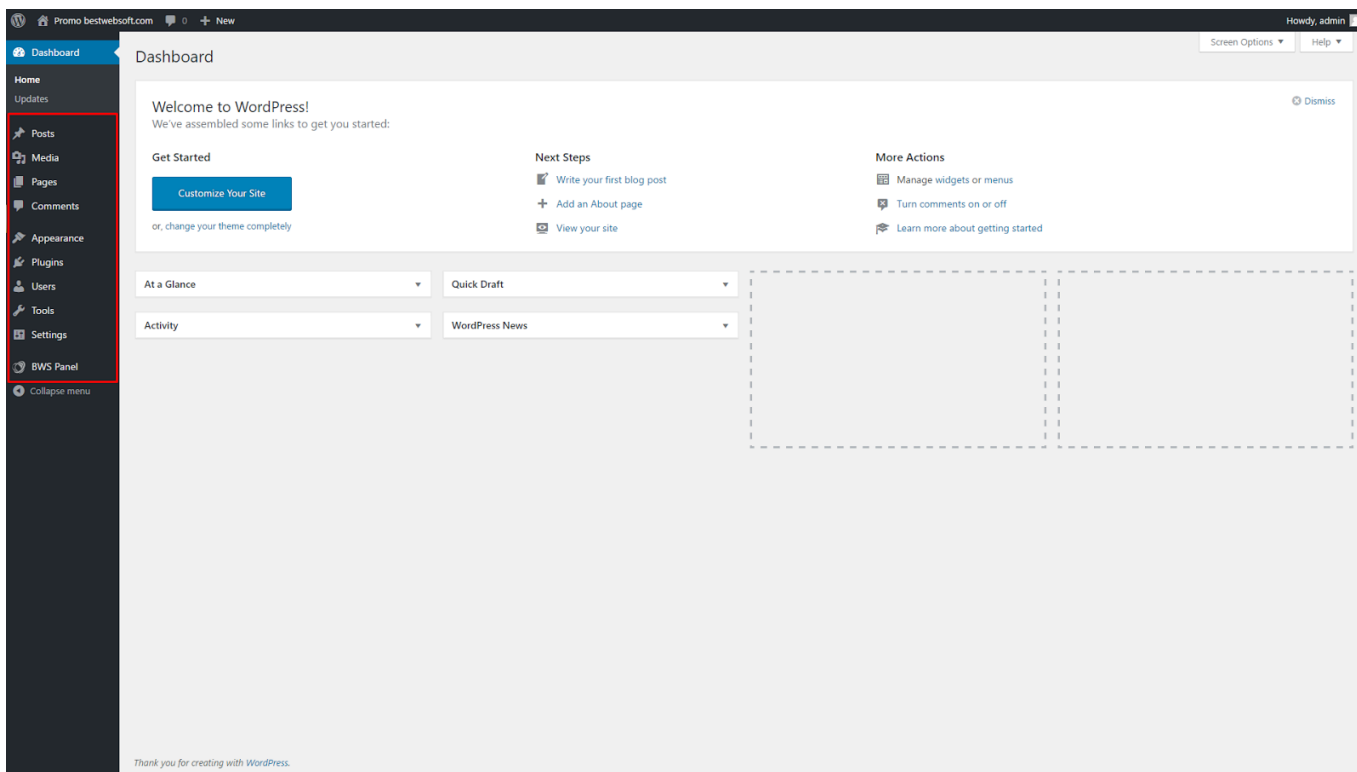

9. Click **"Activate Plugin".**
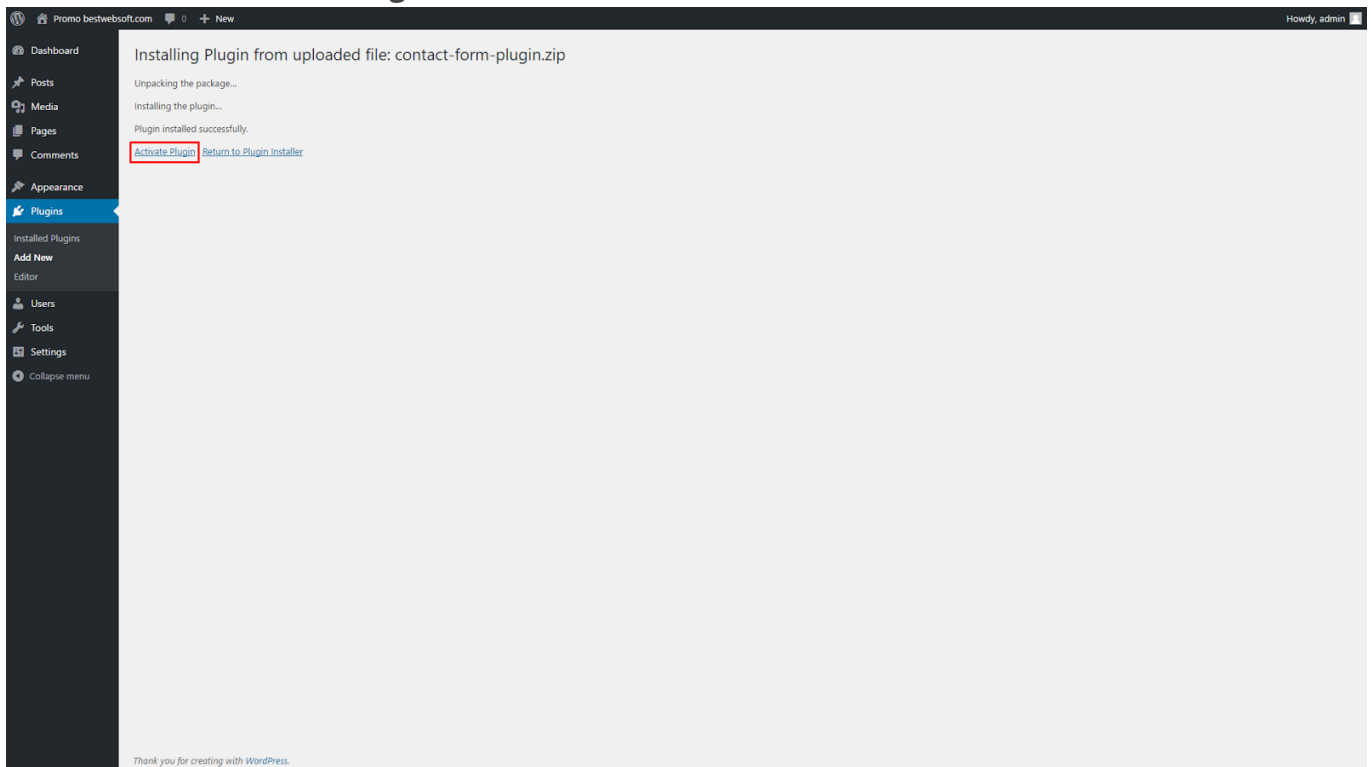
