

## Chapter 21: Forms Factory

At some point you may want to get some information from your visitors. This is accomplished through the use of a web form. The power to interact with visitors and get information from them can be of great benefit to your site. Typically, visitors want to accomplish something when they fill out a form. They may want to take advantage of your services or just provide feedback. Whatever the reason, it is important that a form is designed in a way that is visually appealing and easy to use. A form that is difficult to work with is very likely to turn visitors away, defeating your goal.

### Designing for the User

---

This is the *best* thing that you can do when building your form. Actually, this is the best thing that you can do when it comes to any aspect of your website. Always consider the user.

#### **Make the form visually appealing and easy to read**

Make sure your form looks neat and uncluttered. You want your users to have an easy to follow path from the top of the form to the bottom. If you have a large form, you may want to divide it into sections so it is easier to read. You may want to use a logo or other graphic to give the form a custom look. You can also add headings to the sections that describe what is in that section.

#### **Use what you need**

Make sure that you include fields for all of the information that you need. However, it is also important to use *only* the fields that you need. The two are similar, but not the same. If, for instance, you have a form that visitors use to request information, it is important to capture their contact information. However, if the form is used for a confidential survey, do not include contact fields.

Another consideration is the type of fields that you place on the form. Some fields are blank and allow the visitors to add their own text. Other fields have a drop down list that provides a list of selections. Be sure to use the type of field that you need and indicate on the form if the field is a required field.

#### **Use short descriptions when needed**

Most fields are common sense and easy to complete. If you need to give the visitor some help, make it short and to the point. You also may want to give the visitor some added information. For instance, if you ask for contact information, you may want to include a statement that you will not share the e-mail, telephone, or other information with anyone else.

## Be clear about the purpose of the form

Make sure your visitor knows if they are requesting information, giving information, or ordering a product. You do not want your users to be confused and think they are placing an order instead of requesting information.

## Communicate success

After users submit the form, the first thing they want to know is if the form was actually sent. It is a good idea to have a success page with a statement such as, “Thank you for your order. We will e-mail you when we ship your order.” This also helps keep visitors on your website after they submit the form.

## Steps for Using the Forms Factory

---

The Forms Factory is easy to use in Web Studio!

1. Create custom form fields with the *Forms Gallery* and the *Forms* tab commands.
2. Use text boxes to add instructions and information about the form.
3. Add design features with *Shape* commands and other graphics.
4. Group the form fields and choose form options including an e-mail address where you want to receive the form.
5. Check the form in *Preview* and then upload your website.
6. Visitors fill out the form on your website and then *click* the *Submit* button.
7. Receive the form information at the e-mail address of your choice.

## Form Fields

---

Form fields are the building blocks that you use to create a form. You choose the fields that you want to include, arrange them, add any needed information, and then maybe some design elements. Finally, you group them together to make a form. The *Forms* tab has all of the fields that you need to make your forms. In addition, you can add text objects and graphics to complete the design.

**Text Field.** This is a one line box that allows users to fill in information, such as a name or address.

**Text Box.** This type of text field allows users to fill in more than one line. The text box remains the same size but uses scroll bars that give users more space to enter text.

**Password Box.** Use this when you are asking for the user’s password.

**Checkbox.** A little square checkbox is used to offer a yes/no option for something. More than one checkbox can be selected in a category. A checkbox category may say, “Check all that apply.”

**Radio Button.** This round on/off selection field is like a checkbox except that only one of these can be selected in a category. When one is selected, the others are automatically turned off. For instance, you may use radio buttons if you are asking users to select yes or no.



Too many checkboxes or radio buttons can be confusing on a form. Consider using Menus and Lists when you are giving the users a lot of choices.

**Submit Button.** This is the button that submits the form to your website and is then sent to your e-mail address.

**Reset Button.** When clicked, this button removes all of the information entered by the users and resets all the fields back to their original state.

**Buttons.** Buttons are used with custom scripts to perform various functions.

**File Upload.** This is a Browse field that allows the user to link a file to the form.

**Menu.** Menus allow users to choose one item from a drop down menu.

**List.** Lists allow users to choose one or more items from a list box while *pressing* the *ctrl* key.

**Group Form.** This is the command that pulls all of the form elements together and creates the form.

**Hidden Fields.** This is a way for you to add information about a form that is not seen, but is submitted with the form. Hidden fields can be used to describe any information about the form that is needed to help you identify the form.

**Tab Order.** This creates a logical order that takes visitors through the form when they hit the *tab* key.

**Text Objects.** Use text objects for instructions and information on the form.

**Graphics.** Add graphics, such as a logo or background, to create a design.

## Using Forms from the Forms Gallery

---

Using the commands in the *Forms* tab, you can create custom forms for your website. However, one of the easiest ways to create a form is to use a pre-made form from the *Forms Gallery*. You can still add, edit, delete, and rearrange the fields on the form.

### Use a form from the Forms Gallery

- Click on the tab to open the *Forms Gallery*.
- Drag and drop a form onto the page. The form objects are placed on the page in two kinds of groups: an object group and a forms group



The form is placed on the page in two kinds of groups:

**Form Group:** Every form must be grouped in order for the form to work correctly. The forms in the gallery are already in a form group. See *Grouping Forms* later in the chapter.

**Object Group:** The forms in the gallery are also in an object group to make it easier to bring them from the gallery and position them on the page. Before you can use any of the form fields, you must first ungroup the objects. See the *Working with Objects* chapter for more information about grouping.

- Right-click over any part of the form and choose Ungroup from the menu. You can also select the form group and then click Create > Group > Ungroup.
- Add, edit, or delete the fields that you want on the form.
- Choose options for the fields.
- Complete the design features as needed.



See the rest of the chapter for detailed instructions for using each type of field.

### Notes about using forms from the gallery

1. The first form object in the gallery is not a form; it is a selection of labeled form fields that you can copy and paste to use in other forms. None of these fields are marked as required fields, and you will need to customize the field options in the *Object Properties* dialog.
2. Some of the menu fields are populated for you, such as *State* and *Country*. You can edit this list to meet your needs.

3. All of the design features in the forms were made using the Shape commands. This means that you can resize, add borders, change color, and edit them in the same way you change any shape.
4. Always check the options in each field to ensure the selected options are what you want on the form.

## Adding a Text Field

---

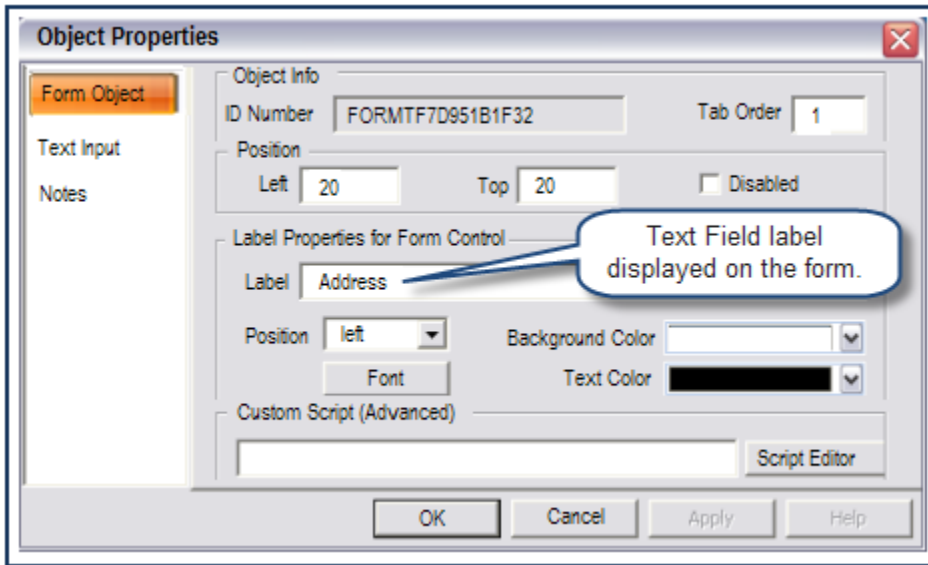
The text field is a one line box that allows users to fill in information, such as a name or address. When you *click* on the *Text Field* command, a text field is added to the page and the *Object Properties* dialog automatically opens.

