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# Dreamweaver® CS6

onDemand

Steve Johnson,  
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# Adobe® Dreamweaver® CS6 on Demand

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A large, light blue, lowercase letter 'a' is positioned in the bottom left corner of the page, partially overlapping the light blue vertical bar.

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# Introduction

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Welcome to *Adobe Dreamweaver CS6 on Demand*, a visual quick reference book that shows you how to work efficiently with Dreamweaver CS6. This book provides complete coverage of basic to advanced Dreamweaver skills.


## How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

## What's New

If you're searching for what's new in Dreamweaver CS6, just look for the icon: **New!**. For Dreamweaver CS5.5, look for the icon: **New5.5**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Dreamweaver CS6. A complete description of each new feature appears in the New Features guide in the back of this book.

## Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P (Win) or +P (Mac), as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the web at [www.perspection.com](http://www.perspection.com).



## How You'll Learn

**How This Book Works**

**What's New**

**Keyboard Shortcuts**

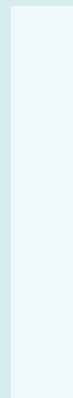
**Step-by-Step Instructions**

**Real World Examples**

**Workshops**

**Adobe Certification**

**Get More on the Web**



# Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.

**Using Code Live View**

As you work in Live view, you can also view live code. Similar to Live view, Live Code view is a non-editable view. Live Code view appears displaying the code that the browser uses to execute the page. The non-editable code is highlighted in yellow. If you want to edit the code, you need to go to Live view, and then switch to Code view, which is editable. After making your code changes, you can return to Live view and then refresh it to see your changes.

**Access Live Code View**

- 1 Open the web page you want to view.
- 2 Switch to Design view or Code and Design view.
- 3 Click the Live View button.
- 4 To go to Live Code view, click the Live Code button.

Live Code view appears displaying the code that the browser uses to execute the page. The non-editable code is highlighted in yellow.

- 5 To return back to Live view, click the Live Code button again.
- 6 To return back to Design view, click the Live View button again.

**Did You Know?**

The **new print mode**. Open the web page you want to print in Code view, click the **Print** menu, click **Print Code**, specify the options you want and then click **OK (Web)** or **Print Web**.

**See Also**

See “Printing Pages in Live View” on page 32-33 for more information on printing pages in Live View and Live Code View.

328 Chapter 14

**Easy-to-follow introductions** focus on a single concept.

**Illustrations** match the numbered steps.

**Numbered steps** guide you through each task.

**See Also** points you to related information in the book.

**Did You Know?** alerts you to tips, techniques and related information.

# Real World Examples

This book uses real world example files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the web at [www.perspection.com](http://www.perspection.com).

File Edit View Favorites Tools Help

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HOME

**About YouTechTube**

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**Real world examples** help you apply what you've learned to other tasks.

# Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the web at [www.perspection.com](http://www.perspection.com) or at [queondemand.com](http://queondemand.com).

## Workshops

### Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help you right-brain your way, while making you left-brain happy, by explaining why things work the way they do. Exploring Dreamweaver's possibilities is great fun, however, always stay grounded with knowledge of how things work. Knowledge is power.

#### Getting and Using the Project Files

Each project in the Workshop includes a start file to help you get started with the project, and a final file to provide you with the secrets so you can use how you like to accomplish the task.

Before you can use the project files, you need to download them from the web. You can access the files at [www.perspection.com](http://www.perspection.com). After you download the files from the web, decompress the files into a folder on your hard drive to which you have easy access from Dreamweaver.

### Project 1: Creating a Web Site from Scratch

#### Skills and Tools

Use Dreamweaver tools to create a web site.

Dreamweaver provides the tools you need to create a professional web site that meets industry standards, which means such business organizations can display your site.

#### The Project

In this project, you'll learn how to create a root folder to organize and store your web site files, create a web site from scratch, which includes creating a new site and creating web pages. In later projects in this workshop, you'll add to the site by inserting tables, text and graphics, linking pages and other sites, adding interactivity and navigation, creating and attaching navigation style sheets, creating templates, and publishing your web site to a remote web server for viewing on the web.

