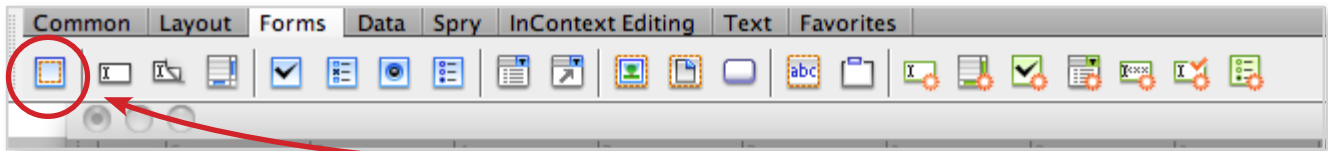


FORMS

1. CREATE A NEW HTML PAGE IN DREAMWEAVER.

- Make sure the insert panel is displayed across the top and the forms tab is chosen.



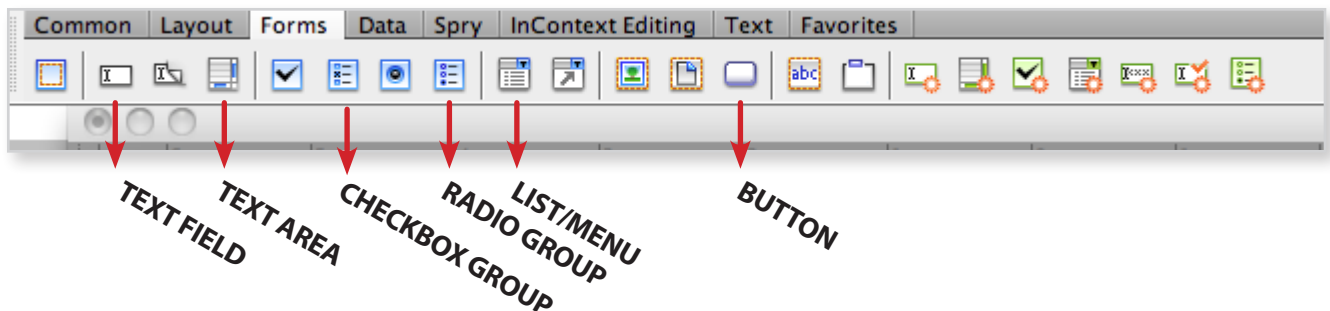
2. WITH YOUR CURSOR IN THE DESIGN PORTION OF THE SCREEN, SELECT THE INSERT FORM OPTION

- In the Properties Inspector, give your form a name. A common naming convention is “frmContact”, “frmRegister”, etc.
- Choose **POST** for the method.
- In Design View, you’ll see a red box around the form.
- In Code View, you’ll see :

```
<form id="form1" name="form1" method="post" action="">
</form>
```

3. BEFORE WE GO FURTHER, A BRIEF DISCUSSION OF FORM OBJECTS:

- **TEXT FIELDS** accept any type of alphanumeric text entry. The text can be displayed as a single line, multiple lines, and as a series of dots or asterisks for private information (e.g. for password protection).
- **BUTTONS** perform actions when clicked. Typically these actions include submitting or resetting a form. You can add a custom name or label for a button, or use one of the predefined “Submit” or “Reset” labels.
- **CHECK BOXES** allow multiple responses within a single group of options. A user can select as many options as apply.
- **RADIO BUTTONS** represent exclusive choices. Selecting a button within a radio button group deselects all others in the group (a group consists of two or more buttons that share the same name). For example a user subscription form might require that you select “Male” or “Female.”
- **LIST/MENUS** display option values within a scrolling list that allows users to select multiple options. The Menu option displays the option values in a pop-up menu that allows users to select only a single item.

