

COMSC-031

Web Site Development- Part 2



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Topic 8



8

Web-Based Forms

You can allow your Web site visitors to send you information by creating forms on your Web pages. This chapter shows you how to create forms with different types of fields, buttons, and menus.

Topics: Creating Web-Based Forms

- Introduction to Forms
- Define a Form Area
- Add a Text Field to a Form
- Add a Check Box to a Form
- Add a Radio Button to a Form
- Add a List/ Menu or List to a Form
- Add a Button to a Form



Introduction to Forms

- You can add forms to your Web site to make it more **interactive**, thus allowing viewers to enter and submit information to you through your Web pages.
- Forms work in conjunction with a **program or script** that processes the form information.
- Programmers generally create form **scripts**, and some scripts may be available through your service provider.

Introduction to Forms

- In order for a form to function, you need to have a script on your **Web server** to process the form information.
- Most form scripts are written in a programming language such as Perl, PHP, ASP.NET or Java

Introduction to Forms

Create a Form

- You can use Dreamweaver to construct a form by **inserting** text fields, drop-down menus, check boxes and other interactive elements into your page.
- You can also enter the Web address of a form handler, or script, in Dreamweaver so that the information can be processed.

Introduction to Forms

Create a Form

- Visitors to your Web page fill out the form and send the information to the script on your server by clicking a **Submit** button.



Introduction to Forms

Process Form Information

- **Form handlers** or **scripts** are programs that process the form information and execute an action, such as forwarding the information to an e-mail address or entering the contents of a form into a database.

Introduction to Forms

Process Form Information

- Although many ready-made form handlers are available for free on the Web, they generally require some customization.
- Your Web-hosting company may have forms available for you to use with your site.

Introduction to Forms

Survey Feedback

Please take a moment to complete the on-line survey about the course you just took.

Click on the link below:



National Service and Operational Excellence

SEARCH RESOURCES

20



20 of 20

END PRESENTATION

Web Survey - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Taskbar

Address C:\Documents and Settings\LVRJOM\Desktop\ServiceRecoveryAHEARTPart1.HTML Go Links Convert Select

On-Line Training Feedback

Thank you for participating in the survey. Please take a few moments to assess the on-line training you just took.

First Name (Optional)

Last Name (Optional)

The course instruction is clear. Yes No

The course instruction is complete. Yes No

The course is useful to my work. Yes No

The course is effective. Yes No

Comments

Thank for taking time to complete the survey.

Done My Computer

Introduction to Forms

On-Line Training Feedback

Thank you for participating in the survey. Please take a few moments to assess the on-line training you just took.

First Name (Optional)

Last Name (Optional)

The course instruction is clear. Yes No

The course instruction is complete. Yes No

The course is useful to my work. Yes No

The course is effective. Yes No

Comments

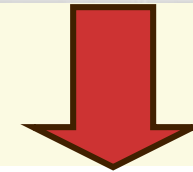
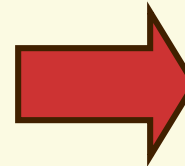
Enjoyed the on-line training course

Thank for taking time to complete the survey.

Submit

Reset

Web Server



SaveWebSurvey.asp
ASP File
6 KB



http://lvr-pcc-prod-10/Advisor/WebSurveys/savewebsurvey.asp - Microsoft In...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print

