Chapter 6 Working with Forms

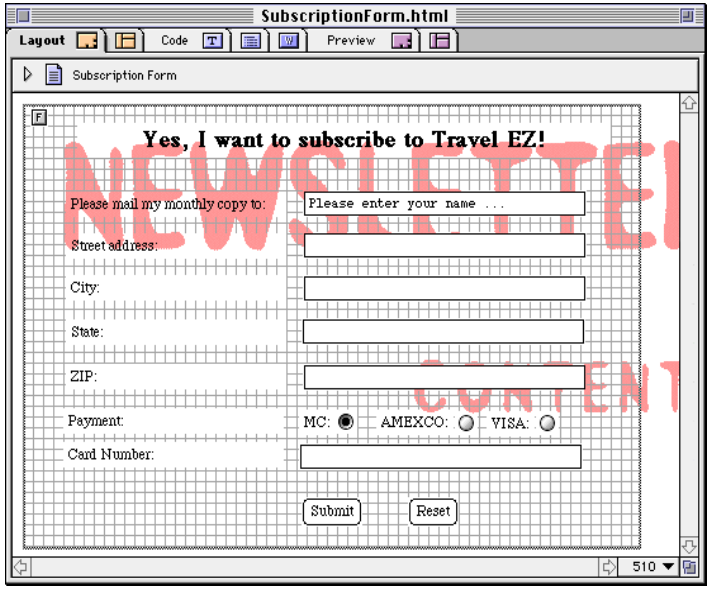
This chapter introduces you to GoLive CyberStudio's comprehensive set of form building tools, outlining their use in simple step-by-step instructions.

General

To assist you in building fully functional forms, GoLive CyberStudio offers a complete inventory of forms objects, ready for easy drag & drop insertion from the *Forms* tab of the *Palette*.

Forms provide a means of interacting with your audience. You can collect data about and receive feedback from people visiting your site, secure selected pages through password protection, customize the appearance and content of pages based on user input, and let users enter search criteria for database queries.

A Simple Form on a Layout Grid



Common Gateway Interfaces

To process the information the user enters in a form, you need a program referred to as a *Common Gateway Interface* (CGI). CGIs reside on the Web server, where they manage the flow of information from the audience back to the content provider.

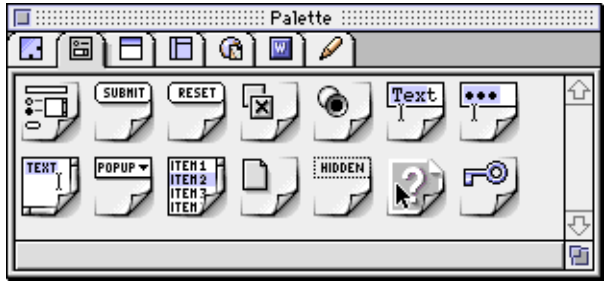
CGIs format the data submitted by the user for import into a database or automatically jump to another page if the user enters a password.

CGIs are controlled by scripts written in AppleScript, MacPerl, C++, or script languages for other platforms. If you are not familiar with CGI scripting, ask your Web master for assistance or for existing scripts that you can modify to meet your forms processing requirements.

Building Forms

GoLive CyberStudio lets you build forms with utmost ease and accuracy, using the *Forms Tab* of the *Palette*.

The Forms Tab of the Palette



Opening the Forms Tab

To open the *Forms* tab of the *Palette*, click at its tab.

Descriptions of the individual form objects follow, along with step-by-step instructions on how to use them.

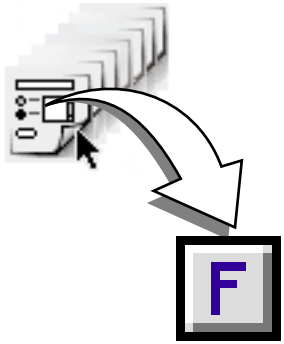
Form

The Form tag identifies the current page or section as a form and instructs the browser where and how to return form information for processing.

