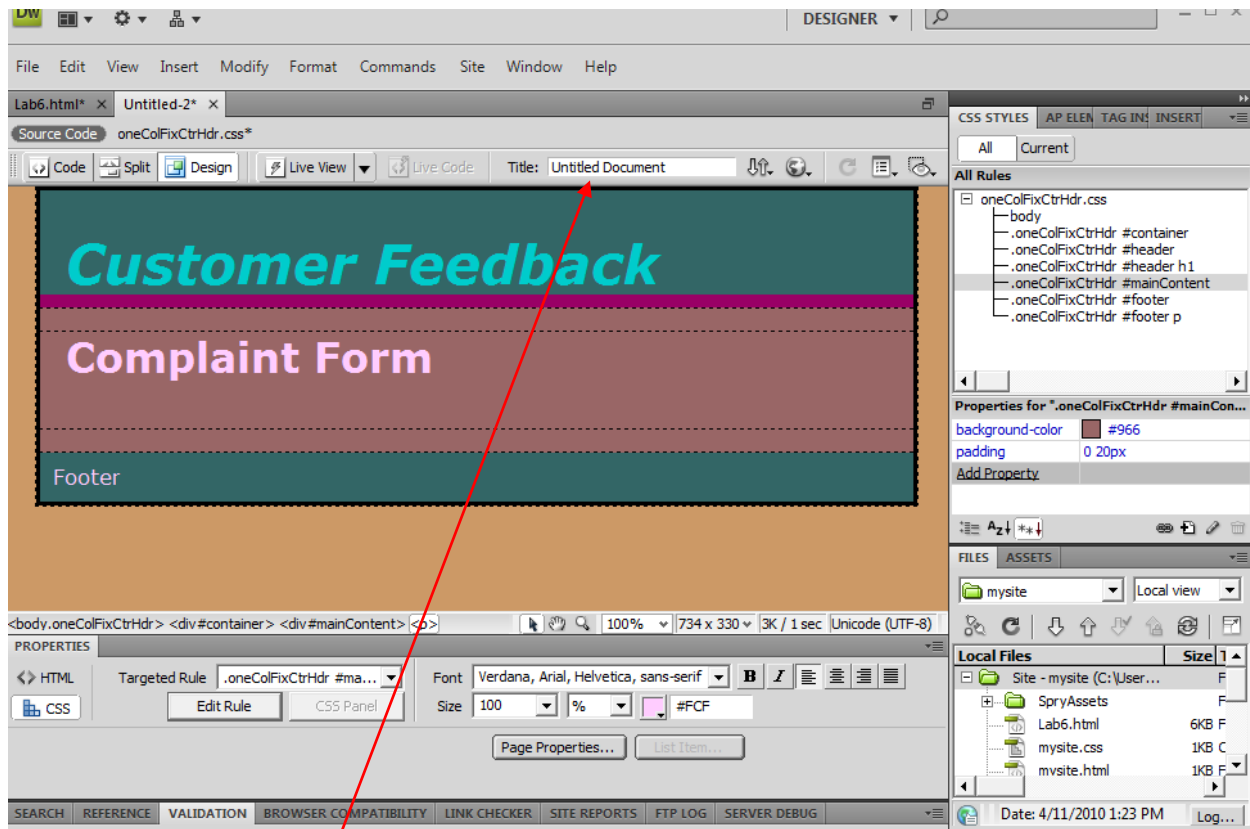


Creating and validating forms with Spry Validation

1. Create a new html page: File->New, then:
 - a. Blank Page, Html, and 1 column fixed, centered, header and footer
 - b. DocType: XHTML 1.0 Strict
 - c. Layout CSS: Create New File
2. Create, then Save
3. Feel free to add color and style
4. Change the word "Header" to "Customer Feedback"
5. Highlight and change the words "Main Content" to "Complaint Form"
6. You may wish to make the font for "Complain Form" slightly smaller.
7. Highlight the content and hit backspace to clear it.
8. You should have something that looks like this:



9. Give your file a title. Pick something you wish to complain about. I picked chocolate, although there is almost never anything to complain about when it comes to chocolate.
10. Save your file as "Complaints.html"