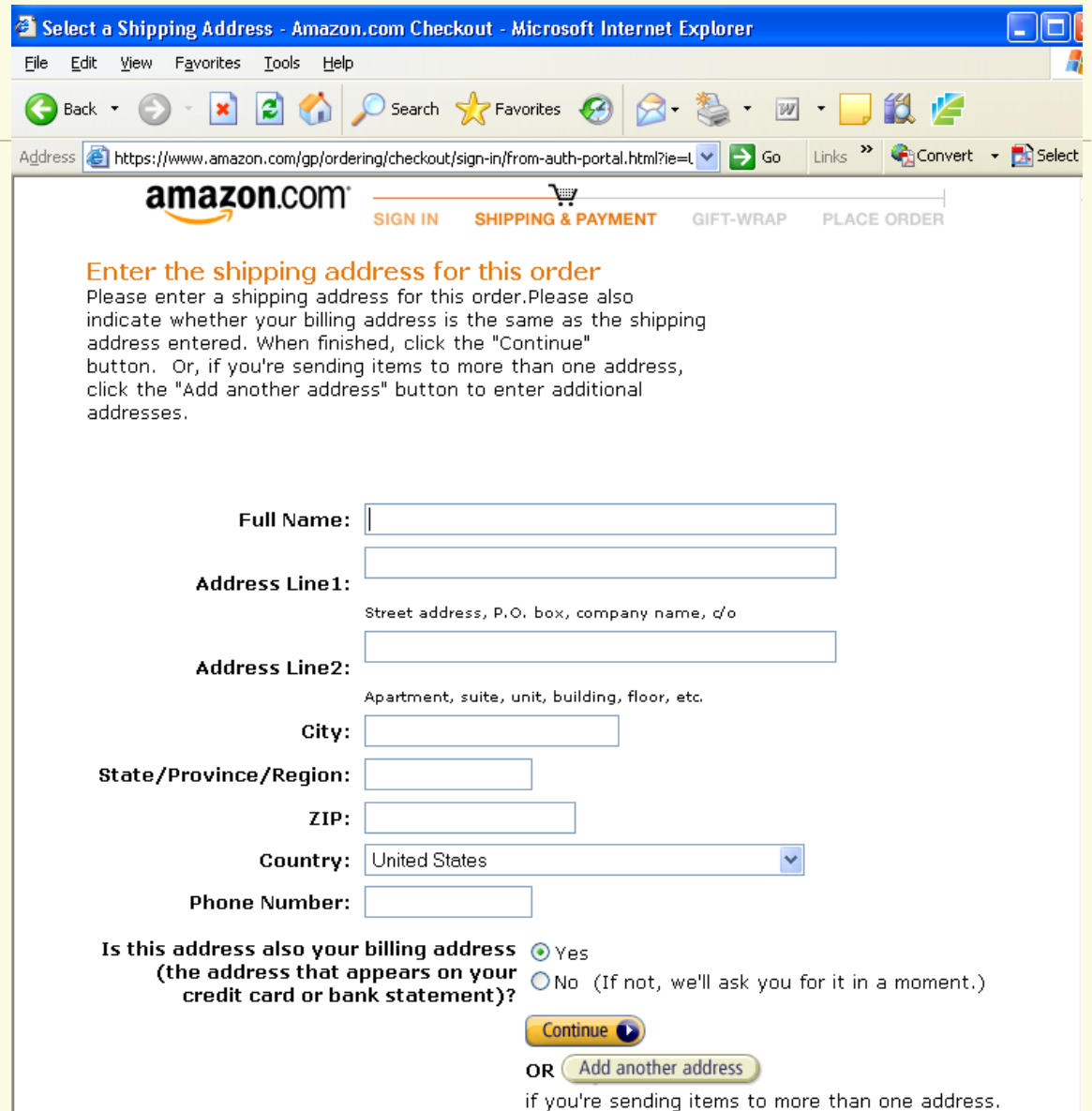
Address http://lvr-pcc-prod-10/Advisor/WebSurveys/savewebsurvey.asp Go Links Convert Select

Successfully uploaded the survey, "Service Recovery A HEART Part2".

Thank you for taking the survey.

Introduction to Forms

Types of Forms



The screenshot shows a Microsoft Internet Explorer browser window displaying the Amazon.com checkout page. The address bar shows the URL: <https://www.amazon.com/gp/ordering/checkout/sign-in/from-auth-portal.html?ie=l>. The page title is "Select a Shipping Address - Amazon.com Checkout".

The page content includes the Amazon logo, navigation links for "SIGN IN", "SHIPPING & PAYMENT", "GIFT-WRAP", and "PLACE ORDER". The main heading is "Enter the shipping address for this order". Below this, there is a paragraph of instructions: "Please enter a shipping address for this order. Please also indicate whether your billing address is the same as the shipping address entered. When finished, click the 'Continue' button. Or, if you're sending items to more than one address, click the 'Add another address' button to enter additional addresses."

The form fields are as follows:

- Full Name:**
- Address Line1:**
Street address, P.O. box, company name, c/o
- Address Line2:**
Apartment, suite, unit, building, floor, etc.
- City:**
- State/Province/Region:**
- ZIP:**
- Country:**
- Phone Number:**

Below the form fields, there is a question: "Is this address also your billing address (the address that appears on your credit card or bank statement)?" with two radio button options: "Yes" (selected) and "No (If not, we'll ask you for it in a moment.)".

At the bottom of the form, there are two buttons: "Continue" and "Add another address". Below the "Add another address" button, there is a note: "if you're sending items to more than one address."

