FORMS

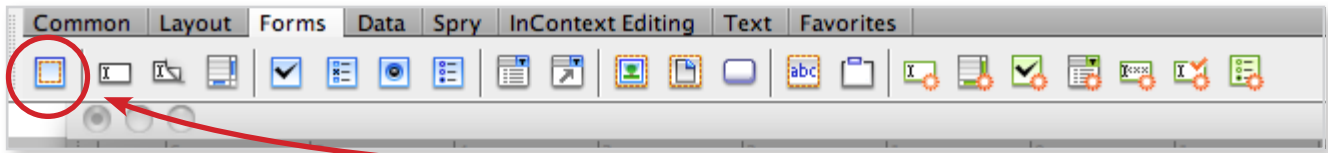## 1. CREATE A NEW HTML PAGE IN DREAMWEAVER.

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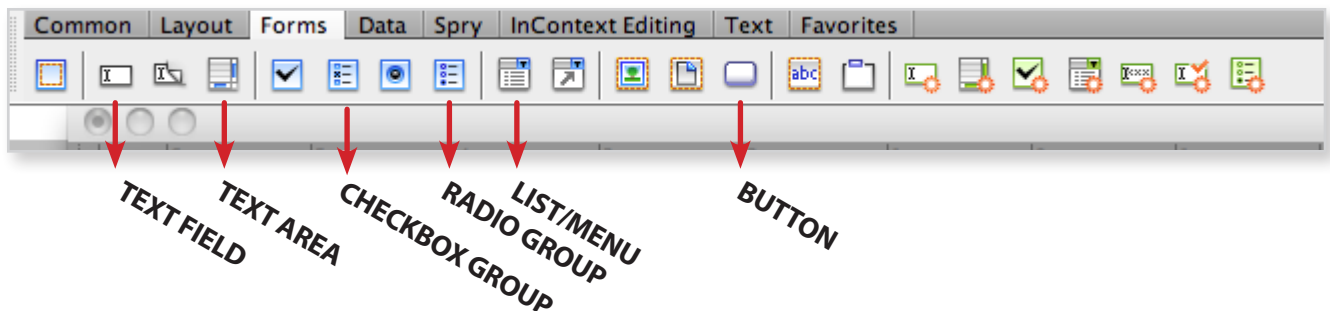

2. WITH YOUR CURSOR IN THE DESIGN PORTION OF THE SCREEN, SELECT THE **INSERT FORM** OPTION

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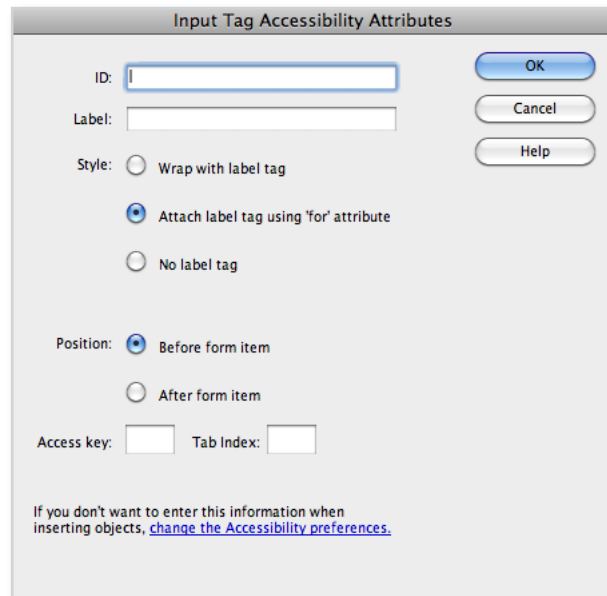
4. IN THE DESIGN PORTION OF THE SCREEN, **PLACE YOUR CURSOR INSIDE THE RED BOX**.