To insert a *Form* tag, proceed as follows:

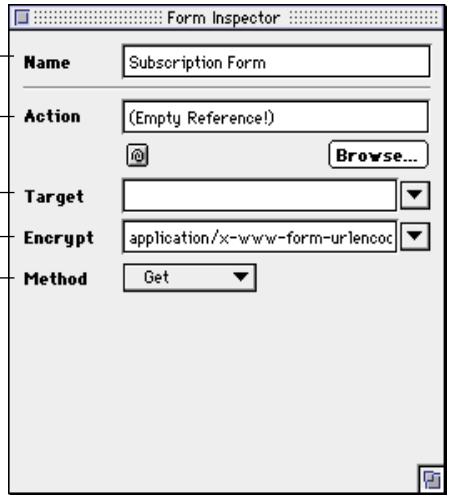
1 Drag the *Form* tag icon from the *Palette* and drop it in your layout grid or document window. A graph with the letter "F" appears on your grid or window.

Inserting a Form Tag



2 Set up the form in the context-sensitive *Inspector* window, now titled *Form Inspector*.

The Form Inspector



Type in a name for the form here.

Type in the destination URL for the form's output here, click Browse to select a URL, or click the Point & Shoot button to link to one.

Select a target location for the form output.

Use default encryption or select an encryption method from the popup menu.

Select a method for the form to return its information to the CGI script.

The *Form Inspector* lets you set the following options:

- Use the *Name* text box to give a unique name to your form.
- Use the *Encrypt* popup menu to select an encryption method.

- Use the *Action* text box to enter the directory and filename of the CGI script or E-mail address you want the form information sent to when the user clicks the *Submit* button.

  Alternatively, click the Browse button and select a destination in the subsequent file selection dialog, or click the *Point & Shoot* button to link to a CGI script in the *Project* window.
- Choose a target location in the destination URL from the Target popup menu.
- Use the *Method* popup menu to determine how the form information will be sent:
  - *Post* sends the form information separately from the destination URL.
  - *Get* appends the form information to the destination URL.
  - *Default* omits the Method attribute.

We recommend using the *Post* option because URLs have a definite length that might be exceeded by simply appending information to the destination file. This could lose your data.

Besides the *Form* tag, which acts as a “container”, there are three basic categories of forms objects:

- buttons, including radio buttons and checkboxes
- fields, including text fields. scrolling text areas, and password fields
- popup menus, including scrolling dialog boxes

The following sections list the buttons and other forms objects available on GoLive CyberStudio's *Palette*.

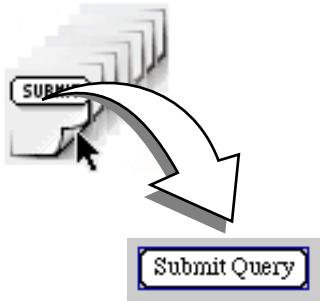
Submit Button

The *Submit Button* icon inserts a default button labeled *Submit* that sends the current data entered in the form to the CGI for processing.

To insert a *Submit Button*, proceed as follows:

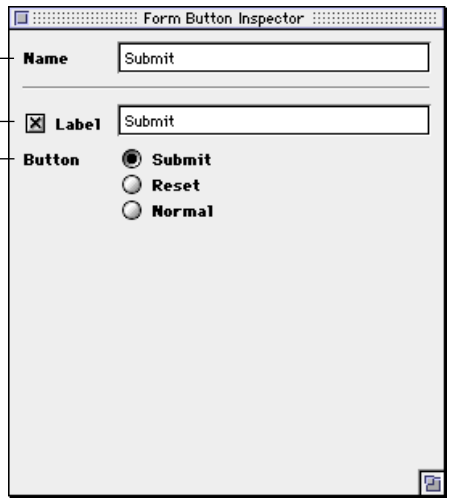
1 Drag the *Submit Button* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Submit Button



2 Set up the *Submit Button* in the context-sensitive *Inspector* window, now titled *Form Button Inspector*.

The Form Button Inspector



Type in a unique name for the button here.

