

Dreamweaver Forms Outline

- Discuss the different types of scripts used for forms
 - Form Mail Script
- The different tools
 - Insert Form
 - Insert Text Field
 - Insert Button
 - Discuss differences between checkboxes and radio buttons
 - Insert Checkbox
 - Insert Radio Groups
 - Lists/Menu's
 - Discuss insert file field
 - Jump Menu's
 - Required Fields

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Background

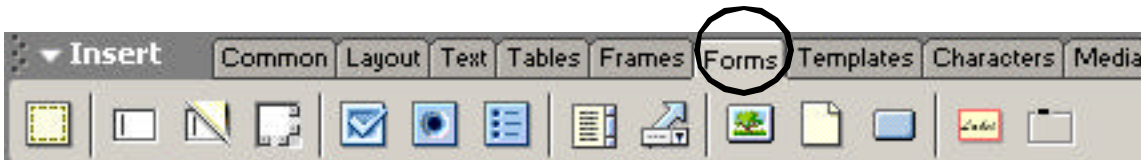
Forms have many different uses over the web. Web forms can be used to send e-mail (which is what we will be doing in class), post data to a text file on a web server, post data to a database, or retrieve data from a database.

In order to get email from a form on the web to a person's email inbox, you must have a script on that the form points to. These scripts are usually freely available over the internet, but for today, we will be using the form mail script provided to us. In general, if you were using a script at home or your department hosts your site, the script must be located in the CGI-BIN folder on the web server.

You will be able to use this script after the class is over, but it is important that you contact us in order for it to function properly.

The Insert Palette

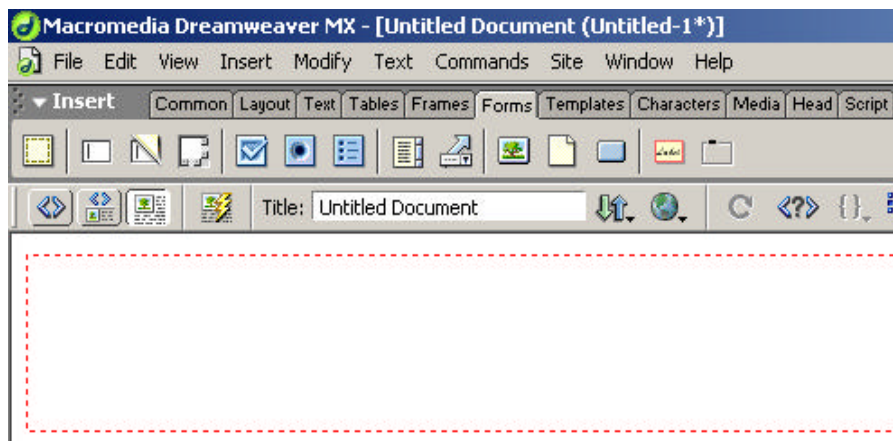
The insert palette consists of all of the different types of forms fields that we are going to work with. It is a powerful palette that has several features. We are going to switch over from the Common features to the forms features. Click on the forms tab.



The Form Button



This is the first step to creating a form. You need to click the insert form button. It will create a box outlined with a dotted line. Each part of the form MUST be inside of these dotted lines in order to function. If they are outside the dotted lines, they are not in the parameters of the form, and the fields will appear in the web browser, but will not work.



Inserting the Script

In order to insert the script that will allow the mail to be sent to the recipient, you are going to need to go into the HTML code of the document.

Look for the beginning of the form script. It should say something such as form name. Make the following changes. It should say...

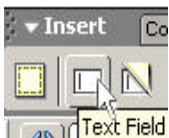
```
<Form action=https://www.health.ufl.edu/cgi-bin/FormMail.pl method = post>  
<Input name=recipient type=hidden value=ehochman@vpha.health.ufl.edu>  
<Input name=realname type=hidden value=Evan Hochman>  
<Input name=email type=hidden value=andrew@ufl.edu>  
<Input name=subject type=hidden value=this is your email subject>
```

- ◆ Recipient is the email address of the person you would like the form delivered too.
- ◆ Realname is the name of the person you would like to show up in your email client when the email is delivered.
- ◆ Email is the address that shows who the emailed for is coming from.