Create a Jump Form

11. Click under Complaint Form
12. Add the line: "More information about *your complaint topic*" and push return
13. Choose Insert->Form->Jump Menu
14. Next to Text: select Item 1 and change it to an item related to your topic
15. Next to "When Selected, go to URL:" enter a URL of a Web site that tells you about the item you entered in step 14.
16. Add a second menu item by hitting the + sign
17. Change the item to another item related to your topic
18. Add another URL that tells more about the item entered in step 17.
19. Add a 3rd item, change the item, and add an appropriate URL. You should have something that looks a bit like this:

Insert Jump Menu

Menu items: Dark Chocolate (<http://www.wikihow.com/Taste-D>
Milk Chocolate (<http://www.joyofbaking.com/MilkC>
White Chocolate (<http://www.essortment.com/fo>

Text: White Chocolate

When selected, go to URL: om/food/whitechocolate_ttqo.htm Browse...

Open URLs in: Main window

Menu ID: jumpMenu

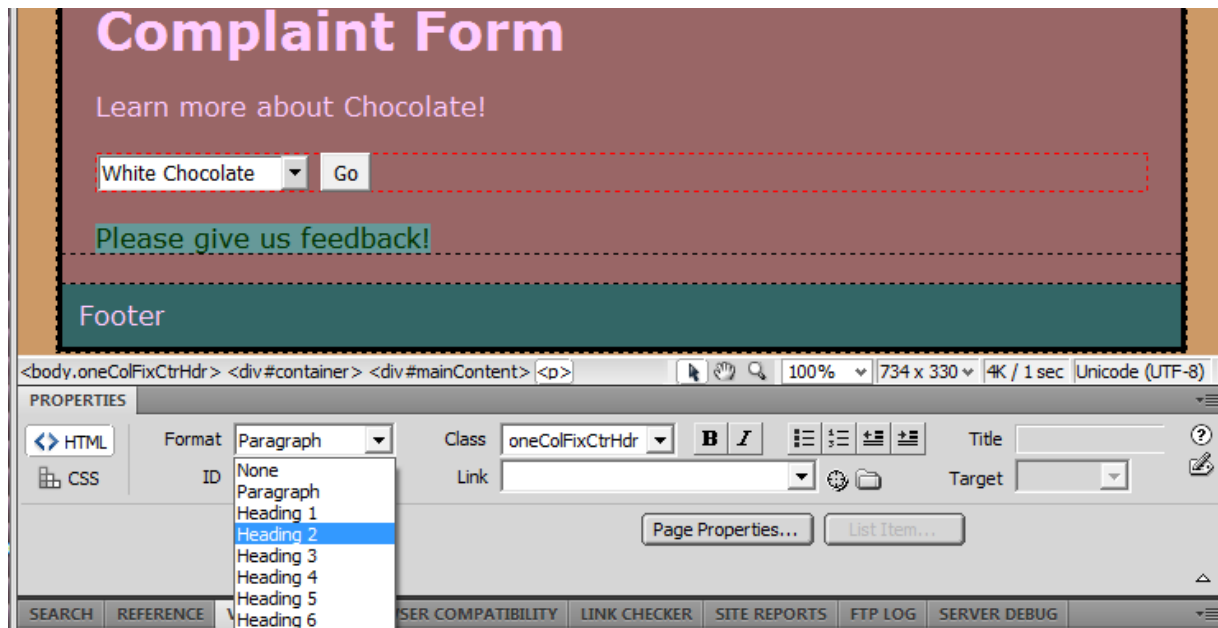
Options: ☒ Insert go button after menu
☐ Select first item after URL change

OK
Cancel
Help

20. Hit OK
21. Preview in browser (File->Preview In Browser)

Now let's create a form.