#### The Process

1 In Windows Explorer or Finder, define a local root folder where you'll store all the elements that you will use to build your web site. Navigate to the Workshop folder for Project 1, create a folder called *mySite*. This folder acts as the root or base folder for your web site. In the *mySite* folder, create the following folders: *images*, *css*, *pages*, and *scripts*.

The Workshops walk you through in-depth projects to help you put Dreamweaver to work.

# Adobe Certification

This book prepares you for the Adobe Certified Expert (ACE) and Adobe Certified Associate (ACA) exams for Adobe Dreamweaver CS6. Each Adobe certification exam has a set of objectives, which are organized into broader skill sets. To prepare for a certification exam, you should review and perform each task identified with an ACE or ACA objective to confirm that you can meet the requirements for the exam. Information about the ACE and ACA programs are available in the back of this book. The ACE and ACA objectives and the specific pages that cover them are available on the web at [www.perspection.com](http://www.perspection.com) or at [queondemand.com](http://queondemand.com).

## Adobe Certification

### About Adobe Certifications

Adobe provides two levels of certification: Adobe Certified Expert (ACE) and Adobe Certified Associate (ACA). Adobe Certified Expert is a professional-level certification aimed at industry professionals using Adobe technology, while Adobe Certified Associate is an entry-level certification aimed at aspiring professionals using digital technology.

### What Does This Logo Mean?

It means this book will prepare you for the Adobe Certified Expert (ACE) and Adobe Certified Associate (ACA) exams for Adobe Dreamweaver CS6. Each certification exam has a set of objectives, which are organized into broader skill sets. Throughout this book, content that pertains to an objective is identified with the following Adobe Certified logo and objective number below the title of the topic:

ACE-DW-1.1  
P.8-106-1.1

### About the Adobe Certified Expert (ACE) Program

The Adobe Certified Expert (ACE) program is for graphic designers, Web designers, systems integrators, value-added resellers, developers, and business professionals seeking official recognition of their expertise on Adobe products.

### What is an ACE?

An Adobe Certified Expert is an individual who has passed an Adobe Product Proficiency Exam for a specific Adobe software product. Adobe Certified Experts are eligible to promote themselves to clients or employers as highly skilled, expert-level users of Adobe software. ACE certification is a recognized worldwide standard for

## Get More on the Web

In addition to the information in this book, you can also get more information on the web to help you get up to speed faster with Dreamweaver CS6. Some of the information includes:

## Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

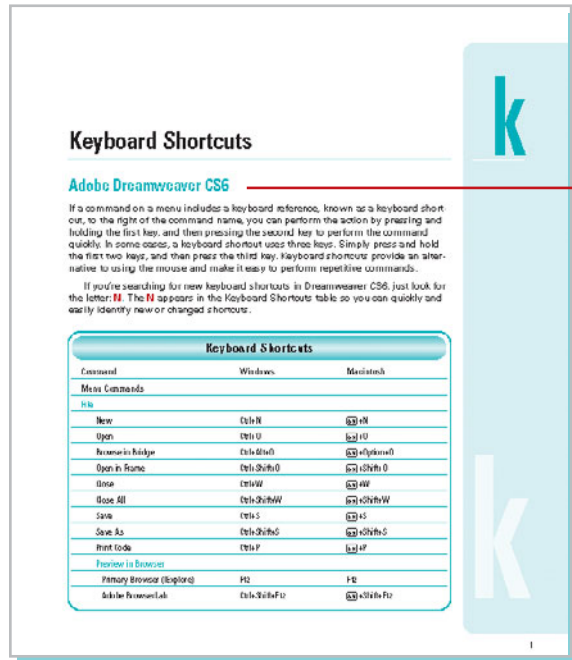
## Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

