# Lesson 6

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

# HTML FORMS

## Learning Objectives

After completing this lesson, you should be able to:

- define different Form Elements;
- classify Form Elements according to its purpose;
- add a File Upload Element;
- add Active Labels;
- send Form Data to an email address; and
- design and create an online registration form by adding different form elements.

# Understanding Forms

You can use forms to collect information from the people who visit your Web site. For example, you might enable visitors to send you feedback, post comments on articles, or purchase goods or services from your business. 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 own Web site.

## HTML Forms

Web page forms have three important parts: a <FORM> tag, form input elements, and a Submit button. When designing and building a form, you write HTML to define the different objects that allow users to type or select information. These objects can include text fields, radio buttons, check boxes, and more. All forms should include a Submit button for sending the data to a Web server for processing.

## How Forms Work

Forms use input elements to collect data from a user, such as text fields and check boxes. After a user fills in the data, he or she can click a button to submit the form, and the browser sends the data back to the Web server. As the Web developer, you decide how to handle the data. For example, you can write a script to analyze the data and send back a custom Web page in response, have a program store the data in a database, or receive the data via e-mail. Most form data is processed by CGI (Common Gateway Interface) scripts on the Web server.

## Form Design

Before coding the HTML for a form, spend time thinking about how you want the user to interact with the form, what sort of data you want to collect, and how you want the form to look. 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 type their input.

## Types of Forms

You can create different types of forms. For example, you can create a search form that allows users to search your Web site for information by submitting keywords. You can add data-collection forms to gather information from users, such as names, addresses, and e-mail addresses. Your form may be as simple as a guest book or as complex as a detailed survey. You can also use forms to help customers add items to an online shopping cart and make a purchase on your site.

## Controlling Data Entry

You can control how a user enters data into your form. For example, you can guide the user from one input field to the next by controlling the tab order. You can also control the type of data entered into a field. For example, you can limit the phone number text field so that it accepts only numbers, not characters. You can use JavaScript programs to help alert users to invalid form data.

## Confirmation

After the form data is processed, a script typically displays a message in the browser window noting whether or not the form data was sent successfully. You might also code your script so that it sends a 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 submission. This confirmation is usually a page that you code using HTML.

## Form Elements

Forms are made up of a variety of input elements. Some elements, such as text boxes, give users a way to add information in a free-form manner. Others, such as radio buttons, restrict what the user can submit. You can mix different types of input elements in a single form.

### Text Boxes

Text boxes are input fields designed specifically for users to type data into, such as typing a name or comment. A text box can be a single line to collect a limited number of characters, such as a phone number or postal code. Text boxes can also be large, multiline fields that allow for submitting paragraphs of input. In single-line text boxes, you can control the maximum number of characters a user can type.

### Check Boxes

Check boxes enable a user to select one or more options from a list. For example, if you want to collect information about a user's familiarity with computers, you can place a set of check boxes next to a list of computer applications. When designing a form, you have the option of presenting check boxes as already checked.

### Radio Buttons

Radio buttons are the small, circular buttons found on forms, named for their resemblance to the buttons found on older automobile radios. Like check boxes, radio buttons are used to present several choices to the user. Unlike with check boxes, however, users may select only one radio button in a set. For example, if you include a feedback form on your page that rates your Web site, you might include radio buttons for the values Excellent, Good, Average, and Poor. The user can select only one of the four options.

### Menus and Lists

Menu and list input elements enable you to present a large set of choices in a form. In a drop-down menu, a user clicks a box to open a list of options from which he or she can select only one. For example, users will often choose from a drop-down menu when selecting their state or country in an address form. You can also present data as a scrollable list and allow users to select one option or multiple options.

### Submit and Reset Buttons

Users need a way to send their data to the Web server. They can do this using a Submit button, which usually appears at the end of the form input elements. Data are collected only after the user clicks this button. You might also add a Reset button to your HTML form that allows the user to reset all the input fields and start over.

## Gathering Form Data

After a user submits data from a form to a Web server, you must do something with the information. Before you begin creating your form, you need to know how the collected data will be processed. Your Web host can usually help you set up programs known as scripts to process the form information.

### CGI Scripts

The form data you collect will most likely be processed by CGI (Common Gateway Interface) scripts. These scripts are often written in Perl, PHP, or Java and run on the same Web server that serves your HTML pages. Scripts take form data and do something useful with it, such as putting it into a database, writing it to a file, creating a customized HTML response page, or sending the information to an e-mail address.