### Add a text field to the page

- Click on *Forms > Text Item > Text Field*. This adds a text field to the page and opens the *Object Properties* dialog.
- Choose options for the text field in the *Object Properties* dialog. See an explanation of options below.
- Click *OK*.



## Choose options in the Form Object section for the text field



### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See *Assigning the Tab Order* later in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this.

### Label Properties for Form Control

**Label.** Fill in the name of the field. Use the space bar to distance the text from the field.

**Position.** Position the label on the left of the field, the right of the field or have no label at all.

**Background Color.** This is the background color of the field label.

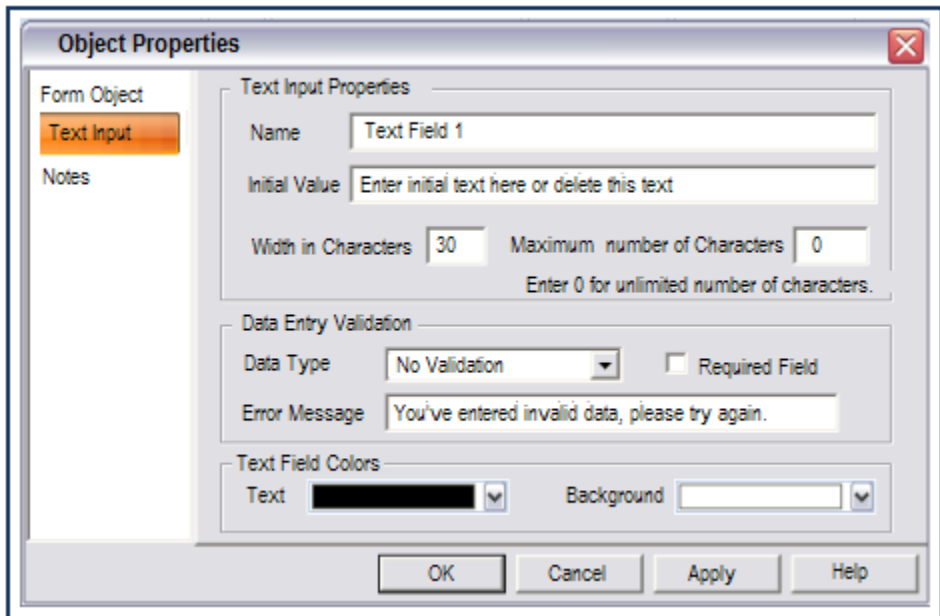
**Font.** Choose a font style.

**Text Color.** Choose a text style.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

## Choose options in the Text Input section for the text field



The screenshot shows the 'Object Properties' dialog box for a 'Text Input' field. The dialog is divided into three main sections: 'Text Input Properties', 'Data Entry Validation', and 'Text Field Colors'. The 'Text Input Properties' section includes fields for 'Name' (Text Field 1), 'Initial Value' (Enter initial text here or delete this text), 'Width in Characters' (30), and 'Maximum number of Characters' (0). The 'Data Entry Validation' section includes a 'Data Type' dropdown (No Validation), a 'Required Field' checkbox, and an 'Error Message' field (You've entered invalid data, please try again.). The 'Text Field Colors' section includes 'Text' and 'Background' color pickers. The dialog has 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom.

### Text Input Properties

**Name.** Fill in a name that identifies this specific text field. This is different than the field Label that displays on the form.

**Initial Value.** Fill this in if you want default text in the field.

**Width in Characters.** Use this to set the size of the text field on the page. You can also use the selection handles to resize the field after it is on the page.

**Maximum number of Characters.** You can set the maximum number of characters that visitors can enter. Fill in 0 to allow them an unlimited number of characters.

### Data Entry Validation

**Data Type.** You can have the field information validated when visitors submit the form. If you want to use this option, choose the kind of validation that you want to perform on the field. For instance, if you are asking for an e-mail address, then choose E-Mail to make sure the information in the field is in the correct e-mail format.

**Required Field.** Check this box if you want this to be a required field.

**Error Message.** This is a message that is displayed if the validation indicates that the field needs correction. Use the default message or choose one of your own.

Make the sure the error message for a required field is clear so the user knows which field still needs to be completed.

### Text Field Colors

**Text.** This is the color of the text when the user fills in the form.

**Background.** This is the color of the field where the user enters the text.

### Edit the text field options

- *Double-click* on the text field to open the *Object Properties* dialog.
- Make changes to the text field options.
- *Click OK*.



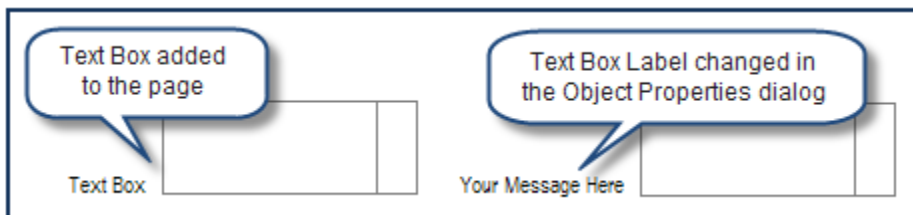
*Click on any Preview Page* command to see what the field will look like on the internet.

## Adding a Text Box

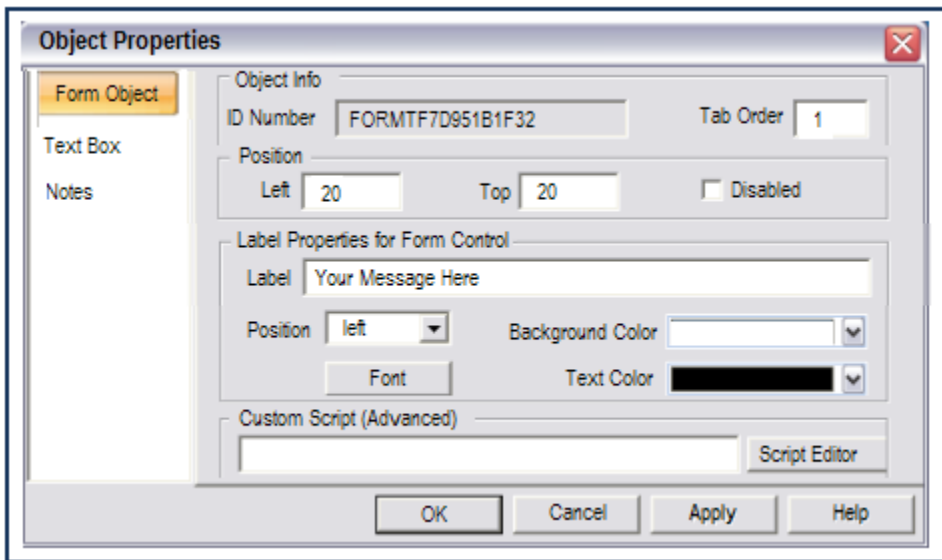
This type of text field allows users to fill in more than one line. The text box remains the same size but uses scroll bars that give users more space to enter text. When you *click* on the *Text Box* command, a text box is added to the page and the *Object Properties* dialog automatically opens.

### Add a text box to the page

- *Click on Forms > Text Item > Text Box*. This adds a text box to the page and opens the *Object Properties* dialog.
- Choose options for the text box in the *Object Properties* dialog. See an explanation of options below.
- *Click OK*.