Check the Label checkbox and type in a custom button label here.

Click the appropriate button to select another function.

Set the following options in the *Form Button Inspector*:

- If you need a custom button, use the *Name* text box to give it a unique name.
  Do not use *Submit* or *Reset*! These names are reserved.

- Check the *Label* checkbox and type in the button label you want the audience to see—for example, *Send* instead of *Submit*. The label will be immediately updated on your screen.
- To define a custom button, click the *Normal* radio button.

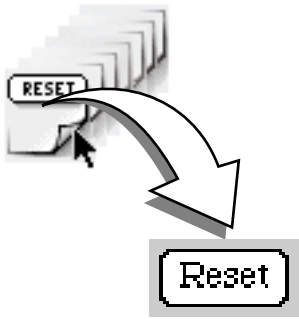
Reset Button

The *Reset Button* icon inserts a default button labeled *Reset* that clears the current data, resetting the form to its default values.

To insert a *Reset Button*, proceed as follows:

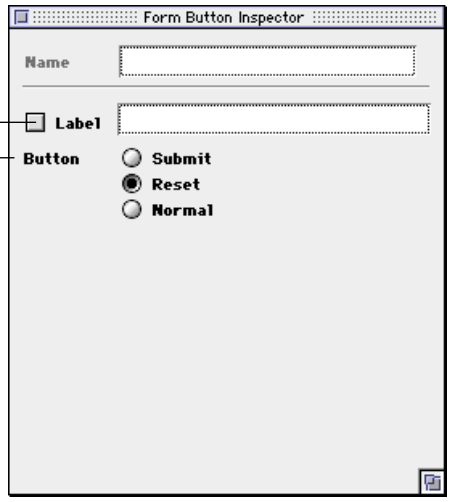
1 Drag the *Reset Button* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Reset Button



2 Set up the *Reset Button* in the context-sensitive *Inspector* window, now titled *Form Button Inspector*.

The Form Button Inspector



Check the Label checkbox and type in a custom button label here.

Click the appropriate button to select another function.

Set the following options in the *Form Button Inspector*:

- Check the *Label* checkbox and type in the button label you want the audience to see—for example, *Clear* instead of *Reset*. The label will be immediately updated on your screen.
- To define a custom button, click the *Normal* radio button.

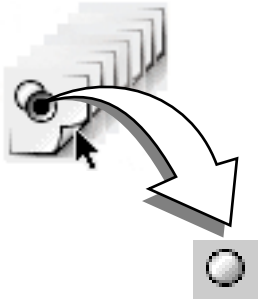
Radio Button

The *Radio Button* icon inserts a radio button that lets the site visitor select only one item from a list. In order for the selection to work properly, the *Inspector* lets you create logical groups of complementary radio buttons.

To insert a *Radio Button*, proceed as follows:

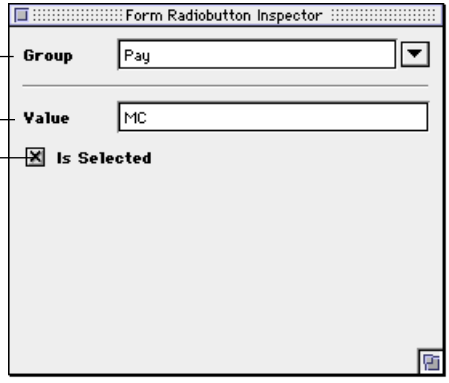
1. Drag several *Radio Button* icons from the *Palette* and drop them on your layout grid or document window.

Inserting a Radio Button



2. Set up the *Radio Button* in the context-sensitive *Inspector* window, now titled *Form Radio Button Inspector*.

The Form Radio Button Inspector



Type in a new logical group name or select one from the popup menu.

Type in an optional value for the radio button here.

Check this checkbox to use the button as the default selection.

