

## Dreamweaver Tutorials

### Creating a Web Contact Form

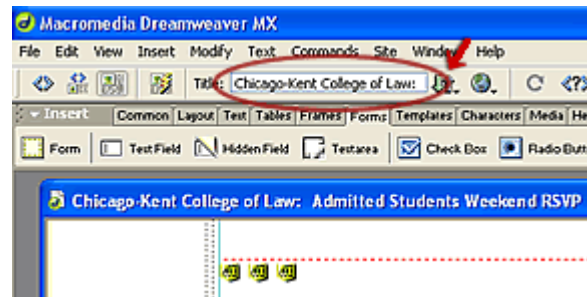
This tutorial will explain how to create an online contact form. There are two pages involved: the form and the confirmation page. When a user presses the submit button on the form, the information will be e-mailed to you, and the user will see a confirmation page. To set up the form and confirmation pages, we will use form-setup.html and form-confirm.html as templates.

#### Step 1

To obtain the form-setup.html and form-confirm.html template files, click on the following link: [http://www.kentlaw.edu/websupport/tutorials/downloads/form\\_templates.zip](http://www.kentlaw.edu/websupport/tutorials/downloads/form_templates.zip). Open the ZIP file and extract the files to the directory where you store your local copy of your Web site files for Dreamweaver (usually on your C:\ drive or H:\ drive). Rename the files with short descriptive names. Remember that the file names should not contain any spaces and should end in .html. When you have the files saved in your local directory, open form-setup.html in Dreamweaver.

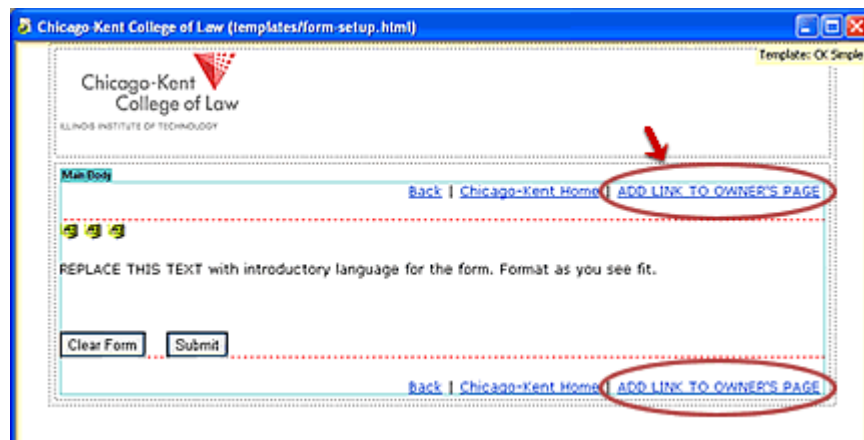
#### Step 2

Add a page title in the title field (see example). In this example, we are creating an RSVP form for admitted students, so our title will be "Chicago-Kent College of Law: Admitted Students Weekend RSVP." The page title appears in the title bar of the browser window.

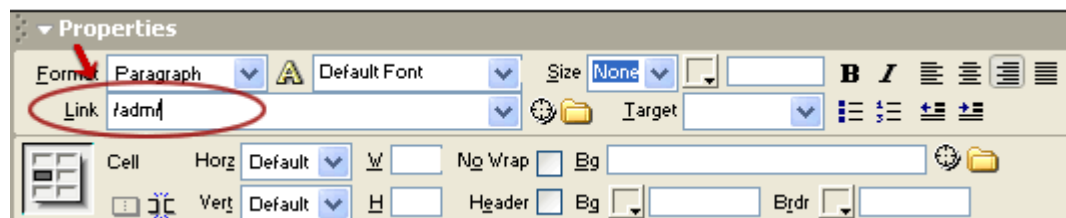


#### Step 3

Find the link at the top of the page that says "ADD LINK TO OWNER'S PAGE." You will need to change this link to point to your department's home page. In this example, the link will point to the Admissions home page.



First, select the text. Replace "ADD LINK TO OWNER'S PAGE" with the name of your department's home page. In this example, we would type "Admissions Home." While the text is still selected, enter the URL of that page in the Properties panel and press Enter. See example below.