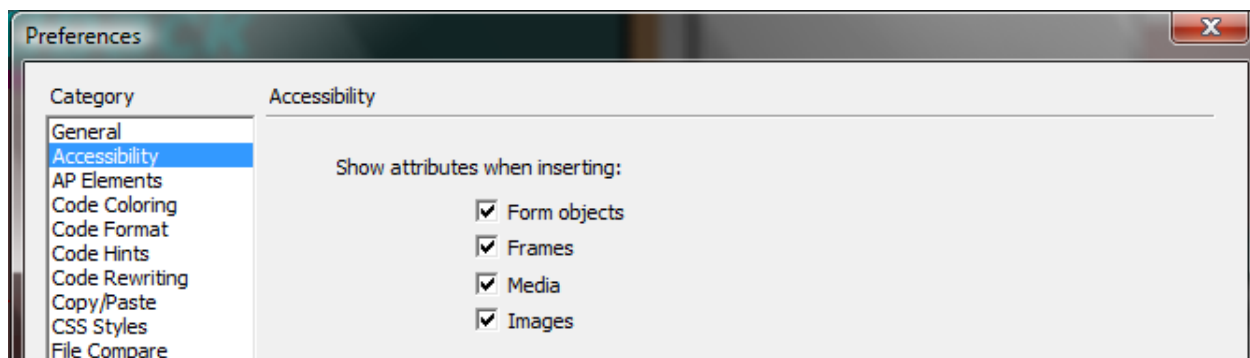
1. Below the jump menu you created, click in the design editing window
2. Enter "Please give us feedback!", and give this an h2 tag



3. Underneath, choose from the top menu bar Insert->Form->Form
 - a. You should see a dashed red box. , and below, in the PROPERTIES window, you'll see the Form ID form 1. That's the unique ID being given to this form. You can change the form's ID if you want (no spaces in the name).
 - b. It is VERY IMPORTANT that when you add elements to your form, you add them INSIDE this red box. Anything added outside the red box is being added outside the form, and thus will serve no purpose.

Forms are notorious for being difficult for people with visual difficulties. However, being the progressive-minded people that we are, we're going to do our best to make our site accessible.

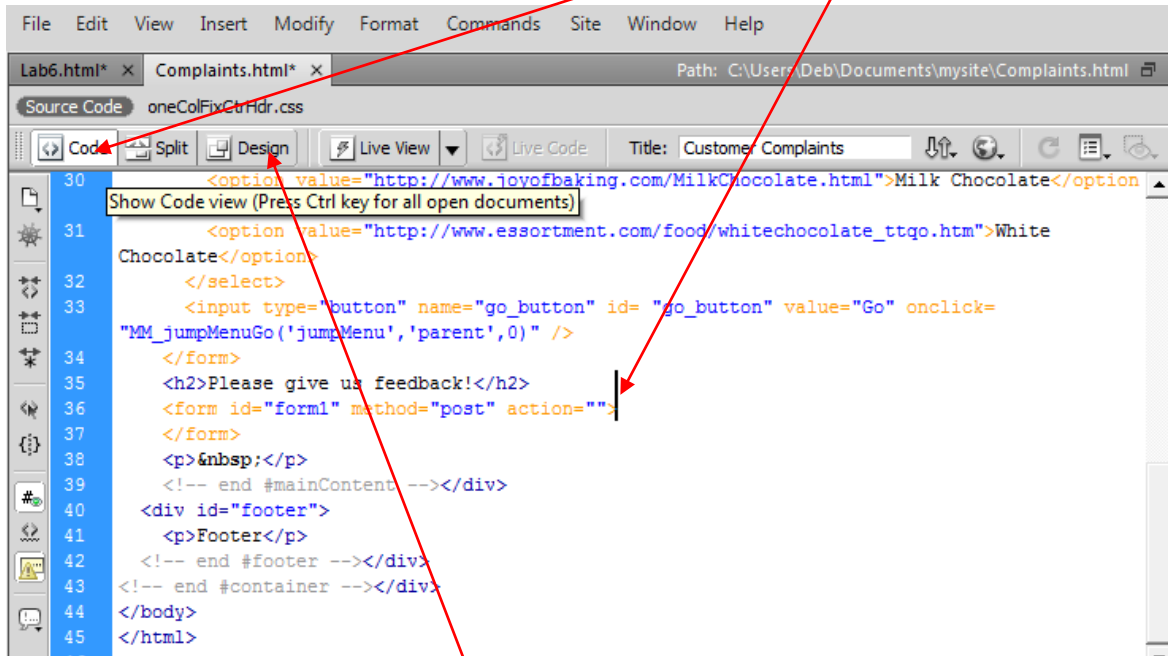
4. To activate accessibility options in forms, choose Edit->Preferences (Windows) or (Mac) (depending on what you're on) and then select under the Category column on the left, Accessibility.
5. Make sure Form objects is selected under Show Attributes when inserting:

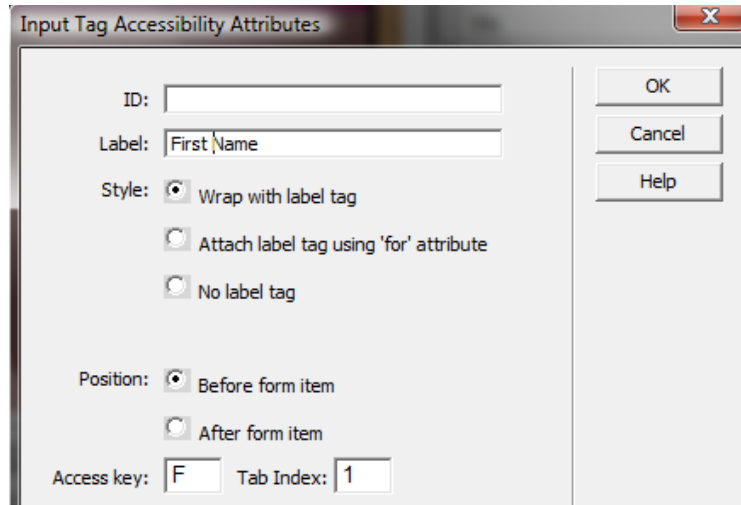


6. Hit Ok
7. Now Dreamweaver will prompt you with the Input Tag Accessibility Attributes dialog box when you insert a form field into a form. With these options set, people can fill out forms without using a mouse.

Adding a Text Field:

8. Make sure the cursor is inside the red dashed line that defines the form
 - a. To make absolutely sure you're inside the form, click on the <>Code button above the design window
 - b. Make sure your cursor is between the opening <form id=...> tag and the closing </form> tag.





Input Tag Accessibility Attributes

ID:

Label:

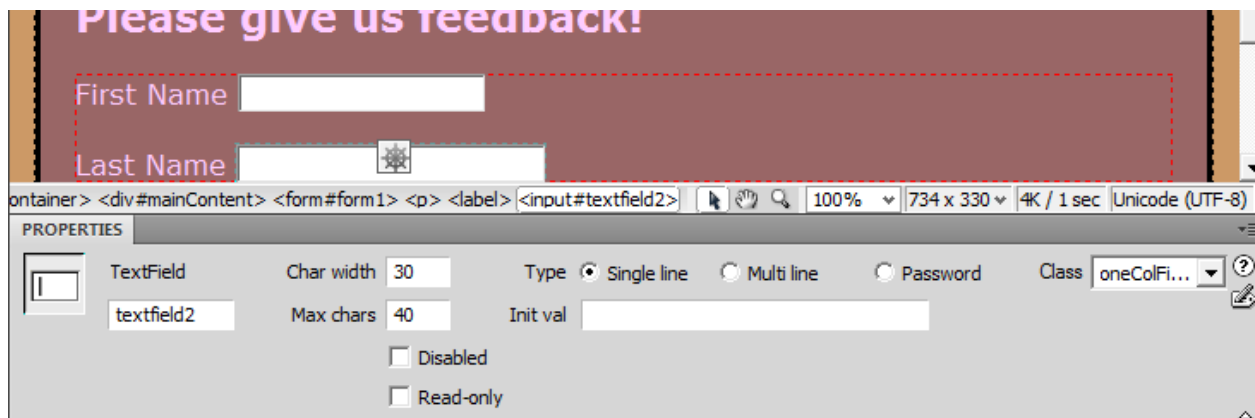
Style: ☒ Wrap with label tag
☐ Attach label tag using 'for' attribute
☐ No label tag

Position: ☒ Before form item
☐ After form item

Access key: Tab Index:

OK Cancel Help

- f. Hit OK
11. Repeat Steps 9 and 10 to enter another text field for Last Name. Make the Label be Last Name, the Access Key be L and the Tab Index be 2
12. I want this field to be wider than first name:
 - a. In the properties menu, enter a Char Width of 30
 - b. Enter a Max Chars of 40 (that's the maximum number of characters a user can enter into this field)
 - c. Make sure in the Type option you have Single Line chosen
 - d. If you want the data the user types in to appear as asterisks (in other words, hidden), choose the Password option.
 - e. I don't have an initial last name val, but if I did, I'd place it in the Init Val field
 - f. My screen should look like this: (If it doesn't, make sure you click on the text field next to Last Name in the Design editing window. You may have to click more than once)



Please give us feedback!

