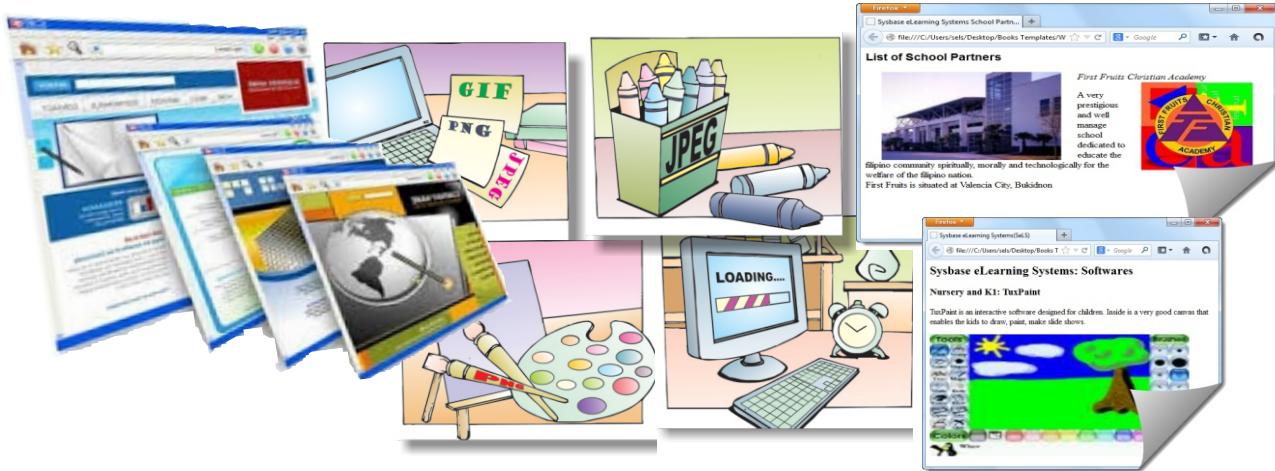


Chapter 11

Until now, all the HTML codes you have learned has helped you communicate your ideas to your visitors. In this chapter, you'll learn how to create forms that enable your visitors to communicate with you.



Using Forms

Learning Objectives

After completing this lesson, you should be able to:

- understand what are forms and its use;
- know the different form elements;
- apply and use checkbox and large text area element to a form;
- use the radio, menu list, submit and reset button to a form; and
- know how to use the spin box in a form.

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.

Name	Value
Name	
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Eye color	green <input type="text"/>
Check all that apply	<input type="checkbox"/> Over 6 feet tall <input type="checkbox"/> Over 200 pounds
Describe your athletic ability:	
<input type="button" value="Enter my information."/>	

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.



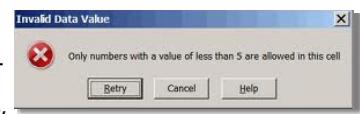
Types of Forms

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.



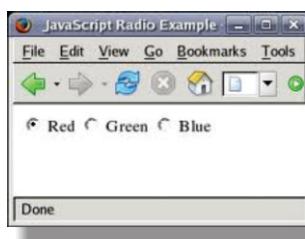
Check Boxes

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

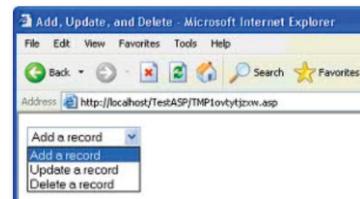


Lesson 2

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.



Creating a Form Information

Lesson 3

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.

Send to an E-mail Address

- 2 Type **ENCTYPE="text/plain"**.
- 3 Type **ACTION="?">**, replacing ? with the name and location of the CGI script you want to use to process the form data and close it with **</FORM>**.

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

- 4 Type <**LABEL**> and close it with <**/LABEL**>

Note: label is used to formally link your tag to the associated element and use them for scripting or other purposes.

- 5 Type <**INPUT**>.

The **type** of input is specified with the type attribute.

Input Tag inside attributes:

Type="type" where type correspond to your choice:

Text, checkbox, radio, submit, File, image, Hidden, Email, Password.

name="label", where label is the text that will identify the input data to the server (and your script).

required="required", to ensure that the form will not submit unless this field has a value.

placeholder="hintText", where hintText is the data that will initially be shown in the field to give instructions to the user.

size="n", where n is the desired width of the box, measured in characters.