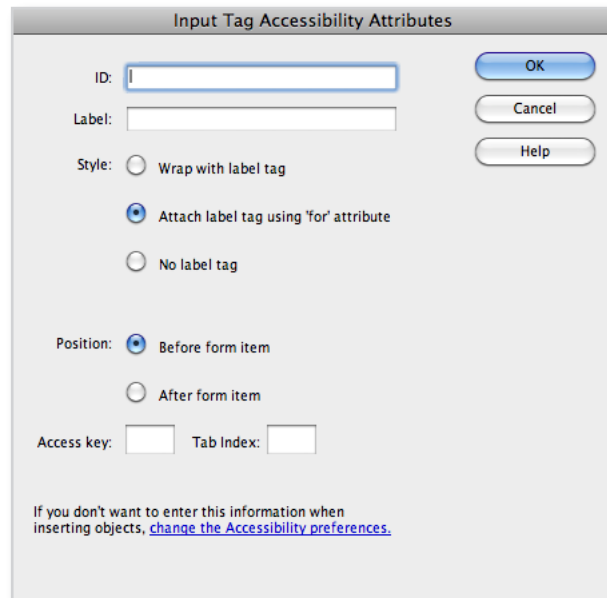


4. IN THE DESIGN PORTION OF THE SCREEN, PLACE YOUR CURSOR INSIDE THE RED BOX.

5. FROM THE INSERT PANEL, SELECT A FORM OBJECT, FOR EXAMPLE, TEXT FIELD. CLICK ON IT.

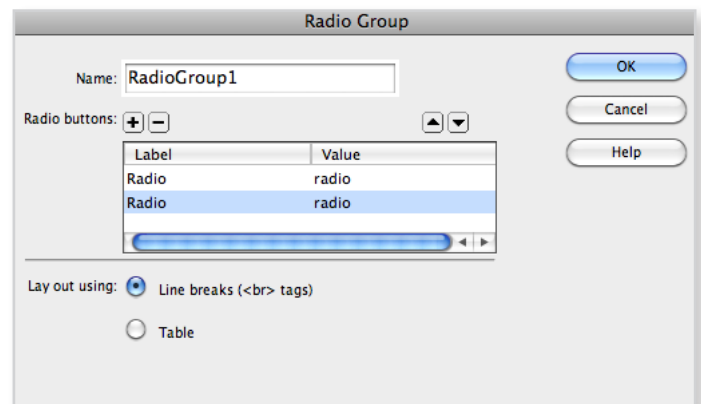
6. GIVE THE FORM OBJECT NEEDED ATTRIBUTES:

- These will depend on the type of object.
- At right, at text field:
- The **ID** is what will be passed along with the data to the data collection page. The **LABEL** is how your user will see it.
- **STYLE** refers to the way the code is written. Choose the style shown at right.
- Don't worry about Access Key.
- **TAB INDEX** tells which order the user will tab through the form. Best to enter form object tab indices in increments of 10.
- After you've filled it out and hit ok, you can make more changes by selecting the form field from the Design View and using the Properties Inspector.



7. NEXT, CREATE A RADIO GROUP

- A **RADIO GROUP** is a list of choices in which the user only gets one choice (in a **CHECKBOX GROUP**, the user can have multiple choices).
- Before you select any form objects from the Insert Panel, type in a title for your Radio Group.
- Then, select Radio Group from the Insert Panel
- In the Name area, put in the name attribute of the tag (this is not the heading the user sees- we did that when we typed in the title a couple of steps ago).
- **LABEL** refers to what the user will see. **VALUE** refers to what the Radio Group will return as data. Put in some label/data sets.
- In order to add a tab index, you have to code by hand or use Dreamweaver's Tag Editor.