## Choose options in the Form Object section for the text box



### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See *Assigning the Tab Order* later in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this. .

### Label Properties for Form Control

**Label.** Fill in the name of the field. Use the space bar to distance the text from the field.

**Position.** Choose to position the label on the left of the field, the right of the field or have no label at all.

**Background Color.** This is the background color of the field label.

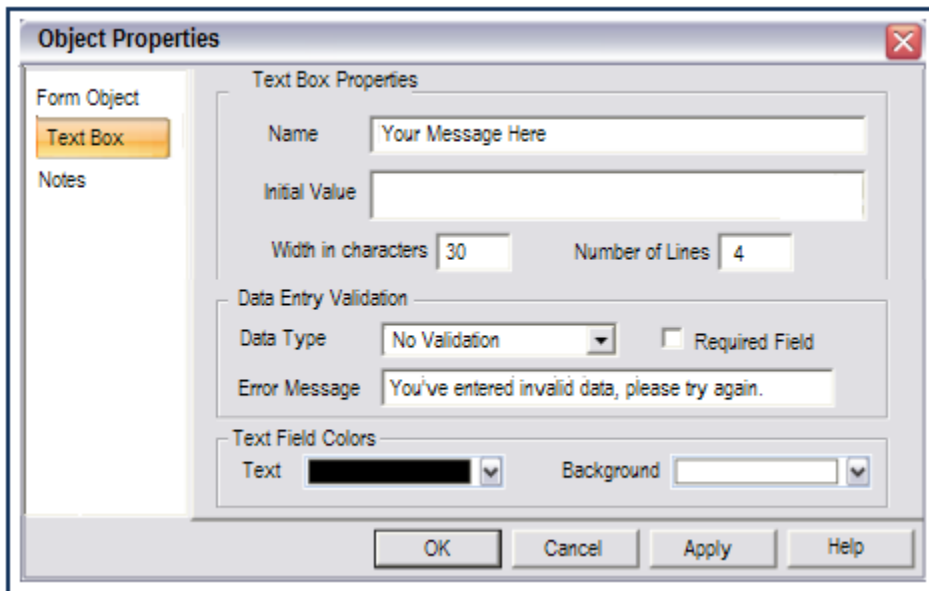
**Font.** Choose a font style.

**Text Color.** Choose a text style.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

## Choose options in the Text Box section for the text box



The image shows a screenshot of the 'Object Properties' dialog box for a 'Text Box'. The dialog is titled 'Object Properties' and has a close button (X) in the top right corner. On the left side, there is a 'Form Object' list with 'Text Box' selected and highlighted in orange. Below it is a 'Notes' section. The main area is titled 'Text Box Properties' and contains several fields and options:

- Name:** A text field containing 'Your Message Here'.
- Initial Value:** An empty text field.
- Width in characters:** A text field containing '30'.
- Number of Lines:** A text field containing '4'.
- Data Entry Validation:**
  - Data Type:** A dropdown menu set to 'No Validation'.
  - Required Field:** An unchecked checkbox.
  - Error Message:** A text field containing 'You've entered invalid data, please try again.'
- Text Field Colors:**
  - Text:** A dropdown menu set to a black color.
  - Background:** A dropdown menu set to a white color.

At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

### Text Box Properties

**Name.** Fill in a name that identifies this specific text box. This is different than the Label that displays on the form.

**Initial Value.** Fill this in if you want default text in the box. For instance, you may say, "Use up to 4 lines to enter your message."

**Width in characters.** Use this to set the width of the text box on the page. You can also use the selection handles to resize the field after it is on the page.

**Number of Lines.** Fill in the maximum number of lines that you want in the text box.

### Data Entry Validation

**Data Type.** You can have the field information validated when visitors submit the form. If you want to use this option, choose the kind of validation that you want to perform on the field. For instance, if you are asking for an e-mail address, then choose E-Mail to make sure the information in the field is in the correct e-mail format.

**Required Field.** Check this box if you want this to be a required field.

**Error Message.** This is a message that is displayed if the validation indicates that the field needs correction. Use the default message or choose one of your own.

### Text Field Colors

**Text.** This is the color of the text when the user fills in the form.

**Background.** This is the color of the field where the user enters the text.

### Edit the text box options

- *Double-click* on the text field to open the *Object Properties* dialog.
- Make changes to the text field options.
- *Click OK*.

## Adding a Password Box

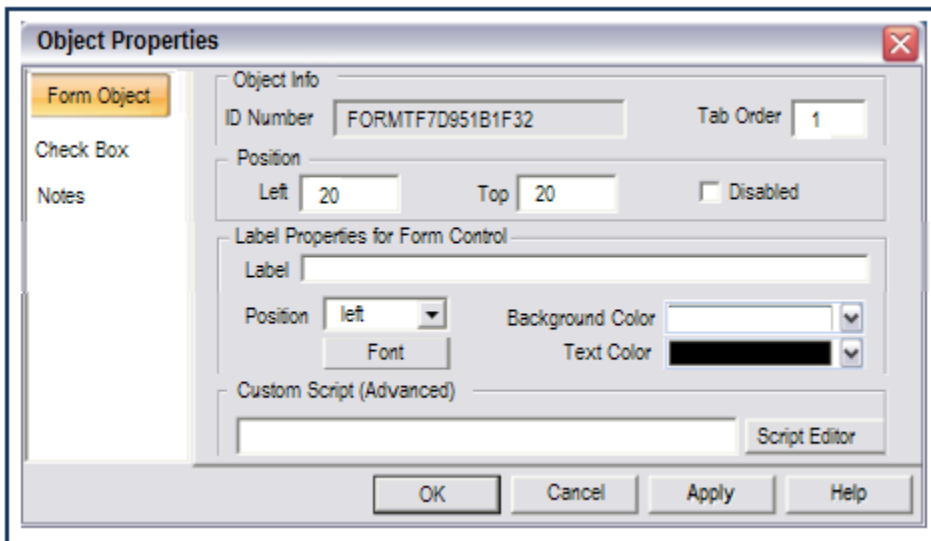
---

Use this field when you are asking users for their password.

### Add a password box to the page

- *Click on Forms > Text Item > Password*. A Password box is added to the page and the *Object Properties* dialog opens.
- Choose options for the Password in the *Object Properties* dialog. See an explanation of options in the next section.
- *Click OK*.

## Choose options in the Form Object section for the text box



The screenshot shows the 'Object Properties' dialog box for a text box. The 'Form Object' tab is selected. The 'Object Info' section shows 'ID Number' as FORMTF7D951B1F32 and 'Tab Order' as 1. The 'Position' section shows 'Left' as 20, 'Top' as 20, and a 'Disabled' checkbox. The 'Label Properties for Form Control' section includes a 'Label' text field, a 'Position' dropdown set to 'left', a 'Font' button, a 'Background Color' dropdown, and a 'Text Color' dropdown set to black. The 'Custom Script (Advanced)' section has a text area and a 'Script Editor' button. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See Assigning the Tab Order later in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this.