Introduction to Forms

My health manager Health & wellness Health plans & services Locate our services

Refill prescriptions

- About Rx refills
- Help

Refill a prescription
for yourself or another member

For you:

Health/Medical Record number	Number of prescriptions to be refilled
<input type="text" value="7654321"/>	<input type="text" value="1"/>

For other members:

Health/Medical Record number	Number to be re
<input type="text"/>	<input type="text"/>
Health/Medical Record number	Number to be re
<input type="text"/>	<input type="text"/>
Health/Medical Record number	Number to be re
<input type="text"/>	<input type="text"/>

My health manager Health & wellness Health plans & services Locate our services

Refill prescriptions

- About Rx refills
- Help

Refill a prescription
for yourself or another member

Prescriptions to refill

For you:

Health/Medical Record number: **7654321**

- Rx# **123456789**

If you don't know your prescription number or need help refilling your prescription, please contact your pharmacy at the phone number shown on your prescription label. Your pharmacy's phone number is also listed in our [facility directory](#).

If you need to go back to a previous page, use the "Back" button below. Please do not use your browser's "Back" button.

[Back](#) [Start over](#) [Continue](#)

Define a Form Area

- You can set up a form on your Web page by first creating a **form container**.
- The form container defines the **area of the form** where you place any text field, menus, or other form elements.
- You associate the **script or form handler** by typing the name in the Property inspector.

Define a Form Area



Define a Form Area

1. Click where you want to **insert** your form.
2. In the Insert
3. Click **Form**
4. Click **Form.**

Define a Form Area



Define a Form Area

The image shows a screenshot of a web designer's interface with the 'Insert' menu open. The menu items are as follows:

- Tag... (Ctrl+E)
- Image (Ctrl+Alt+I)
- Image Objects
- Media
- Media Queries...
- Table (Ctrl+Alt+T)
- Table Objects
- Layout Objects
- Form** (highlighted)
- Hyperlink
- Email Link
- Named Anchor (Ctrl+Alt+A)
- Date
- Server-Side Include
- Comment
- HTML
- Template Objects
- Recent Snippets
- Widget...
- Spry
- jQuery Mobile
- InContext Editing
- Data Objects
- Customize Favorites...
- Get More Objects...

The 'Form' sub-menu is also open, showing the following options:

- Form (highlighted)
- Text Field
- Textarea
- Button
- Checkbox
- Radio Button
- Select (List/Menu)
- File Field
- Image Field
- Hidden Field
- Radio Group
- Checkbox Group
- Jump Menu
- Fieldset
- Label
- Spry Validation Text Field
- Spry Validation Textarea

Four numbered annotations are present:

- 1**: A yellow box with the number '1' and an arrow pointing to a red rectangular area on the page.
- 2**: A yellow box with the number '2' and an arrow pointing to the 'Insert' menu.
- 3**: A yellow box with the number '3' and an arrow pointing to the 'Form' menu item.
- 4**: A yellow box with the number '4' and an arrow pointing to the 'Form' sub-menu item.

Text annotations on the red area:

- On the left: "Thank for c... hear from y... survey to fi... improve."
- On the right: "like to short night do to"

At the bottom of the window, the status bar shows: "<body> <div#content> <h2> 100% 598 x 419 5K / 1 sec Unicode (UTF-8)"

Define a Form Area



Define a Form Area

6. Click the **Visual Aid**
7. Select **CSS Layout Background**
8. Type the **form address**, which is determined by the location of the script on your Web server
9. Click either **Post** or Get

Note: Your selection should be based on the command that is required by the script or form handler that you are using.

Define a Form Area

demo

Define a Form Area

The screenshot shows a web browser window displaying a form titled "Feedback". The form area is highlighted in green. A red dashed box indicates the area where form elements can be added. The developer tools show the "INSERT" menu with "Forms" selected, and the "Form ID" field set to "form1". The "Action" field is set to "javascript/processform.js" and the "Method" is set to "POST".

6

7

8

9

A box appears, indicating that the form container is setup. To build the form, you can add the form elements inside the red box.


Add a Text Field to a Form

- You can add a text field to enable viewers to submit **text** through your form.
- **Text fields** are probably the most common form element, enabling users to enter names, addresses, brief answers to questions, and other short pieces of text.

Add a Text Filed to a Form



Add a single line text field to a form

1. Click inside the form container where you want to insert the text field.
2. In the Insert panel, click .
3. Click **Forms**.
4. Click the **Text Field** button on the Forms Insert panel
5. Type a **one-word ID**.
6. Type the **text** that you want for the label
7. Click **OK**.