Set the following options in the *Form Radio Button Inspector*:

1. In the *Group* text box, type in a new logical group name or select an existing group name from the popup menu.
2. In the *Value* text box, type in a value or an additional descriptive name for the radio button to identify it as an entity.
3. Check the *Is Selected* checkbox to let the radio button default to selected.
4. Place the appropriate text beside each button. Repeat steps 2 through 4 for each button in the group.

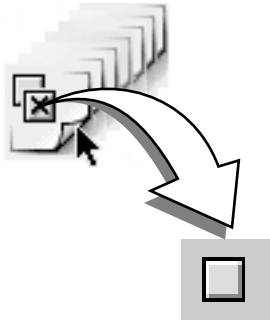
Checkbox

The *Checkbox* icon inserts a checkbox that lets the user select multiple items from a list.

To insert a checkbox, proceed as follows:

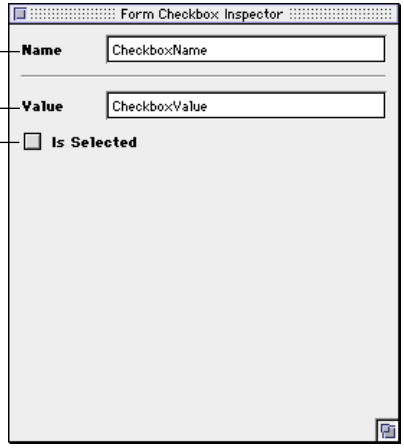
1 Drag the *Checkbox* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Checkbox



2 Set up the checkbox in the context-sensitive *Inspector* window, now titled *Form Checkbox Inspector*.

The Form Checkbox Inspector



Type in a unique name for the checkbox here.

Type in an optional value for the checkbox here.

Check this checkbox to use the button as a default selection.

Set the following options in the *Form Checkbox Inspector*:

- In the *Name* text box, type in a unique name to identify the checkbox as an entity.
- In the *Value* text box, type in a descriptive name for the checkbox (optional).
- Check the *Is Selected* checkbox to make the checkbox default to selected.

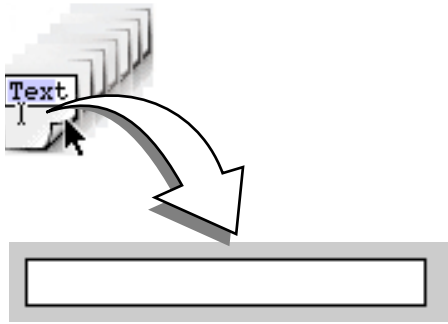
Text Field

The *Text Field* icon inserts a single-line text field that lets site visitors enter text—for example, their names or other personal data.

To insert a text field, proceed as follows:

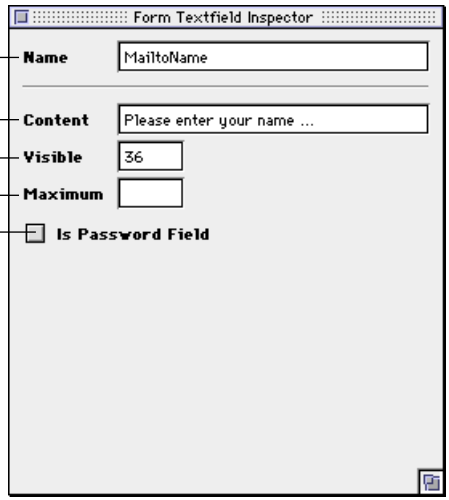
1. Drag the *Text Field* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Text Field



2. Set up the text field in the context-sensitive *Inspector* window, now titled *Form Text Field Inspector*.

The Form Text Field Inspector



Type in a unique name for the text field here.

Type in a default text entry here.

Type in a numerical value to determine the length of the field.

Type in a numerical value to determine the maximum length of the text entry.

Check this checkbox to use this field as a password field.

Set the following options in the *Form Text Field Inspector*:

- In the *Name* text box, type in a unique name to identify the text field as an entity.
- In the *Content* text box, type in default text that can be overwritten by the site visitor (optional).
- In the *Visible* text box, type in the number of visible characters to determine the width of the text box.