### Finding CGI Scripts

You can write your own CGI scripts if you know a programming language such as Perl, PHP, or Java, or you can adapt one of the many free CGI scripts available on the Web. Sites like the CGI Resource Index (http://cgi.resourceindex.com), Matt's Script Archive (www.scriptarchive.com), and HotScripts.com (www.hotscripts.com) are good places to start. You should also check with your Web host to see what it provides.

### CGI Scripts and Web Servers

Many Web hosts offer CGI scripts for processing form data. If your Web host does, you need to find out the location of the server's CGI-bin directory. A CGI-bin directory is a place on Web servers where CGI scripts are stored (the directory may be called something else, depending on the server). If your Web host does not allow CGI scripts, you might consider using a form hosting service to process your form results.

Sites such as Creative Digital Resources (www.creative-dr.com) and Response-O-Matic (www.response-o-matic.com) offer free form processing.

### Preparing a Script

To adapt a CGI script to your own form, you need to adjust the script variables and path names to suit your Web server. You must also transfer the CGI script to your server using FTP (File Transfer Protocol). Be sure to check with the Web host regarding where to store the CGI file. Some prefer to store scripts in a central CGI-bin directory, while others let you store them in your own folders as long as the scripts have a particular file extension.

### Sending Data to Databases

Another use for CGI scripts is to send form data to a database. Database programs are designed to store and manage large amounts of data. CGI scripts translate requests from the Web server into a format readable by a database. If you plan to use your form data in conjunction with a database, you need to learn more about how databases work with the Web.

### Sending Data to an E-mail Address

If you do not want to use a CGI script, you can use a command directly in your <FORM> tag to send form data to an e-mail address. This action returns a list of field names and the values entered in each. This option is useful only if the form is simple; more complex forms require scripts or databases to process and make sense of the information.

## Creating a Form

You can use a form to gather information from the people who visit your Web site. To create a form, you use the <FORM> tag to point to the CGI script that will process the form, define the form elements, and display a Submit button to send the data to the script.

### Create a Form

1. Click where you want to insert a form and type **<FORM METHOD="?"**, replacing **?** with post or get.

   The type of method to use can depend on the information you are collecting or the script that processes the form data.

   If you are including a file upload element in your form, use the post method.

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.

   Note: You may need to contact your Web host to determine the name and path of the CGI script.

3. Type **</FORM>**.

   You can now add input elements to your form between the **<FORM>** and **</FORM>** tags.

**HTML Code**

**Output**

## Sending Form Data to an E-mail Address

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

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 between the **<FORM>** and **</FORM>** tags.

**HTML Code**

**Output**

## Adding a Text Box

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

By default, browsers display the text box field at a width of 20 characters. You can make the text box wider using the SIZE attribute. You can control the number of characters allowed in a text box by specifying a value with the MAXLENGTH attribute.

### 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 a width in characters.
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.

   The Web browser displays the text box in the form.

   The user can click inside the text box and type the required information.

### HTML Code

```
<HTML>
    <HEAD>
        <TITLE>SeLS Travel & Tours</TITLE>
    </HEAD>
    <BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
        <BASEFONT FACE="Arial" SIZE="4">
        <IMG SRC="abc.jpg" width=200 height=75 ALT="ABC logo">
        <H2><FONT COLOR="#000066">Customer Information Form</FONT></H2
        <P>Please tell us about yourself so we can help you
        with your travel
        needs.</P>
        <FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
        Your name:
        <INPUT TYPE="text" NAME="customername" SIZE="50"
        MAXLENGTH="45">
        </FORM>
    </BODY>
</HTML>
```

### Output

## Adding a Large Text Area

If your form requires a larger text-entry box, you can create a large text area that holds multiple lines of text. For example, if you create a feedback form, you can use a large text area to allow users to type 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 character height.

### Add a Large Text Area

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

   Note: You can use the **<BR>** or **<P>** tag to separate input elements onto different 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.
5. Type a space and **COLS="?"**, replacing **?** with a number of character columns 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 not in the form results.

   Hard wraps text within both the text area and the form results.

   Off turns off text wrapping, forcing users to add line breaks manually as they type.
7. Type **</TEXTAREA>**.