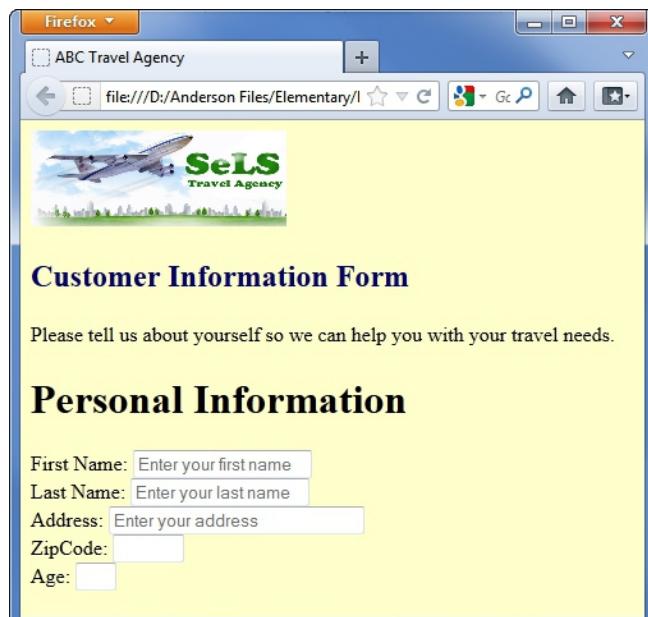
maxlength="n", where n is the maximum number of characters that can be entered in the box.

- 6 Attribute **TYPE= "Text"**, Text fields (Textbox) are used when you want the user to type letters, numbers, etc, in a form.

HTML Code

```
<!DOCTYPE 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=75 ALT="ABC Travel Agency">
<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" ENCTYPE="text/plain" ACTION="mailto:abc@example.com" >
<LABEL ALIGN="left"><H1>Personal Information</H1></LABEL>
<LABEL FOR="first_name">First Name:</LABEL>
<INPUT TYPE="text" NAME="first_name" REQUIRED="required" PLACEHOLDER="Enter your first name" /><BR>
<LABEL FOR="last_name">Last Name:</LABEL>
<INPUT TYPE="text" NAME="Last_name" PLACEHOLDER="Enter your last name" /><BR>
<LABEL FOR="Address">Address:</LABEL>
<INPUT TYPE="text" NAME="address" PLACEHOLDER="Enter your address" SIZE="30" /><BR>
<LABEL FOR="Zipcode">ZipCode:</LABEL>
<INPUT TYPE="text" NAME="Zipcode" SIZE="6" /><BR>
<LABEL FOR="age">Age:</LABEL>
<INPUT TYPE="text" NAME="age" SIZE="2" MAXLENGTH="2" /><BR>
</FORM>
</BODY>
</HTML>
```

Output



- 7 Close the input tag with </> or </input>.
- 8 and Lastly close the Form tag with</FORM>

Adding a Large Text Area and CheckBox

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.

Also, 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 a Large Text Area

- Between the <FORM> and </FORM> tags, add a new line for the large text box.

- Type <TEXTAREA>.

- Type a NAME=? , replacing ? with a unique name for the text area.

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

- Type ROWS=? and COLS=? , replacing ? with the number of rows and column you want to specify to determine the height and width of the text area.

- Type 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.

- Type </TEXTAREA>.

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

Add Check Box

- Type <INPUT TYPE="checkbox">.

- Type a NAME=? , replacing ? with a unique name for the check box.

- Type 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.