### Label Properties for Form Control

**Label.** Fill in the name of the field. Use the space bar to distance the text from the field.

**Position.** Choose to position the label on the left of the field, the right of the field or have no label at all.

**Background Color.** This is the background color of the field label.

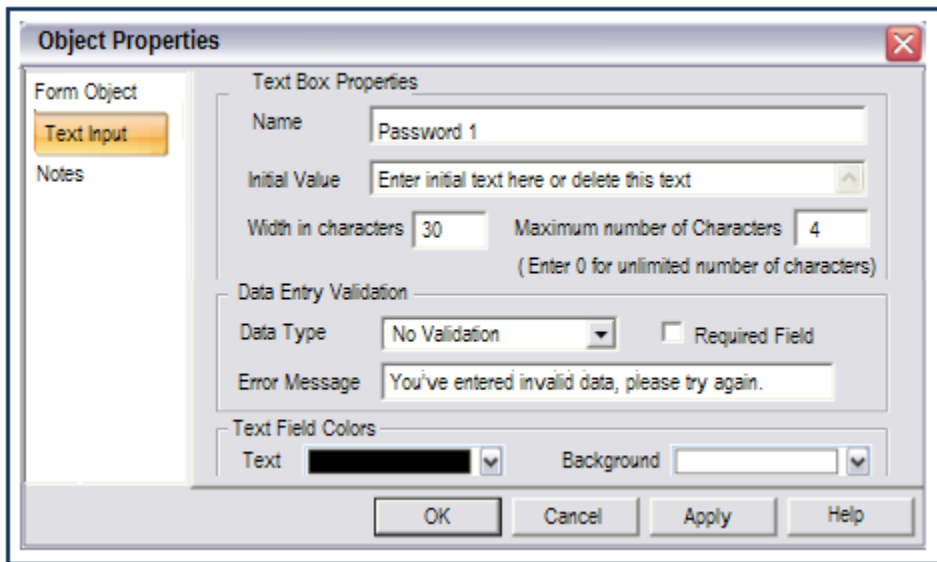
**Font.** Choose a font style.

**Text Color.** Choose a text style.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

## Choose options in the Text Input section for the password box



The screenshot shows the 'Object Properties' dialog box for a 'Text Input' field. The 'Form Object' is 'Text Input'. The 'Text Box Properties' section includes: 'Name' (Password 1), 'Initial Value' (Enter initial text here or delete this text), 'Width in characters' (30), and 'Maximum number of Characters' (4). The 'Data Entry Validation' section includes: 'Data Type' (No Validation), 'Required Field' (unchecked), and 'Error Message' (You've entered invalid data, please try again.). The 'Text Field Colors' section includes: 'Text' (black) and 'Background' (white). Buttons for 'OK', 'Cancel', 'Apply', and 'Help' are at the bottom.

### Text Input Properties

**Name.** Fill in a name that identifies this specific password box. This is different than the Label that displays on the form.

**Initial Value.** Any initial value in this box displays only bullets. Use a text object to give users instructions to use this field. For instance, you may say, “Use 4-6 letters and numbers.”

**Width in characters.** Use this to set the width of the text box on the page. You can also use the selection handles to resize the field after it is on the page.

**Maximum number of Characters.** Fill in the maximum number of characters that you want for a password.

### Data Entry Validation

**Data Type.** You can have the field information validated when visitors submit the form. If you want to use this option, choose the kind of validation that you want to perform on the field. For instance, if you asked users to choose a password with letters and numbers, then use alphanumeric as the validation type.

**Required Field.** Check this box if you want this to be a required field.

**Error Message.** This is a message that is displayed if the validation indicates that the field needs correction. Use the default message or choose one of your own.

## Text Field Colors

**Text.** This is the color of the text when the user fills in the form.

**Background.** This is the color of the field where the user enters the text.

## Edit the text field options

- *Double-click* on the text field to open the *Object Properties* dialog.
- Make changes to the text field options.
- *Click OK.*

## Adding Checkboxes and Radio Buttons

---

Checkboxes are little squares that are used to offer a yes/no option. Since users can check more than one checkbox, you may want to include instruction such as, “Check all that apply.”

Radio buttons are little round boxes that are like checkboxes except that only one can be selected in a group. When one is selected, the others are automatically turned off.

*Click on any Preview Page Commands to see how the form fields will look on the web.*

The diagram shows two examples of form fields. On the left, under the heading "Checkboxes", there is a speech bubble that says "Check all that apply." Below it are three checkboxes: "I have a car.", "I have a motorcycle", and "I have a bicycle". On the right, under the heading "Radio Buttons", there is a speech bubble that says "Check only one." Below it are two radio buttons: "Yes, I agree." (which is selected) and "No, I don't agree." (which is not selected).

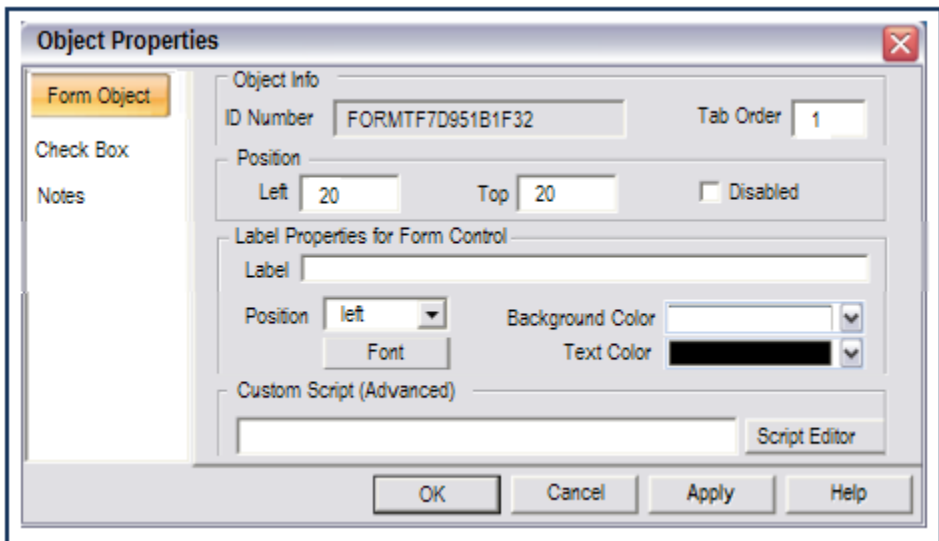
## Add a checkbox or radio button

- *Click on Forms > Check Box > Check Box* or *Forms > Radio Buttons > Radio Button*. This places a checkbox or radio button on the page and opens the *Object Properties* dialog.
- Choose options for the checkbox or radio button in the *Object Properties* dialog. See an explanation of options below.
- *Click OK.*



The options in the *Object Properties* dialog are the same for checkboxes and radio buttons.

## Choose options in the Form Object section for the checkbox or radio button



The screenshot shows the 'Object Properties' dialog box for a 'Form Object'. The 'Form Object' tab is selected in the left sidebar. The main area is divided into several sections: 'Object Info' with 'ID Number' (FORMTF7D951B1F32) and 'Tab Order' (1); 'Position' with 'Left' (20), 'Top' (20), and a 'Disabled' checkbox; 'Label Properties for Form Control' with a 'Label' text field, 'Position' dropdown (set to 'left'), 'Background Color' dropdown, and 'Text Color' dropdown; and 'Custom Script (Advanced)' with a 'Script Editor' button. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See *Assigning the Tab Order* later in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this.

### Label Properties for Form Control

**Label.** Fill in the text that will be displayed on the form next to the checkbox.

**Position.** Choose to position the label on the left of the field, the top of the field or have no label at all.

**Background Color.** This is the background color of the field label.

**Font.** Choose a font style.

**Text Color.** Choose a text style.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

Choose options in the **Check Box and Radio Button** section for the check box or radio button

The screenshot shows the 'Object Properties' dialog box for a 'Check Box'. The 'Form Object' list on the left has 'Check Box' selected. The 'Check Box Properties' section includes a 'Name' field containing 'Color', a 'Value' field containing 'Blue', and 'Initial State' radio buttons for 'Checked' and 'Not Checked'. Below this is the 'Check Box Background Color' section with a 'Background' field and a color selection dropdown. The dialog has 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom.