   You can add a default message between the **<TEXTAREA>** and **</TEXTAREA>** tags.

**HTML Code**

```
<HTML>
    <HEAD>
    <TITLE>ABC Travel Agency</TITLE>
    </HEAD>
    <BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
        <BASEFONT FACE="Arial" SIZE="4">
        <IMG SRC="abc.jpg" width=200 height=75 ALT="abc logo">
        <H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
        <P>Please tell us about yourself so we can help you with your
        travel needs.</P>
        <FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
            Your name:
            <INPUT TYPE="text" NAME="customername" SIZE="50"
            MAXLENGTH="45">
            <BR><BR>
            Comment:<BR>
            <TEXTAREA NAME="customercomment" ROWS="5" COLS="60"
            WRAP="hard">
            Add your comment here.
            </TEXTAREA>
        </FORM>
    </BODY>
</HTML>
```

**Output**

**HTML Code**

```
<HTML>
    <HEAD>
    <TITLE>ABC Travel Agency</TITLE>
    </HEAD>
    <BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
        <BASEFONT FACE="Arial" SIZE="4">
        <IMG SRC="abc.jpg" width=200 height=75 ALT="abc logo">
        <H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
        <P>Please tell us about yourself so we can help you with your
        travel needs.</P>
        <FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
            Your name:
            <INPUT TYPE="text" NAME="customername" SIZE="50"
            MAXLENGTH="45">
            <BR><BR>
            Comment:<BR>
            <TEXTAREA NAME="customercomment" ROWS="5" COLS="60"
            WRAP="hard">
            Add your comment here.
            </TEXTAREA>
        </FORM>
    </BODY>
</HTML>
```

**Output**

The Web browser displays the text box in the form.

The user can click inside the text box and type information.

# Adding Check Boxes

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

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.

3. Type a space and **VALUE="?">**, replacing **?** with a value to be assigned if the check box is checked.

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

4. Type the text you want to appear beside the check box.

5. Repeat steps 1 to 4 to create more check boxes for a group of check box options.

   Note: You can optionally use **<BR>** or **<P>** tags to separate input elements onto different lines in your form.

   The Web browser displays the check box in the form.

   The user can click the box to insert a check mark.

## HTML Code

```
<HTML>
    <HEAD>
       <TITLE>ABC Travel Agency</TITLE>
    </HEAD>
    <BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
        <BASEFONT FACE="Arial" SIZE="4">
        <IMG SRC="abc.jpg" width=200 height=75 ALT="ABC logo">
        <H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
        <P>
        Please tell us about yourself so we can help you with your
        travel needs.
        </P>
        <FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
            Your name:
            <INPUT TYPE="text" NAME="customername" SIZE="50"
            MAXLENGTH="45">
            <BR><BR>
            Comment:<BR>
            <TEXTAREA NAME="customercomment" ROWS="5" COLS="60"
            WRAP="hard">
            Add your comment here.
            </TEXTAREA>
            <BR><BR>
            Service:
            <INPUT TYPE="checkbox" NAME="flight" VALUE="yes">Flight
            <INPUT TYPE="checkbox" NAME="hotel" VALUE="yes">Hotel
            <INPUT TYPE="checkbox" NAME="car" VALUE="yes">Car
        </FORM>
    </BODY>
</HTML>
```

## Output

## Adding Radio Buttons

You can use radio buttons if you want to allow users to choose only one item from a group. The user clicks a button to activate the selection.

### Add Radio Button

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.

4. Type the text you want to appear beside the radio button.

5. Repeat steps 1 to 4 to add more radio buttons to the group, using the same name for all the buttons in a set.

   Note: You can optionally use **<BR>** or **<P>** tags to separate input elements onto different lines in your form.

   The Web browser displays the radio buttons on the form.

   The user can click the radio button to select that option.

### HTML Code

*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Literacry ...

File Edit Search View Encoding Language Settings Macro Run Plugins Window ?

