

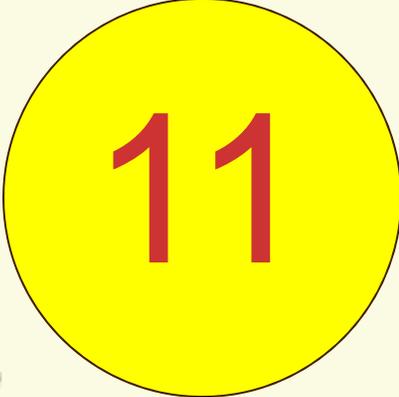
COMSC-030

**Web Site Development-
Part 1**



Part-Time Instructor: Joenil Mistal

Chapter 11



11

Creating Forms

Looking for a way to allow your Web site visitors to communicate with you? This chapter shows you how to build forms to gather information from users, and teaches you about the various ways to process information.

Chapter 11 Topics: Creating Forms

- Understanding Forms
- Types of Form Elements
- Gather Form Data
- Create a Form
- Send Form Data to an E-mail Address
- Add a Text Box
- Add a Large Text Area
- Add Check Boxes
- Add Radio Buttons
- Add a Menu List
- Add a Submit Button
- Add a Reset Button



Understanding Forms

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- You can use forms to **collection information** from the people who visit your Web site.
- For example, you might gather answers or **feedback** from your Web visitors, or enable them to purchase goods or services from your Web site.



Understanding Forms

(pg 162)

- Before you jump into building your own forms, take a moment to study how forms work and the various ways you can use them on your Web site.

Understanding Forms

(pg 162)

Survey Feedback

Please take a moment to complete the on-line survey about the course you just took.

Click on the link below:



National Service and Operational Excellence



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Web Survey - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address C:\Documents and Settings\LVRJOM\Desktop\ServiceRecoveryAHEARTPart1.HTML

On-Line Training Feedback

Thank you for participating in the survey. Please take a few moments to assess the on-line training you just took.

First Name (Optional)

Last Name (Optional)

The course instruction is clear. Yes No

The course instruction is complete. Yes No

The course is useful to my work. Yes No

The course is effective. Yes No

Comments

Thank for taking time to complete the survey.

Done My Computer

Understanding Forms

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On-Line Training Feedback

Thank you for participating in the survey. Please take a few moments to assess the on-line training you just took.

First Name (Optional)

Last Name (Optional)

The course instruction is clear. Yes No

The course instruction is complete. Yes No

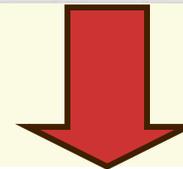
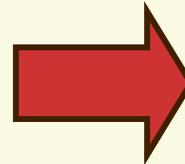
The course is useful to my work. Yes No

The course is effective. Yes No

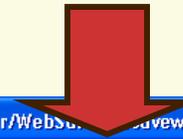
Comments

Thank for taking time to complete the survey.

Web Server



SaveWebSurvey.asp
ASP File
6 KB



http://lvr-pcc-prod-10/Advisor/WebSurveys/savewebsurvey.asp - Microsoft In...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print

Address http://lvr-pcc-prod-10/Advisor/WebSurveys/savewebsurvey.asp Go Links Convert Select

Successfully uploaded the survey, "Service Recovery A HEART Part2".

Thank you for taking the survey.

Understanding Forms

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How Forms Work

- Forms use input elements to collect data from a user, such as text fields, and check boxes.
- Once the user fills in the data, he or she can **submit the form.**
- As the Web developer, it is up to you to decide how to handle the data.
- You can write a script to manage form data, receive the data via e-mail, or send the data to a database.
- Most form data is processed by CGI script on the Web server.

Understanding Forms

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HTML for Forms

- Forms are comprised of three important parts: the **<FORM>** tag, the form elements, and the submit button.

<FORM>
Tag

Form
Elements

Submit Button

Understanding Forms

(pg 162)

HTML for Forms

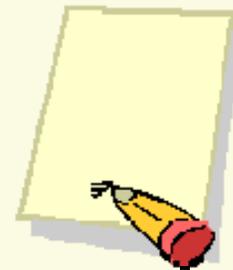
- When designing and building a form, you can write HTML to define the **form structure** and **appearance** as well as define the different **input objects** you want to include on the form, such as text fields or radio buttons.
- All forms should include a **Submit button** to send the data for processing.
- You can place your forms directly on a Web page or save them as separate HTML document and link to the form.