Another way of inserting hidden fields is using the insert hidden field button. You would then enter the rest of the information using the properties inspector. It is important to make sure that the hidden field symbols for these fields are at the top of the screen.



Text Field



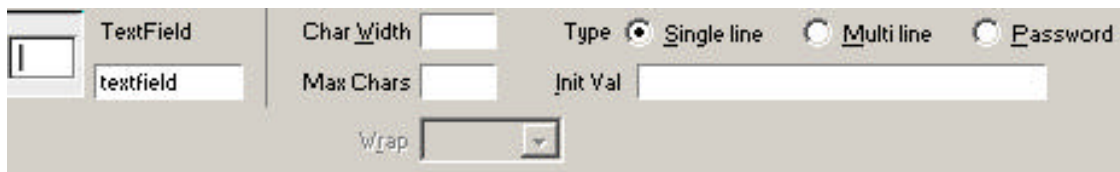
A text field is a field that is used on a webpage to insert text into. The text inputted into these fields will be sent to the user. In order to define the text field in your email, you need to input some information into Dreamweaver using the properties inspector.

Say we have our name field. In the email we will want it to display the following:

Name:John Smith

Name:

You need to first select the field in Dreamweaver and then make sure you have the properties inspector open.

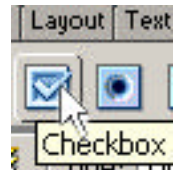


The textfield is going to be the name of the actual field and this is what will show up to the left of the inputted text in the e-mail. There are also several other options available. You can specify the character length of the textfield, the maximum number of characters allowed, and whether you want this to be a single line, or multi line field.

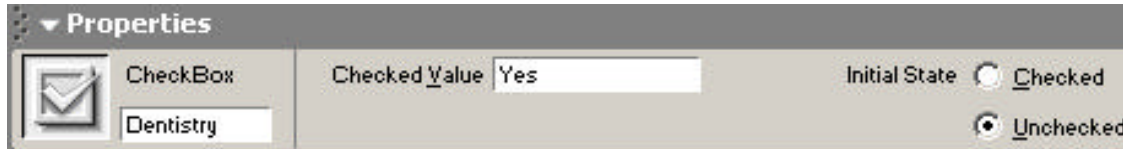
Checkboxes

A checkbox field is used to have a list of fields on a webpage. It is similar to a text field, but you are not allowing the user to type in text, instead having the data entered already for them, just requiring them to check it off.

Dentistry Medicine Pharmacy Nursing Veterinary Medicine



Click on insert check box to insert the checkbox, and then select the checkbox to see the options in the properties inspector.



Under checkbox, you type in the name of the checkbox, and the checked value. The email will appear like the following:

Dentistry: Yes

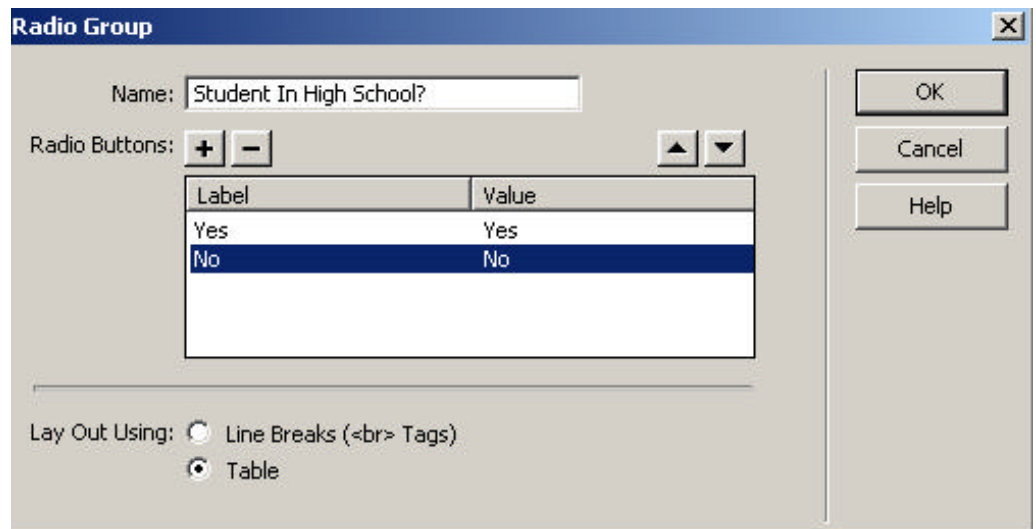
Radio Buttons



Radio buttons are similar to checkboxes. There is a new feature in Dreamweaver MX called "Radio Groups." Radio buttons are used if you only want one radio button selected per group of radio buttons. Checkboxes allow you to check off multiple boxes. In the HTML code, Radio buttons must be named the same thing, and have different checked values. This new feature called Radio group, will create a series of radio buttons for you, using the same name, so now you do not have to type in the same name each time you want a radio button in the group.

Click on insert radio group, and the following screen will appear.

Enter the name that you would like to call this group of radio buttons. The label is going to be the text on the webpage and the value of the label will be what is returned to you in the email. You can insert as many as you want. Select Layout using table. It will automatically insert the two radio buttons in a table for you.



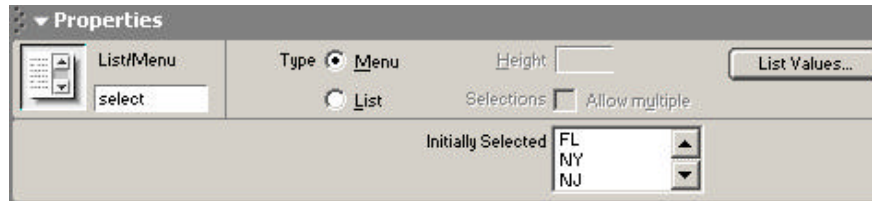
Are you currently a student in high school? Yes No

The response in the email will appear as:

Student in High School?: Yes

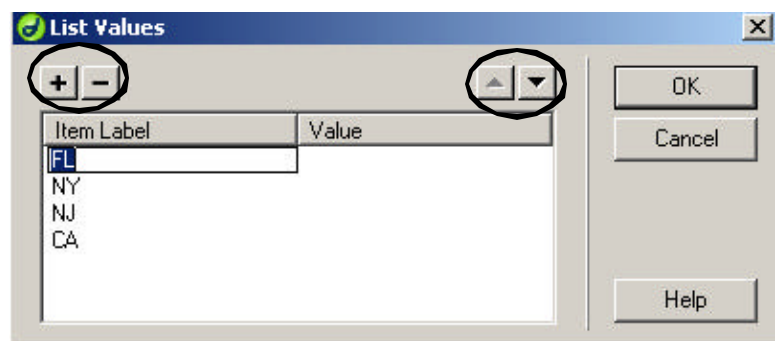
Lists/Menu's

You can insert a list/menu by going inserting a list/menu from the object palette. You can select whether or not you want a list from the properties inspector. The difference between a list and a menu is that a list will allow you to select multiple values if you check off that option.



Click on list values to input the values that you would like to appear in the list.

The item label is going to be the text that shows up in the actual list. If you want that to be the same text that appears in the email, leave the value field blank. However, if you would like to have the person see the word "Florida" in the list, but have "FL" email to you, then you would change the value to "FL."



Note: If you would like the first value to be a blank space, you must create a blank value.

The way to do this is to click the plus sign to add another value, and push the spacebar once to put an invisible value in there. Then click the up arrow and move that invisible value up to the top.