Add a Text Filed to a Form



Add a single line text field to a form

The screenshot shows a web browser window with a feedback form. The form has a red background with the word "Feedback" in yellow. Below it, the text reads: "Thank for dining at the LMC Brentwood Burger Diner. We like to hear from you on how we are doing. We're conducting this short survey to find about your dining experience and what we might do to improve." The form is currently empty. A dialog box titled "Input Tag Accessibility Attributes" is open, showing the "ID" field set to "email" and the "Label" field set to "Please enter your email address below". The "Attach label tag using 'for' attribute" option is selected. The "Position" is set to "Before form item". The "Access key" and "Tab Index" fields are empty. The "OK" button is highlighted. Red arrows and numbers 1-7 indicate the steps to add a text field to the form:

1. Click on the red background of the form.
2. Click on the "Forms" dropdown menu in the "INSERT" panel.
3. Click on the "Form" icon in the "INSERT" panel.
4. Click on the "Text Field" icon in the "INSERT" panel.
5. Click on the "ID" field in the "Input Tag Accessibility Attributes" dialog box.
6. Click on the "Label" field in the "Input Tag Accessibility Attributes" dialog box.
7. Click on the "OK" button in the "Input Tag Accessibility Attributes" dialog box.

Add a Text Field to a Form



Add a single line text field to a form

8. Type an initial value for the text field if you want the text to appear in the form.
9. Type a **character width** to define the width of the text field.
10. Type a **maximum number** of characters to limit the amount of text that a user can enter.
11. Select the **class** to format text field.

Add a Text Filed to a Form



Add a single line text field to a form

The screenshot shows a web browser window with a red background. The main heading is "Feedback" in yellow. Below it, the text reads: "Thank for dining at the LMC Brentwood Burger Diner. We like to hear from you on how we are doing. We're conducting this short survey to find about your dining experience and what we might do to improve." Below this text is a prompt: "Please enter your email address below, if you like us to contact you:" followed by a white text input field with a dashed red border.

The browser's address bar shows the file path: `file:///C:/Documents and Settings/LVRJOM/Desktop/LMCBrentwoodBurger/fee`. The browser title is "LMC Brent".

The Properties panel at the bottom shows the following settings for the selected text field:

- Type: Single line
- Char width: 40
- Max chars: 40
- Class: form...

Red arrows and numbers point to specific elements:

- Arrow 9 points to the "Char width" field.
- Arrow 10 points to the "Max chars" field.
- Arrow 8 points to the "Class" dropdown menu.
- Arrow 11 points to the "Class" dropdown menu.

Add a Text Filed to a Form



Add a multi-line text field to a form

1. Click **insert** the form container where you want to insert the text field.
2. Click the **Forms** tab.
3. Click the **Text Field** icon.
4. Type a **one-word ID**
5. Click **OK**

Add a Text Filed to a Form



Add a multi-line text field to a form

6. Click **multiple** line.
7. Enter **character width**.
8. Enter **number of lines**.
9. Select the **class** to format text field.

Add a Text Filed to a Form



Add a multi-line text field to a form

1 → How would you describe our di here?

2 → Forms

3 → Text Field

4 → ID: describe

5 → OK

6 → Multi line

7 → Char width 45

8 → Num lines 5

9 → Class form...

Input Tag Accessibility Attributes

ID: describe

Label:

Attach label tag using 'for' attribute

Style: Wrap with label tag No label tag

Position: Before form item After form item

Access key: Tab Index:

OK Cancel Help

If you don't want to enter this information when inserting objects, [change the Accessibility preferences.](#)

PROPERTIES

TextField

Char width 45

Type Single line Multi line

Class form...

Num lines 5

Disabled

Read-only

INSERT

Forms

Form

Text Field

Hidden Field

CSS STYLES MAP ELEMENTS

All Current

All Rules

- a:hover
- body,td,th
- body
- #content
- #navigation
- #banner
- h5
- .highlight
- .image-right
- .image-left
- p
- .footer
- .menu-item
- .form-entry

Properties for ".form-entry"

BUSINESS CATALYST

FILES ASSETS SNIPPETS

Local Files

Local Files	Size	Type
Site - LMC Brentwood Burg...		Folder
image		Folder
Scripts		Folder
banner.html	1KB	HTML Do...

Add a Text Field to a Form



Can I define the style of text that appears in the text field?