Understanding Forms

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Form Design

- Before typing up a form:
 1. Spend time thinking about how you want the user to interact with the form.
 2. What sort of data you want to collect.
 3. How you want the form to appear.

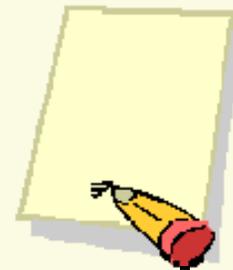


Understanding Forms

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Form Design

- Be sure to add label text to your form elements that explains what type of information you want from the user, and give users enough space to enter their input.



Understanding Forms

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Types of Forms

- There are several different types of forms you can create.
- For example, you can add a search form to allow your users to search through your Web site for key information.
- You can add data collection forms to gather information from users, such as name and e-mail addresses.
- Your form may be as simple as a guest book or as complex as a detailed survey.
- You can use forms to customize a user's content, such as displaying the user's name when he or she logs onto your site.
- You can also use forms to help customers make a purchase on your site.

Understanding Forms

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Types of Forms

Address http://www.kpsouthsacramento.org/our_doctors.php

KAISER PERMANENTE
South Sacramento Medical Center
Elk Grove Medical Offices
Wyndham Medical Offices

thrive

Expansion & Parking Updates

Our Physicians
Online Health Tools
Health Education
What's New
KP in the Community
Directions & Hours
KP Jobs
Home

Stay Well
Read the Spring 2010 Issue of Partners in Health

Our Physicians



Our physicians have graduated from top medical schools and have excellent training and experience from the United States and around the world. Most are Board Certified in their fields through the American Board of Medical Specialties. In fact, many of our physicians have national reputations in their fields and teach in the country's most respected universities. Only about 12 percent of physicians who apply to join The Permanente Medical Group are accepted into the organization.

Our South Sacramento, Elk Grove, and Wyndham facilities are affiliated with the University of California Davis School of Medicine and we have trained hundreds of medical students and residents in our medical offices and hospital. This affiliation has been very helpful in developing and recruiting the area's best physicians.

We are continually working together with physicians from around the country and the world to improve the clinical, behavioral, and leadership skills of our doctors. These educational programs, many of which are offered via satellite and through on-line programs, provide a very rich source for physician development. Our focus is to provide the high quality care to keep our members and patients in the best health possible.

This Web site will help you link to the various specialty department and physician home pages and can be used to help you choose the physician best suited to your needs.

Please enter search criteria below to filter the list of physicians.

