

UNIVERSITY OF BAHRAIN
COLLEGE OF APPLIED STUDIES

MISA210

LAB 7

Creating Forms

Description:

You can use forms to interact with or gather information from site visitors. With forms, visitors can provide feedback, sign a guest book, take a survey, or place an order for merchandise. In Adobe Dreamweaver CS4, you can create a variety of form elements, such as text fields, password fields, radio buttons, checkboxes, pop-up menus, and clickable images (such as a Submit button).

Activity 7.1: Setting up a Form

1. Start Dreamweaver.
2. Create a new HTML document.
3. Save and name the Dreamweaver document as Lab7.html.
4. Position the insertion point where you want the form to appear.
5. Select the Forms category in the Insert bar (**Figure 1**), and click Form.

A blank form appears, with a red dotted outline (**Figure 2**). You place all form elements inside this outline.

Form options appear in the Property inspector.

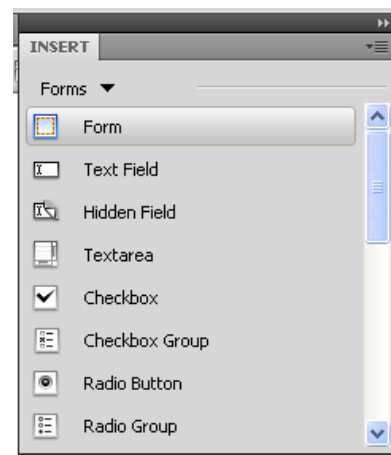


Figure 1: Form Category in the insert bar



Figure 2: Blank Form

6. From the Method pop-up menu in the Property inspector (**Figure 3**), select either GET or POST.
 - GET appends the form contents to the URL specified in the Action text box. Use GET if the form data is short and the results of the form will lead to a page that you want the visitor to be able to bookmark.
 - POST sends the form contents directly to the server in a manner that is not visible to the visitor. Use POST if the form data might be long (if, for instance, the form includes a text field that the visitor can use to type an unlimited amount of text).
7. In the Action text box, type the URL, or browse the page you want.

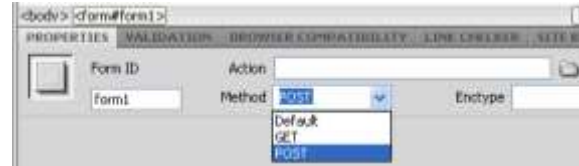


Figure 3: Method menu in the property inspector

Activity 7.2: Adding Form Elements

Using the Forms category in the Insert bar, you can insert any combination of form elements within the red outline of the form. You can use tables to lay out these elements if you choose.

Using Form Field:

Form fields enable site visitors to enter text into a form. Form fields include the following:

- Text fields, in which a visitor types a response.
- File fields, in which a visitor types the path of a file to upload to your server.

To add a text field:

1. Click the Text Field button in the Insert bar.
2. The Input Tag Accessibility Attributes dialog box opens (**Figure 4**).
3. Enter a label for the text field in the Label text box, in this example enter “First Name”

The label will be displayed next to the text field, indicating to the visitor what to put in the field.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.
5. The text field appears in the form (**Figure 5**).
6. Click in the text field (not the label) to select it.
7. In the form Property inspector (**Figure 6**), select one of the three types of text fields:

- Single Line text for short answers.
- Multi Line text for long answers such as the visitor’s description of a problem with a purchased item.
- Password text for passwords (in which asterisks appear in place of typed characters).



Figure 4: Input Tag Accessibility Attribute dialog box.

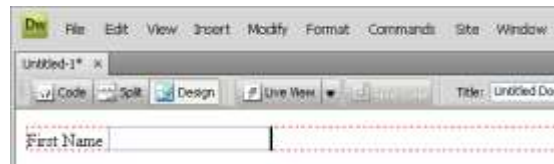


Figure 5: Text Field in the form

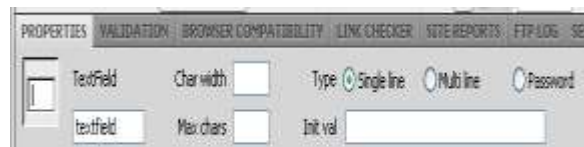


Figure 6: Form text field property inspector

To add a file field:

1. Click the Text Field button in the Insert bar.
2. The Input Tag Accessibility Attributes dialog box opens (**Figure 7**).
3. Enter a label for the file field in the Label text box, in this example enter “Upload CV”
4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.
5. The file field appears in the form (**Figure 8**).