### Check Box or Radio Button Properties

**Name.** Fill in a name that identifies this specific field.

**Value.** This is information that is sent in the e-mail that defines the field. For instance, this field could be *Blue* if the *Name* field is *Color*.

The Name field is not the same as the Label field.



**Label** information is the text next to the field that identifies the field to the users. For instance, *Address* is a field label.

**Name and Value** information defines the field and is sent to you in the e-mail.

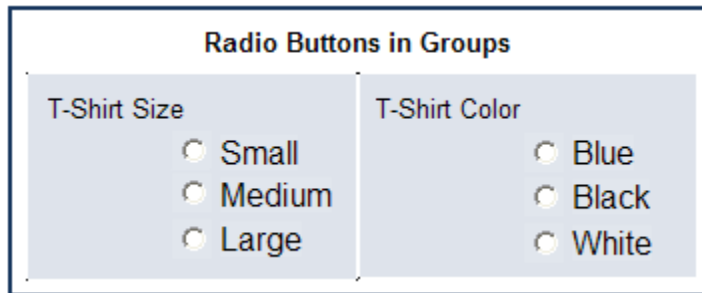
**Initial State.** Fill in whether you want the checkbox to display on the page Checked or Not Checked. By the way, this option uses a radio button.

### Check Box or Radio Button Background Color

**Background.** Choose a background color for the label of the checkbox.

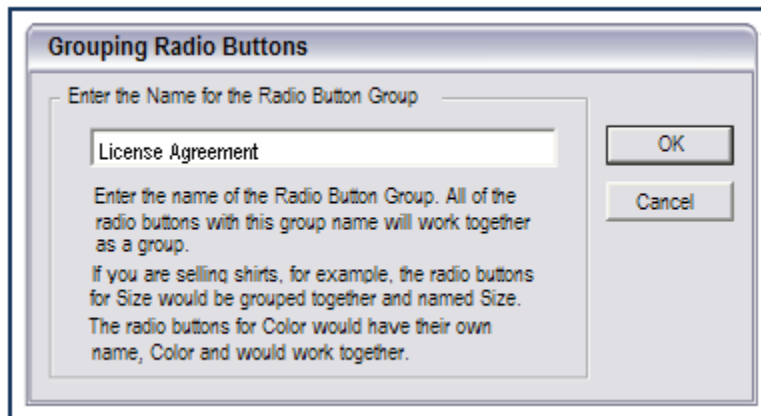
## Group the radio buttons

Radio buttons are designed to work in groups. When you group the buttons, it limits the users to one choice in the group. Order forms, for instance, may have a size group and a color group. Using radio buttons prevents users from choosing more than one size or one color for one item.



The image shows a form titled "Radio Buttons in Groups" with two columns of radio buttons. The left column is titled "T-Shirt Size" and contains three radio buttons labeled "Small", "Medium", and "Large". The right column is titled "T-Shirt Color" and contains three radio buttons labeled "Blue", "Black", and "White".

- Hold down the *shift* key and *click* on each radio button in the group.
- *Click* on *Forms > Radio Buttons > Group Radio Button*. This opens the *Grouping Radio Buttons* dialog.



The image shows a dialog box titled "Grouping Radio Buttons". It has a text input field with the text "License Agreement". Below the input field is a text area with the following text: "Enter the name of the Radio Button Group. All of the radio buttons with this group name will work together as a group. If you are selling shirts, for example, the radio buttons for Size would be grouped together and named Size. The radio buttons for Color would have their own name, Color and would work together." There are "OK" and "Cancel" buttons on the right side of the dialog.

- Enter a name for the group and then *click OK*.

### Note about naming buttons and groups



The information from the form comes to as a list of data; you do not see the form itself. The name that you give buttons and groups is important because these names define the data that you receive in the e-mail.

## Adding Buttons

---

There are three types of buttons you can add to the form: *Reset* button, *Submit* button, and other buttons.

**Submit Button.** This is the button that submits the form. Every form must have a Submit button if you want to receive the information. If your form does not have a *Submit* button, you will receive an error message when you group the form. You can ignore the error message if you want to create a form without a *Submit* button.

**Reset Button.** When clicked, this button removes all of the information entered by the users and resets all the fields back to their original state.

**Other Buttons.** Buttons are used with custom scripts to perform various functions.

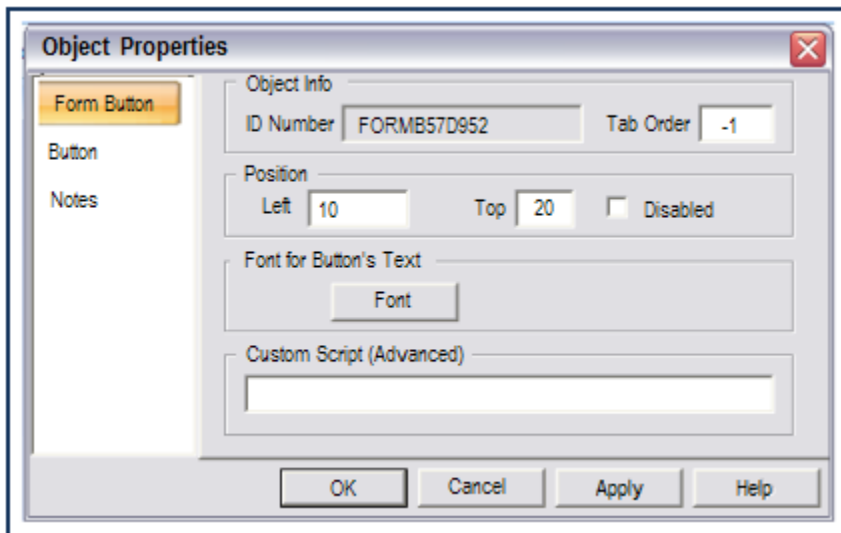
### Add a button

- Click on *Forms > Buttons > Button* command. This places a button on the page and opens the *Object Properties* dialog.
- Choose options for the button in the *Object Properties* dialog. See an explanation of options below.
- Click *OK*.



The options in the *Object Properties* dialog are the same for all buttons. If you choose to the Custom Script field in the dialog, it will replace what Web Studio would have had for the buttons.

## Choose options in the Form Button section for the button



### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See Assigning the Tab Order later in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables or grays out this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this.

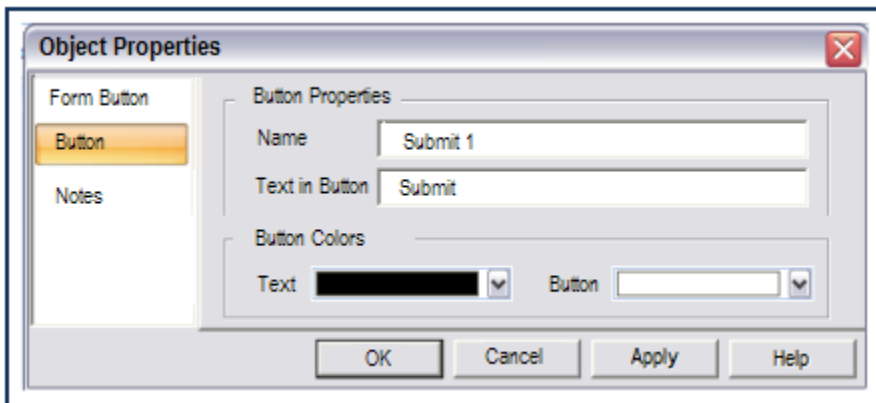
### Font for Button's Text

**Font.** Click to choose the font for the button.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

## Choose options in the Button section for the button



### Button Properties

**Name.** Fill in a name that identifies this specific button.

**Text in Button.** Keep the default text or enter new text.

### Button Colors

**Text.** Choose the text color.

**Button.** Choose the button color.

## Adding a File Upload

---

A File Upload field allows visitors to link a file to the form. It places a *Browse* button and browse field on the page. Visitors *click* on the *Browse* button and choose a file. The file is linked to the form and is attached to the e-mail that is sent to you. Customers can attach as many upload objects as they want. For instance, you can ask your customers to attach an MP3 file, a PDF file, and a text file to the same form.