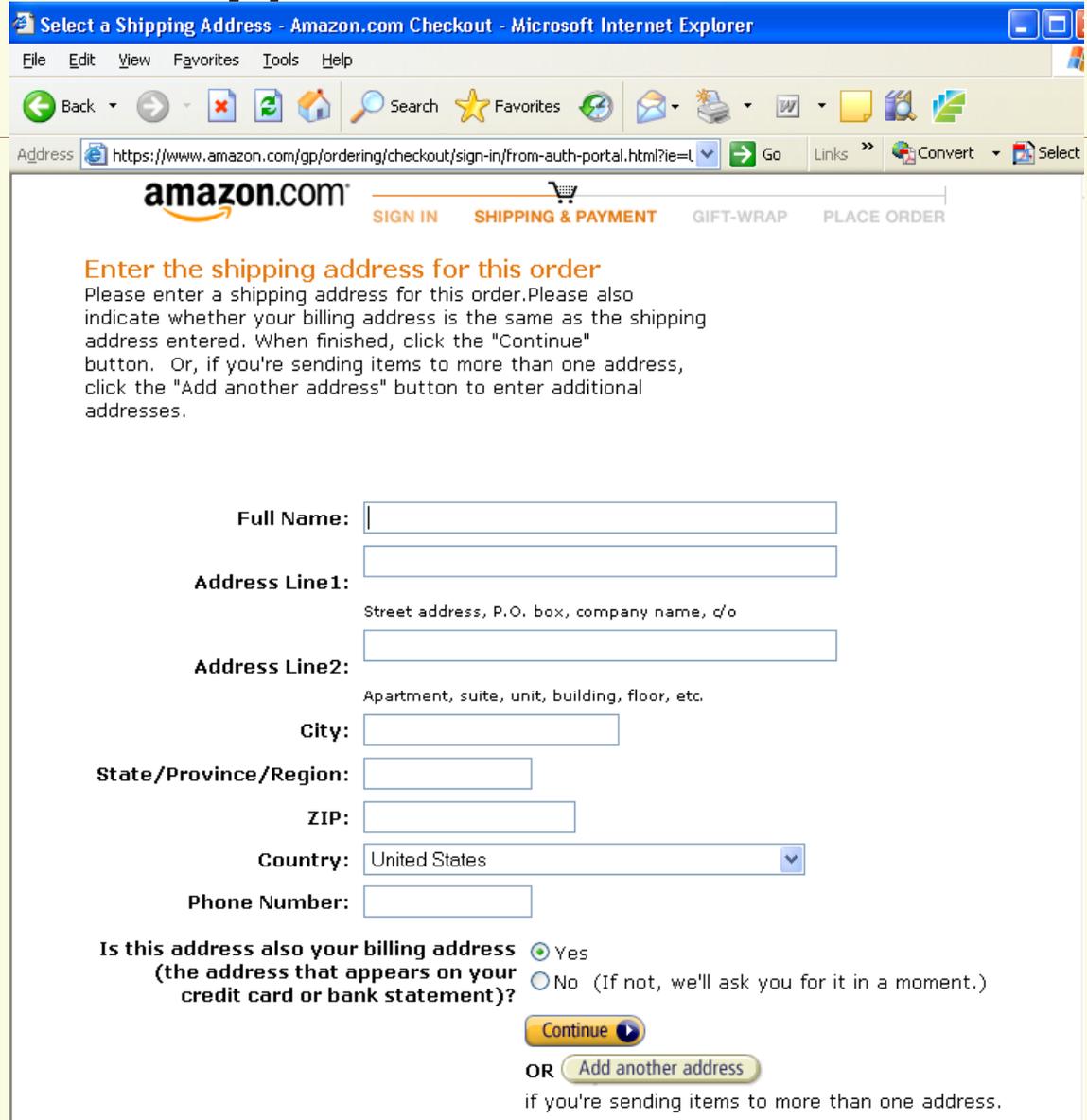
Facility	<input type="text"/>
Specialty	<input type="text" value="Any"/>
Department	<input type="text" value="Any"/>
Last Name	<input type="text"/>

Select

Understanding Forms

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Types of Forms



The screenshot shows a Microsoft Internet Explorer browser window displaying the Amazon.com checkout page. The browser's address bar shows the URL: <https://www.amazon.com/gp/ordering/checkout/sign-in/from-auth-portal.html?ie=l>. The page title is "Select a Shipping Address - Amazon.com Checkout".

The Amazon.com logo is at the top left, with navigation links for "SIGN IN", "SHIPPING & PAYMENT", "GIFT-WRAP", and "PLACE ORDER".

The main heading is "Enter the shipping address for this order". Below it, a paragraph of instructions reads: "Please enter a shipping address for this order. Please also indicate whether your billing address is the same as the shipping address entered. When finished, click the 'Continue' button. Or, if you're sending items to more than one address, click the 'Add another address' button to enter additional addresses."

The form contains the following fields:

- Full Name:** A text input field.
- Address Line1:** A text input field with a placeholder "Street address, P.O. box, company name, c/o".
- Address Line2:** A text input field with a placeholder "Apartment, suite, unit, building, floor, etc."
- City:** A text input field.
- State/Province/Region:** A text input field.
- ZIP:** A text input field.
- Country:** A dropdown menu currently set to "United States".
- Phone Number:** A text input field.

Below the form, there is a question: "Is this address also your billing address (the address that appears on your credit card or bank statement)?" with two radio button options: "Yes" (selected) and "No (If not, we'll ask you for it in a moment.)".

At the bottom, there are two buttons: "Continue" and "Add another address". Below the "Add another address" button, it says "if you're sending items to more than one address."

Understanding Forms

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Types of Forms

Agent Performance Dashboard

ACD Agent ID:

Start Date (MM/DD/YY):

End Date (MM/DD/YY):

Clerk Agent Expectation

Average call volume 16 calls/hr
Average availability 70%
Average unavailability 3%
Average work 20%
Average call length 4:00 min or less
Minimum Call Eval score 90%