AddRdioBtn.html

```
<HTML>
<HEAD>
<TITLE>SeLS Travel & Tours</TITLE>
</HEAD>
<BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
<BASEFONT FACE="Arial" SIZE="4">
<IMG SRC="abc.jpg" width=200 height=75 ALT="ABC logo">
<H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
<P>Please tell us about yourself so we can help you with your travel
needs.</P>
<FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
Your name:
<INPUT TYPE="text" NAME="customername" SIZE="50" MAXLENGTH="45">
<BR><BR>
Comment:<BR>
<TEXTAREA NAME="customercomment" ROWS="5" COLS="60" WRAP="hard">
Add your comment here.
</TEXTAREA>
<BR><BR>
Service:
<INPUT TYPE="checkbox" NAME="flight" VALUE="yes">Flight
<INPUT TYPE="checkbox" NAME="hotel" VALUE="yes">Hotel
<INPUT TYPE="checkbox" NAME="car" VALUE="yes">Car
<BR><BR>
Returning customer:
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No
</FORM>
</BODY>
</HTML>
```

1 2 3

### Output

Firefox

SeLS Travel & Tours

file:///C:/Users/sels/Desktop/Books Templates/W

SeLS Travel & Tours

**Customer Information Form**

Please tell us about yourself so we can help you with your travel needs.

Your name:

Comment:

Add your comment here.

Service: Flight Hotel Car

Returning customer: Yes No

## Adding a Menu List

You can add a menu to a form to give users a list of choices. Menus allow you to display choices as a drop-down list that appears when the user clicks the list. By storing a long list of choices as a dropdown list, you can free up space for other input items in the form.

### Add a menu List

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.

   If you want to display a drop-down menu, set the height to 1.

3. Start a new line and type <**OPTION VALUE**="**?**">, replacing **?** with a descriptive word for the menu item.

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 as selected in the list, type SELECTED after the VALUE attribute.

7. Type </**SELECT**>.

   The Web browser displays the menu on the form.

   The user can click the **Comment** drop down arrow to display the drop-down list.

   The user can click a list item to make a selection.

### HTML Code

*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Literacry ...

File Edit Search View Encoding Language Settings Macro Run Plugins Window

AddMnuLst.html

```
<HTML>
<HEAD><TITLE>SeLS Travel & Tours</TITLE></HEAD>
<BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
<BASEFONT FACE="Arial" SIZE="4">
<IMG SRC="abc.jpg" width=200 height=75 ALT="ABC logo">
<H2><FONT COLOR="#000066">Customer InformationForm</FONT></H2>
<P>Please tell us about yourself so we can help you with your travel
needs.</P>
<FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
Your name:
<INPUT TYPE="text" NAME="customername" SIZE="50" MAXLENGTH="45">
<BR><BR>
Comment:<BR>
<TEXTAREA NAME="customercomment" ROWS="5" COLS="60" WRAP="hard">
Add your comment here.</TEXTAREA> <BR><BR>
Service:
<INPUT TYPE="checkbox" NAME="flight" VALUE="yes">Flight
<INPUT TYPE="checkbox" NAME="hotel" VALUE="yes">Hotel
<INPUT TYPE="checkbox" NAME="car" VALUE="yes">Car<BR><BR>
Returning customer:
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No<BR><BR>
Continent:
<SELECT NAME="continent" SIZE="1">
<OPTION VALUE="africa">Africa
<OPTION VALUE="antarctica">Antarctica
<OPTION VALUE="asia">Asia</SELECT></FORM>
</BODY>
</HTML>
```

### Output

Firefox

SeLS Travel & Tours

file:///C:/Users/sels/Desktop/Books Templates/W

SeLS Travel & Tours

**Customer InformationForm**

Please tell us about yourself so we can help you with your travel needs.

Your name:

Comment:

Add your comment here.

Service: Flight Hotel Car

Returning customer: Yes No

Continent: Africa

## Adding a Submit Button

You can 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 want 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

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.
   The browser displays the button on the form. When the user clicks the button, the form data is processed and sent to the destination specified in the <FORM> tag.

**HTML Code**

### Adding a Reset Button

You can add a Reset button to your form to allow users to clear the data they have entered. For example, the user may want to type different information, or change his or her mind about submitting the information. A Reset button lets users erase all the information they typed into the various input fields.

### Add a Button Reset

1. Between the **<FORM>** and **</FORM>** tags, type **<INPUT TYPE="reset"**.
2. Type a space and **VALUE="?">**, replacing **?** with the text you want to appear on the button.
   The browser displays the button on the form. When the user clicks the button, the form is reset to its original settings.

**HTML Code**

# Adding a File Upload Element

If you want users to send you files, such as resumes or photos, you can add a file upload element to your form. When you add the upload element, a Browse button appears with the field, allowing users to locate the file they want to send. The upload element works only if your <FORM> tag's METHOD attribute is set to post.