First Name

Last Name

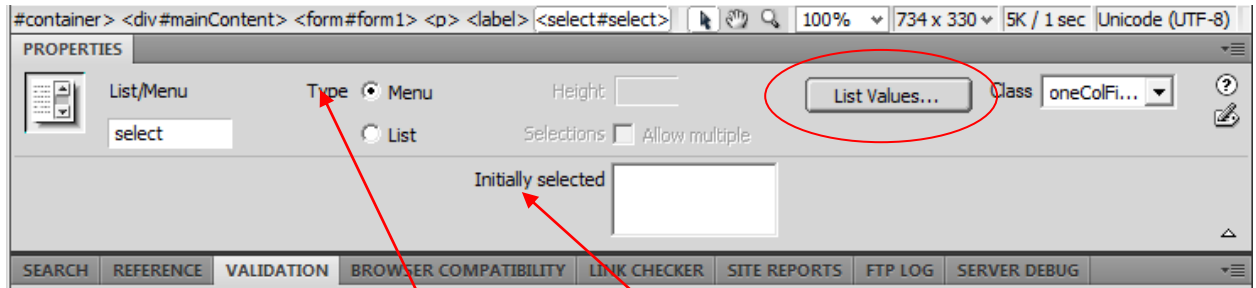
Properties Panel:

TextField Char width 30 Type ☒ Single line ☐ Multi line ☐ Password Class oneColFi...

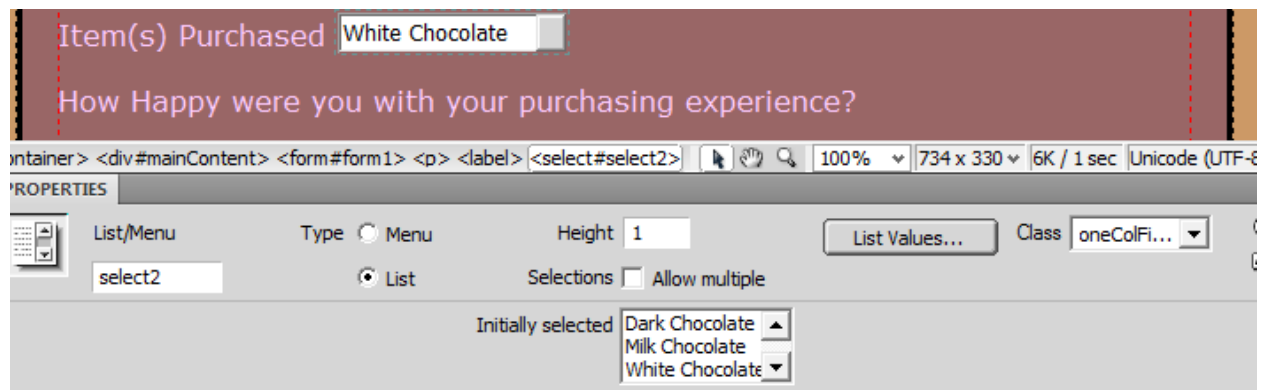
textfield2 Max chars 40 Init val

☐ Disabled ☐ Read-only

13. Add a Menu:
 - a. Below the Last Name Text Field, but inside the form, place your cursor
 - b. Choose Insert->Form->List/Menu
 - c. In the Input tag Accessibility Attribute box, next to Label: add "State". The Access Key should be S and the Tab Index should be 3. Hit OK
 - d. To add list items for the Menu, click the List Values button in the Properties Box (If not visible, click on the menu box you just created in the Design editing window:

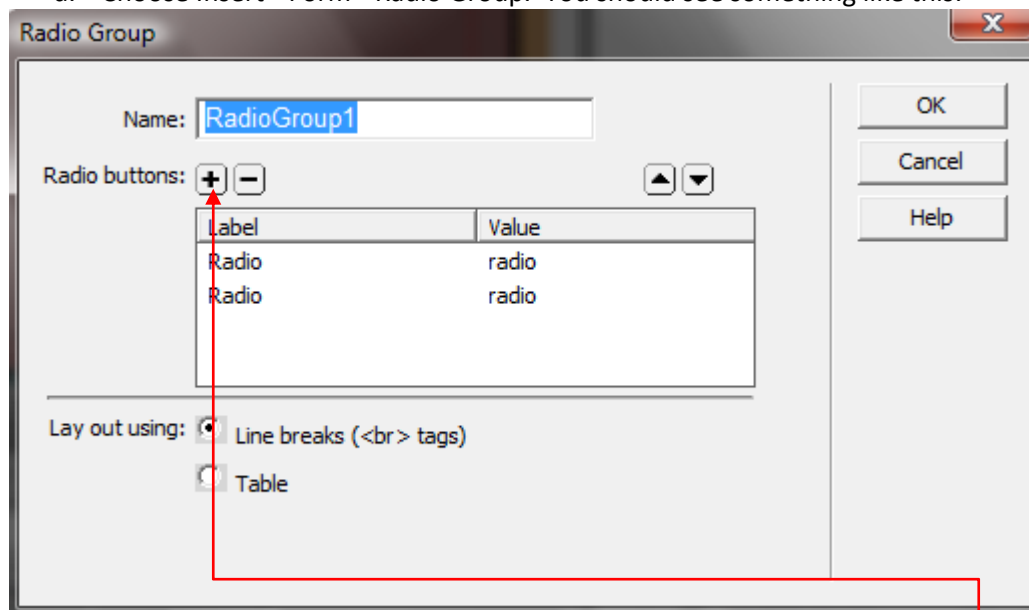


- e. The List Values popup box should appear. Add an Item by clicking the + sign.
 - f. Type in Delaware in the Item Label column, and DE in the Value Column
 - g. Add another item by clicking the + sign
 - h. Type in Pennsylvania in the Item Label column, and PA in the Value Column
 - i. Add another item by clicking the + sign
 - j. Type in Maryland in the Item Label column, and MD in the Value Column
 - k. Add another item by clicking the + sign
 - l. Type in New Jersey in the Item Label column, and NJ in the Value Column
 - m. That's enough states. Click on OK
 - n. To set the default value to Maryland, click on Maryland next to Initially Selected
 - o. Make sure next to type, Menu is selected.
2. Adding a Checkbox:
 - a. Make sure your cursor is inside the form
 - b. Choose Insert->Form->Checkbox
 - c. In the Input Tag Accessibility PopUp box, add a label (I went with "Can we Contact you?"), an Access key letter, and a Tab Index
 - d. Hit Ok
 - e. Under Properties, next to Checked Value, add Yes.
 - f. Make the Initial State be Checked (using the radio buttons next to Initial State)
14. Adding a List Menu
 - a. This is awfully similar to a Menu (inserted above to select a state). The difference between a List Menu and a Menu is that with a List Menu, you can select more than one item in the list. With a Menu, however, you can only select one item in the list.
 - b. Below the Checkbox, but still in the form, place your cursor
 - c. Choose Insert->Form->List/Menu
 - d. In the Input tag Accessibility Attribute box, next to Label: add "Item(s) Purchased". Add an Access Key and a Tab Index. Hit OK
 - e. To add list items for the Menu, click the List Values button in the Properties Box (If not visible, click on the menu box you just created in the Design editing window:
 - f. The List Values popup box should appear. Add an Item by clicking the + sign.
 - g. I made my form on Chocolate, so I added 4 items to my list: Item Labels Dark Chocolate, Milk Chocolate, White Chocolate, and Mixed Chocolate, and Values: DC,MC,WC, and MXC respectively.
 - h. Make sure next to type, List is selected.