### Add a File Upload field

- Click on *Forms > File Upload*. This places a browse field on the page and opens the *Object Properties* dialog.
- Choose options for the field in the *Object Properties* dialog. See an explanation of options below.
- Click *OK*.

## Choose options in the Form Object section for the file upload

### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See Assigning the Tab Order later in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this.

### Label Properties for Form Control

**Label.** This field comes with a Browse button. However, if you also want to label the field, enter the text here.

**Position.** Choose to position the label on the left of the field, the right of the field or have no label at all. The default choice is No Label.

**Background Color.** This is the background color of the field label.

**Font.** Choose a font style.

**Text Color.** Choose a text style.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

## Choose options in the File Upload section for the File Upload

### File Upload Properties

**Name.** Fill in a name that identifies this specific File Upload field. This is different than the Label that displays on the form.

**Width in characters.** Use this to set the width of the Browse box on the page. You can also use the selection handles to resize the field after it is on the page.

### Data Entry Validation

**Required Field.** Check this box if you want this to be a required field.

**Error Message.** This is a message that is displayed if the validation indicates that the field needs correction. Use the default message or choose one of your own.

### Text Field Colors

**Text.** This is the color of the text when the user fills in the form.

**Background.** This is the color of the field where the user enters the text.

## Adding Menus and Lists

---

Menus allow users to choose one item from a drop down menu. Lists allow users to choose one or more items while holding the *ctrl* key.



These commands have an *Enter Select List Data* dialog where the choices are listed. You can add, order, edit, and delete the choices in the list.



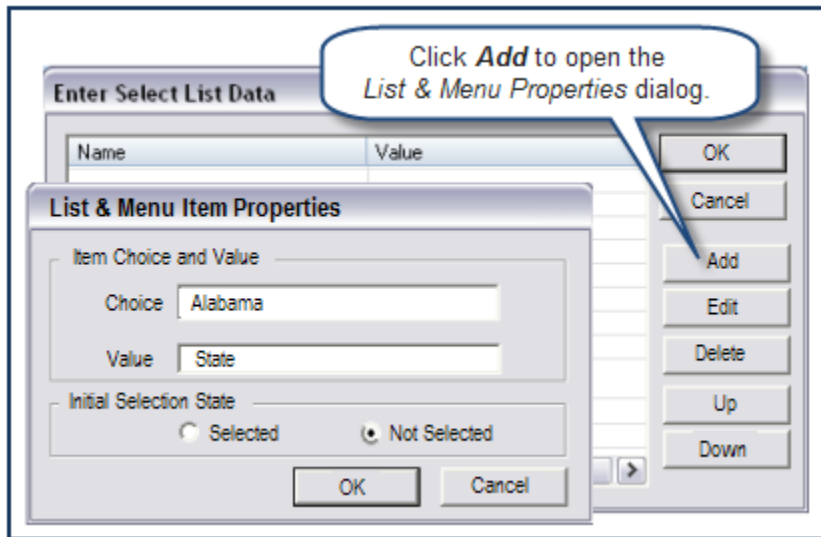
The *Menu* and *List* commands have two different types of dialogs:

**Enter Select List Data dialog.** This dialog is where you populate the choices in the Menu/List and assign a value to the choices. It opens when you *click* on the command and also when you *double-click* over the field on the page.

**Object Properties dialog.** This dialog provides you with similar field options for the Menus/List that you have for the other form fields, such as Label, Position, Color, etc. *Right-click* over the field and choose *Properties* from the *Selected Object Menu*.

### Add a Menu or List

- Click on *Forms > Lists and Menus > Menu* or *List* command. This adds a field to the page and opens the *Enter Select List Data* dialog.
- Click on the *Add* button to add a choice to the list.



- Fill in the *List & Menu Item Properties*

### Item Choice and Value

**Choice.** This text is displayed on the list or menu.

**Value.** This field provides you with information about the *Choice*. It comes to you in the e-mail when a visitor submits the forms. For instance, this field could be *Blue* if the *Choice* is *Color*.

**Initial Selection State.** Choose *Selected* or *Not Selected* for the item that you are adding. Remember that only one item on the list can be selected as an initial state.

- *Click OK.* This closes the *Properties* dialog and adds the choice to this list.
- *Click the Add* button and fill in the *Properties* for each choice.
- *Click OK* when you are finished.

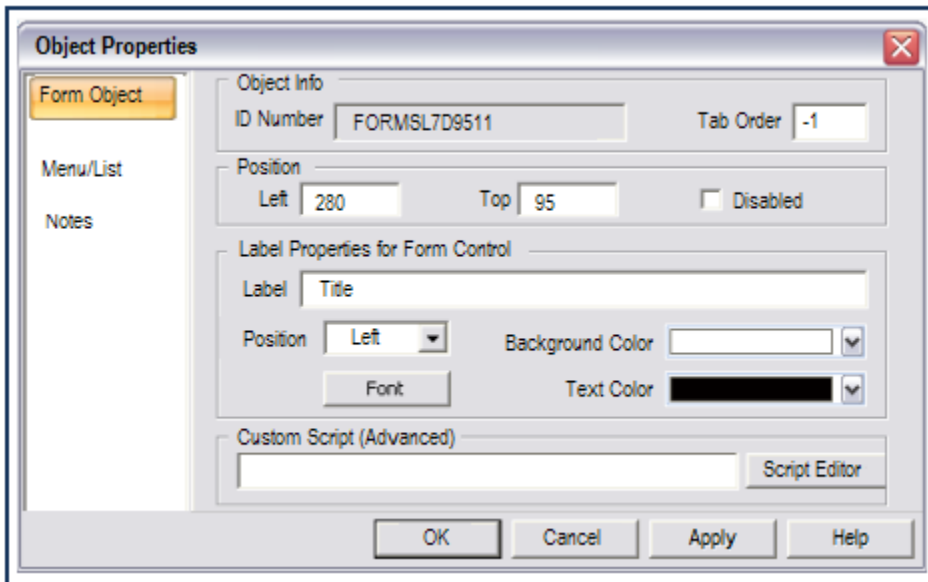
### Edit Menus and Lists

- *Double-click* over the field to open the *Enter Select List Data*.
- *Click* to *select* an item in the list.
- *Click Edit, Delete, Up, or Down.*
- *Click OK* when you are finished.

## Choose options for the Menu and List fields

- *Right-click* over the menu or list field and *select Properties* from the *Selected Object Menu*. This opens the *Object Properties* dialog.
- Choose the options in the *Form Object* section.
- Click on the *Menu/List* section to choose additional options.
- Click on the *Notes* section to add notes about the field.

## Form Object Section



The screenshot shows the 'Object Properties' dialog box with the 'Form Object' section selected. The dialog has a title bar with a close button (X) in the top right corner. On the left side, there is a vertical navigation pane with three sections: 'Form Object' (highlighted in orange), 'Menu/List', and 'Notes'. The main area of the dialog is divided into several sections:

- Object Info:** Contains 'ID Number' (text box with 'FORMSL7D9511') and 'Tab Order' (text box with '-1').
- Position:** Contains 'Left' (text box with '280'), 'Top' (text box with '95'), and a 'Disabled' checkbox (unchecked).
- Label Properties for Form Control:** Contains a 'Label' text box with 'Title', a 'Position' dropdown menu set to 'Left', a 'Background Color' dropdown menu, a 'Text Color' dropdown menu set to black, and a 'Font' button.
- Custom Script (Advanced):** Contains a large text area and a 'Script Editor' button.