## Add a File Upload element

1. Make sure the **<FORM>** tag method is set to post.
2. Within the **<FORM>** tag, type **ENCTYPE="multipart/form-data"**.
3. Type the text you want to appear next to the upload element.
4. Type **<INPUT TYPE="file"**.
5. Type a space and then **NAME="?"**, replacing **?** with a name for the input field.
6. Type a space and **SIZE="?">**, replacing **?** with the character length for the size of the input field.

   The Web browser displays the upload element on the form.

   Users can type the path to the file they want to upload, or click Browse to locate the file.

## HTML Code

```
<HTML><HEAD><TITLE>ABC Travel Agency</TITLE></HEAD>
<BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
<BASEFONT FACE="Arial" SIZE="4">
<IMG SRC="abc.jpg" width=200 height=50 ALT="ABC logo">
<H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
<P>Please tell us about yourself so we can help you with your travel
needs.</P>
<FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
Your name:
<INPUT TYPE="text" NAME="customername" SIZE="50" TABINDEX="2"><BR><BR>
Comment:<BR>
<TEXTAREA NAME="customercomment" ROWS="5" COLS="60" TABINDEX="1" WRAP="hard">
Add your comment here.
</TEXTAREA><BR><BR>
Service:
<INPUT TYPE="checkbox" NAME="flight" VALUE="yes" TABINDEX="3"
ID="flight"><LABEL FOR="flight">Flight</LABEL>
<INPUT TYPE="checkbox" NAME="hotel" VALUE="yes" TABINDEX="4"
ID="hotel"><LABEL FOR="hotel">Hotel</LABEL>
<INPUT TYPE="checkbox" NAME="car" VALUE="yes" TABINDEX="5"
ID="car"><LABEL FOR="car">Car</LABEL><BR><BR>
Returning customer:
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No<BR><BR>
Continent:
<SELECT NAME="continent" SIZE="1"><OPTION VALUE="africa">Africa
<OPTION VALUE="antarctica">Antarctica<OPTION VALUE="asia">Asia
<OPTION VALUE="australia">Australia<OPTION VALUE="europe">Europe
<OPTION VALUE="northamerica" SELECTED>North America
<OPTION VALUE="southamerica">South America</SELECT><BR><BR>
<FORM METHOD="post" ACTION="cgi-bin/customer.cgi"
ENCTYPE="mulipart/form-data">
Passport photo <INPUT TYPE="file NAME="photo"SIZE="50"><BR><BR>
<INPUT TYPE="submit" VALUE="Send">   <INPUT TYPE="reset" VALUE="Reset">
</FORM></BODY></HTML>
```

## Output

# Adding Active Labels

To make your form easier to use, you can identify the text beside an input element as label. The browser treats the text as an active form element, which means if the user clicks it, the input element changes to reflect the selection. For example, if you make the text next to a check box a label, the user can click the text as well as the check box to select the option.

## Add Active Labels

1. Click inside the tag for the form element you want to label and type **ID="?"**, replacing **?** with a descriptive word for the element.
2. Before the text, type **<LABEL FOR="?">**, replacing **?** with the word you assigned in step 1.
3. Type the label text and then **</LABEL>**.
   You can repeat steps 1 to 3 to add more labels.

   The user can move the mouse pointer over the label to make the input element active as well as click to activate the input element.

### HTML Code

### Output

# Changing the Tab Order

Visitors filling out your form can navigate from one input element to the next by clicking the element or pressing the Tab key. By default, the Tab key follows the order in which you entered the input elements in your HTML document. You can change the tab order to move the user around the form in a different order.

## Change the Tab Order

1. Click inside the first form element tag and type **TABINDEX="?"**, replacing **?** with a number representing the element's position in the tab order.
2. Repeat step 1 for the remaining elements.

   Note: You can type a negative number to exclude an input element from the tab order.

   Users can move through your form using Tab in the order you specified.