Figure 7: Input Tag Accessibility Attribute dialog box.

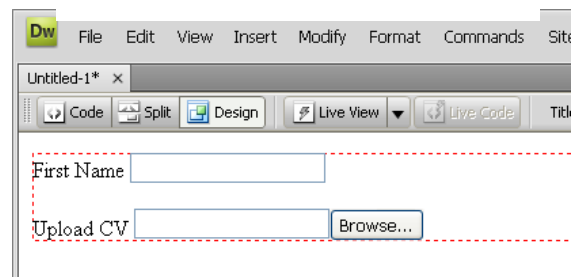


Figure 8: File Field in the form

Using checkboxes and radio buttons

Visitors click a checkbox or radio button to make a choice. With checkboxes, visitors can toggle a single option on or off, or they can select one or more options from a group of options. With radio buttons, visitors can select only one option from a group of options.

To add a group of radio buttons:

Radio buttons are typically used in groups.

1. Click the Radio Group button in the Insert bar to insert a group.

The Radio Group dialog box opens (**Figure 9**).

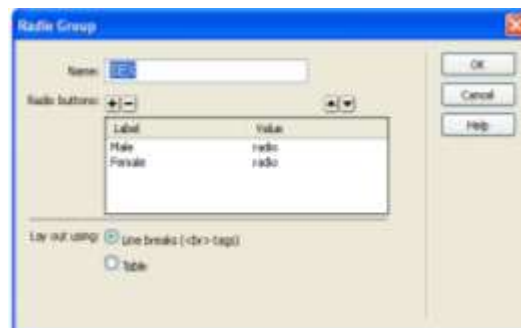


Figure 9: Radio Group dialog box

2. Enter a name in the Name text box, in this example “SEX”.

3. Click the plus (+) button to add a radio button to the group.
4. Change the label for the first radio button to “Male” and the second to “Female”.
5. Select an item in the radio button list, and click the up or down arrows to reorder the buttons.

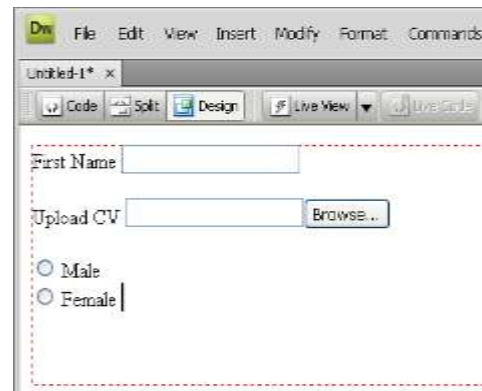


Figure 10: Example of radio group

6. Select Line Breaks to arrange the radio buttons without using a table. Select Table to arrange them in a table.

7. Click OK.

The group of radio buttons is added to the form (**Figure 10**).

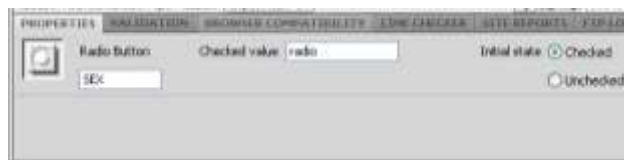


Figure 11: Form Radio Button Property Inspector

8. Click a radio button (not its label) to select it.
9. In the Property inspector, click Checked or Unchecked to indicate if this option is selected by default (**Figure 11**).

To add a group of checkbox:

1. Click the Checkbox Group button in the Insert bar to insert a group.

The Checkbox dialog box opens (**Figure 12**).