At the bottom of the dialog, there are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

**Tab Order.** This displays the tab order assigned to the field. See Assigning the Tab Order in this chapter.

### Position

**Position.** The field position from the left and top margins is measured in pixels.

**Disable.** This disables or grays out this form element. This could be used when there are check boxes that are not relevant unless another checkbox is checked. Use Javascript to enable this.

### Label Properties for Form Control

**Label.** This field comes with a Browse button. However, if you also want to label the field, enter the text here.

**Position.** Choose to position the label on the left of the field, the right of the field or have no label at all. The default choice is No Label.

**Background Color.** This is the background color of the field label.

**Font.** Choose a font style.

**Text Color.** Choose a text style.

### Custom Script (Advanced)

Use this for any scripting that is necessary to customize the form's look or behavior.

### Menu List Section

The screenshot shows the 'Object Properties' dialog box for a 'Menu/List' form control. The dialog is divided into several sections:

- Form Object:** A sidebar on the left with 'Menu/List' selected and 'Notes' below it.
- Select Box Properties:** A text field labeled 'Name' containing the text 'Menu', and an 'Add/Edit Items' button to its right.
- Select Box Style:** Two radio buttons, 'Menu' (unselected) and 'List' (selected). To the right, under 'List Options', there is a text field for 'Number of Visible Items' containing '0', and a checkbox for 'Allow Multiple Selections' which is unchecked.
- Data Entry Validation:** A checked checkbox for 'Required Field' and a text field for 'Error Message' containing 'Please select a Title'.
- Menu/List Colors:** Two dropdown menus, 'Text' (set to black) and 'Background' (set to white).

At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

### Select Box Properties

**Name.** Fill in a name that identifies this specific menu or list.

**Add/Edit Items.** Click this to open the *Enter Select List Data* dialog.

## Select Box Style

**Style.** Indicate if this field is a menu or a list. When you choose List, the List Options are activated.

**List Options.** Enter the number of selections that you want visible on the form. Check Allow Multiple Selections to activate this option.

## Data Entry Validation

**Required Field.** Check this box if you want the menu or list to be a required field.

**Error Message.** This is a message that is displayed if the validation indicates that the field needs correction. Use the default message or choose one of your own.

## Menu/List Colors

**Text.** This is the color of the text when the user fills in the form.

**Background.** This is the color of the field where the user enters the text.

## Adding Hidden Fields

---

This is a way for you to add information about a form that is not seen, but is submitted with the form. Hidden fields can be used to describe any information about the form that is needed to help you identify the form. For example, you can add the type of products the form represents, the colors or other properties that are necessary for you to know about the form. You can use this to submit the name of the form.

You must group the form before you can use hidden fields because the field information is stored in the Form Group object.

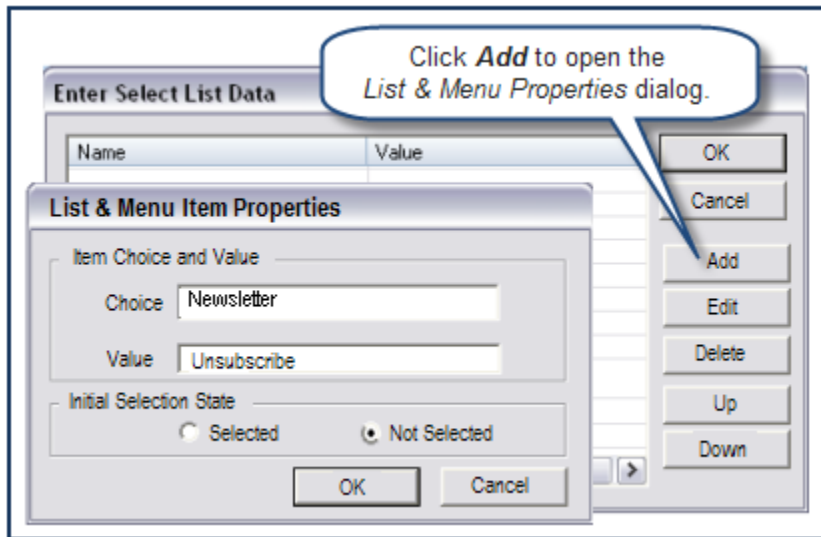
### Add a hidden field

- Create form fields.
- *Select* the form fields and *click* on *Forms > Create Form > Group Form*.
- *Click* on the Form Group object to *select* it.
- *Click* *Forms > Create Form > Hidden Fields*. This opens the *Hidden Field* dialog.
- *Click* the *Add* button to open the *List and Menu Item Properties* dialog.
- Enter the information for the hidden field.

**Choice (Name).** Fill in a name that identifies this specific field. .

**Value.** This is information that is sent in the e-mail that defines the field.

- You can create as many Hidden Fields as you want.



## Assigning the Tab Order

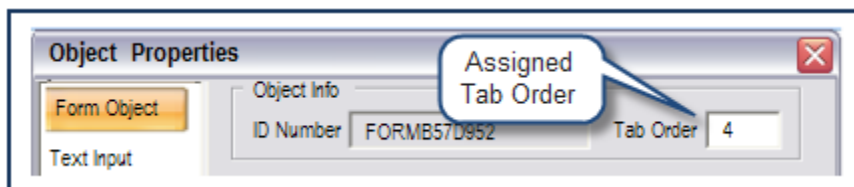
Tab order creates a logical order that takes visitors through the form when they hit the *tab* key. Only the fields that you *select* are included in the tab order. You do not need to include fields that do not request text, such as radio buttons or checkboxes.

### Assign the tab order

- Hold down the *shift* key and *select* the fields in the order that you want the *tab* key to follow.
- Click on *Forms > Create Form > Tab Order*. The tab order is automatically applied.

### Check the tab order

- *Double-click* on a field. This opens the *Object Properties* dialog.
- Look at the *Tab Order* field in the *Form Object* section to see the assigned tab order.



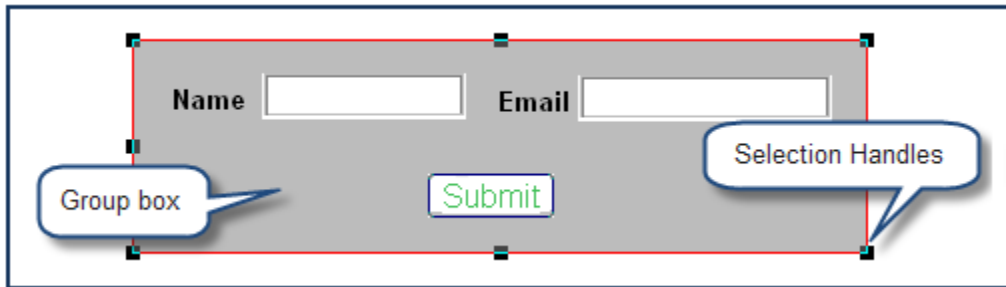
You cannot change the tab order in this dialog.

## Grouping a Form

---

The fields become a form when they are grouped together. Grouping creates a form object with stored information about the form and the fields within the form.

The *Group Form* command places a gray box with a red border around the fields in the group. You can *select* the box and resize it at any time. Once the fields are grouped, you can continue to add, delete, and arrange the fields on the form. In addition to the form fields, you can also add text objects, graphics, shapes, flash, or any other object to the form.