**HTML Code**

```
<HTML>
<HEAD><TITLE>ABC Travel Agency</TITLE></HEAD>
<BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25"><BASEFONT FACE="Arial" SIZE="4">
<IMG SRC="abc.jpg" width=200 height=50 ALT="ABC logo">
<H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
<P>Please tell us about yourself so we can help you with your travel
needs.</P>
<FORM METHOD="post" ACTION="cgi-bin/customer.cgi">
Your name:
<INPUT TYPE="text" NAME="customername" SIZE="" TABINDEX="2"><BR>
Comment:<BR>
<TEXTAREA NAME="customercomment" ROWS="5" COLS="60" TABINDEX="2"
WRAP="hard">
Add your comment here.</TEXTAREA><BR><BR>
Service:
<INPUT TYPE="checkbox" NAME="flight" VALUE="yes" TABINDEX="3"ID="flight">
<LABEL FOR="flight">Flight</LABEL>
<INPUT TYPE="checkbox" NAME="hotel" VALUE="yes" TABINDEX="4"ID="hotel">
<LABEL FOR="hotel">Hotel</LABEL>
<INPUT TYPE="checkbox" NAME="car" VALUE="yes" TABINDEX="5"ID="car">
<LABEL FOR="car">Car</LABEL><BR><BR>
Returning customer:
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No<BR><BR>
Continent:
<SELECT NAME="continent" SIZE="1">
<OPTION VALUE="africa">Africa<OPTION VALUE="antarctica">Antarctica
<OPTION VALUE="asia">Asia<OPTION VALUE="australia">Australia
<OPTION VALUE="europe">Europe
<OPTION VALUE="northamerica" SELECTED>North America
<OPTION VALUE="southamerica">South America</SELECT><BR><BR>
<INPUT TYPE="submit" VALUE="Send">  
<INPUT TYPE="reset" VALUE="Reset">
</FORM>
</BODY>
</HTML>
```

**Output**

# Grouping Form Elements

If your form is particularly long, you can organize the different parts into groups. For example, you might group personal information separately from questionnaire data. Groups appear set off from the rest of the page with a border. You can assign a title to the group to distinguish the form elements from other input fields on the form. Not all browsers support form groups.

## Group Form Element

1. Type <**FIELDSET**> above the first input element you want to place in a group.
2. Type </**FIELDSET**> after the last input element you want to place in the group.
3. Below the <**FIELDSET**> tag, type <**LEGEND.**
4. Type a space and **ALIGN="?"**>, replacing **?** with an alignment for the group title (left, right, top, or bottom).
5. Type a title for the group.
6. Type </**LEGEND**>.

You can repeat steps 1 to 6 to define other groups of input elements on your form. The Web browser displays the grouped elements together.

## HTML Code

*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Literacry Worktext Work Files(...

File Edit Search View Encoding Language Settings Macro Run Plugins Window ?

GrpFrmElmnt.html

```
<HTML><HEAD><TITLE>ABC Travel Agency</TITLE></HEAD>
<BODY BGCOLOR="#FFFFCC" LEFTMARGIN="25">
<BASEFONT FACE="Arial" SIZE="4">
<IMG SRC="abc.jpg" width=200 height=100 ALT="ABC Logo">
<H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>
<P>Please tell us about yourself so we can help you with your travel needs.</P>
<FORM METHOD="post" ACTION="cgi-bin/customer.cgi" ENCTYPE="multipart/form-data">
<FIELDSET> LEGEND ALIGN="top">Personal Data</LEGEND><BR>
First name:
<INPUT TYPE="text" NAME="firstname" SIZE="30"><BR><BR>
Last name:
<INPUT TYPE="text" NAME="lastname" SIZE="30"><BR><BR>
E-mail address:
<INPUT TYPE="text" NAME="email" SIZE="40"><BR><BR></FIELDSET><BR>
Comment:<BR>
<TEXTAREA NAME="customercomment" ROWS="5" COLS="60" TABINDEX="2" WRAP="hard">
Add your comment here.</TEXTAREA><BR><BR>
Service:
<INPUT TYPE="checkbox" NAME="flight" VALUE="yes" TABINDEX="3" ID="flight">
<LABEL FOR="flight">Flight</LABEL>
<INPUT TYPE="checkbox" NAME="hotel" VALUE="yes" TABINDEX="4" ID="hotel">
<LABEL FOR="hotel">Hotel</LABEL>
<INPUT TYPE="checkbox" NAME="car" VALUE="yes" TABINDEX="5" ID="car">
<LABEL FOR="car">Car</LABEL><BR><BR>
Returning customer:
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No<BR><BR>
Continent:
<SELECT NAME="continent" SIZE="1"><OPTION VALUE="africa">Africa
<OPTION VALUE="antarctica">Antarctica<OPTION VALUE="asia">Asia
<OPTION VALUE="australia">Australia<OPTION VALUE="europe">Europe
<OPTION VALUE="northamerica" SELECTED>North America
<OPTION VALUE="southamerica">South America
</SELECT><BR><BR>
Passport photo: <INPUT TYPE="file" NAME="photo" SIZE="50"><BR><BR>
<INPUT TYPE="submit" VALUE="ssend">  <INPUT TYPE="reset" VALUE="Reset">
</FORM></BODY></HTML>
```