Total Records Found: 13

Average Calls Answered Per Hour: 14

Report Date	Agent ID	ACD Grp	Tot Log-In Time hh:mm	TotCalls Ansd	Calls Ansd Per Hour	AvgTalkTime mm:ss	AvgWorkTime mm:ss	AvgHoldTime mm:ss	AHT mm:ss	Avail Dist %	UnAvail Dist %
09/02/10	5265	49	00:06	3	30	00:00	00:00	00:00	00:00	0.0	46.1
09/07/10	5265	49	10:00	139	14	02:28	00:51	01:39	04:58	0.3	2.0
09/08/10	5265	49	08:29	108	13	02:32	00:47	02:05	05:24	0.4	3.2
09/09/10	5265	49	09:00	123	14	02:26	00:44	01:48	04:58	0.2	3.5
09/10/10	5265	49	09:31	141	15	02:09	00:45	01:37	04:31	0.6	1.9
09/13/10	5265	49	08:59	119	13	02:16	00:53	02:07	05:16	0.3	2.1
09/14/10	5265	49	08:48	128	15	02:24	00:46	01:27	04:37	0.0	1.9
09/15/10	5265	49	08:30	124	15	02:10	00:48	01:47	04:45	0.2	3.2
09/16/10	5265	49	08:39	116	13	02:07	01:02	01:23	04:32	0.1	5.7
09/17/10	5265	49	09:15	145	16	02:18	00:45	00:44	03:47	0.3	1.9
09/20/10	5265	49	07:29	107	14	02:14	00:54	01:49	04:57	0.4	1.9
09/21/10	5265	49	07:29	113	15	02:10	00:43	01:07	04:00	0.3	3.5
09/22/10	5265	49	08:09	126	15	02:12	00:44	01:20	04:16	0.1	1.1

Understanding Forms

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Confirmation

- You can control how a user enters data into your form input elements.
- For example, you can guide the user from one input field to the next by controlling the **tab order**.
- You can also control the types of data entered into a field.
- For example, if your form collects phone numbers, you can limit the phone number text element to just inputting numbers instead of characters
- You can use **JavaScripts** to help alert users to invalid data.

Understanding Forms

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Controlling Data Entry

- After the form data is processed, the **script** usually displays a message in browser window nothing whether the form data was sent successfully or not.
- You might also write your own script to send confirmation message by e-mail.
- It is always good practice when collecting form data to provide visitors with a **confirmation** or assurance that some sort of action will be taken based on their contribution.

Types of Form Elements

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- Forms are comprised of a variety of elements.
- As you think about how users enter data into a form, you can ascertain the types of elements you might need to include on your own forms.

Text Boxes

Check Boxes

Radio Buttons

Menus

Submit Button

Reset Button

Types of Form Elements

(pg 164)

Text Boxes

- Text boxes are **input fields**, designed specifically for users to type data into, such as typing a name or comment.
- Text boxes can be small to collect limited characters, such as phone numbers, or very large to collect paragraphs of input from the user.
- You might use text boxes to gather information such as names, addresses, e-mail addresses, feedback comments, and more.

Types of Form Elements

(pg 164)

Check Boxes

- Check boxes enable a user to **make a choice** out of a group of choices by activating a value.
- For example, if you want to collection information on whether the Web site visitor is male or female, you can add two check boxes to indicate their answer.
- You can allow users to select just one box or multiple check boxes.
- For example, you might offer the user check box options, regarding their musical preferences, allowing them to select different styles.

Types of Form Elements

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Radio Buttons

- Radio buttons are the **tiny circle** buttons found on forms, named for their resemblance to the buttons found on automobile radios in decades past.
- You use radio buttons in a group of options. Unlike check boxes, however the user is allowed to choose only one button to make their choice.
- For example, if you include a feedback form your page that rates your Web site, you might present radio buttons, for the values Excellent, Good, Average, and Poor.
- The user can choose only one of the four options.

Types of Form Elements

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Menus

- Menus are a great way to present a list of choices to a Web page visitor.
- You can present menus as **drop-down** lists to free up space on your form.
- Like radio buttons, users can choose only on one item from the menu list. A drop-down list of states, for example, is a common menu found on collection forms.
- The user scrolls through the list and selects his or her state from the menu.

Types of Form Elements

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Submit and Reset Buttons

- Every form needs a button the user can press to submit their data.
- Known as the submit button, this button **sends the data** to the Web server for processing.
- Until the user clicks this button, the data is not collected.
- You might also consider adding a reset button to your page that allows the user to **clear all the input** fields and start over.

Thank for taking time to complete the survey.

Submit

Reset

Create a Form

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Create a Form

1. Click where you want to insert a form and type **<FORM METHOD="post">**
2. Type a space and **ACTION="?">** replacing ?
With the name and location of the CGI script you want to use to process the form data.
3. Type **</FORM>**

You can now add input elements to your form.

