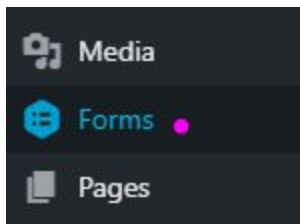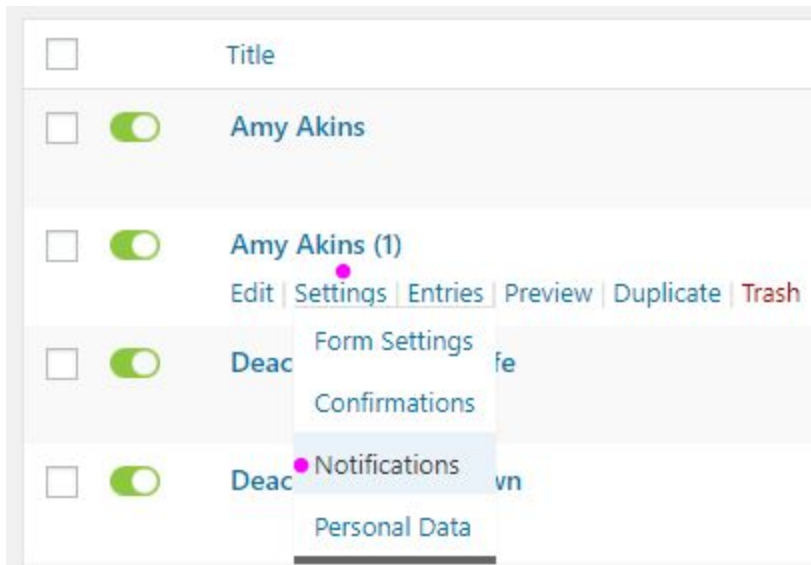## Duplicating & Updating Form
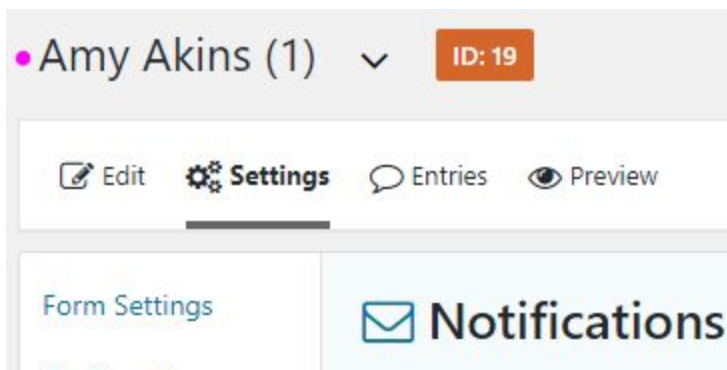
1. Log in and click on **Forms**.

2. To duplicate a form, hover over the form title that you wish to duplicate and click **Duplicate**.
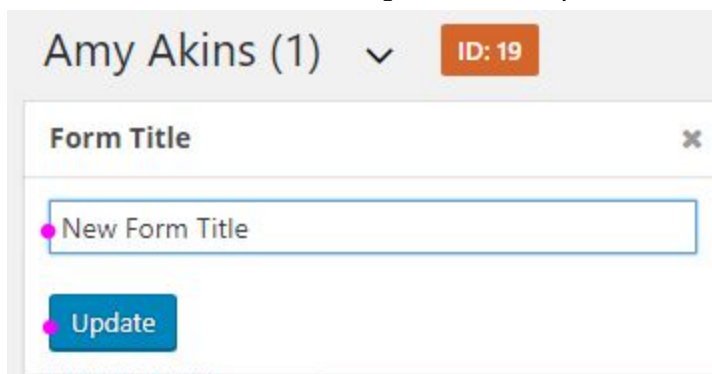

3. Hover over the new, duplicate form title, hover over **Settings**, and click **Notifications**.
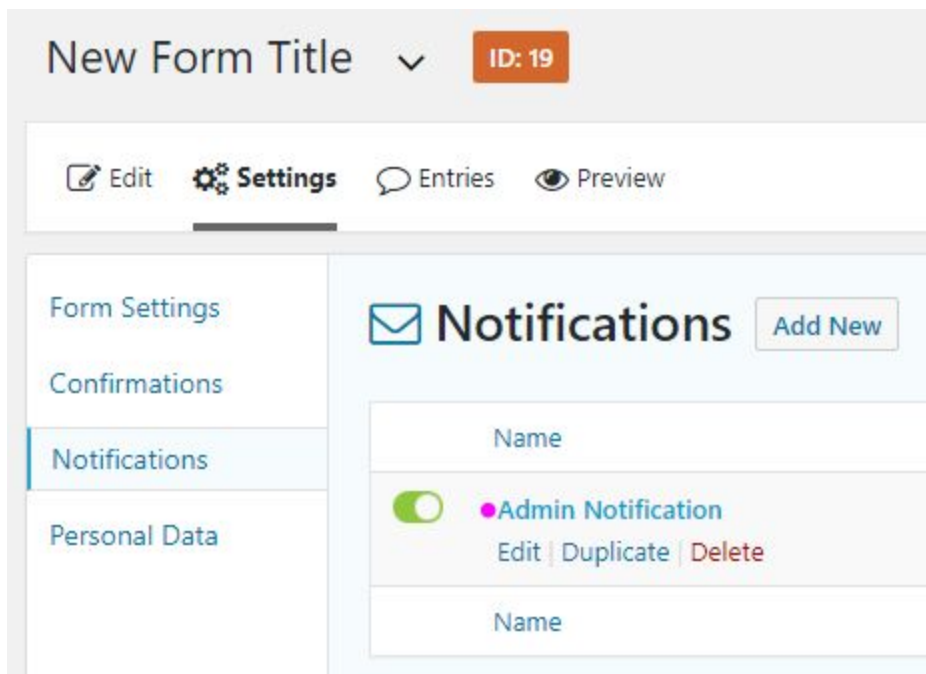

4. Click on the form title in the top left corner.

5. Rename the form and click **Update** to save your form title changes.

6. Click on the **Admin Notification** to edit.

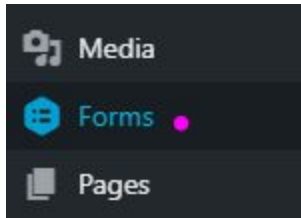7. Update the **Send to Email** to the appropriate email address that you would like the form to go to.