- By default, the browser determines what style of text appears in form fields.
- It is not possible to format this type of text with plain HTML.
- You can use **style sheets** to manipulate the way the text in the form field appears.

Add a Text Field to a Form



Can I create a text field with multiple lines?

- Yes. When a text field has multiple lines, it is called a **text area**.
- You can insert a text area just as you insert a text field by clicking the Text Field button in the Forms bar at the top of the screen.


Add a Check Box to Form

- Check boxes enable you to present multiple options in a form and allow the user to select one, several, or none of the options.

Add a Check Box to Form



Add a check box to a form

1. Click inside the **form container** where you want to insert the check box.
2. Click the **Forms** tab
3. Click the **checkbox icon**  on the Forms bar.
4. Type a **one-word ID**.
5. Type a **label**.

Add a Check Box to Form



Add a check box to a form

6. Click **OK**
7. **Repeat steps 3 to 6** until you have the number of check boxes that you want in your form.

Add a Check Box to Form



Add a check box to a form

feedback.html* x C:\Documents and Settings\LVRJOM\Desktop\LMCBrentwoodBurger\feedback.html

Source Code mystyle.css*

Code Split Design Live Code Live View Inspect Multiscreen

Address: file:///C:/Documents and Settings/LVRJOM/Desktop/LMCBrentwoodBurger/fee

Feedback

Thank for dining at the LMC Brentwood Burger Diner. We like to hear from you on how we are doing. We're conducting this short survey to find about your dining experience and what we might do to improve.

Please enter your email address below, if you like us to contact you:

1 What did you order?

2 INSERT

- Forms
- Textarea
- 3 Check box
- Checkbox Group

CSS STYLES AP ELEMENTS

All Current

All Rules

- a:hover
- body,td,th
- body
- #content
- #navigation

Input Tag Accessibility Attributes

4 ID: ordersteak

5 Label: Steak Burger

6 OK

Cancel

Help

Style:

- Wrap with label tag
- Attach label tag using 'for' attribute
- No label tag

Position:

- Before form item
- After form item

local view

100%

Add a Check Box to Form



Add a check box to a form

7. Click a **check box** to select it.
8. Click to select an **initial state option**
9. Click to select the **other check boxes** in the group, one at a time, and specify attributes.
10. Click to select the other check boxes in the group, one a time, and specify attributes

Add a Check Box to Form



Add a check box to a form

The screenshot shows a web browser window displaying a feedback form. The form has a red background and contains the following text and elements:

- Feedback** (yellow text)
- Thank for dining at the LMC Brentwood Burger Diner. We like to hear from you on how we are doing. We're conducting this short survey to find about your dining experience and what we might do to improve.
- Please enter your email address below, if you like us to contact you:
- What did you order?
 - Steak Burger
 - Grilled Chicken or Turkey
 - Garden Sandwich
 - Fries/ Onion Rings
 - Beverages
 - Desert

At the bottom of the browser window, the "PROPERTIES" panel is visible, showing the following settings for the selected checkbox:

- Checkbox name: orderstek
- Checked value:
- Initial state: Checked Unchecked
- Class: None

9
10

8

Add a Check Box to Form



When should I use check boxes?

- Check boxes are ideal when you want visitors to be able to select more than one option.
- Keep in mind that you may want to include the message, “Check all that apply”.

Add a Check Box to Form



When should I use radio buttons?

- When you want visitors to select only one option from a list of two or more options, radio buttons are the best choice
- You can set up your radio buttons so that it is not possible to select more than one options.


Add a Radio Button to a Form

- You can allow visitors to **select one** of several options by adding a set of radio buttons to your form.
- With radio buttons, a user cannot select more than one option from a set.

Add a Radio Button to a Form



Add a radio button to a form

1. Click inside the **form container** where you want to insert a radio button.
2. Click the **Radio Group Button**  icon on the Forms bar.
3. Type the **name**
4. Type the **labels** and **values**
5. Type **OK**.