10. Voila - **Contact Form** is activated!
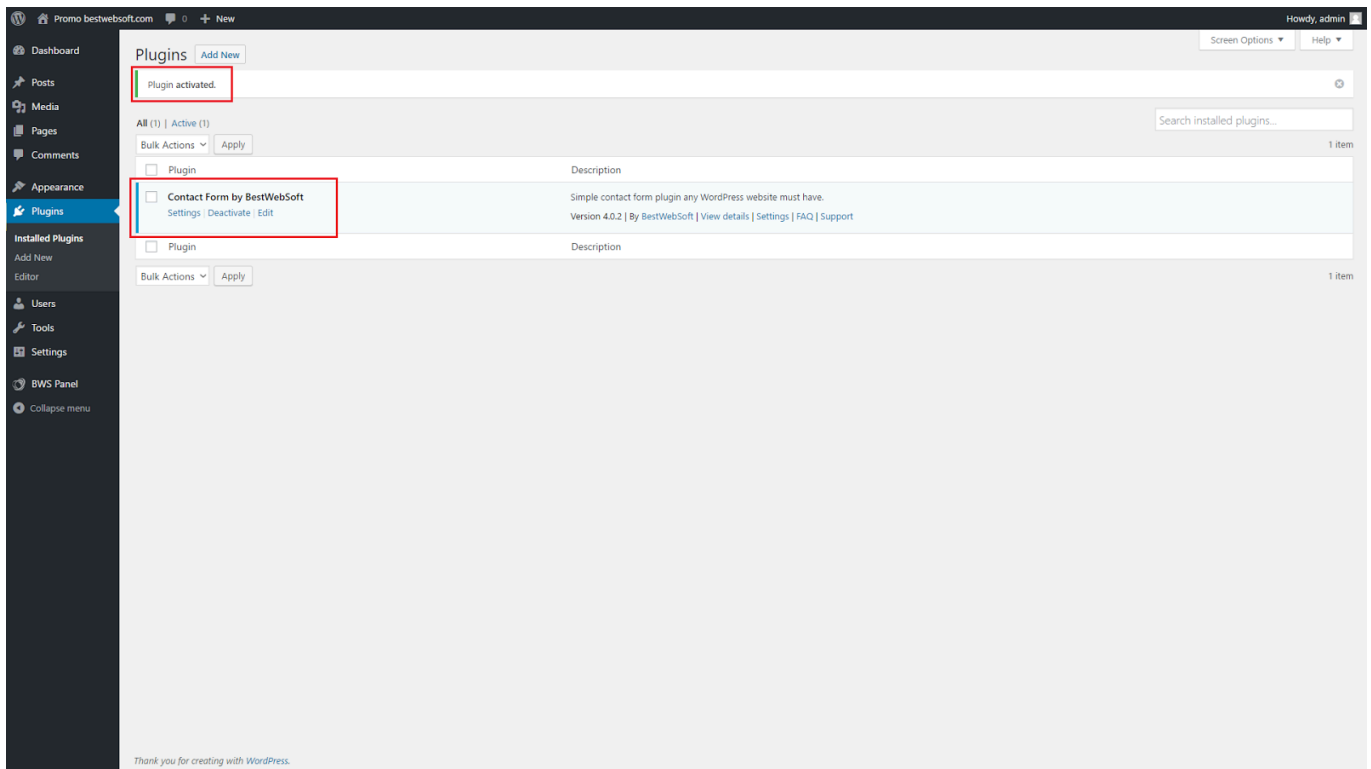
5. How to use the plugin