- In the *Maximum* text box, type in the maximum number of characters accepted by the text box before truncation occurs. If void, this limit is determined by the Web browser used to view the form.
- Check the *Is Password Field* checkbox to convert the text field into a password field (if applicable).

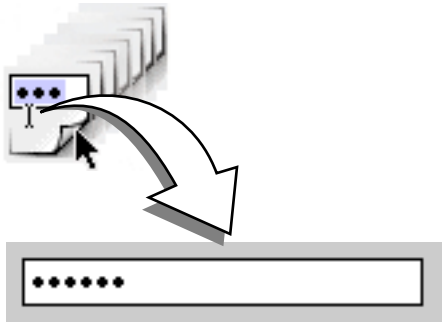
Password Field

The *Password Field* icon inserts a single-line text field that lets the user enter a hidden password.

To insert a password field, proceed as follows:

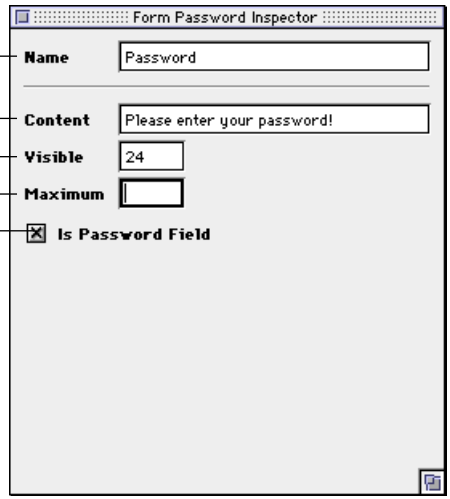
1. Drag the *Password Field* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Password Field



2. Set up the password field in the context-sensitive *Inspector* window, now titled *Form Password Inspector*.

The Form Password Inspector



Type in a unique name for the password field here.

Type in a default text entry here.

Type in a numerical value to determine the length of the field.

Type in a numerical value to determine the maximum length of the password.

Check this checkbox to use this field as a password field.

Set the following options in the *Form Password Inspector*:

- In the *Name* text box, type in a unique name to identify the password field as an entity.
- In the *Content* text box, type in default text that can be overwritten by the user (optional).
- In the *Visible* text box, type in the number of visible characters to determine the width of the text box.

- In the *Maximum* text box, type in the maximum number of characters accepted by the text box before truncation occurs. If void, this limit is determined by the Web browser used to view the form.
- Uncheck the *Is Password Field* checkbox to convert the password field into a text field (if applicable).

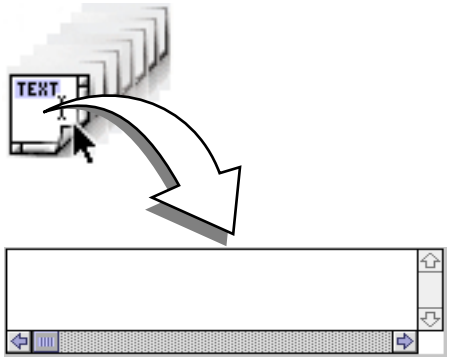
Text Area

The *Text Area* icon inserts a text field that lets the site visitor enter multiple lines of text—for example, feedback on your Web page.

To insert a text area, proceed as follows:

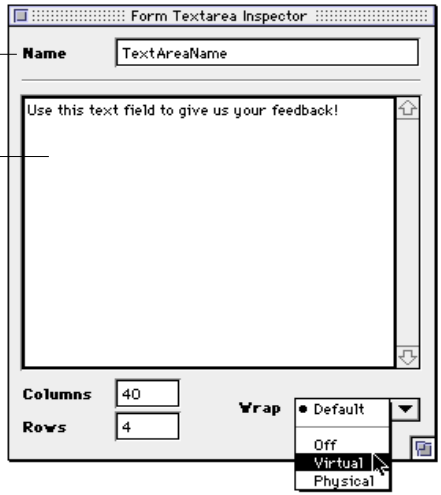
1. Drag the *Text Area* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Text Area



2. Set up the text area in the context-sensitive *Inspector* window, now titled *Form Text Area Inspector*.

The Form Text Area Inspector



Type in a unique name for the text area here.