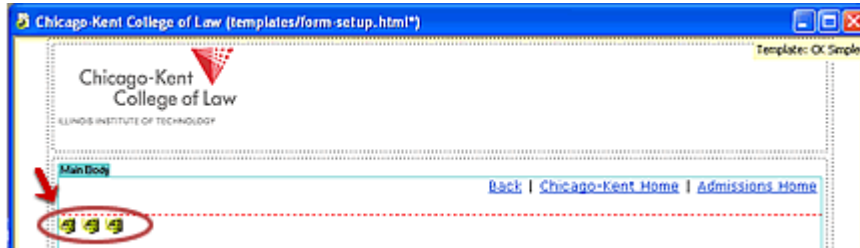


NOTE: If you do not see the Properties panel, select "Properties" from the Window menu.

Repeat these steps for the same link at the bottom of the page.

**Step 4**

The form has three hidden fields. They are displayed in Dreamweaver as yellow anchor icons (see below). The hidden fields in this form are named subject, recipient, and redirect. In order to set the value for a field, select one of the icons.



The name and value of each hidden field are displayed in the Properties panel. The name is already defined, but you will need to enter the value for each.

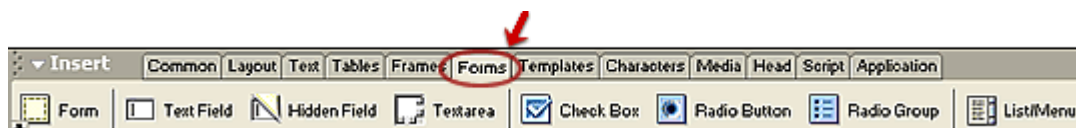
- The recipient field is the e-mail address where the results of the form will be sent (example value: username@kentlaw.edu).
- The subject field specifies the subject line of that e-mail (example value: Admitted Students RSVP Form).
- Redirect is the URL of the confirmation page that will display after a user presses submit (example value: /adm/thankyou.html).

**Step 5**

Now you're ready to create the content of your form.

It's a good idea to plan your form before you start typing. In this example, each item is on a new line to keep things simple, but you may want to use a table to organize the information. However you decide to arrange the form, make sure that all elements are inside of the red dotted line visible in the Dreamweaver editing environment. (This line will not appear in your form online.) Anything outside of this area will not be submitted. If the submit button is outside of this area, your form will not take any action at all.

There are several types of elements available for use in the form, including text fields, checkboxes, radio buttons, and list boxes. These can be found on the Insert panel by selecting the Forms tab (shown below).



**Text fields** accept any type of alphanumeric text entry. The text can be displayed, as a user enters it, as a single line, multiple lines, or as a series of dots or asterisks for private information (e.g., for password privacy).

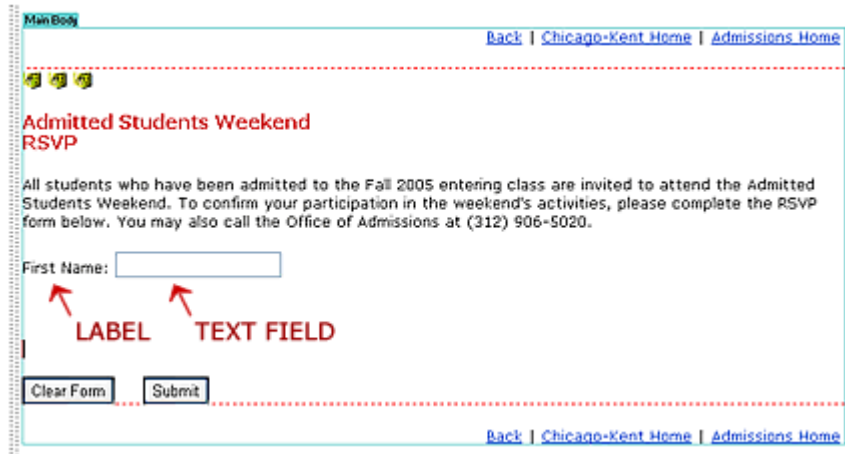
**Checkboxes** allow multiple responses within a single group of options. A user can select as many options as apply.