Create a Form

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Create a Form

```
survey.html - WordPad
File Edit View Insert Format Help
[Icons]
<HTML>
<HEAD>
<TITLE>Survey Feedback</TITLE>
<LINK REL="stylesheet" TYPE="text/css" HREF="mystyle2.css">
</HEAD>
<BODY BGCOLOR="silver">
<HR>
<H2 ALIGN="center">Survey Feedback</H2>
<HR>
1 → <FORM METHOD="post" ACTION="cgi-bin/survey.pl"> ← 2
</FORM> ← 3
```

Send Form Data to an E-mail Address

(pg 169)

- You can instruct the browser to send form data to an **e-mail address**.
- You might pursue this route if you are creating a simple form or if your Web server does not support CGI scripts.

Send Form Data to an E-mail Address (pg 169)



Send Form Data to an E-Mail Address

1. Click where you want to insert a form and type **<FORM METHOD="post">**
2. Type a space and **ENCTYPE="text/plain"**
3. Type a space and **ACTION=mailto:?>** , replacing ? With the e-mail address to which you want to send the form data.
4. Type **</FORM>**

You can now add input elements to your form.

Add a Text Box (pg 170)

- You can add a text box to your form to allow users in a **single line** reply or response.
- When creating a text box, you must identify the **import field** with a **unique name**.
- You can also control the size and number of characters a user enters into the field.

Add a Text Box (pg 170)



Add a Text Box

1. Between the **<FORM>** and **</FORM>** tags add a new line for the text box.
2. Type **<INPUT TYPE="text">**
3. Type a space and **NAME="?"** replacing ? with a unique identifier for the text box.
4. Type a space and **SIZE="?"** replacing ? with the width in characters you want to assign to the text box.

Add a Text Box (pg 171)



Add a Text Box

5. To define a maximum number of characters for the field, type **MAXLENGTH="?"**> , replacing ? with the maximum number of characters allowed.

Note: Do not forget to type a closing bracket (>) at the end of your input element tag.

Add a Text Box (pg 171)



Add a Text Box

```
<FORM METHOD="post" ACTION="cgi-bin/survey.pl">
```

```
<H3>Thank you for visiting our site. Please take a moment to fill out the survey. Your  
feedback will help us to create a better Web site for your HTML educational needs.</H3>
```

```
<BR>Optional: Please enter your email address below, if you like us to contact you  
regarding your feedback: </BR>
```

```
<INPUT TYPE="text" NAME="email" SIZE="45" MAXLENGTH="40">
```

```
<BR>
```

↑
2

↑
3

↑
4

↑
5

```
<BR>Please type your feedback regarding this site below:</BR>
```

```
<TEXTAREA NAME="comments" ROWS="10" COLS="70" WRAP="hard">
```

```
</TEXTAREA>
```



Add a Text Box (pg 171)

Can I add a default value to a text box?

- Yes. A default value is text that already appears in the text box when the user views the form.
- You can use default values to display instructions about the type of data required, give users an example of what data you are looking for, or specify a popular choice response.
- To specify a default, you can add the VALUE attribute to the <INPUT> tag . For example:

```
<FORM METHOD= "post" ACTION="/cgi-bin/feedback.pl">
```

```
<INPUT TYPE="text" NAME="email" VALUE="Enter your e-mail address">
```

```
</FORM>
```



Add a Text Box (pg 171)

How do I create a password text box?

- Browsers handle password text boxes a bit differently than regular text boxes.
- Instead of seeing what is typed in the input field, the data appears as asterisk (*) instead of characters.
- This prevents others from seeing the password text.
- To create a text box for password entry, you specify the password type in the <INPUT> tag. Your code might look like this:

```
<FORM METHOD="post" ACTION="/cgi-bin/feedback.pl">
```

```
<INPUT TYPE="password" NAME="password" SIZE="45">
```

```
</FORM>
```

Add a Large Text Area (pg 172)

- If your form requires a larger text entry box, you can create a large text area for multiple lines of text.
- For example, if you **create a feedback** form you can use a large text area to allow users to type in paragraphs of text.
- When defining a text area, you can control the size of the text box and how text wraps within the field.
- Text area size is measured in **rows** and **columns**, based on characters height.