## Output

Firefox

ABC Travel Agency

file:///C:/Users/sels/Desktop/Books Templates/Web Page Design/HTML Cc

**Customer Information Form**

Please tell us about yourself so we can help you with your travel needs.

Personal Data

First name:

Last name:

E-mail address:

Comment:

Add your comment here.

Service: Flight Hotel Car

Returning customer: Yes No

Continent: North America

Passport photo: Browse... No file selected.

ssend Reset

# 6

# Laboratory

## Hypertext Markup Language

VISUALLESSONGUIDE

# Manual

## Lesson 6: HTML Forms

HTML Forms are one of the main points of interaction between a user and a Web site or application. They allow users to send data to the web server through the Web site. In this lesson, students will design a personal registration form that requires different data entry attributes of HTML forms.

### Objectives

At the end of this computer laboratory activities, the student will be able to design a Local Registration Form necessary to gather information and data.

### Lab 6.1 NSA Form

*Estimated Completion time: 5-10 Minutes*

Score

Directions:

1. Launch **Notepad ++**.
2. Create a Web page with a form and use the text as shown on the right.
3. Insert the logo, and take note of the heading. As usual all work files are located in the work files folder.
4. Save the HTML document as **NSAForm.html**.

**Preview:**

### Lab 6.2 CKCP Form

*Estimated Completion time: 5-10 Minutes*

Score

Directions:

1. Launch **Notepad ++**.
2. Create a Web page with a form and use the text as shown on the right.
3. Insert the logo, and take note of the heading. As usual all work files are located in the work files folder.
4. Save the HTML document as **CKCPForm.html**.

**Preview:**

## Lab 6.3 TextBox & Text Area

Score

*Estimated Completion time: 15-20 Minutes*

Directions:

1. Open your HTML document **NSA Form.html**.
2. Add a Client name textbox. Set both its size and max length to 50
3. Add a large text area for comment.
4. Save the HTML document as **TextBox &TextArea.html**.

**Preview:**

## Lab 6.4 Check Box

Score

*Estimated Completion time: 10-15 Minutes*

Directions:

1. Launch **Notepad ++**.
2. Open your HTML document **TextBox&TextArea.html**
3. Add check boxes for home and abroad.
4. Save the HTML document as **CheckBox.html**.

**Preview:**

## Lab 6.5 Radio Buttons

*Estimated Completion time: 5-10 Minutes*

Score

Directions:

1. Launch **Notepad ++**.
2. Open your HTML document **CheckBox**.
3. Add the two radio buttons YES and NO for Returning Client.
4. Save the HTML document as **RadioButton.html**.

**Preview:**

## Lab 6.6 Menu List

*Estimated Completion time: 5-15 Minutes*

Score

Directions:

1. Launch **Notepad ++**.
2. Open your HTML document **RadioButtons**.
3. Add a menu list of the world's seven continents.
4. Save the HTML document as **MenuList.html**.

**Preview:**

## Lab 6.7 Submit Button

*Estimated Completion time: 10-15 Minutes*

Score

Directions:

1. Launch **Notepad ++**.
2. Open your HTML document **MenuList**.
3. Add a Send submit button.
4. Save the HTML document as **AddSubmitButton.html**.

**Preview:**

## Lab 6.8 Active Labels

*Estimated Completion time: 5-10 Minutes*

Score

Directions:

1. Launch **Notepad ++**.
2. Open your HTML document **AddSubmitButton**.
3. Add active labels for the check boxes Home and Abroad.
4. Save the HTML document as **AddActiveLabels.html**.

**Preview:**

Score

## Lab 6.9 Completed NSA Form

*Estimated Completion time: 1 Hour & 30 minutes*

Directions:

1. Launch **Notepad ++**.
2. Open your HTML document **ActiveLabels**.
3. Change the tab order.
4. Add a file upload element.
5. Save the HTML document as **CompletedNSAForm.html**.