1. Find the menu on your left.

2. Select **"BWS Panel" => "Contact Form".**
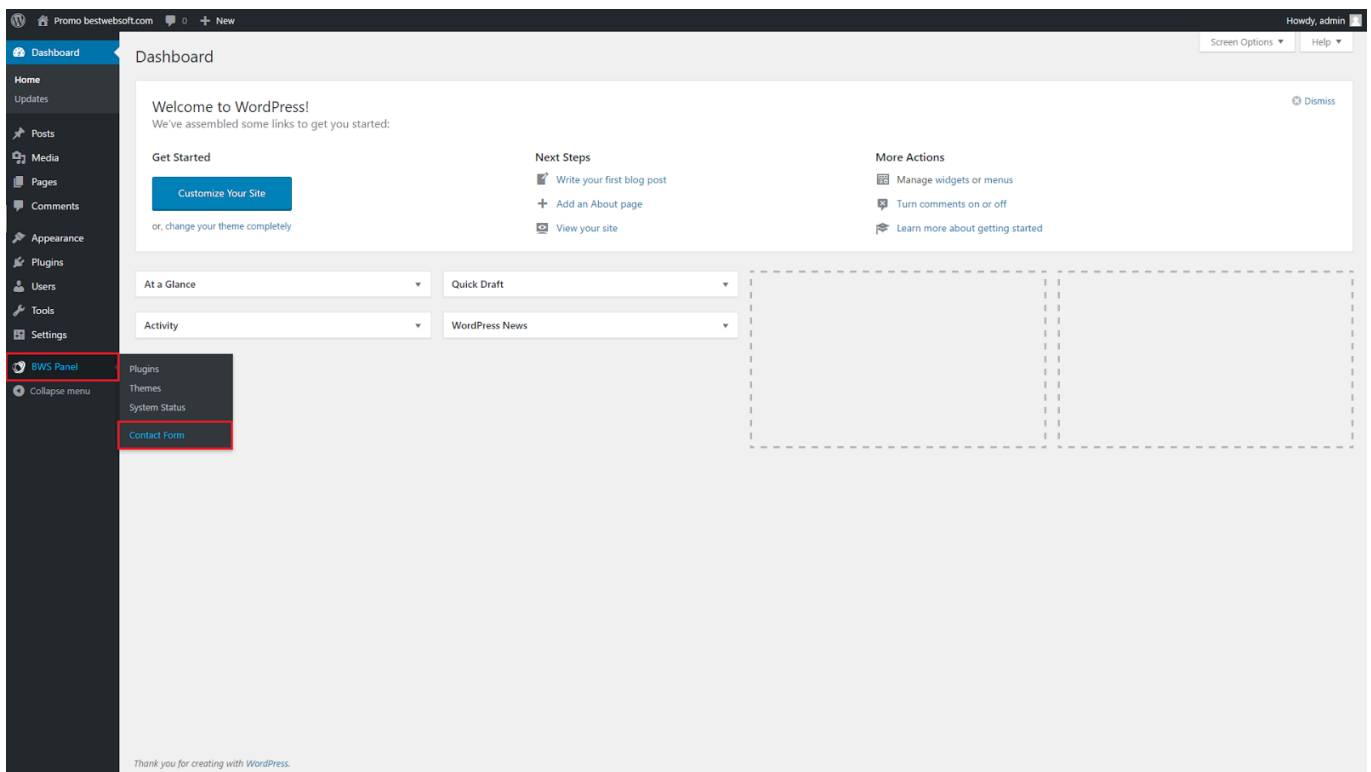