Add a Large Text Area (pg 172)



Add a Large Text Area

1. Between the **<FORM>** and **</FORM>** tags add a new line for large text box.
2. Type **<TEXTAREA**
3. Type space and **NAME="?"** replacing ? with a unique name for the text area.

You can use the **
** or **<P>** tags to separate input elements onto new lines in your form.

4. Type a space and **ROWS="?"** replacing ? with the number of rows you want to specify to determine the height of the text area.

Add a Large Text Area (pg 172)

Add a Large Text Area

5. Type a space and type **COLS="?"** replacing ? with the number of character columns you want to specify to determine the width of the text area.
6. Type a space and **WRAP="?">**, replacing ? with a text wrap control.
 - **Soft**- wraps text within the text area, but will not wrap text in the form results
 - **Hard**- wraps text both within the text area and the form results
 - **Off**- turns off text wrapping, forcing the user to create new lines of text as they type.
7. Type **</TEXTAREA>**

Add a Large Text Area (pg 172)



Add a Large Text Area

```
<FORM METHOD="post" ACTION="cgi-bin/survey.pl">
```

```
<H3>Thank you for visiting our site. Please take a moment to fill out the survey. Your feedback will help us to create a better Web site for your HTML educational needs.</H3>
```

```
<BR>Optional: Please enter your email address below, if you like us to contact you regarding your feedback: </BR>
```

```
<INPUT TYPE="text" NAME="email" SIZE="45" MAXLENGTH="40">
```

```
<BR>
```

```
<BR>Please type your feedback regarding this site below:</BR>
```

```
<TEXTAREA NAME="comments" ROWS="10" COLS="70" WRAP="hard">
```

```
</TEXTAREA>
```

2



7

↑3

↑4

↑5

↑6

Add a Large Text Area (pg 173)



What happens if the user types more than can be viewed in the text area?

- If the user types more text than what is visible in the text area, scroll bars appear active at the side of the text box.
- Scroll bars allow users to scroll and view the text. The text area automatically holds as much text as the user needs to type up to 32,7000 characters.

Add a Large Text Area (pg 173)



Is there a way to keep users from entering text into a large text area?

- Yes. You can use the **READONLY** attribute if you want to type default text into a text area and do not want users to move or edit the text.
- For example, you might use a large text area to explain something about your form or offer detailed instructions.
- You can place the READONLY attribute within the **<TEXTAREA>** and **</TEXTAREA>**.

Add Check Boxes (pg 174)

- You can add check boxes to your form to allow users to select from **one or more options**.
- You can group the check boxes under a single NAME attribute

Add Check Boxes (pg 174)



Add Check Boxes

1. Between the `<FORM>` and `</FORM>` tags type **`<INPUT TYPE="checkbox">`** .
2. Type a space and **`NAME="?"`** replacing ? with a unique name for the check box group.
3. Type a space and **`VALUE="?">`** , replacing ? with a value describing the check box.

Note: The check box value does not appear on the form.

Add Check Boxes (pg 175)



Add Check Boxes

4. Type the text you want to appear beside the check box.
5. Repeat steps 1 to 5 to create more check boxes for a group of check box options.

Note: You can use the `
` or `<P>` tags to separate input elements onto new lines in your form.

Add Check Boxes (pg 175)



Add Check Boxes

```
<BR>The site had valuable, useful and relevant information. Please select your response:  
<BR>  
<SELECT NAME="relevant_info" SIZE="1">  
<OPTION VALUE="5" SELECTED>Strongly Agree (5)  
<OPTION VALUE="4">Agree (4)  
<OPTION VALUE="3">Neutral (3)  
<OPTION VALUE="2">Disagree (2)  
<OPTION VALUE="1">Strongly Disagree (1)  
</SELECT>
```

```
<BR>  
<BR>What other web site development educational topic would you like to see on our site?  
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="CSS">CSS (Cascading Style Sheet)  
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="XML">XML (eXtensible Markup Language)  
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="Java">JavaScript  
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="ASP">(Active Server Pages)  
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="PHP">(PHP: Hypertext Preprocessor)
```

1

2

3

4

5



Add Check Boxes (pg 175)

How do I automatically show the check box selected?

- You can use the CHECKED attribute to make the check box appear with a default check mark on the form.
- For example, you might show the check box selected if the option is a popular choice or expect most users to select the option.
- You can add the CHECKED attribute to the <INPUT> tag as in this example:

```
<FORM METHOD="post" ACTION="/cgi-bin/questionnaire.pl">
```

```
<INPUT TYPE="checkbox" NAME="favoritecolors"  
VALUE="Blue" CHECKED>
```

```
</FORM>
```



Add Check Boxes (pg 175)

My check boxes appear on one line. How do I separate them onto separate lines in the form?

