

Using Forms to Make Your Website Interactive Tip Sheet

Form Tag

Placed inside the body of the document:

```
<form>
```

```
</form>
```

Text Field

First name:

```
<input type="text" name="firstname">  
<br />
```

Last name:

```
<input type="text" name="lastname">
```

Optional width attribute (in characters): size=10

Example:

```
<input type="text" size=10  
name="firstname">
```

To create a password field: substitute
type="password" for type="text"

Example:

```
<input type="password"  
name="lastname">
```

Radio Buttons

I am located:

```
<br />
```

```
<input type="radio" name="location"  
value="OnCampus"> On Campus
```

```
<br />
```

```
<input type="radio" name="location"  
value="OffCampus"> Off Campus
```

Suggested optional attribute: checked.

Example:

```
<input type="radio" checked  
name="location" value="OnCampus"> On Campus
```

Checkboxes

I find this site (check all that apply):

```
<br />
```

```
<input type="checkbox" name="Interesting">  
Interesting
```

```
<br />
```

```
<input type="checkbox" name="EasytoNav">  
Easy to Navigate
```

```
<br />
```

```
<input type="checkbox" name="UserFr">  
User Friendly
```

Dropdown Box

My primary browser is:

```
<select name="browsers">  
<option value="IE">Internet Explorer  
<option value="Nets">Netscape  
<option value="Opera">Opera  
<option value="other">Other  
</select>
```

Optional selected attribute: selected

Example:

```
<option value="Nets" selected>Netscape
```

Textarea

Please add any additional comments below.
Thanks for your input!

```
<br />
```

```
<textarea name="comments" rows="8" cols="30">  
Add any initial text here (this line is optional).  
</textarea>
```

Submit and Reset Buttons

```
<input type="submit" value="Submit">  
<input type="reset" value="Reset">
```

Code in form tag needed to submit the form:

```
<form action="mailto:first.last@tufts.edu"  
method="post" enctype="text/plain">
```

Fieldset

Position the code just before the opening `<form>` tag.

```
<fieldset>
```

```
<legend>
```

Tufts Response Information:

```
</legend>
```

```
<form>
```

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Dreamweaver Commands

Inserting the Form

To insert a form:

1. Select Insert > Form.

On the Property Inspector:

1. The Form Name field names the form.
2. In the Action field type the email address:
mailto:first.last@tufts.edu.
Leave the Method field Post.
3. In the Enctype field type: "text/plain."

Text Field or Textarea

1. Select Insert > Form Objects > Text Field.

On the Property Inspector:

2. Type a descriptive name in the Textfield field.
3. Add a label for the text field.
4. Set the Char Width (default is 20).
5. Set the Max Chars.

In the Type field:

6. Select Single or Multi line (for a textarea).
7. Fill the Init Value field if you wish the reader to see an initial value.

For Multi line only:

8. Select a wrapping style.

Radio Buttons

1. Select Insert > Form Objects > Radio Group.

In the Radio Group dialog box:

2. In the Name field, enter a descriptive name for the radio group.
3. Click the first label "Radio."
4. Replace the text Radio with the phrase to be viewed on the web form.
5. Click the Value "radio."
6. Replace the text radio with the text that will be emailed to you.
7. Replace the following Label and Values to reflect the choices you wish to display.
8. Click OK.

Add the suggested optional attribute "checked," so that one choice is preselected.

Example: `<input type="radio" checked name="location" value="OnCampus"> On Campus`

Checkboxes

1. Select Insert > Form Objects > Check Box.
On the Property Inspector:

2. Type a descriptive name in the Checkbox field.


The Checked Value field represents the phrase (i.e. "on") that will accompany the descriptive name in the Checkbox field (i.e. "Interesting") that you just entered, when the data is emailed to you.

Example: Interesting=on

3. Add a label on the page for the text field.
4. Continue steps 1, 2, and 3 for each additional option.

Drop Down Box

1. Select Insert > Form Objects > List/Menu.
On the Property Inspector:

2. In the List/Menu field, enter a descriptive name for the menu or dropdown.
3. In the Type field, make sure "Menu" is selected.
4. Click the List Values... button to add the option choices.
5. Type the first label.
6. Type the corresponding value.
7. To add the next option, click the plus  button.
8. Repeat steps 5 and 6 to enter more dropdown choices.
9. Click OK.

Submit and Reset Buttons

To place a submit button:

1. Select Insert > Form Objects > Button.

On the Property Inspector:

2. Leave all the fields at their default settings.

To place a reset button:

3. Select Insert > Form Objects > Button.

On the Property Inspector:

4. Set the Action field to "Reset form."
5. Change the Button Name field from the default to "Reset."

Note: Make sure this code is in the opening form tag `<form action="mailto:first.last@tufts.edu" method="post" enctype="text/plain">`.