Type in a default text here.

Use these options to size the text area and control the behavior of the text.

Set the following options in the *Form Text Area Inspector*:

- In the *Name* text box, type in a unique name to identify the text area as an entity.
- In the large text box with the scroll bar, type in default text that can be overwritten by the user (optional).

- In the *Columns* text box, type in the number of visible characters to determine the width of the text area.
- In the *Rows* text box, type in the maximum number of rows to determine the height of the text box.
- Choose the appropriate option from the *Wrap* popup menu to control the behavior of the line breaks.
  - *Wrap Off* instructs the browser to ignore the *Columns* limit and prevents text entered into the text area from wrapping at the right margin of the box.
  - *Virtual* and *Physical* both instruct the browser to respect the *Columns* limit. The entered text wraps when reaching the right margin of the box and starts scrolling vertically.
  - *Default* uses the default for text area settings of the browser.

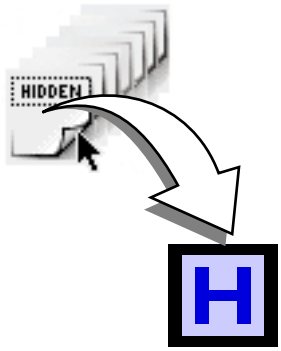
Hidden

The *Hidden* icon inserts a hidden tag.

To insert a hidden tag, proceed as follows:

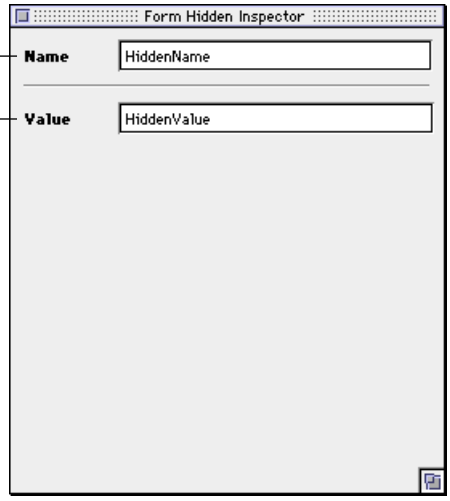
1 Drag the *Hidden* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Hidden Tag



2 Set up the hidden tag in the context-sensitive *Inspector* window, now titled *Form Hidden Inspector*.

The Form Hidden Inspector



Type in a unique name for the hidden tag here.

Type in a default value here.

Set the following options in the *Form Hidden Inspector*:

- In the *Name* text box, type in a unique name to identify the hidden tag as an entity.
- In the *Value* text box, type in a default value.

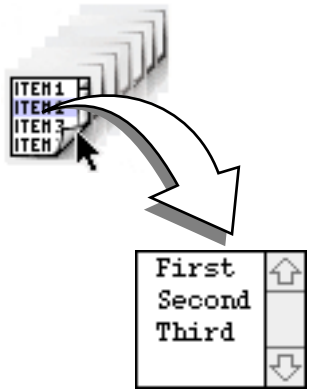
List Box

The *List Box* icon inserts a scrolling list box with multiple options to choose from.

To insert a list box, proceed as follows:

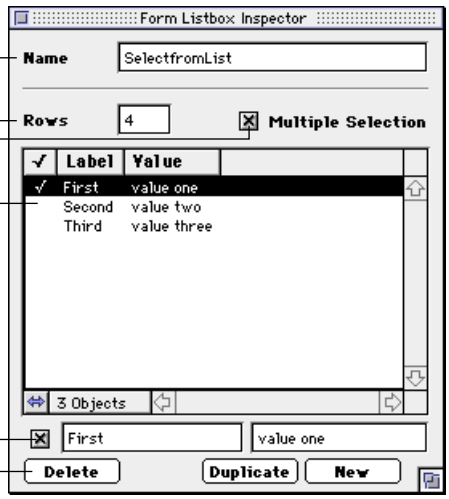
1 Drag the *List Box* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a List Box



2 Set up the list box in the context-sensitive *Inspector* window, now titled *Form List Box Inspector*.

The Form List Box Inspector



Set the following options in the *Form List Box Inspector*:

- In the *Name* text box, type in a unique name to identify the list box as an entity.
- In the *Rows* text box, type in the number of rows you want to be visible.