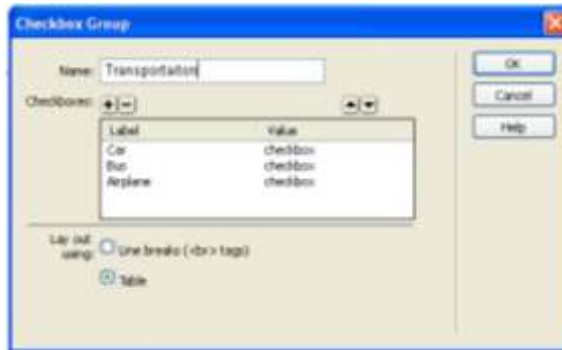


Figure 12: Checkbox dialog box

3. Click the plus (+) button to add a checkbox to the group.

4. Change the label for the first checkbox to “Car”, the second to “Bus” and the third to “Airplane”.

5. Click OK.

The group of checkbox is added to the form (**Figure 13**).

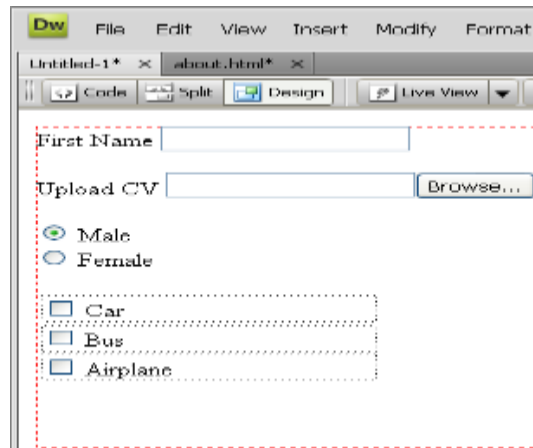


Figure 13: Example of Checkbox group

6. Click a checkbox (not its label) to select it.



Figure 14: Form Checkbox property inspector

7. In the Property inspector, click Checked or Unchecked to indicate if this option is selected by default (**Figure 14**).

Using lists and menus (List/Menu)

Lists and menus allow visitors to select options from a list or pop-up menu. With a list menu, you can display multiple options in a confined space and allow visitors to select multiple items. Visitors can select only one item from a pop-up menu.

To add a list menu/ Drop-down menu:

1. Click the List/Menu button in the Insert bar.
2. The Input Tag Accessibility Attributes dialog box opens.
3. Enter a label for the list menu in the Label text box, in this example enter “Major” (**Figure 15**).
4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.
5. A list/menu field appears in your document (**Figure 16**).
6. Click the list/menu field (not its label) to select it.
7. In the Property inspector, for Type, select List (**Figure 17**).
8. In the Height text box, enter the number of items the list will display.
9. If this number is less than the total number of items in the list, a scroll bar will be displayed.



Figure 15: Input Tag Accessibility Attribute dialog box.

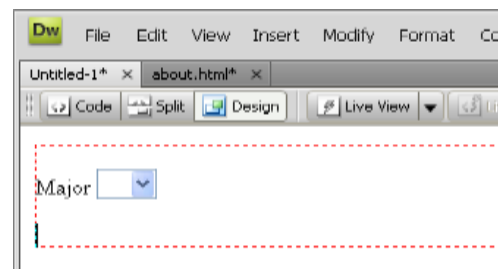


Figure 16: Example of List/Menu field



Figure 17: Form List Menu property inspector

10. If you want to allow visitors to select more than one item in the list, select **Allow Multiple** for Selections.

11. Click the **List Values** button to add the list items.

12. The **List Values** dialog box opens (**Figure 18**).



Figure 18: List Values dialog box

13. With the insertion point in the **Item Label** text box, enter the text you want to appear in the list, in this example “CS, CE, BIS”.



Figure 19: Choose which item is initially selected

14. In the **Value** text box, enter data you want sent to the server when a visitor selects the item.

15. If you enter no value, then the form sends the label as the value for that item.

16. To add another item to the list, click the plus (+) button.

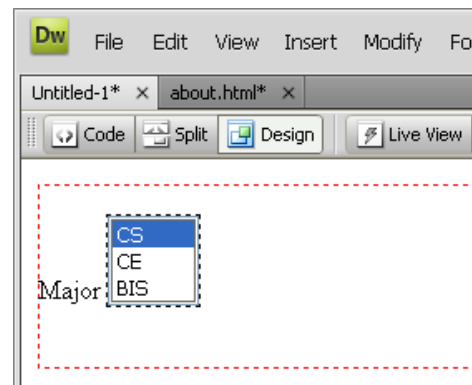


Figure 20: Form list with three items in the list

17. When you finish, click **OK** to close the **List Values** dialog box.

18. To have one of the items in the list selected by default, select that item in the **Initially Selected** text box in the **Property inspector** (**Figure 19**).