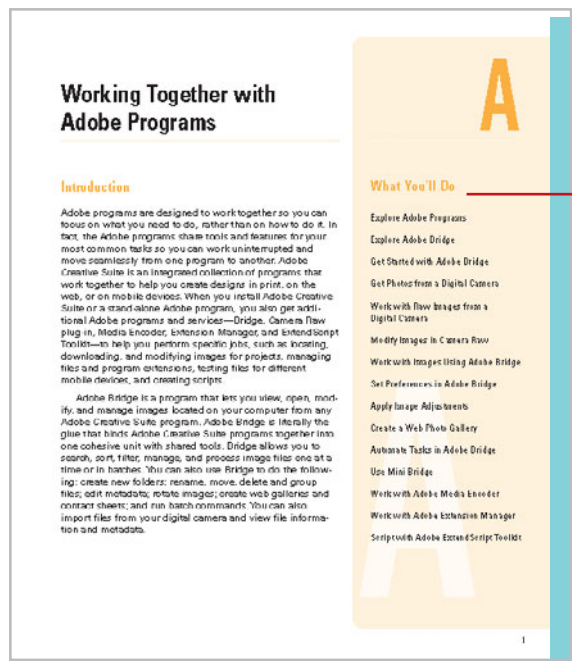
## More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Dreamweaver documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the web at [www.perspection.com](http://www.perspection.com).



Additional content is available on the web.



Additional content is available on the web.

# Creating Forms

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## Introduction

Forms are all around us... You fill out forms to get your driver's license, apply for a job; even to get married. A simple definition of a form would be some method for extracting information on a particular subject. For example, to fill out a job application form, you would have to enter your pertinent information on who you are (name, address), recent jobs, why you're experienced enough to apply for the job, and government stuff, like your social security number. An even simpler definition would be to say that forms collect information... it's how you collect that information that makes all the difference.

For example, you might design your form on paper, and the person filling out the form is required to write the information down with a pen or pencil. The information is collected by another person, and along with other forms, compiled (by hand) into a final readable product. Not very efficient; however, that's the way it was done, many long years ago.

Today forms are filled out on a computer screen; the data is validated and compiled into a readable final product, along with relevant statistics and averages. What I'm describing is creating electronic forms, designed, implemented, and finished, all with the help of Adobe Dreamweaver.

Adobe Dreamweaver simplifies the process of creating and implementing forms of any size and complexity. In this chapter you learn how to create basic forms, and populate the forms with all the goodies, such as: check boxes, radio buttons, text input fields; even drop-down menus.

Once a form is created, it can deposit that information into an appended database, where other statistical applications can massage the data into any structure desired by the final user.

## What You'll Do

**Understand Forms**

**Create a Form**

**Insert Form Objects**

**Modify Text Fields and Text Areas**

**Modify Radio Buttons and Check Boxes**

**Modify Lists and Menus**

**Modify Buttons**

**Insert an Image Button**

**Make Form Objects Dynamic**

**Use Tables to Control Forms**

**Validate Forms**

**Create and Edit a Jump Menu**

**View Example Code for Forms**

# Understanding Forms

As mentioned in the previous section, forms are all about the collection and eventual processing of information. Considering the information-based society that we live and work in, without forms the entire world would probably fall apart in a matter of days. Well, maybe that's a bit exaggerated; however, forms collect information, information drives our lives, and Dreamweaver makes the creation of those forms a virtual snap.

## Beyond Dreamweaver

It's important to understand that although Dreamweaver will make the overall creation of a form easy (buttons, check boxes, input fields, etc), it does not include the backend tools that make the form functional. For that you will need to install a form handler on your server. In many cases someone in the IT department performs this function. Understand that until the form handler is installed, your visitors will not be able to send you any data; no matter how many times they click the Submit button.

While the scope of the book is not to teach you how to write form handler code, there are many sites that offer free form-handler scripts. These sites typically provide scripts for collecting simple and predictable form data; for more complex scripts the services of an engineer might be required.

## Form Elements

Forms can be populated with any number of elements. For example, you could create a simple bio form that asks for information such as name, address, phone number, sex, age, social security number, etc. Because of all this information, it's a good idea to sketch out the

general look and feel of the form on a piece of paper, and then use that as a visual guide to the creation of the form in Dreamweaver. When you create an interactive field, Dreamweaver inserts the code necessary to display the field in the browser.