- Check the *Multiple Selection* checkbox to allow the user to select one or more options.
- Select an option from the list box, then check the box next to the *Label* and *Value* text boxes to make that option be the default selection.

Additionally, you can add and delete options using the following buttons:

- Click the Delete button to delete the currently selected option.
- Click the Duplicate button to duplicate the currently selected option for editing.
- Click the New button to add a new option. Enter a label and value in the *Label* and *Value* text boxes, respectively.

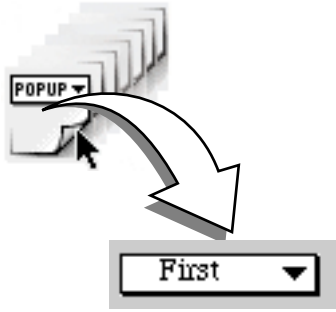
Popup Menu

The *Popup Menu* icon inserts a popup menu with multiple options to choose from.

To insert a popup menu, proceed as follows:

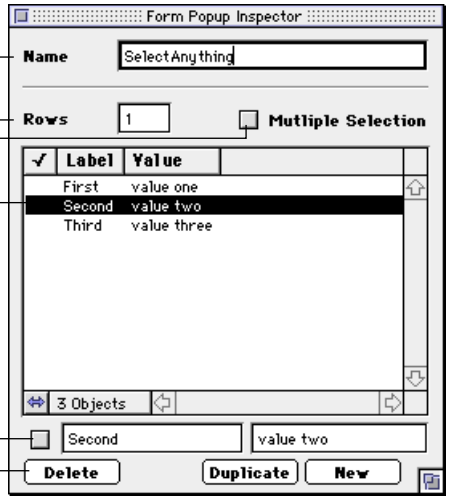
1 Drag the *Popup Menu* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Popup Menu



2 Set up the list box in the context-sensitive *Inspector* window, now titled *Form Popup Inspector*.

The Form Popup Inspector



Type in a unique name for the popup menu here.

Type in the number of rows here.

Check this box to enable multiple selections.

View the available list box options here.

Check this box to choose a default selection.

Use these buttons to edit the options of the pop-up menu.

Set the following options in the *Form Popup Inspector*:

- In the *Name* text box, type in a unique name to identify the popup menu as an entity.
- In the *Rows* text box, type in the number of rows you want to be visible when the user drags the menu.
- Select an option from the list box in the Inspector window. Check the box next to the *Label* and *Value* text boxes to let that option

default to selected.

Additionally, you can add and delete options using the following buttons:

- Click the Delete button to delete the currently selected option.
- Click the Duplicate button to duplicate the currently selected option for editing.
- Click the New button to add a new option. Enter a label and value in the *Label* and *Value* text boxes.

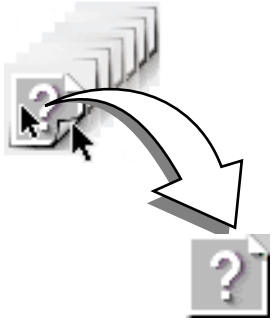
Input Image

The *Input Image* icon inserts an image placeholder that can be linked with a graphic. Inserting graphics helps the site visitor to navigate your forms—for example, by means of buttons or clickable image maps.