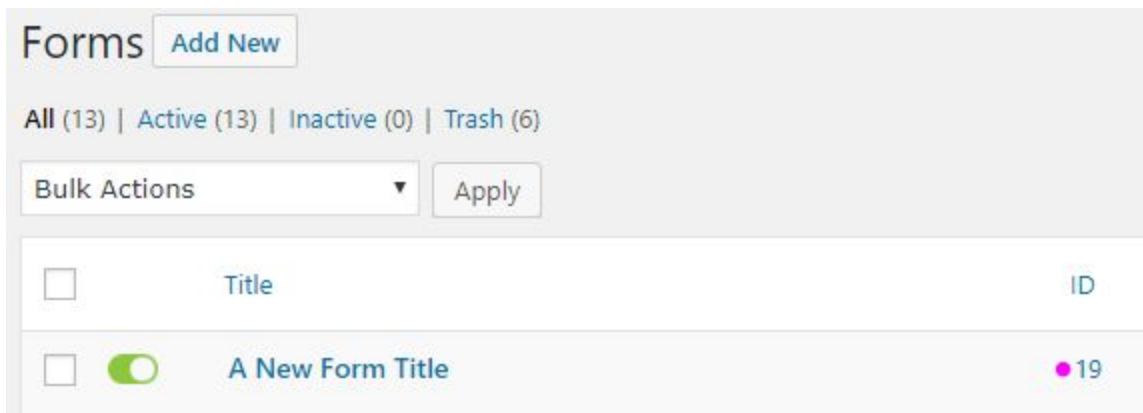8. Scroll down and click **Update Notification** to save your changes.

Adding Form to Page/Post

If you have just completed Step 8 of **Duplicating and Updating Form**, make note of the ID number by the Form Title and skip to step 3.

A New Form Title ⌄   ID: 19

1. Log in and click on **Forms**.

   Media
   Forms •
   Pages

2. In the list of forms, locate your form and

   Forms Add New

   All (13) | Active (13) | Inactive (0) | Trash (6)

   Bulk Actions ▾   Apply

		Title	ID
☐		Title	ID
☐	⬤	A New Form Title	• 19

3. Once you have located your Form ID, copy the shortcode below and replace the highlighted ID number with the new Form ID.

   `[gravityform id=19 title=false description=false]`

4. Paste this code into your page or post and it will display either as a shortcode block or the Gravity Forms block.
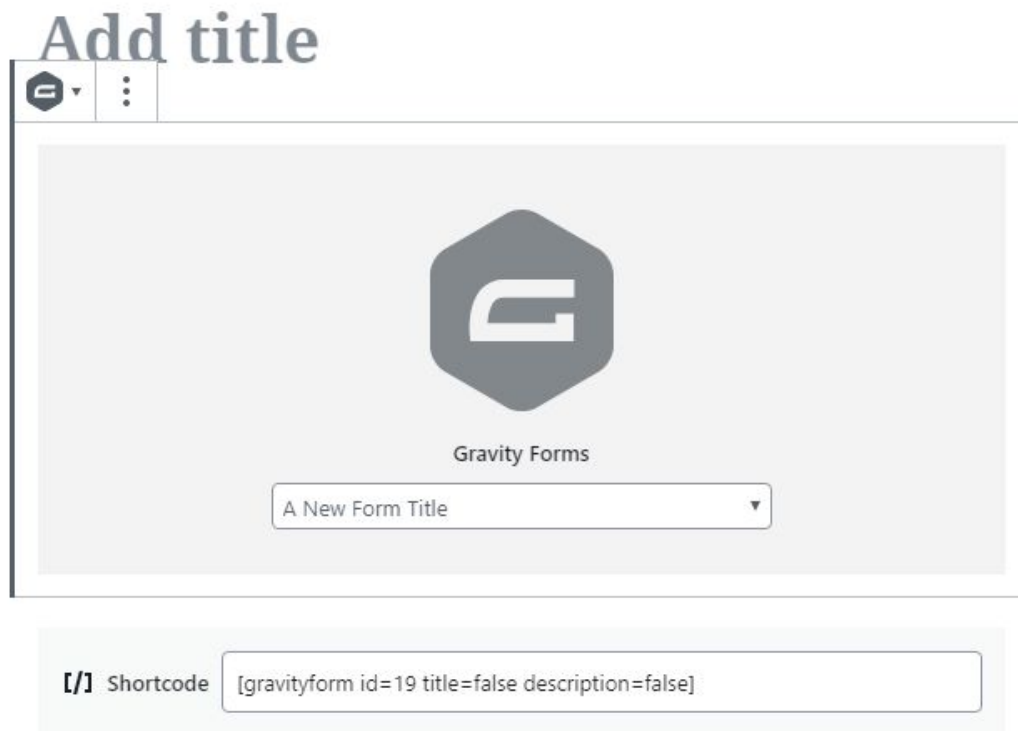
5. **Update/Publish** your page/post to save your changes.