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## Form Intro:

The starting and ending tags are `<form>` and `</form>`. The basic form element is `<input type="" >`

```
<html>
<body>
<form method="post" action="ascript.url">
```

Please enter your first name

```
<input type="text" size="10" name="firstname">
```

```
<br>
```

Do you want to be on our mailing list?

```
Yes<input type="radio" name="mailing" value="1" checked>
```

```
No<input type="radio" name="mailing" value="0">
```

```
<br>
```

```
<input type="submit" value="Press Here to Submit">
```

```
<input type="reset" value="Press Here to Reset the Form">
```

```
</form>
```

```
</body>
```

```
</html>
```

There are two ways to send the information gathered in a form to the server: METHOD=GET and METHOD=POST. If you want to make a link to a CGI script, use GET. If you expect there might be a large amount of data, use POST.

In the example above, the ACTION="script.url" tells the server which CGI script to activate when it gets the form data back.

In an INPUT tag, NAME="username1" creates the variable "username1". The data collected will be associated with it when it is collected by the server and passed over to a database program.

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## Other Inputs:

Checkbox

```
<input type="checkbox" name="OS" value="win">
```

Creating a big box for them to type in:

```
<textarea name="description" rows="4" cols="30">
```

Passwords

```
<input name="password" size="20">
```

Menus

```
<select name="states" size="2">
```

```
<option value="WA" selected>
```

```
<option value="OR">
```

```
<option value="ID">
```

```
<option value="CA">
```

```
</select>
```

***Form Design Rules of Thumb (\* most important for next 368 assignments)***

**\*1) Position labels consistently.**

Group response options together and maintain spacing.

For example, make it easy to see which radio buttons are related to each question.

**\*2) Group types of questions or fields into logical groupings.**

Phone and fax would go together.

This adds clarity. For example, if you are asking questions about hardware and software, group all the hardware questions together.

After a space or horizontal rule, group all the software questions together, and so on.

**\*3) Put these items in a table layout if possible** so that all your logical layout will stay laid out properly, even if the window size is changed.

**\*4) Make certain zip code area look like zip code areas, and phone number area codes look right.**

**Don't let the user decide whether to put in a hyphen.** You put it in between the boxes, with just enough space in each box for the right number! Same for zip and state and visa card numbers. Also include `maxlength="n"` to make it impossible someone can type in too many characters.

**\*5) Forced-response** questions (with limited radio button answer options for instance) make it easy to analyze the data.

**Open-ended items** (such as text forms or textareas) are much **tougher to analyze** but will give the respondent a chance to mention something important that you had not thought of.

**6) Use textareas rather than very long text boxes.**

They appear fully in almost any window. Long text boxes may run out of the window!

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