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

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

HTML Code

```

<HTML>
<HEAD>
<TITLE>ABC Travel Agency</TITLE>
</HEAD>
<BODY BGCOLOR="#FFFFFF" LEFTMARGIN="25"
      BASEFONT FACE="Arial" SIZE="4">

<IMG SRC="abc.jpg" width=200 height=75 ALT="ABC logo">

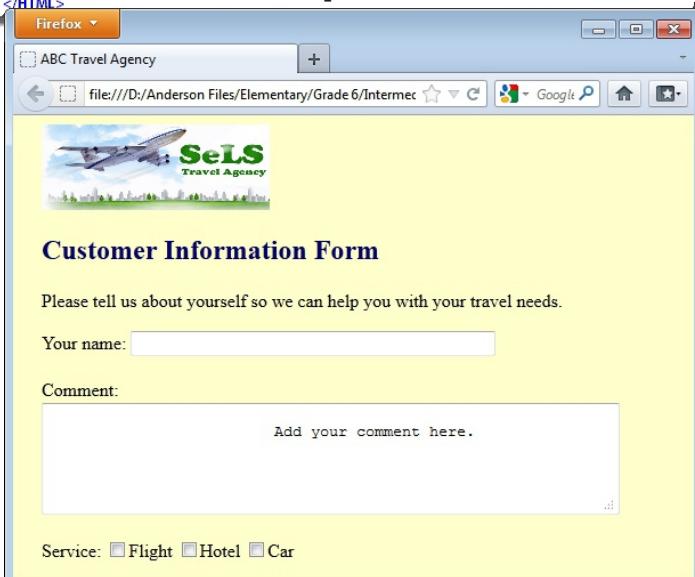
<H2><FONT COLOR="#000066">Customer Information Form</FONT></H2>

<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



The Web browser displays the text box in the form.

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

Adding Radio Buttons & Menu List

Lesson 5

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. Also, 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.

Add Radio Button

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

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

Add a menu List

- 5 Type **<SELECT NAME="?"**, replacing ? with a unique name for the menu.
- 6 Type **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.

- 7 Start typing **<OPTION VALUE="?">**, replacing ? with a descriptive word for the menu item.
- 8 Type the text you want to appear in the menu list.

Repeat steps 3 and 4 to add more menu items to the list.

If you want to make one of the menu item appear as selected in the list, type **SELECTED** after the VALUE attribute.

- 9 Type **</SELECT>**.

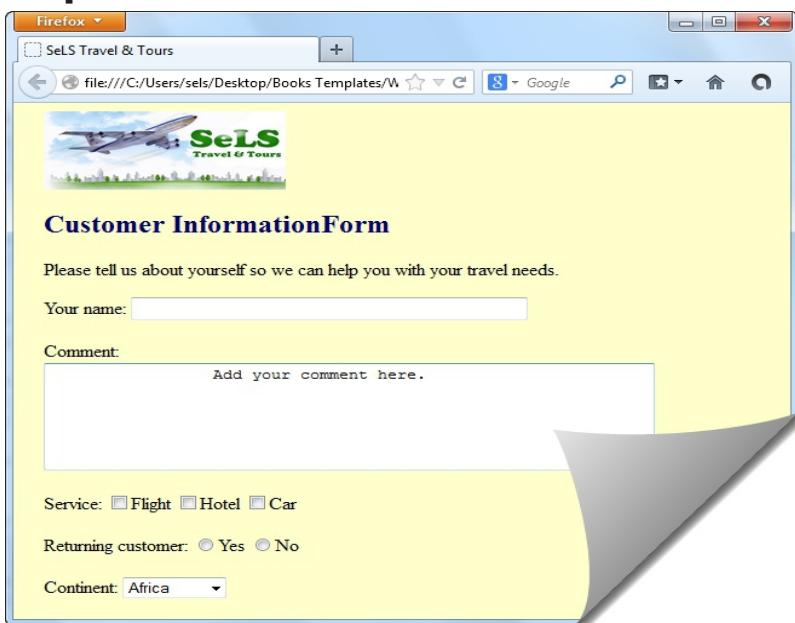
The user can click the **Comment** drop down arrow to display the drop-down list.

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

HTML Code

```
*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Literacy ...
File Edit Search View Encoding Language Settings Macro Run Plugins Window ?
AddMnuLst.html
<HTML>
<HEAD><TITLE>SeLS Travel & Tours</TITLE></HEAD>
<BODY BGCOLOR="#FFFFFF" 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>
</BODY>
</HTML>
```

Output



Adding a Submit Button & Reset Button

You can add a Submit and Reset button to your form so users can send you the data they enter. Most Web page developers add the Submit & Reset 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 & reset 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.

Add a Button Reset

- ③ Between the **<FORM>** and **</FORM>** tags, type **<INPUT TYPE="reset">**.
- ④ 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

The screenshot shows a Windows-based HTML editor window titled "AddBtnReset.html". The code pane contains the following 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=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:<BR>
<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:<BR>
<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:<BR>
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No<BR><BR>
Continent:<BR>
<SELECT NAME="continent" SIZE="1">
<OPTION VALUE="africa">Africa<OPTION VALUE="asian">Asia
<OPTION VALUE="asia">Asia<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">

```

The browser preview window shows the completed form with the "Submit" and "Reset" buttons at the bottom.

Output

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 the **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.