**Radio buttons** represent exclusive choices. Selecting one button within a group of radio buttons deselects all others in the group (a group consists of two or more buttons that share the same name). For example, a form might require that you select "Male" or "Female," but not both.

**Lists/Menus** - Lists display option values within a scrolling list that allows users to select multiple options. Menus display the option values within a pop-up menu that allows users to select only a single item.

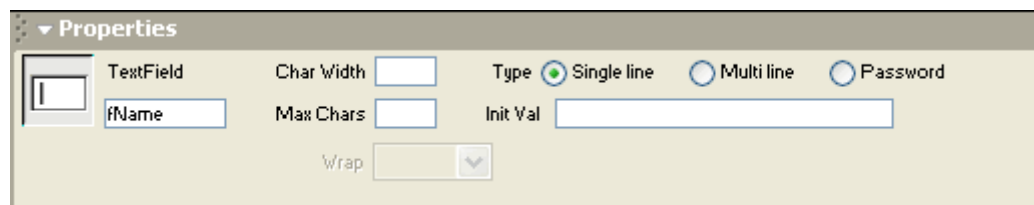
### Inserting a text field

Type a descriptive label for your text field directly in the form. Next, click on the Text Field icon from the Insert panel. A text field is added to the document at the insertion point.



Set the text field's options in the Properties panel:

- Name: A descriptive name for the text field. Each text field must have a unique name containing no spaces or special characters. The name is what will appear in your e-mail results to identify the information submitted on the form; it will not appear on the Web page.
- Char width: The horizontal size of the text field displayed on the page. This will not limit the number of characters a user can enter. The default value is 20.
- Max chars: The maximum number of characters that a user can type in the text field. The default value is unlimited.
- Type: (Single line, Multi line, or Password) Multi line will change the text field into a text area and give you an option for the number of lines to display. Password will change the text field into a password field (all characters in the field display as asterisks for privacy).



### Inserting checkboxes

Type a heading in the form to describe the group of checkboxes, if desired. Click on the Checkbox icon from the Insert panel. Then add a label for each individual checkbox.

Set options for each checkbox in the Properties panel:

- Name: (required) A descriptive name for the checkbox group. **If you are grouping several checkboxes together, they should all have the same name and different values.** Users will be allowed to select as many values as they wish.
- Checked value: (required) The response that will be sent in the e-mail results if this checkbox is selected. (See below for an example.)
- Initial state: (Checked or Unchecked) Whether or not the box will be checked by default.

The screen shots below correspond to the three checkboxes in the example above. Notice that they each have the same name but different values.

**Inserting radio buttons**

Type a heading in the form to describe the group of radio buttons, if desired. Click on the Radio Button icon from the Insert panel. Then add a label for each individual radio button.

**Admitted Students Weekend**  
**RSVP**

All students who have been admitted to the Fall 2005 entering class are invited to attend the Admitted Students Weekend. To confirm your participation in the weekend's activities, please complete the RSVP form below. You may also call the Office of Admissions at (312) 906-5020.

First Name:  Last Name:   
 E-mail:  Phone:

I will attend Admitted Students Weekend.  
 I will not attend Admitted Students Weekend.

**RADIO BUTTONS**      **LABELS**

I am interested in the following events:

Opening Reception with Chicago-Kent Faculty and Alumnae/i, Friday 5:30 -- 7:30 p.m.  
 Dean's Program & Law School Mini-Class, Saturday 9:30 a.m. - Noon  
 Student Life Fair, Noon - Saturday 2:00 p.m.