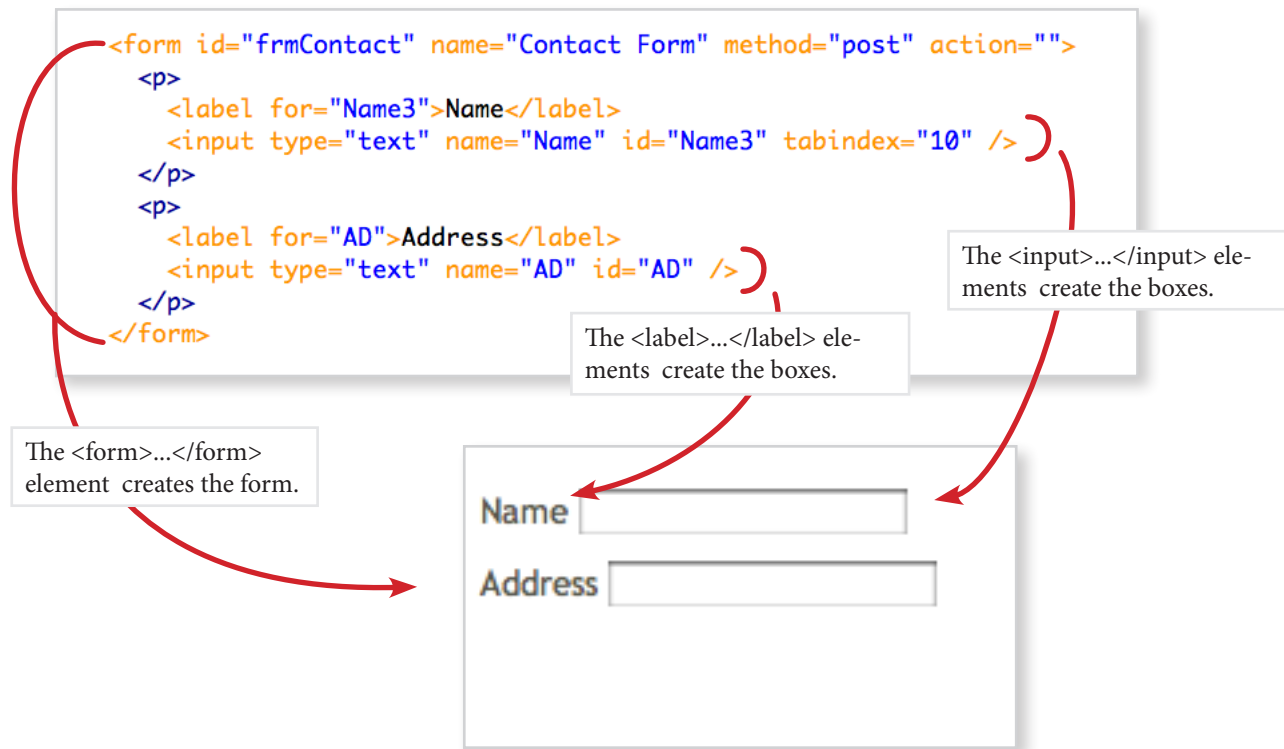
8. STYLING FORMS

```
<form id="frmContact" name="Contact Form" method="post" action="">
  <p>
    <label for="Name3">Name</label>
    <input type="text" name="Name" id="Name3" tabindex="10" />
  </p>
  <p>
    <label for="AD">Address</label>
    <input type="text" name="AD" id="AD" />
  </p>
</form>
```

The <form>...</form> element creates the form.

The <label>...</label> elements create the boxes.

The <input>...</input> elements create the boxes.



- You can style these elements using CSS. You can add background colors and padding and so forth to the form itself. You can give text input boxes a class, and use the class to make the boxes a certain length.
- To arrange the elements inside your form, consider using tables.

9. SUBMIT BUTTON

- Click **SUBMIT BUTTON** on the Insert panel
- Give it a name - that's the word you want to appear on the button itself.
- Give it a label if you want a label.
- After it is created, use the Properties Panel to make sure its action is Submit.

10. MAKING YOUR FORM WORK.

- See your web guy.

11. FURTHER INFORMATION:

- Lynda.com: **XHTML AND HTML ESSENTIAL TRAINING** by bill Weinman. Chapter 7 is on forms.
- **LEARNING WEB DESIGN** by Jennifer Niederst Robbins. Chapter 9 deals with forms.