Add a Radio Button to a Form



Add a radio button to a form

The screenshot shows a web editor interface with a form titled "feedback.html". The form contains two text input fields. The first field is highlighted with a red box and labeled with a yellow "1" in a red box. The second field is also highlighted with a red box. A "Radio Group" dialog box is open over the second field, with a red box around it labeled with a yellow "1" in a red box. The dialog box has a "Name" field with the value "Recommend" (labeled with a red "3"), a "Radio buttons" section with a table (labeled with a red "4"), and "OK", "Cancel", and "Help" buttons (labeled with a red "5"). The "Radio Group" dialog box is titled "Radio Group" and has a close button (X) in the top right corner. The "Radio buttons" section contains a table with the following data:

Label	Value
Yes	1
No	0

The "Lay out using:" section has two radio buttons: "Line breaks (
 tags)" (selected) and "Table". The "OK" button is highlighted with a red arrow. The "Radio Group" dialog box is also highlighted with a red arrow. The "Radio Group" dialog box is also highlighted with a red arrow. The "Radio Group" dialog box is also highlighted with a red arrow.

The web editor interface includes a menu bar with "Code", "Split", "Design", "Live Code", "Live View", "Inspect", and "Multiscreen". The address bar shows the file path: "file:///C:/Documents and Settings/LVRJOM/Desktop/LMCBrentwoodBurger/fee...". The status bar at the bottom shows the current HTML code: "body <div#content> <form#form1> <p>".

Add a Radio Button to a Form



Add a radio button to a form

7. Click a **radio button**.
8. Click to select an **initial state option**
9. Click to select the other radio buttons one at a time, and specify attributes for each radio button individually.

Add a Radio Button to a Form



Add a radio button to a form

The screenshot shows a web browser window with a form. The form contains two questions:

7 → Yes

9 → No

How would you describe our diner to someone who has never been here?

8 → Unchecked

The browser's developer tools are open, showing the source code and the properties of the selected radio button. The properties panel shows:

- Radio Button
- Checked value: 1
- Initial state: Checked
- Class: None
- Unchecked

The radio buttons and label appear on the page.

Add a Radio Button to a Form



What happens if I want visitors to select multiple options?

- If you want your users to be able to select multiple options, radio buttons are not your best choice.
- If you want to allow your users to select multiple options and to be able to deselect an option after it is selected, your best choice is to use check boxes instead of radio buttons.

Add a Radio Button to a Form



Are there alternatives to using check boxes or radio buttons?

- Yes, there are alternative such as menus and lists.
- Instead of using check boxes, you can use multi-select lists so that users can select more than one item from a list.
- You can replace a radio button with a menu that allows only one choice from a list.


Add a Menu or List to a Form

- Menus enable users to choose from a **predefined list** of choices.
- List/ menus, sometimes called drop-down boxes, are similar to check boxes in that users can choose one or more options.

Add a Menu or List to a Form



Add a menu or list to a form

1. Click inside the **form container** where you want a menu list.
2. Click the **Forms tab**
3. Click **List/ Menu**  on the Forms bar
4. Type a **one-word ID**
5. Type a **label**
6. Click **OK**

Add a Menu or List to a Form



Add a menu or list to a form

The screenshot shows a web editor interface with a form and an accessibility dialog box. The form contains a text input field and a list of menu items. The dialog box is titled "Input Tag Accessibility Attributes" and has several fields and options. Red arrows and numbers 1 through 6 point to specific elements in the image.

1 → Points to the menu area of the form.

2 → Points to the "Insert" menu in the editor.

3 → Points to "Select (List/Menu)" in the "Forms" panel.

4 → Points to the "ID" field in the dialog box.

5 → Points to the "Label" field in the dialog box.

6 → Points to the "OK" button in the dialog box.

The form content includes:

- improve.
- Please enter your email
- What did you order?
- Steak Burger
- Grilled Chicken or
- Garden Sandwich
- Fries/ Onion Rings
- Beverages
- Desert

The dialog box "Input Tag Accessibility Attributes" contains:

- ID: quality
- Label: The quality of our food and servcie was
- Attach label tag using 'for' attribute (selected)
- Style: Wrap with label tag (selected)
- Position: Before form item (selected)
- Access key: Tab Index:

The editor interface shows the "INSERT" panel with "Forms" expanded, and the "PROPERTIES" panel at the bottom.

Add a Menu or List to a Form



Add a menu or list to a form

7. Click **List Values**
8. Type an **Item Label** and a **Value** for each menu item.
9. Click **OK** when you are done.
10. Click the item that you want to **appear pre-selected** when the page loads.

Add a Menu or List to a Form



Add a menu or list to a form

You can select an item + or to add or delete entries

The screenshot shows a web browser window with a form titled "feedback.html". The form contains several sections:

- A red box with the text "improve." and "Please enter your email address below, if you like us to contact you:" followed by an empty text input field.
- A section titled "What did you order?" with a list of items: Steak Burger, Grilled Chicken or Turkey, Garden Sandwich, Fries/ Onion Rings, Beverages, and Desert. Each item has a checkbox.
- A section titled "The quality of our food and servcie was excellent?" with a radio button selected for "Agree".