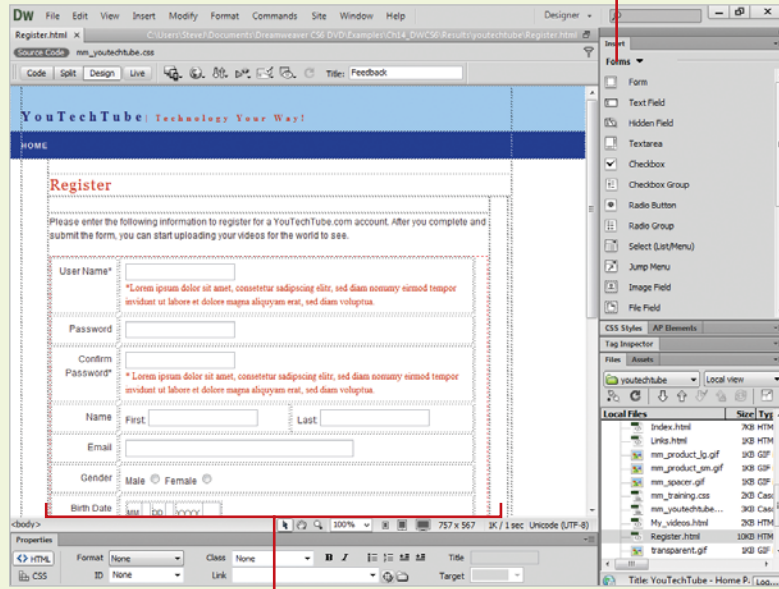
## Dynamic Form Elements

A dynamic form element is a form object that gets its initial value by the web server where the web site is stored. When a visitor opens a form page in a browser, the dynamic form objects get information directly from the web server before the page appears on the screen. When form objects are dynamic, it makes updating a snap. In order to use dynamic form objects, you need to have a data source set up and available on your web server.

## Form Validation

Once the various form elements are ironed out, you can look at the possibility of validating some of the fields. For example, it might be difficult to create a validation for a name field; however, you at least check to see that the field is not blank. In addition, you could check to see if all zip code fields contain five numbers and not alphabetic characters. Options that require specific answers, such as sex (male/female) could be placed as a pop-up with the correct choices, and other options could be designed using check boxes or radio buttons. In most cases, using check boxes allows the user to choose more than one option (check all that apply), and radio button typically allow for a single choice from a group (choose only one). When you choose form validation, Dreamweaver creates a script that instructs the browser how to handle the input.

Forms tab with form related buttons



Form elements



# Creating a Form



Just because Dreamweaver makes the initial creation of the form easy for you, it doesn't mean that you shouldn't think about its construction. One of the rules in creating forms is that you're designing the form for the person who is filling it out... not for you. The form should be as simplistic as possible with easy to understand instructions. When they make a mistake (not filling in a field), there should be a way to tell that person a mistake was made, and what to do to correct it. Studies show that the more difficult the form, the less likely that people are going to spend the time to fill it out. There are two stages in the creation of a form: The initial insertion of the form, and then populating the form with text and form objects.