Score

## Lab 6.10 CK Order Form

*Estimated Completion time: 1 Hour & 30 minutes*

Directions:

1. Launch **Notepad ++**.
2. Open your previous HTML document **CKCP Form.html**.
3. Insert the form as shown on your right
4. Add a file upload element(submit).
5. Save the HTML document as **CK Order Form.html**.

## Suggested Projects

### Proj. 6.1 "Earth Lovers Club"

**Instructions:**

- Make a Website about our Mother Earth. Search on the net for your article on how to save our Earth and pictures to use.
- Crate a Tab for your Home, About, News, Photo Gallery and Contact.
- Create a Main Page that links all the pages you've made.

**Note: All projects points will be based on the rubric.**

### Proj. 6.2 "School's Website"

**Instructions:**

- Make a Website about your school.
- Insert images, school logo and background on your site.
- Insert also the Mission, Vision and History of your school.

**Note: All projects points will be based on the rubric.**

## Proj. 6.3 "Tourist Capital"

**Instructions:**

- Make your own website about the Tourist Spots of the Phillipines.
- Research about tourist destinations of the Philippines and insert pictures to make your web site attractive.
- Insert short videos if possible, you may use your phone's video.
- Make sure that linked pages are updated and correct.

**Note: All projects points will be based on the rubric.**

## Proj. 6.4 "Online Registration"

**Instructions:**

- Create a simple web page that accepts entries from a registration form.
- The needed information is presented on your right. You can have your own design according to you preference. Your creativity is a must.
- Points will be based according to the Rubric found in the next page.

## Rubric

| Category | 4 ( 95% ) | 3 ( 85% ) | 2 ( 75% ) | 1 ( 65% ) |
|---|---|---|---|---|
| Clarity, creativity, and unity of the elements added | ▪ This article is written with an interesting hook to bring the reader into the story.<br>▪ Takes a strong, well-defined position; presents appropriate reasons, supporting details and historical facts.<br>▪ This story contains a considerable amount of relevant background information about the issue.<br>▪ Headline strongly supports your view of the events. | ▪ This article is written with an interesting hook to bring the reader into the story.<br>▪ Takes a clear position; presents appropriate reasons, supporting details and facts.<br>▪ This story contains some background information about the issue being debated.<br>▪ Headline moderately supports your view of the events. | ▪ This article is written with a hook but it needs to be more interesting.<br>▪ Position not clearly stated; gives unrelated, unsupported, general statements, reasons and details; minimal facts used.<br>▪ This story contains very little background information about the issue at hand.<br>▪ Headline weakly supports your view of the events. | ▪ This article is written with an uninteresting lead which does not encourage the reader to continue.<br>▪ Does not take a clear position; ideas are undeveloped; no facts or details support position.<br>▪ This editorial does not encourage the reader to continue.<br>▪ Headline does not support your view of the events. |
| Expressiveness | ▪ Descriptions of events are sequenced effectively; has strong introduction and conclusion; body is well developed; paragraphs are logically structured; overall structure is very effective. | ▪ Descriptions of events are sequenced somewhat effectively; includes introduction and conclusion; paragraphs are well structured, but may have minor flaws; structure is generally effective. | ▪ Descriptions of events are not well sequenced; introduction or conclusion is unclear or lacking; organization of paragraphs is flawed. | ▪ Structure is largely unclear, inappropriate, or lacking; introduction or conclusion is missing; there are significant flaws in the organization of paragraphs. |
| Preciseness | ▪ Accurate spelling, punctuation, and grammar; varied sentence structure. | ▪ Some minor spelling, punctuation, or grammar errors; somewhat varied sentence structure. | ▪ Careless spelling, punctuation, or grammar errors; repetitive sentence structure. | ▪ Significant spelling, punctuation, or grammar errors; poor sentence structure. |
| Efficiency | ▪ Headline is larger than body<br>▪ Neatly typed; proper letter format and proper spacing. | ▪ Headline can be better focused;<br>▪ Neatly typed, but can have better formatting and spacing. | ▪ Headline is improperly placed<br>▪ Format detracts from easily reading article. | ▪ No Headline;<br>▪ Difficult to read: is not properly formatted. |