A "List Values" dialog box is open over the list. It has a table with the following data:

Item Label	Value
Agree	2
Neutral	1
Disagree	0


The dialog box has a "+" button, a "-" button, and an "OK" button. A red arrow points to the "+" button, and another red arrow points to the "OK" button. A red arrow also points to the "Agree" row in the table.

The browser's "INSERT" panel on the right shows a list of form elements, including "Select (List/Menu)". A red number "9" is next to this option. The "PROPERTIES" panel at the bottom shows the "List Values..." button with a red number "7" next to it. The "Initially selected" dropdown shows "Agree" with a red number "10" next to it.

Add a Menu or List to a Form



Add a menu or list to a form

1. Click inside the **form container** where you want a menu list.
2. Click the **Forms tab**
3. Click **List/ Menu**  on the Forms bar
4. Type a **one-word ID**
5. Type a **label**
6. Click **OK**

Add a Menu or List to a Form



Add a menu or list to a form

The screenshot shows a web editor interface with a form on the left and an 'INSERT' panel on the right. The form contains a text input field, a list of food items, and a question. The 'INSERT' panel has a 'Forms' dropdown menu. The 'Input Tag Accessibility Attributes' dialog box is open, showing fields for ID, Label, Style, and Position. Red arrows and numbers 1-6 point to specific elements:

- 1: Points to the text input field in the form.
- 2: Points to the 'Forms' dropdown menu in the 'INSERT' panel.
- 3: Points to the 'Select (List/Menu)' option in the 'INSERT' panel.
- 4: Points to the 'ID' field in the 'Input Tag Accessibility Attributes' dialog box.
- 5: Points to the 'Label' field in the 'Input Tag Accessibility Attributes' dialog box.
- 6: Points to the 'OK' button in the 'Input Tag Accessibility Attributes' dialog box.

The form content includes:

Please enter your email address below, if you like us to contact you:

What did you order?

- Steak Burger
- Grilled Chicken or Turkey
- Garden Sandwich
- Fries/ Onion Rings
- Beverages
- Desert

The quality of our food and servcie was excellent? Yes No

The 'INSERT' panel shows the following options:

- Forms (2)
- Checkbox
- Checkbox Group
- Radio Button
- Radio Group
- Select (List/Menu) (3)
- Jump Menu
- Image Field

The 'Input Tag Accessibility Attributes' dialog box shows the following fields:

- ID: tasteful (4)
- Label: The food was very tasteful and deliciou (5)
- Style: Wrap with label tag, Attach label tag using 'for' attribute, No label tag
- Position: Before form item, After form item
- Buttons: OK (6), Cancel, Help

Add a Menu or List to a Form



Add a menu or list to a form

7. Click **List Values**
8. Type an **Item Label** and a **Value** for each menu item.
9. Click **OK** when you are done.
10. Click the item that you want to **appear pre-selected** when the page loads.

Add a Menu or List to a Form



Add a menu or list to a form

You can select an item + or - to add or delete entries

Please enter your email address below, if you like us to contact you:

What did you order?

- Steak Burger
- Grilled Chicken or Turkey
- Garden Sandwich
- Fries/ Onion Rings
- Beverages
- Desert

The quality of our food and service is:

The food was very tasteful and delicious?

Item Label	Value
Agree	2
Neutral	1
Disagree	0

Properties:

Select: tasteful

Type: Menu List

Height: 7

Selections: Allow multiple

Initially selected: Agree

Buttons: List Values..., OK, Cancel, Help

Annotations: 7 (points to Height), 8 (points to Value 1), 9 (points to OK button), 10 (points to Initially selected)

Add a Menu or List to a Form



What determines the height and width of a menu or list?

- The widest item determines the width of your menu or list.
- To change the width of the menu, you can change the width of your item descriptions.
- You can set the height greater than 1 so that visitors to your site can see more of your list items.

Add a Menu or List to a Form



Can I choose more than one item from a menu?

- You can only select one item from a menu because of its design.
- If you want more than one selection, use a list by clicking List as the type in the Properties inspector and set it to allow multiple selections.

Add a Button to a Form


- You can use a form button for many things, but its most common use is to add a Submit button at the end of a form.
- You need a Submit button to enable users to send the information that they have entered in the form to specified script, or form handler.