3. You will see **Contact Form Settings** page.
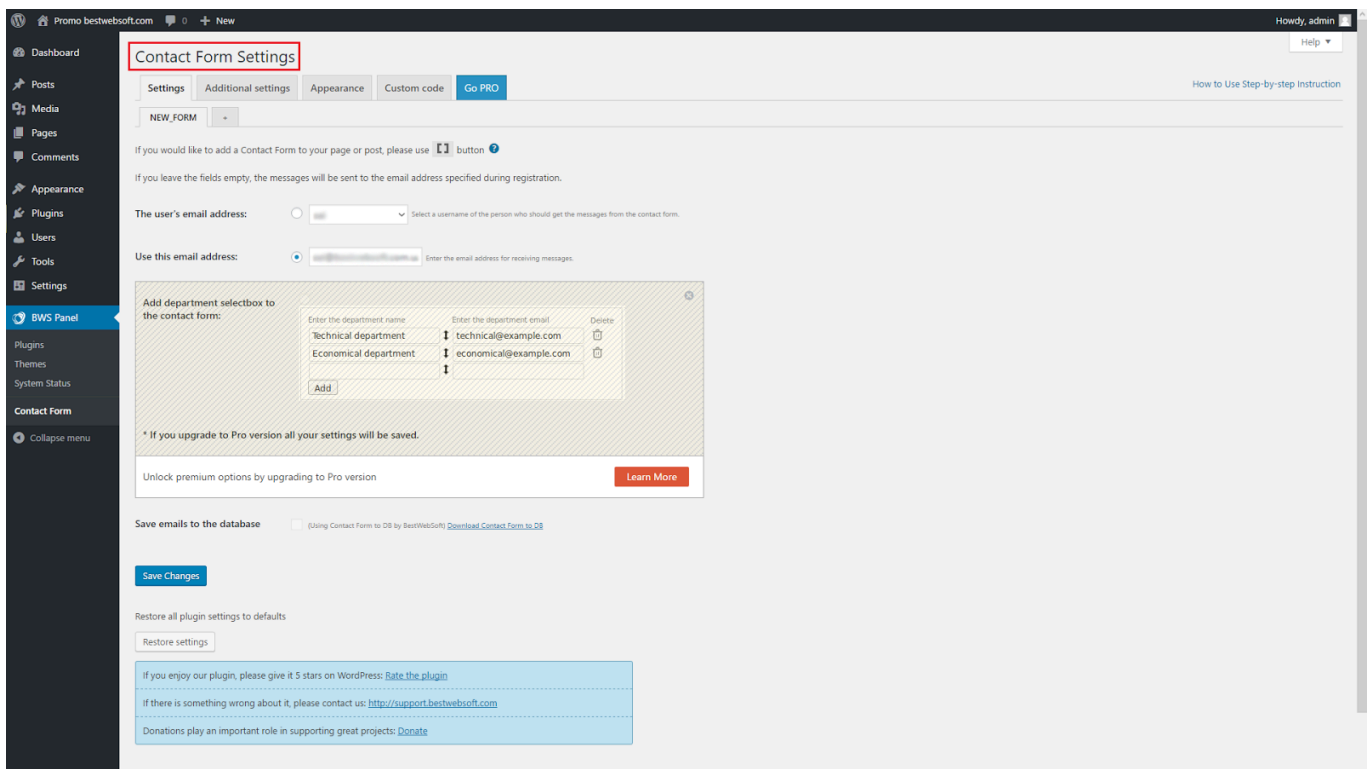
4. Configure the plugin the way you like.