5. FROM THE INSERT PANEL, SELECT A **FORM OBJECT,** FOR EXAMPLE, TEXT FIELD. CLICK ON IT.
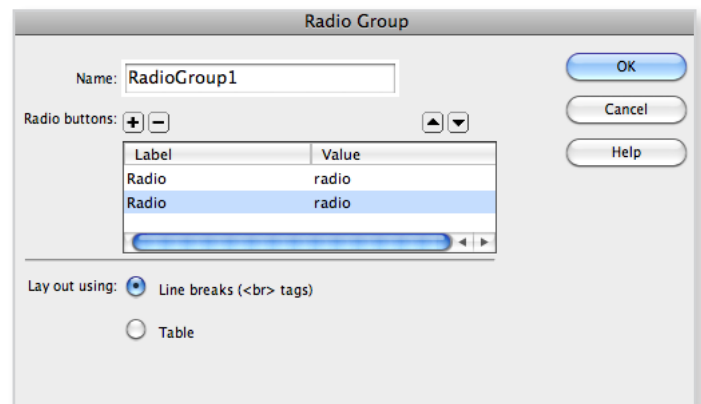
6. GIVE THE FORM OBJECT NEEDED ATTRIBUTES:

    - 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 Proper-ties 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.
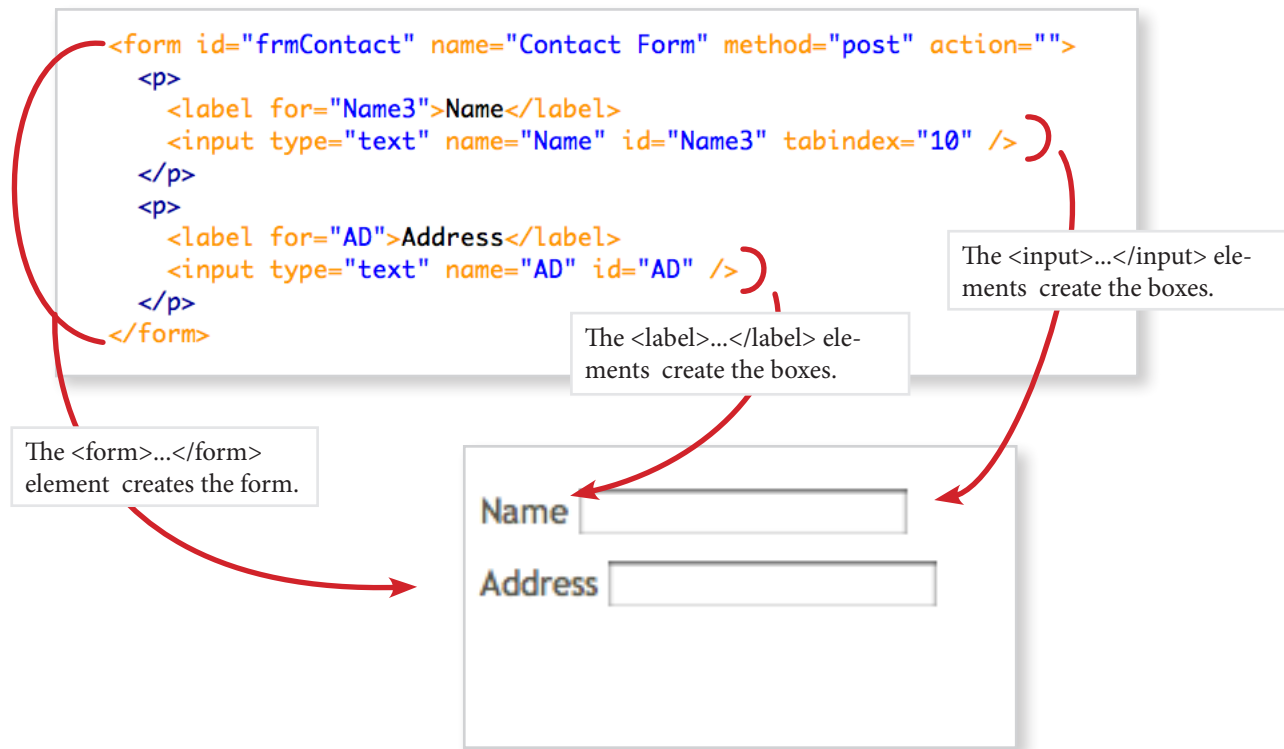
8. STYLING FORMS

```
<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 \<input\>...\</input\> elements create the boxes.

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

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

Name

Address

- 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.