### Group the form

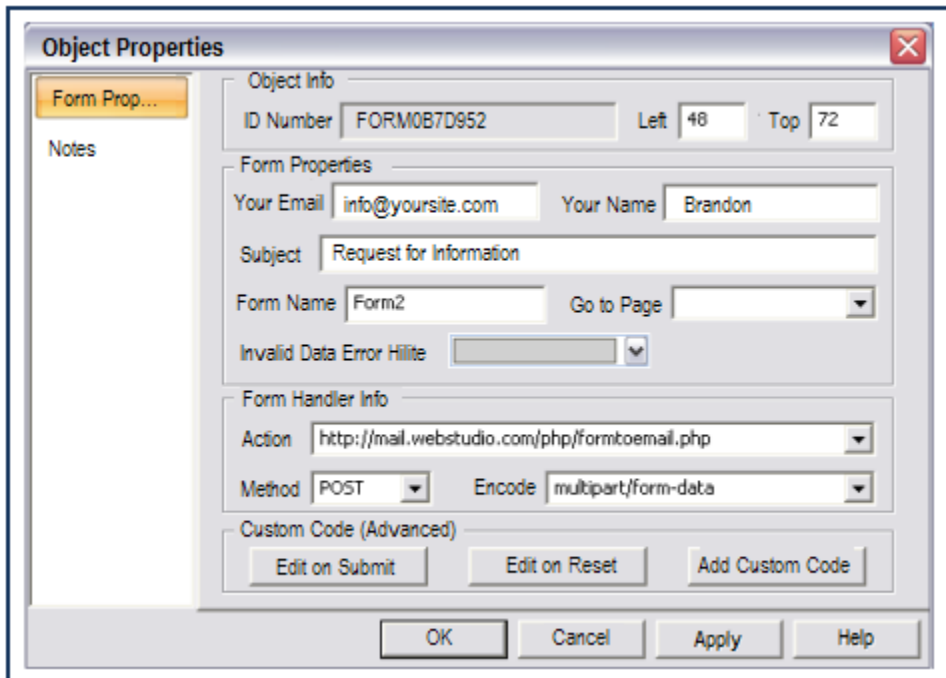
- *Select* the fields for the form.
- *Click Forms > Create Form > Group Form*. This places the fields in the group box.



If your form does not have a *Submit* button, you will receive an error message when you group the form. You can ignore the error message if you want to create a form without a *Submit* button.

### Choose the group properties

- *Double-click* over a blank spot on the group box. This opens the *Object Properties* dialog.
- Choose options for the group. See an explanation of options below.
- *Click OK*.



### Object Info

**ID Number.** Web Studio assigns an object ID number to the field.

### Form Properties

**Your E-mail.** This is the e-mail where you want to receive the form.

**Your Name.** This is the name displayed in the submission e-mail.

**Subject.** This text is displayed on the subject line of the submission e-mail.

**Form Name.** This is a name for the form.

**Go to Page.** This is the redirect page, sometimes known as the success page.

**Invalid Data Error Hilite.** Choose a color that will highlight any invalid fields when a form is submitted.

### Form Handler Info

**Action.** In order for forms to work, they must communicate with a program provided by your hosting server, sometimes called a *CGI Script*. Web Studio provides a CGI Script that eliminates all of the work you'd normally have to do with your hosting company to get forms to work. The default *Action* is the "*formtoemail.php*" script. This script should work with the majority of hosting companies. If it doesn't, choose the other CGI Script offered named

“<http://www.mail.webstudio.com/php/formtoemail>.” If this one doesn’t work, contact your hosting company for instructions on using their CGI Script.

**Method.** Post is the normal selection here. The Get selection is an advanced feature and advanced users will know when to use this.

**Encode.** Multipart/form-data is the normal selection. Other selections are advanced features and advanced users will know when to use them.

### Custom Code (Advanced)

**Edit on Submit, Edit on Reset, and Add Custom Code.** These are advanced features and advanced users will know when to use them.



You can add logos, borders, and any other design features to the form. Use text objects to include user instructions and information. These objects will not affect the way the form works, but may give the form more visual appeal.

## Checking the Form

---

Use any of the *Preview Page* commands to check the form design. Many of the field design choices are not seen until viewed in *Preview* or the internet.

You must Trial Host the page in order to see how the form functions. When you Trial Host the page, you can complete the form yourself and then submit it. When you receive the e-mail, review the contents to make sure names and values are correct and that you have all of the information that you need from the form. Since the Tab Order may not work in some browsers, also check this when you Trial Host.

### Trial Host the page to check the form function

- Click Page > Upload > Trial Host Page.
- Complete the fields in the iHostStudio Instant Publisher.
- Click on the View Site Now button when it is activated in the last window. This takes you to the iHostStudio website.
- Click on the View Your Trial Site link.
- Fill in the form and submit it.
- You will also receive an e-mail from iHostStudio that allows you to view the page for 24 hours.



When you Trial Host one page to check the form, you will not be able to test the Go To page if it is on different page.

The screenshot shows a form titled "Request Information" with a blue border. Inside the form, there is a heading "Request Information" in a rounded box. Below it is a paragraph: "Please send me more information about becoming a Widget Reseller." There are two text input fields labeled "Name" and "Email". Below the "Email" field is a "Submit" button. A callout box with a blue border and a pointer to the "Submit" button contains the text: "Field design choices are seen in Preview and on the internet."

## Tips about Using the Forms Factory

---

### 1. Label and field colors

The *Object Properties* dialog has color choices for the label and the text field. When you choose a color, you can *click on Eyedropper & More* and then use the *Select* color eyedropper to choose a custom color.

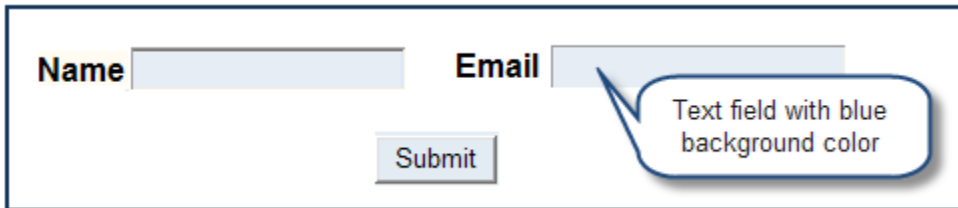
#### Label colors

The *Label Background Color* option is in the *Form Object* section of the *Object Properties*. To open the *Object Properties*, *double-click* over the field.

The screenshot shows a form with a light blue background. It has two text input fields labeled "Name" and "Email". Below the "Email" field is a "Submit" button. A callout box with a blue border and a pointer to the "Submit" button contains the text: "Label background color matches the form color."

## Text field colors

The *Text Field Colors* option is in the *Text Input* section of the *Object Properties*. To open the *Object Properties*, *double-click* over the field.



## 2. Error messages

This is the message that is displayed when a required field or validated field is not filled in correctly. The field is highlighted with an error color and the message is displayed to the right of the field.

You can choose the highlighted error color of the form in the *Form Properties* section of the form's *Object properties* dialog.

## 3. Checking the form

Use any of the *Preview* commands to see the form design in a browser. To fill out the form and submit it, you need to *Trial Host* the form or host the form on your hosting.

## 4. Required and validated fields

The *tab* key takes the users through the form from one field to the next. If they skip a required field, the error message appears next to the field immediately. This eliminates the frustration of getting error messages after the users *click* the *Submit* button. It is a good idea to use text objects to tell users which are the required fields.

Validation is done when the form is submitted. If a field does not meet the validation criteria, it is highlighted with the color that you chose in the *Form Properties* section of the form's *Object Properties* dialog.

## 5. Copying Forms

You can copy a form and paste it onto another page or into the *Forms Gallery*. *Right-click* over any field in the form. Choose *Copy Form* from the menu. The *Copy Form* command only works if you *right-click* over a form field. It will not work if you *right-click* over a graphic object, such as your logo.