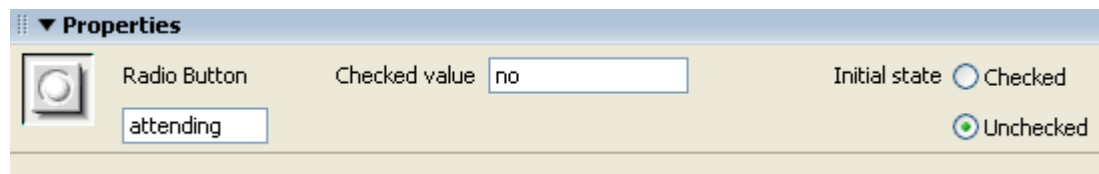
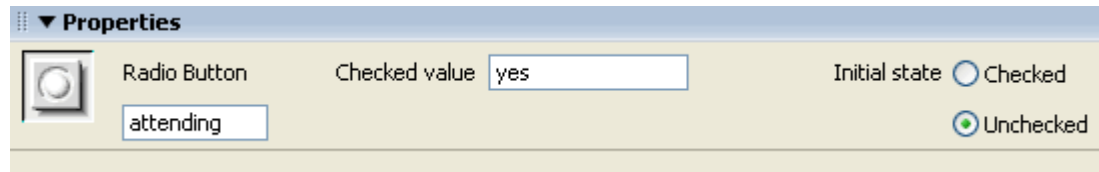
(This group of radio buttons does not have a heading to describe them.)

Set options for each radio button in the Properties panel:

Name: A descriptive name for the radio button. **If you are grouping several radio buttons together, they should all have the same name and different values.** Users will only be allowed to select one value in the group.

Checked value: The response that will be sent in the e-mail results if this radio button is selected. (See below for an example.)

Initial state: (Checked or Unchecked) Whether or not the radio button will be checked by default.



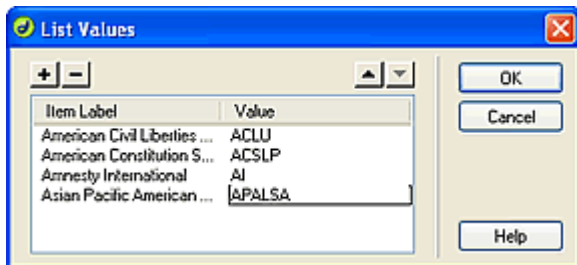
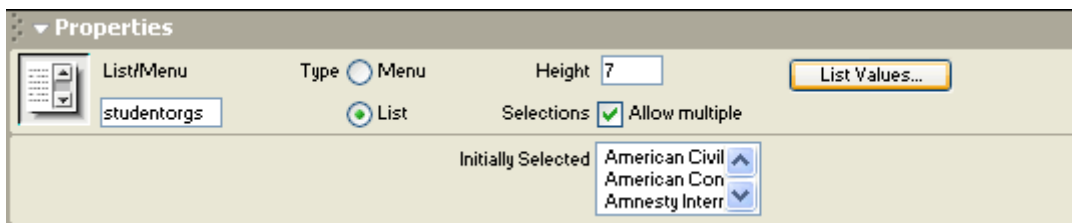
### Inserting a list box or menu

Type a label in the form to describe the list/menu. Click on the List/Menu icon from the Insert panel.

The screenshot shows a web form with two input fields. The first field is a list box with the label "I am interested in the following student organizations:" and contains a scrollable list of organizations: American Civil Liberties Union, American Constitution Society, Amnesty International, Asian Pacific American Law Students, Black Law Students' Assoc, Brehon Society, and Chicago Bar Association. A red arrow points to this list box with the text "LIST BOX". The second field is a dropdown menu with the label "I would like to volunteer to help with:" and a red arrow points to it with the text "MENU". Below the fields are "Clear Form" and "Submit" buttons.

Set the list/menu options in the Properties panel:

- Name: (required) A unique descriptive name for the list/menu.
- Type: (required) (Menu or List) Menu will only display one entry at a time (also called a dropdown box) and only allow the user to select one value. List can show multiple lines at once and allow the user to select multiple values.
- Height: (only available for lists) The number of lines a list will display. If you enter a number that is less than the number of options that the list contains, a scroll bar will appear.
- Selection (only available for lists) If you select "Allow Multiple," the user will be able to select multiple values from the list by pressing the control key while selecting. If not, they will only be able to select one option.
- List Values: (required) The options available for users to select. (See description below.)