- You can use the `<P>` or `
` tags to make each check box appear on a separate line. Your code might look like this:

```
<FORM METHOD="post" ACTION="/cgi-bin/questionnaire.pl">  
<P>What type of movie do you like the best?</P>  
<INPUT TYPE="checkbox" NAME="genre" VALUE="Drama">  
<BR><INPUT TYPE="checkbox" NAME="genre" VALUE="Comedy">  
<BR><INPUT TYPE="checkbox" NAME="genre" VALUE="Action">  
<BR><INPUT TYPE="checkbox" NAME="genre" VALUE="Horror">  
</FORM>
```

Add Radio Buttons (pg 176)

- You can use radio buttons if you want to present a **choice of items** on a form, yet allow the user to choose **only one** item from the group.
- The user clicks a button to activate the selection

Add Radio Buttons (pg 176)



Add Radio Buttons

1. Between the `<FORM>` and `</FORM>` tags type **`<INPUT TYPE="radio"`** .
2. Type a space and **`NAME=?`** , replacing ? with a unique name for the radio button group.
3. Type a space and **`VALUE="?">`** , replacing ? With a value describing the radio button.

Note: The radio button value does not appear on the form.

Add Radio Buttons (pg 177)



Add Radio Buttons

4. Type the **text** you want to appear beside the radio button.
5. Repeat steps 1 to 5 to add more radio buttons to the group.

Note: You can use the `
` or `<P>` tags to separate input elements onto new lines in your form.

Add Radio Buttons (pg 177)



Add Radio Buttons

```
<BR>Please type your feedback regarding this site below:</BR>  
<TEXTAREA NAME="comments" ROWS="10" COLS="70" WRAP="hard">  
</TEXTAREA>
```

```
<BR>
```

```
<BR>Did you find the information you were looking for?  
<INPUT TYPE="radio" NAME="find_info" VALUE="yesanswer">Yes  
<INPUT TYPE="radio" NAME="find_info" VALUE="noanswer">No
```

```
<BR>
```

```
<BR>The site had valuable, useful and relevant information. Please select your response:
```

```
<BR>
```

```
<SELECT NAME="relevant_info" SIZE="1">  
<OPTION VALUE="5" SELECTED>Strongly Agree (5)  
<OPTION VALUE="4">Agree (4)  
<OPTION VALUE="3">Neutral (3)  
<OPTION VALUE="2">Disagree (2)  
<OPTION VALUE="1">Strongly Disagree (1)  
</SELECT>
```



Add Radio Buttons (pg 177)

Should the radio button value be the same text as the NAME attribute?

- Not necessarily. You use the NAME attribute to group related items and identify the radio button in the processing script.
- The VALUE attribute is the text sent to the server if a user selects the button.
- If you do not set the VALUE attribute, the word “on” is sent to the script, which does not tell you which button the user selected.
- For simplicity’s sake, Web developers usually assign the same name to both the NAME attribute and the VALUE attribute.



Add Radio Buttons (pg 177)

Can I show a particular radio button selected by default?

- Yes. You can use the CHECKED attribute to show one radio button in the group selected by default.
- You can add the CHECKED attribute after the VALUE attribute in your HTML code. Your code might look like this:

```
<FORM METHOD= "post" ACTION="/cgi-bin/questionnaire.pl">  
<INPUT TYPE= "radio" NAME= "agerange" VALUE = "40-50"  
CHECKED>  
</FORM>
```

Add a Menu List (pg 178)

- You can add a menu to a form to give users a list of choices.
- Menu lists allow you to display choices as a drop-down list that displays only when the user selects the list.
- By storing choices in a drop-down list, you can free up space for other input items on the form.

Add a Menu List (pg 178)

Add Menu Lists

1. Between the `<FORM>` and `</FORM>` tags type **`<SELECT NAME="?"`**, replacing ? with a unique name for the menu
2. Type a space and **`SIZE="?">`**, replacing ? with the height, measured in character lines, for the menu input.

Note: If you want to display a drop-down menu, set the height to 1.
3. Start a new line and type **`<OPTION`**
`VALUE="?"` with a descriptive word for the menu item.