15. Adding a Radio Button

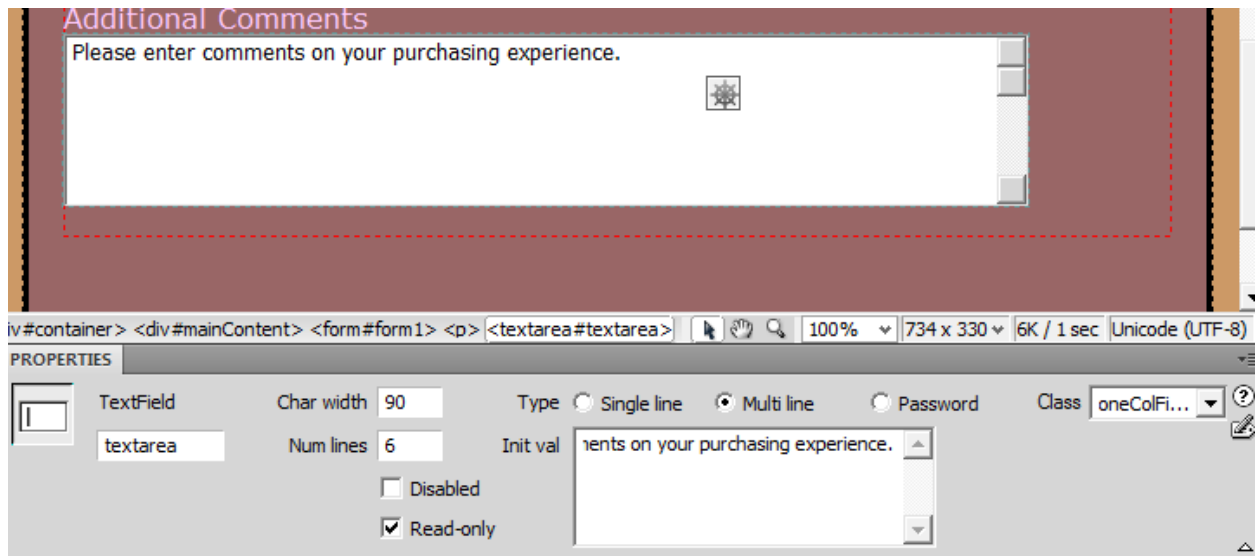
- Place your cursor inside the form below the Checkbox
- Add the text, "How happy were you with your purchasing experience?"
- Below that add a Radio button
- Choose Insert->Form->Radio Group. You should see something like this:



- Next to Name: Enter Customer_Satisfaction (This is for you – it doesn't show up in your form)
- In the Radio Buttons area, click the Label column. In the first row, enter a label that will appear in your form. I put "Happy".
- Next to the Label, in the value column, enter a value that will be used behind the scenes by the form. I put "Hap"
- In the second row under label, highlight the Radio label and change it to "Neutral". Change the Value column to "Neut".
- Add a third Radio Button by clicking on the + sign above the Label Column
- In the third row under label, highlight the Radio label and change it to "Unhappy". Change the Value column to "Un".
- Hit Ok

16. Adding a Text Area

- Choose Insert->Form->Textarea
- In the Input Tag Accessibility Attributes box, enter a Label: Additional Comments.
- Add an Access Key and a Tab Index.
- Hit OK
- To change the size of the comment box, set the Char Width to 70
- Change Num Lines to 6
- Make sure Multi line radio button is selected.
- Add inside Init val, "Please enter comments on your purchasing experience."



2. Adding a Submit Button

- under the text area, but still inside the form, choose Insert->Form->Button
- Add Accessibility Tags. Label the button Submit
- In the Properties window, select next to Action Submit form
 - Note: if you had a form with default values, and you wanted to allow the user to reset the values in the form, the Action could be Reset form

3. Preview in Browser. Your page should look something like this:

Customer Feedback

Complaint Form

Learn more about Chocolate!

Dark Chocolate

Please give us feedback!

First Name

Last Name

State

☒ Can we Contact You?

Item(s) Purchased

How Happy were you with your purchasing experience?