HTML Code

The screenshot shows a Windows-based HTML editor window titled "AddFileUploadDem.html". The code pane contains the following 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=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:<BR>
<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:<BR>
<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:<BR>
<INPUT TYPE="radio" NAME="returning" VALUE="yes">Yes
<INPUT TYPE="radio" NAME="returning" VALUE="no">No<BR><BR>
Continent:<BR>
<SELECT NAME="continent" SIZE="1">
<OPTION VALUE="africa">Africa<OPTION VALUE="asian">Asia
<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">
<INPUT TYPE="file" NAME="photo" SIZE="50" ><br>
Passport photo:<INPUT TYPE="file" NAME="photo" SIZE="50" ><br><br>
<INPUT TYPE="submit" VALUE="Send" >&nbsp;<INPUT TYPE="reset" VALUE="Reset">

```

The browser preview window shows the completed form with the "Browse" button for the file upload field.

Output

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.

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

```

<HTML>
<HEAD><TITLE>M and L's 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" MAXLENGTH="45"><BR><BR>
Comment:<BR>
<TEXTAREA NAME="customercomment" ROWS="5" COLS="60" WRAP="hard">
Add your comment here.
</TEXTAREA><BR><BR>
Service:<BR>
<INPUT TYPE="checkbox" NAME="flight" VALUE="yes" ID="flight">
LABEL FOR="flight">Flight (LABLE)
<INPUT TYPE="checkbox" NAME="hotel" VALUE="yes">>Hotel
<INPUT TYPE="checkbox" NAME="car" VALUE="yes">>Car
Returning custom<BR>
<INPUT TYPE="radio" NAME="rad" VALUE="rad1">>rad1
<INPUT TYPE="radio" NAME="rad" VALUE="rad2">>rad2
Continent:<BR>
<SELECT NAME="continen<BR>
<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"><br>
<INPUT TYPE="reset" VALUE="Reset">
</FORM>
</BODY>
</HTML>

```

Output

Adding Spin Boxes to a Form

One important element in a form is the spin box. User conveniently just make click on up and down arrow to input desired number. Below are codes on how spin boxes work and its application.

Add Spin Boxes

- ① Type the tag **<INPUT TYPE="NUMBER" NAME="QUANTITY" MIN="0" MAX="100" STEP="1" VALUE="1">**

The input element assign a numeric entry with the name specified and a minimum value of the spin box of 0 and acceptable max value of 100 . The spin box increments 1 as the user clicks on the upper arrow and decreases as the user click the down arrow respectively.

Output

LEVEL	BOOK TITLE	QUANTITY
Pre-K:	K1	9
Graders:	CompuKids 3	47
Learn Visually:	Web Page Design	51

LABORATORY MANUAL

Chapter 11: Using Forms

Part 2 HTML

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

After completion of all the computer laboratory activities in this chapter, the student will be able to design forms necessary to gather information and data.

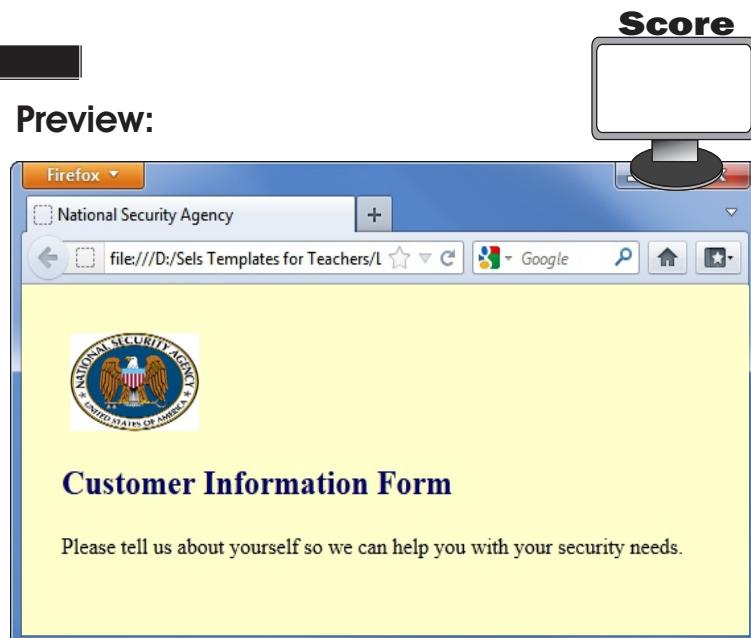
Lab 11.1 NSA Form

Estimated Completion time: 25-30 Minutes

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 11.2 CKCP Form

Estimated Completion time: 25-30 Minutes

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 11.3 TextBox & Text Area

Estimated Completion time: 25-30 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**.

Score

Preview:

The screenshot shows a Firefox browser window with the title bar "Firefox". The address bar shows "file:///D:/Sels Templates for Teachers/Lab 11/11.3-NSA Form.html". The page content features the NSA logo at the top. Below it is the heading "Client Information Form". A text input field is labeled "Your name:" with a placeholder "Add your name here.". Below it is a text area labeled "Comment:" with a placeholder "Add your comment here.". The entire form is set against a yellow background.

Lab 11.4 Check Box

Estimated Completion time: 25-30 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**.

Score

Preview:

The screenshot shows a Firefox browser window with the title bar "Mozilla Firefox Start Page". The address bar shows "Firefox | Search or enter address". The page content features the NSA logo at the top. Below it is the heading "Client Information Form". A text input field is labeled "Your name:" with a placeholder "Add your name here.". Below it is a text area labeled "Comment:" with a placeholder "Add your comment here.". At the bottom of the form are two checkboxes: "Home" and "Abroad".