Add a Submit Button to a Form



Add a submit button to a form

1. Click inside the **form container** where you want to add the Submit button.
2. Click the **Forms tab**
3. Click the **button icon**  on the Forms bar
4. Type a **one-word ID**
5. Click **OK**

Add a Submit Button to a Form



Add a submit button to a form

The screenshot shows a web browser window with a form titled "feedback.html". The form contains two questions: "Would you recommend..." with radio buttons for "Yes" and "No", and "How would you describe here?" with a text input field. A red box highlights the bottom of the form, with a red arrow labeled "1" pointing to it. An "Input Tag Accessibility Attributes" dialog box is open, showing the "Submit" button being added. The dialog has several fields and options: "ID" is set to "Submit" (with a red arrow labeled "4" pointing to it), "Label" is empty, "Style" is set to "No label tag", "Position" is set to "Before form item", and "Access key" and "Tab Index" are empty. The "OK" button in the dialog is highlighted with a red arrow labeled "5". In the background, the "INSERT" panel on the right shows the "Button" option selected with a red arrow labeled "3". The "CSS STYLES" panel shows "All Rules" and "Properties for '.form-entry'".

Add a Submit Button to a Form



Add a submit button to a form

6. Click the **button** to select it
7. Type a **value** for the button.
8. Select the **action** of the button
9. Select the **class** to format text of button

Add a Submit Button to a Form



Add a submit button to a form

The screenshot shows a web browser window displaying a form titled "feedback.html". The form has a red background and contains the following text and elements:

- Question: "Would you recommend our diner to a friend?"
- Radio buttons: "Yes" and "No"
- Question: "How would you describe our diner to someone who has never been here?"
- Text input field
- Submit button

The browser's developer tools are open, showing the "PROPERTIES" panel for the selected "Submit" button. The panel displays the following information:

- Button name: Submit
- Value: Submit
- Action: Submit form, None, Reset form
- Class: form...

Red arrows and numbers are used to highlight specific elements:

- 6: Points to the "Submit" button on the form.
- 7: Points to the "Button name" field in the developer tools.
- 8: Points to the "Action" field in the developer tools.
- 9: Points to the "Class" field in the developer tools.

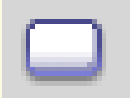
Add a Reset Button to a Form

- You can add a **Reset button** to a form to enable users to erase their form entries so that they can start over.

Add a Reset Button to a Form



Add a reset button to a form

1. Click inside the **form container** where you want to add the Reset button.
2. Click the **Forms tab**
3. Click the button icon  on the Forms bar
4. Type a **one-word ID**
5. Click **OK**

Add a Reset Button to a Form



Add a reset button to a form

The screenshot shows a web editor interface with a form on the left and several panels on the right. The form has a red background and contains two radio buttons for 'Yes' and 'No', a text input field, and a 'Submit' button. A dialog box titled 'Input Tag Accessibility Attributes' is open, showing the configuration for a 'Reset' button. The dialog has fields for ID (set to 'Reset'), Label, Style, Position, and Access key. A yellow highlight is on the 'OK' button. The 'INSERT' panel on the right shows the 'Button' widget selected. The 'PROPERTIES' panel at the bottom shows form settings.

1 → Submit

2 → INSERT panel

3 → Button widget

4 → ID field

5 → OK button

Form ID: form2
Action: [empty]
Method: POST
Target: [empty]
Class: None
Encype: [empty]

Add a Reset Button to a Form



Add a reset button to a form

6. Click the **button** to select it
7. Type a **value** for the button.
8. Select the **action** of the button
9. Select the **class** to format text of button

Add a Reset Button to a Form



Add a reset button to a form

The screenshot shows a web browser displaying a form with a red background. The form contains two radio buttons for "Yes" and "No", and a text input field. Below the input field are two buttons: "Submit" and "Reset". The "Reset" button is highlighted with a dashed red border. The browser's developer tools are open at the bottom, showing the HTML structure and the Properties panel for the Reset button.

6

7

8

9

```
<body> <div#content> <form#form2> <input.form-entry#Reset>
```

PROPERTIES

Button name: Reset

value: Reset

Action: Submit form None

Class: form...

Add a Button to a Form



Why would I add a Reset button to a form on a Web page?

- Including a Reset button is a common practice on the Web.
- Reset buttons make it easy for visitors to your site to clear the contents of a form if they have made an error and want to redo the form.