5. Select Additional Settings tab at the top of Contact Form Settings page and customize the plugin the way you like.
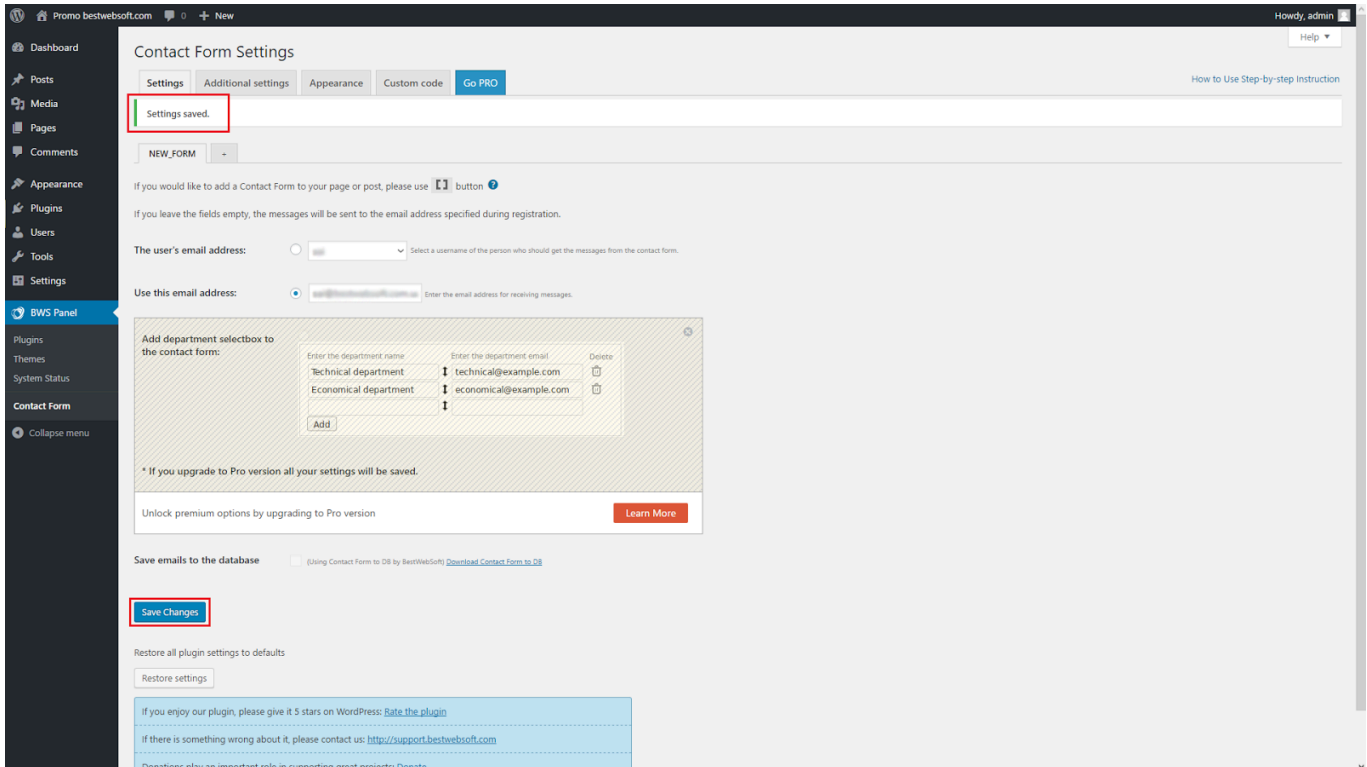
6. Select **Appearance** tab at the top of the Contact Form Settings page and customize the plugin the way you like.