Insert File Field

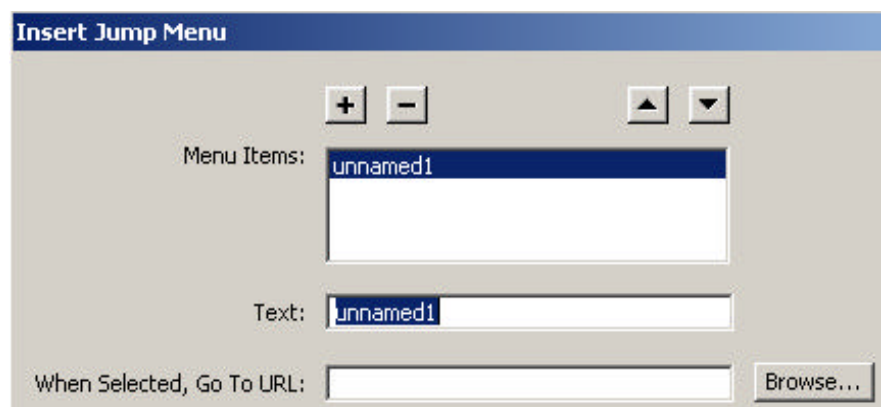
The insert file field is a field in which you can click the browse button, and it will allow you to search for a file on your hard drive to insert into the textbox. This is usually used for uploading files to someone else's server. Although this feature is available in Dreamweaver, it is not compatible with the formmail script. There are special scripts available that are used for this particular purpose.



Jump Menu



A jump menu is a dropdown menu that is used to link the listings to a webpage. It does not have to be in a form. To insert a jump menu, click insert jump menu from the object palette. The following screen will appear. Click the plus sign to add a menu item and then type in the URL below that you would like the selection to point too.



Submit/Reset Buttons

To insert a submit and/or reset button, click the insert button on the object palette. After the button is inserted in your form, you need to specify whether you want it to be a submit button or reset button. You can also change the text on the button by changing the label.

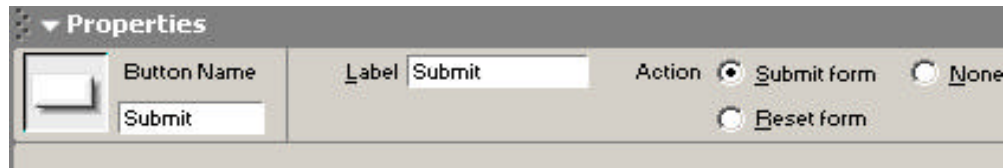


Image Fields



An image field is a submit button that is a graphic. For example, you can insert any image, and when the user clicks on the image, it will submit the form. When you click the insert image field button on the object palette, a screen will show up asking you to specify a file name, and this is where you will select the image that you would like to appear as your submit button.

Required Fields

It is possible to force the user to fill out certain fields before the form can be submitted. If the user does not fill out these fields, an error message will be generated. The only drawback to created required fields, is that their fieldnames must be one word. You must use underscores to separate two words if you want to use two words.

The required fields statement can go at the end of the document. You will need to switch back to the code view and input the following:

```
<INPUT name=required type=hidden value=Last_Name>
```

NOTE:

Remember that everyone has access to this script and can use this from their department. However, in order for this script to work, you need to contact me, so that I can add your email address to the list in the script.

Request for

Undergraduate *information*

First Name: Last Name:

Address
Line 1

Address
Line 2

City: State Zip:

Please check off the departments that you would like to hear information about:

- Dentistry Medicine Pharmacy Nursing Veterinary Medicine

Are you currently a student in high school? Yes No

From: Evan (andrew@ufl.edu)
To: sehochman@alpha.health.ufl.edu
Date: 4/2/02 11:36AM
Subject: Request for Undergraduate Information

Below is the result of your feedback form. It was submitted by Evan (andrew@ufl.edu) on Tuesday, April 2, 2002 at 11:35:50

First Name: Evan

Last Name: Hochman

Address1: Health Science Center

textfield: Gainesville

State: FL

Zip: 32611

Dentistry: Yes

Medicine: Yes

Pharmacy: Yes

Nursing: Yes

Veterinary Medicine: Yes

Student in High School: Yes

Comments: This is a test for the Dreamweaver course class

Submit: Submit

Jump Menu: <http://www.ufl.edu>