### Entering values for a list box or menu

When you create a list/menu, you will have to create options for the user to select. From the Properties panel, press the List Values button. A new dialog box will open (shown above). To add a new option, click on the + button. To delete an option, click on the – button. To reorder the options, select one item and use the arrow buttons to move it. For each option that you add to the list/menu, you will need an item label and a value. The item label will be visible on the form, and the value is shown only in the e-mail results that are sent to you.

When using menus, the first option is selected by default (unless you specify otherwise). It is a good idea to use "Select one..." as the first item label with a value of nothing. If you use a real value in the first position and you receive an e-mail with that value selected, you will not know if the user actually chose it or if they did not complete that part of the form.

**Step 6**

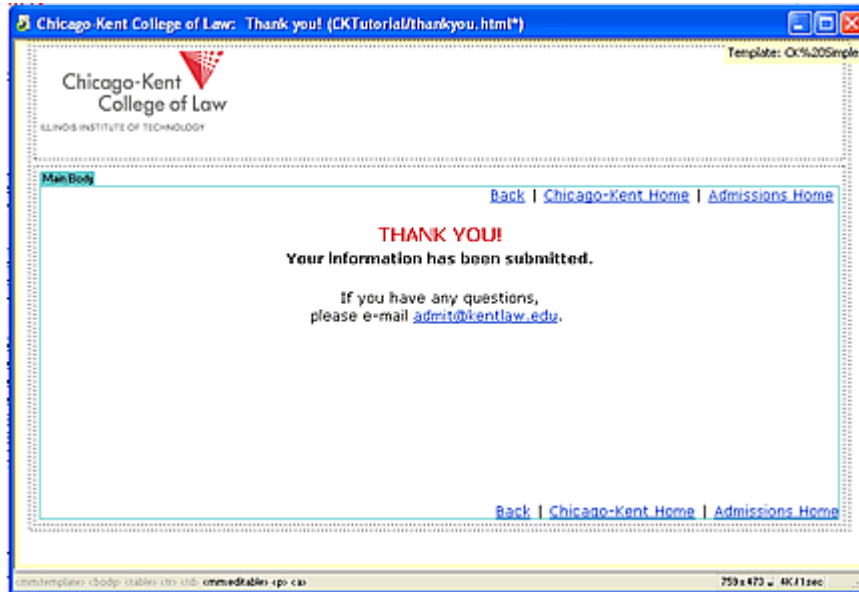
Check your form to make sure everything looks the way you expected. Preview it in the browser by choosing File > Preview in Browser from the menu bar. Save the page.

**Step 7**

Open the form-confirm.html file in Dreamweaver. Follow steps 2 and 3 from above to give the page a title and correct the default links.

**Step 8**

Replace the default text you see below with your own relevant text and save the file. This is the page that users will see after they submit the form.

**Step 9**

Upload both pages to your directory on the Web server. Remember, the URL of your confirmation page must match the URL you entered in the hidden redirect field on the form (step 4).

**Step 10**

Test the form before you start directing people to use it. Open the form through your browser (Internet Explorer). Make sure you are looking at the page on the Web site and not a local file. The URL in the address bar should begin with `http://www.kentlaw.edu/.....`, not something like `C:\CKWeb\TMPeyl5jg8q3r.htm`. Complete the form fields and press submit. You should be redirected to the confirmation page, and you should receive an e-mail with the results of your form within a few minutes. If these things do not happen, go back and check your hidden fields to make sure the redirect and the recipient fields are correct.

**NOTES:**

- Sometimes Dreamweaver does not refresh the design view correctly when you make a change. If your items look like they are out of alignment but you did not move them, try previewing in the browser or closing and re-opening the file in Dreamweaver. You can also choose Commands > Apply Source Formatting from the menu bar. If you are using a newer version of Dreamweaver, you can press F5 to refresh the view.
- All field names should be unique (with the exception of items within a radio or checkbox group, where the group should share the same name but use different values). If you do not use unique names, some of the field values may overwrite previous data.
- If a user does not complete a field on the form, that field will not appear in your e-mail results (not even the name of the field).
- If you have a form that requires validation (to ensure that form entries meet specific formatting requirements), contact Sarah Cnota in the Office of Public Affairs for help with adding a JavaScript validation script. Our default CGI script is not build to handle validation.