Lab 11.5 Radio Buttons

Estimated Completion time: 15-20 Minutes

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**.

Score

Preview:

The screenshot shows a Firefox browser window with a yellow background. At the top left is the NSA logo. Below it is the title "Client Information Form". A text input field is labeled "Your name: []". Below that is a text area labeled "Comment:" with the placeholder text "Add your comment here.". Underneath is a "Location:" label with two checkboxes: "Home" and "Abroad", both of which are unchecked. At the bottom is a "Returning Client:" label with two radio buttons: "Yes" (selected) and "No".

Lab 11.6 Menu List

Estimated Completion time: 15-30 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:

The screenshot shows a Firefox browser window with a yellow background. At the top left is the NSA logo. Below it is the title "Client Information Form". A text input field is labeled "Your name: []". Below that is a text area labeled "Comment:" with the placeholder text "Add your comment here.". Underneath is a "Location:" label with two checkboxes: "Home" and "Abroad", both of which are unchecked. At the bottom is a "Continent:" label with a dropdown menu. The menu has "Africa" selected, and other options include "Antarctica", "Asia", and "Europe".

Lab 11.7 Submit Button

Estimated Completion time: 10-15 Minutes

Directions:

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

Score

Preview:

The screenshot shows a Mozilla Firefox browser window displaying a client information form. At the top left is the NSA logo. Below it is the title "Client Information Form". A message asks users to tell about themselves to help with security needs. There is a text input field for "Your name", a text area for "Comment" with placeholder text "Add your comment here.", and a checkbox group for "Location" with options "Home" and "Abroad". Under "Returning Client", there are two radio buttons: "Yes" and "No". A dropdown menu for "Continent" is set to "Africa". At the bottom is a "Send" button.

Lab 11.8 Active Labels

Estimated Completion time: 10-15 Minutes

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**.

Score

Preview:

This screenshot shows the same Client Information Form as the previous one, but with active labels applied to the checkboxes. The "Home" checkbox is checked, and the "Abroad" checkbox is unchecked. All other elements of the form, including the NSA logo, title, message, "Comment" text area, "Returning Client" radio buttons, "Continent" dropdown, and "Send" button, remain the same.

Score

Chapter 11 Using Forms

Lab 11.9 Completed NSA Form

Estimated Completion time: 25-30 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**.

National Security Agency

Client Information Form

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

Photo:

Your name:

Comment:
Add your comment here.

Location: Home Abroad

Returning Client: Yes No

Continent:

Score

Lab 11.10 CK Order Form

Estimated Completion time: 45-55 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**.

CK Children's Publishing

ORDER FORM

School : Enter the Name of the School

Address :

Date of Delivery: mm/dd/yy

Term:

Payment: CASH CHECK

No. OF SETS	GRADE / LEVEL	QUANTITY	UNIT PRICE
Preschool ICT			
	Compukids Nursery	<input type="text"/>	<input type="text"/>
	Compukids Kinder 1	<input type="text"/>	<input type="text"/>
	Compukids Kinder 2	<input type="text"/>	<input type="text"/>
Graders ICT			
	Compukids Grader 1	<input type="text"/>	<input type="text"/>
	Compukids Grader 2	<input type="text"/>	<input type="text"/>
	Compukids Grader 3	<input type="text"/>	<input type="text"/>
	Compukids Grader 4	<input type="text"/>	<input type="text"/>
	ICT Essential (Grader 5)	<input type="text"/>	<input type="text"/>
	Intermediate World Wide Web (Grade 6)	<input type="text"/>	<input type="text"/>
Highschool ICT			
	MS Office Procedures	<input type="text"/>	<input type="text"/>
	Desktop Publishing	<input type="text"/>	<input type="text"/>
	Web Design	<input type="text"/>	<input type="text"/>
	Advance Web Design	<input type="text"/>	<input type="text"/>
	Programing for Teens	<input type="text"/>	<input type="text"/>
	Video Editing	<input type="text"/>	<input type="text"/>

Delivered by : Received by :
 Designation :
 Approved by : Designation :