19. The **Initially selected** item is highlighted in the list (**Figure 20**).

Note: Adding drop down menu is exactly the same as adding menu list; just in property inspector choose Menu instead of List (Figure 21).



Figure 21: Adding drop-down menu

Using Jump Menu

A jump menu is a pop-up menu with options that link to documents or files. It is a form element that acts as navigation. You can create links to documents in your website or other websites, e-mail links, links to graphics, or links to any file type that can be opened in a browser. Because using this type of menu will cause the browser to navigate to another page, don't mix jump menus with other form elements.

To add a jump menu:

1. Click the Jump Menu button in the Insert bar. The Insert Jump Menu dialog box opens (Figure 22).
2. Enter two Items, in this example "Google and UOB".
3. When you click on Google type in When selected, go to URL: <http://www.google.com>.
4. When you click on UOB type in When selected, go to URL: <http://www.uob.edu.bh>.



Figure 22: Insert Jump Menu dialog box

Using form buttons

Form buttons control form operations. Use a form button to submit data entered into a form to the server or to reset the form. There are two types of form buttons: Standard text buttons are the browser's default button style, with text you want to display (typically Submit, Send, or Reset); graphical buttons use the graphic of your choice.

To add a standard text button:

1. Click the Button button in the Insert bar.

The Input Tag Accessibility Attributes dialog box opens.

Note: There are two reserved names: *Submit*, which submits the form data for processing, and *Reset*, which resets all the form fields to their original values.

2. Don't enter a label for the button.
3. Click OK to close the Input Tag Accessibility Attributes dialog box.
4. Click the button to select it.
5. In the Property inspector's Value text box, enter the text you want to appear on the button, in this example "Send" (**Figure 23**).
6. Select the type of action you want Submit/Reset.
7. The Button will appear in the document (**Figure 24**).

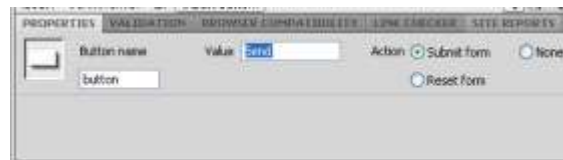


Figure 23: Form button property inspector

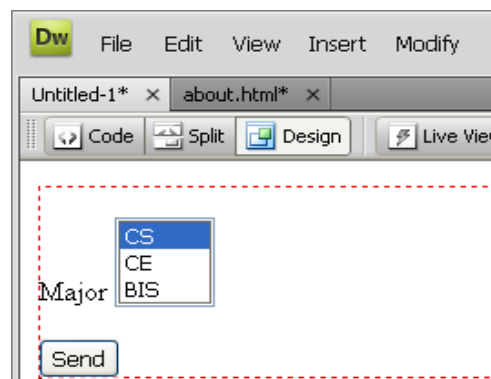


Figure 24: Example of standard text button

In-Class Exercise:

1. Start Dreamweaver
2. Click HTML to create a new document
3. Design the following form

Note:

- When you click on Send it will go to the “Thank you page”
- When you click on Delete the form will be reset.

First Name <input type="text"/>	ID No. <input type="text"/>
E-mail <input type="text"/>	Password <input type="text"/>
Upload Picture <input type="text"/> <input type="button" value="Browse..."/>	
Sex <input type="radio"/> Male <input type="radio"/> Female	Hobbies <input type="checkbox"/> Art <input type="checkbox"/> Sport <input type="checkbox"/> Reading
Major <input type="text" value="CE"/> <input type="button" value="v"/> CS CE BIS	
<input type="button" value="Send"/> <input type="button" value="Delete"/>	

Thank you

Thank you page