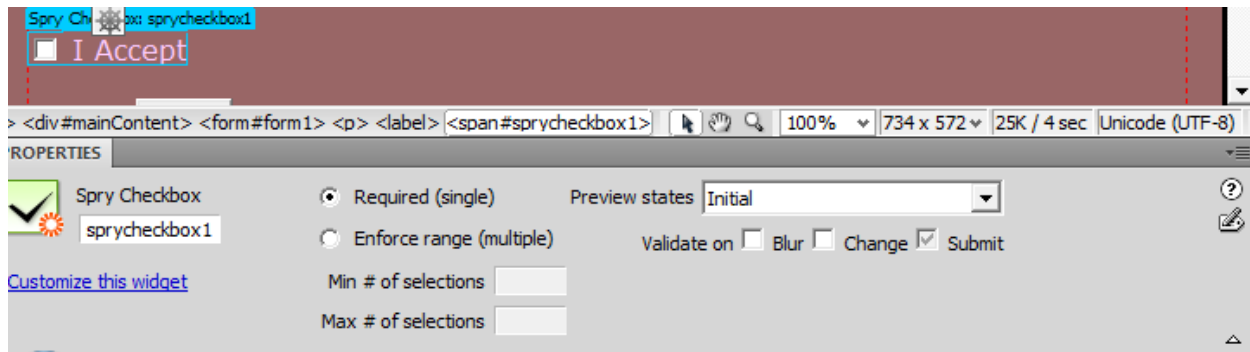
- ☐ Happy
☐ Neutral
☐ Unhappy

Additional Comments

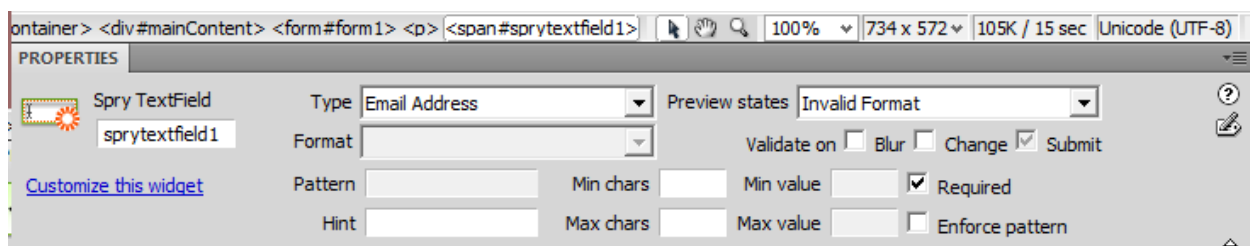
Please enter comments on your purchasing experience.

Submit

1. Spry Validation Checkbox
 - a. Let's pretend we've got a list of rules and regulations, and we want to insist the Customer has read those rules and regulations. We will add a Spry Validation Checkbox.
 - b. In your form, before the Submit button, place your cursor
 - c. Type "I have read the rules and regulations and I accept the terms." Hit return.
 - d. Select Insert->Spry->Spry Validation Checkbox
 - e. Do the whole Accessibility thing. Next to label, write, "I accept"
 - f. Make sure the Spry Checkbox properties are visible. Click on the vibrant blue Spry Checkbox: sprycheckbox1 above the I Accept checkbox
 - g. We now enter the Required option. This is the point of using the Spry Validation Checkbox – to have a required option.
 - h. Make sure we Validate on Submit (because we've got a submit button)
 - i. Make sure Required(single) is selected so that the button must be selected.



- j. Preview in Browser
- k. Try submitting without checking the “I Accept” button
2. Defining a Spry Validation Text Field
 - a. We may wish to insist users enter their email address. To do this we’ll add a Text field below Last Name, and we’ll insist that that field have content.
 - b. Click below Last name, but above State in the form (you may need to hit carriage return to get a new line in your form)
 - c. Select Insert->Spry->Spry Validation Text Field
 - d. In the Input Tag Accessibility, add the Label: Email Address.
 - e. Add an Access Key and Tab Index number.
 - f. Hit OK
 - g. In the Properties box, next to Type, select Email Address
 - h. Next to Preview states, select Invalid Format (so that if the email address entered is not a validly formatted email address, you’ll get a message stating that).
 - i. In the Properties box, Choose Validate on Submit
 - j. Make sure the Required checkbox is checked. This makes this field a required field
 - k. You can set a minimum number and maximum number of characters (for something like, say, a zip code), but we don’t need to.
 - l. Save and Preview in Browser
 - m. Play with entering either no email address or an invalid email address, then entering a valid email address.



Upload your form:

1. Using the instructions in lab 5, upload your lab to a folder on the server you created called DreamweaverLab7
2. Submit your url to your TA