7. The changes you make immediately display on your right in the preview window. Drag and drop the blocks to change the field order

8. Don't forget to save the changes before switching the tabs.

9. Widget settings for using the shortcode in the sidebar.

10. Add a Contact Form via shortcode to a page or a post.
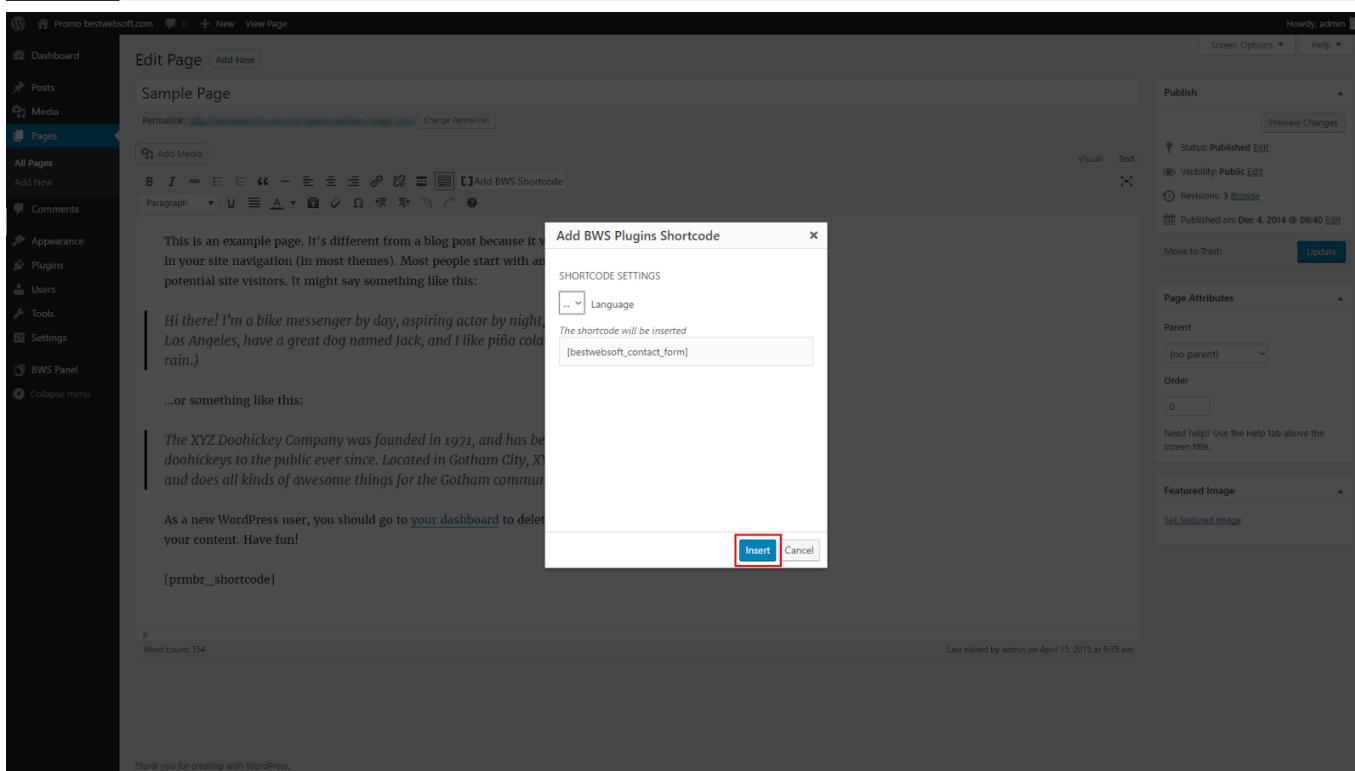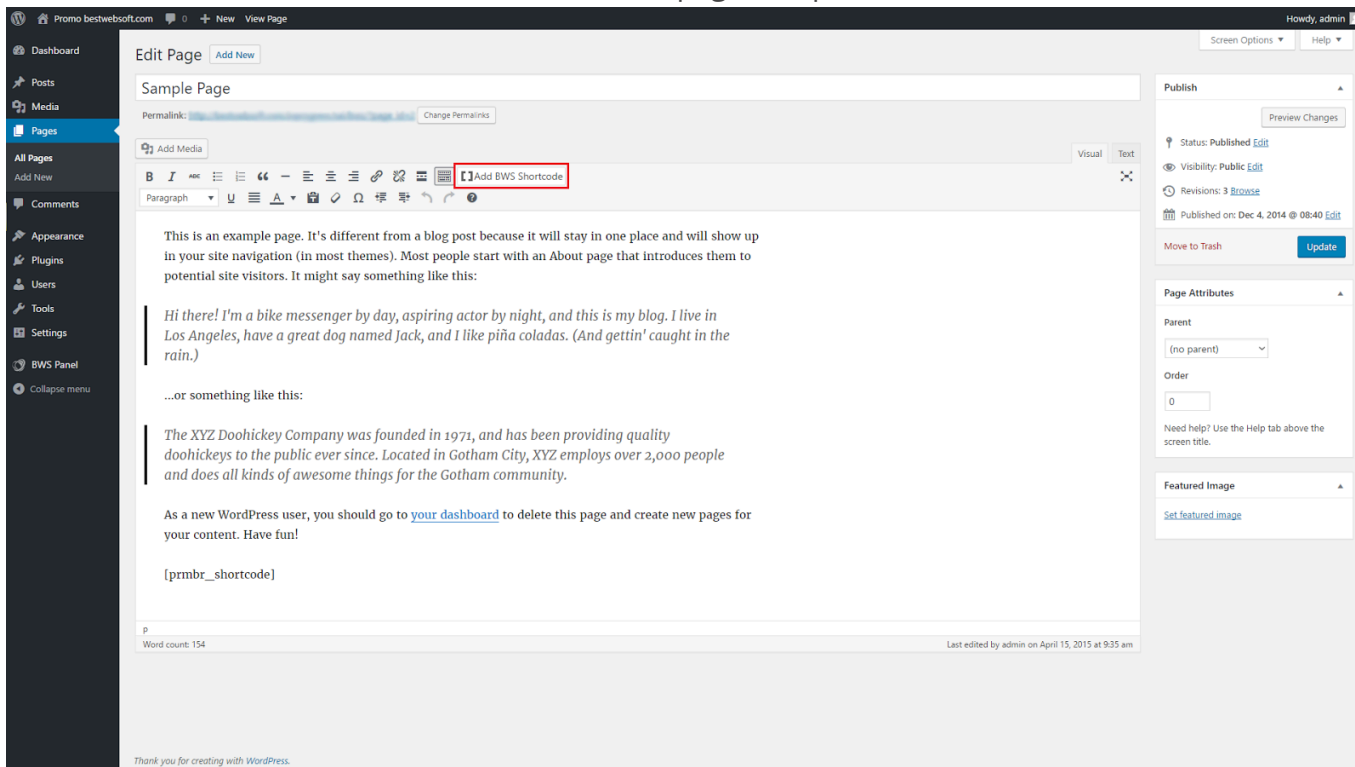
11. To find out more about Contact Form by BestWebSoft plugin customization review **How to Use Step-by-step Instruction**
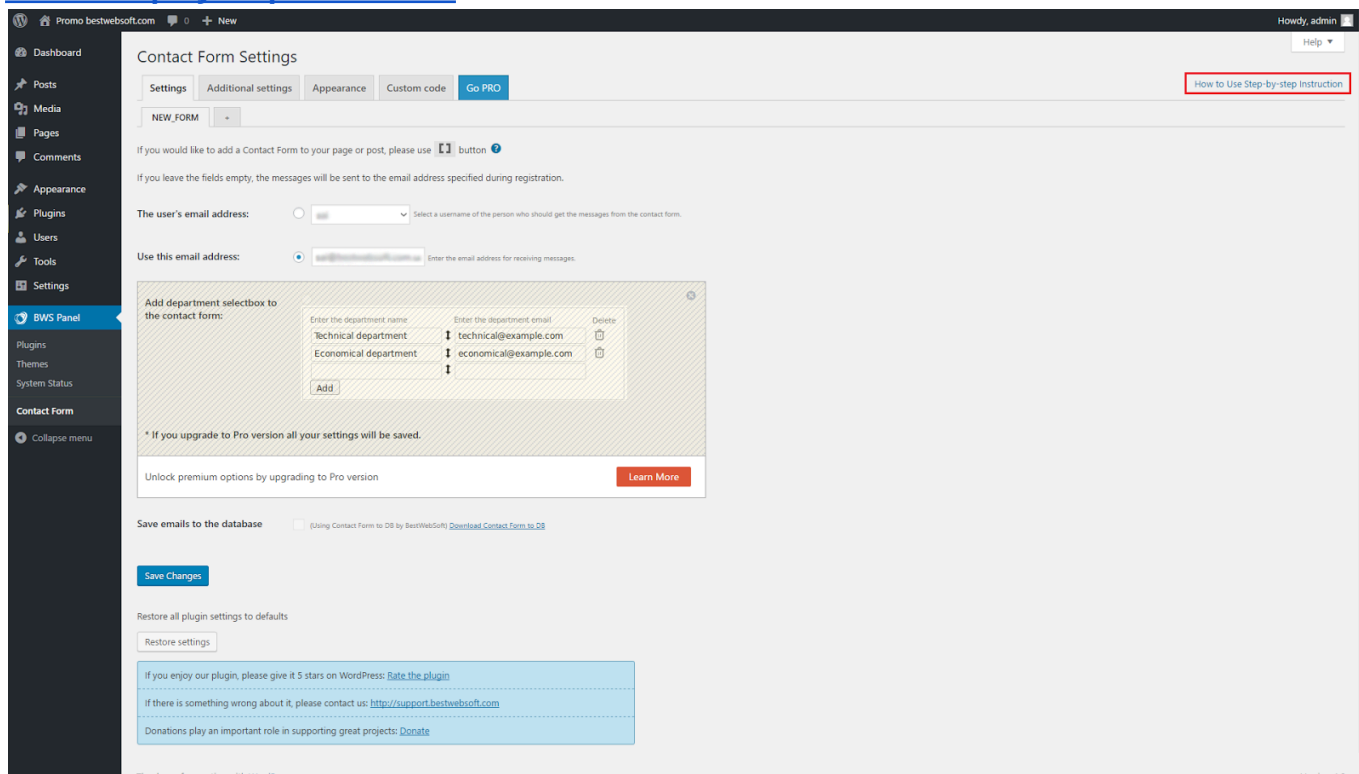
This instruction can be applied mostly to **Contact Form Pro**, too.

Help & Support

Visit our Help Center if you have any questions.

Our friendly Support Team is happy to help.

support.bestwebsoft.com

Need Website Development or Design Services?

We provide additional services such as Wordpress themes & plugins development, graphic design, custom programming.

Contact us now to get a free quote — **https://bestwebsoft.com/contacts/**