To insert an image placeholder, proceed as follows:

1. Drag the *Input Image* icon from the *Palette* and drop it in your layout grid or document window.

Inserting an Image Placeholder



2. Link the image placeholder with a graphic using *Point & Shoot* (see page 109), drag & drop (see page 110), or the Browse button (see page 102) of the *Image Inspector*.
3. Set up the image in the context-sensitive *Inspector* window, now titled *Image Inspector* (see page 103 and following).

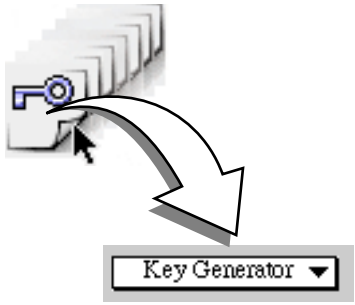
Key Generator

The *Key Generator* icon inserts a key generator tag that lets the site visitor address an encryption algorithm for safeguarding transactions with your Web site.

To insert a key generator, proceed as follows:

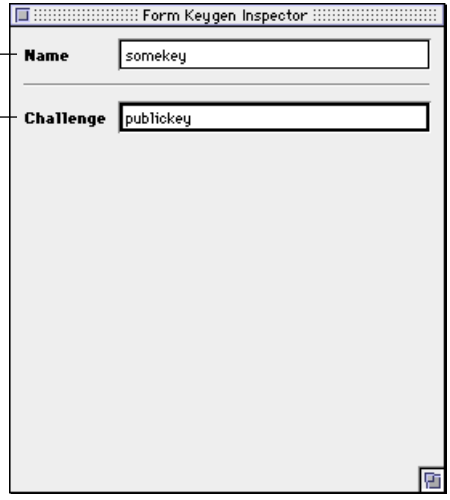
1. Drag the *Key Generator* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a Key Generator



2. Set up the key generator in the context-sensitive *Inspector* window, now titled *Form Keygen Inspector*.

The Form Keygen Inspector



Type in a unique name for the Key Generator here.

Type in the security level here.

Set the following options in the *Form Keygen Inspector*:

- In the *Name* text box, type in a unique name to identify the Key Generator as an entity.
- In the *Challenge* text box, type in the security level.

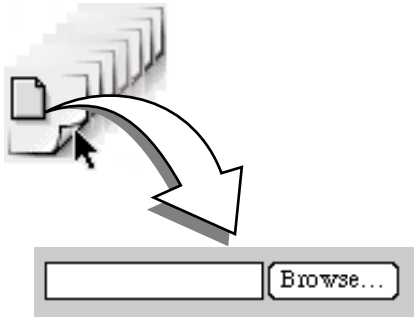
File Browser

The *File Browser* icon inserts a file selection dialog that lets the site visitor locate, select, and/or open individual files on your Web site.

To insert a *File Browser*, proceed as follows:

1 Drag the *File Browser* icon from the *Palette* and drop it in your layout grid or document window.

Inserting a File Browser

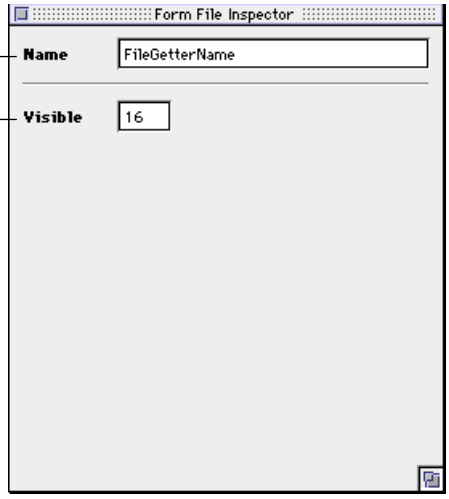


2 Set up the file browser in the context-sensitive *Inspector* window, now titled *Form File Inspector*.

The Form File Inspector

Type in the name of the file browser here.

Type in a numerical value to size the file browser window.



Set the following options in the *Form File Inspector*:

- In the *Name* text box, type in the name and directory path of the file browser CGI program on the Web server.
- In the *Visible* text box, type in a numerical value to determine the width of the file browser window on your Web page.