



Advanced Online Media

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Creating Forms with Dreamweaver

Dreamweaver makes it easy to create a form for your Web site that will allow users to provide information and then send it to you. You do so by first inserting a form and then inserting the various kinds of form objects into it. Then you provide a Submit button to have the results sent in email form to your address.

1. Open a new document in Dreamweaver (you can also add a form to an existing document).
2. Choose Insert, Form>Form. This puts a broken red box on your page. All objects for the form have to reside in this box. You can have several different forms, but all objects associated with a specific form have to reside in its form box.
3. You can use a table to format your form. Inside the form, choose Insert, Table. You can design the table to meet the needs of your form. Or, Dreamweaver now provides options for including the label as you create insert the object.
4. In the first column, we will type the text to describe the form elements. In the second column, we will input the form objects. Type a heading for your form in the first row.

There are several types of form objects that can be used in an html form.

Text field – requests text, like name, address, etc; can specify character length and min. length.

Check Box – requires the user to check box next to all that apply. Each element in the series has to have the same object name, but different object values.

Radio Button – requires the user to select one from a series. Each element in the series has to have the same object name, but different object values.

List/Menu – requires the user to select one from a list. Each element in the series has to have the same object name, but different object values.

Button – can provide a Submit or Reset button.

5. In the second row, first column, type First Name.
6. In the second column, choose Insert, Form and Choose Text Field. You can choose to include the label or not. In the Properties Inspector, you must name the object. This is the variable name you will see on the output you receive. Provide character width and minimum width. It can be single line or multiline and can have initial value set.

7. Add another object for last name.
8. Now add the question in the first column “What type of music do you listen to?”
9. In the second column, insert a Check Box (Insert, Form, Check Box). After the box is inserted type in “Rock”. Hit (enter or shift-enter) and continue for several different kinds of music.
10. Now click on the first box. In this series, all boxes must have the same names, but different checked values. Name all the boxes Music and provide a corresponding checked value for Rock, Pop, Jazz, Blues,... This will allow the user to check as many as are applicable. You can also make the default checked or unchecked.
11. Now add the question “How frequently do you use the Internet per week?”
12. In second column, Insert, Form, Radio Button. After each circle, input the following:
 - Never use the Internet
 - Less than 5 hours
 - 6-10 hours
 - 11-15 hours
 - 16-20 hours
 - greater than 20 hours
13. Select each circle and make sure you name them all the same. Provide a unique checked value for each.
14. You can also use a Menu object for a drop-down or List (list allows you to specify height). Insert a description for Age and Choose Insert, Form, Menu List in the second column. Choose either Menu or List. Give the field a name and click on List Values. Using the plus sign, add value labels. You can also add values, but if you do not include values, the label will be returned. Add labels for various age ranges.
15. Dreamweaver now allows you to include Form Objects that submit files or images. A browse button is included. The file will be sent to you if you use a script that provides such processing.
16. When you are finished with the form, you need to add a Submit button. Choose Insert, Form, Button. The default is submit, but you can also add a reset button.
17. Finally, you need to set the Action for the form (what happens when the user hits submit). Select the form. In the form properties, type in your email address for the Action (mailto:croyal@txstate.edu). Leave the method as post.
18. The method above requires the user to have an email client available, which is not terribly common these days, since most people use a Webmail program. There are other ways that users can submit information, like to a cgi-bin or php script, but these require server support. But, you can download a php formmail script at <http://www.dtheatre.com/scripts/formmail.php>. The newer version of formmail has many security features. In class, we will be talking about an older version that you can link to, that will allow you to include your email address and other options as hidden fields. You

do not have to modify the script. Just point to it in the Action for the form, and include your TX State email as the recipient.

```
<form method="post" action="advform.php">  
<input type="hidden" name="recipient" value="croyal@txstate.edu">  
<input type="hidden" name="redirect" value="redirect.html">  
<input type="hidden" name="required" value="email,phone_no">  
<input type="hidden" name="subject" value="My Form">
```

Then the rest of your form fields are added.

19. The form processing script is available at <http://cindyroyal.com/advanced/form/advform.php>. You must use a TX State email as a recipient. You can do a relative reference to the script if your form is on another server.
20. The redirect page is where the user is sent after they complete the form. I did a simple one with a Thank You message and an automatic redirect:

```
<html>  
<head>  
<title>Thank You</title></head>  
<meta http-equiv="REFRESH" content="15;url=../index.html">  
<body>  
<p>Thanks for submitting the form. You will be redirected to the home page in  
  10 seconds...</p>  
<p>If you are not automatically redirected, please <a href="../index.html">click  
here</a>. </p>  
</body>  
</html>
```

You can also specify if any fields are required and the Subject line of the message you will receive.

21. Now, save the page and test in the browser. Try to answer the questions on the form and see what happens when you click on Submit.