Add a Menu List (pg 178)

Add Menu Lists

4. Type the text you want to appear in the menu list.
5. Repeat steps 3 and 4 to add more menu items to the list.
6. To make one menu item appear selected in the list, type `SELECTED` after the `VALUE` attribute.
7. Type `</SELECT>`

Add a Menu List (pg 178)



Add Menu Lists

```
<BR>Did you find the information you were looking for?  
<INPUT TYPE="radio" NAME="find_info" VALUE="yesanswer">Yes  
<INPUT TYPE="radio" NAME="find_info" VALUE="noanswer">No
```

```
<BR>
```

```
<BR>The site had valuable, useful and relevant information. Please select your response:
```

```
<BR>
```

```
<SELECT NAME="relevant_info" SIZE="1">
```

```
<OPTION VALUE="5" SELECTED>Strongly Agree (5)
```

```
<OPTION VALUE="4">Agree (4)
```

```
<OPTION VALUE="3">Neutral (3)
```

```
<OPTION VALUE="2">Disagree (2)
```

```
<OPTION VALUE="1">Strongly Disagree (1)
```

```
</SELECT>
```

3

5

1

6

2

4

7

Add a Menu List (pg 179)



How do I display the entire menu in my form?

- Simply enter the number of menu entries as the **SIZE** attribute value.
- This makes the menu appear at a height that shows all the items in the list.
- If the menu list is long, you may end up taking up more room than you like on the form, making users scroll to view the selections.
- If you prefer to save room on your form, keep the menu size at 1. This creates a drop-down menu list.

Add a Menu List (pg 179)



Can I create a submenu?

- Yes. You can group your menu items into categories to create submenus using the **<OPTGROUP>** tag. You can use the LABEL attribute to add a title to each submenu.
- You HTML code might look like this:

```
<P> What is favorite flower?</P>
<SELECT NAME="favoriteflower">
<OPTGROUP LABEL="Perennial">
<OPTION VALUE="Daisy">Daisy
<OPTION VALUE="Lily">Lily
<OPTION VALUE="Rose">Rose
<OPTGROUP>
<OPTGROUP LABEL="Annual">
<OPTION VALUE="Petunia">Petunia
<OPTION VALUE="Impatiens">Impatiens
<OPTION VALUE="Pansy">Pansy
<OPTIONGROUP>
</SELECT>
```

Add a Submit Button (pg 180)

- Add a submit button to your form so users can **send you the data** they enter.
- Most Web page developers add the submit button to the bottom of the form.
- You can choose any label you like for the button, as long as it is easy for users to understand that they need to click it to submit their data.

Add a Submit Button (pg 180)



Add a Submit Button

1. Between the `<FORM>` and `</FORM>` tags, type **`<INPUT TYPE="submit">`** .
2. Type a space and type **`VALUE="?"`** , replacing ? with the text you want to appear on the button.

Add a Submit Button (pg 180)



Add a Submit Button

```
<BR>
<BR>What other web site development educational topic whould you like to see on our site?
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="CSS">CSS (Cascading Style Sheet)
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="XML">XML (eXtensible Markup Language)
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="Java">JavaScript
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="ASP">(Active Server Pages)
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="PHP">(PHP: Hypertext Preprocessor)

<BR>
<BR><INPUT TYPE="submit" VALUE="Submit">&nbsp;&nbsp;&nbsp;<INPUT TYPE="reset"
VALUE="Reset">
```

Add a Reset Button (pg 181)

- You can add a reset button to your form to allow users to clear the data.
- For example, the user may want to enter a different set of information, or change his or her mind about submitting the information.
- A reset button lets users **erase** all the information they entered into the various input fields.

Add a Reset Button (pg 181)



Add a Reset Button

1. Between the `<FORM>` and `</FORM>` tags type **`<INPUT TYPE="reset" .`**
2. TYPE a space and type **`VALUE="?">`** replacing ? with the text you want to appear on the button.

Add a Reset Button (pg 181)



Add a Reset Button

```
<BR>
<BR>What other web site development educational topic whould you like to see on our site?
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="CSS">CSS (Cascading Style Sheet)
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="XML">XML (eXtensible Markup Language)
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="Java">JavaScript
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="ASP">(Active Server Pages)
<BR><INPUT TYPE="checkbox" NAME="topic" VALUE="PHP">(PHP: Hypertext Preprocessor)

<BR>
<BR><INPUT TYPE="submit" VALUE="Submit">&nbsp;&nbsp;&nbsp;<INPUT TYPE="reset"
VALUE="Reset">
```



1



2