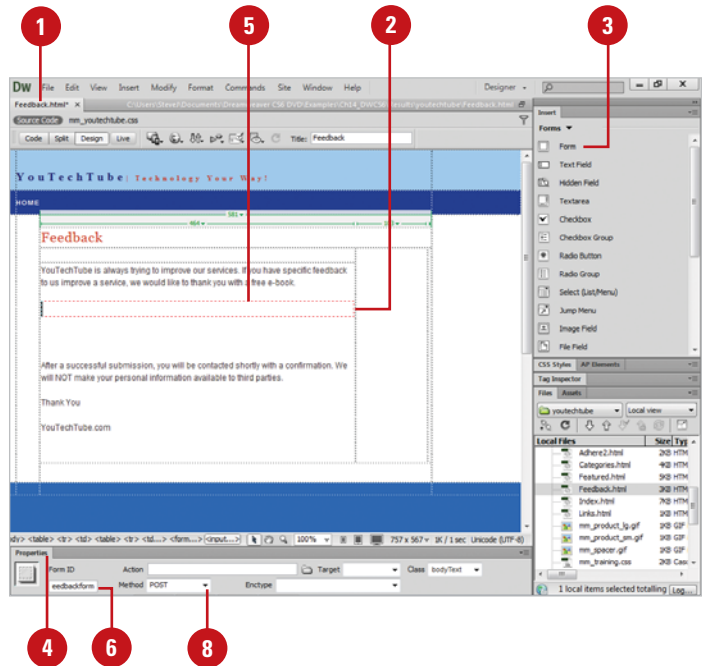
## Create a Form

- 1 Create a new HTML document, or open an existing one.
- 2 Click to place the insertion point where you want to insert a form.
- 3 Insert the form using one of the following options:
  - ◆ Click the **Forms** tab on the Insert panel, and then click the **Form** button.
  - ◆ Click the **Insert** menu, point to **Form**, and then click **Form**.

An empty form appears with a dotted red outline.

**TROUBLE?** *If you don't see the outline, click the View menu, point to Visual Aids, and then click Invisible Elements.*

- 4 Open the Properties panel.
- 5 Click the red form outline to select the form.
- 6 Type a name to identify the form for reference purposes with a scripting language.



7 Enter the path to the page or script that processes the form data, or click the **Browse For File** button to select a file (if you don't have this information, you can add it later).

8 Click the **Method** list arrow, and then select one of the following options:

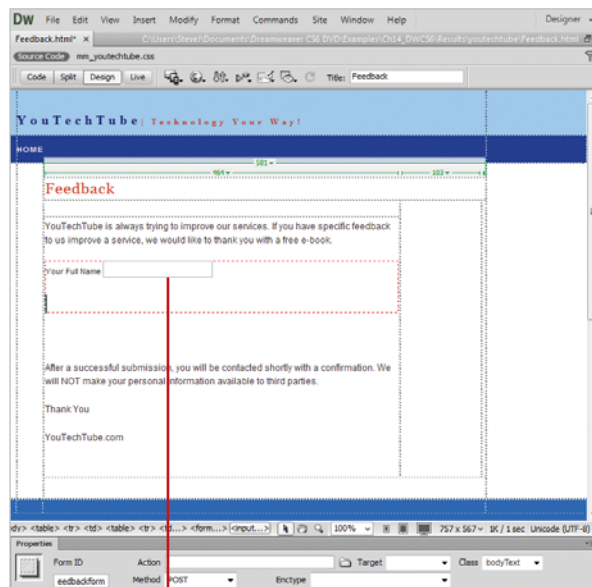
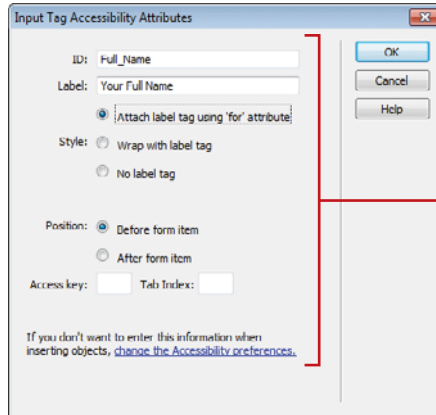
- ◆ **Default.** Uses the browser's default setting to send the form data to the server. Typically the default is the GET method.
- ◆ **GET.** Appends the value to the URL requesting the page.
- ◆ **POST.** Embeds the form data in the HTTP request.

9 Insert the form objects you want and specify the information in the Input Tag Accessibility Attributes dialog box. When you create form objects, follow these guidelines:

- ◆ **Unique Names.** Use a unique name that identifies the object for scripting purposes. Avoid using spaces or special characters.
- ◆ **Layout.** Use line and paragraph breaks, formatted text, and tables to design the form layout.

## See Also

See "Inserting Form Objects" on page 314 for information on inserting form objects.



Form with text element

## For Your Information

### Starting a Form from a Sample

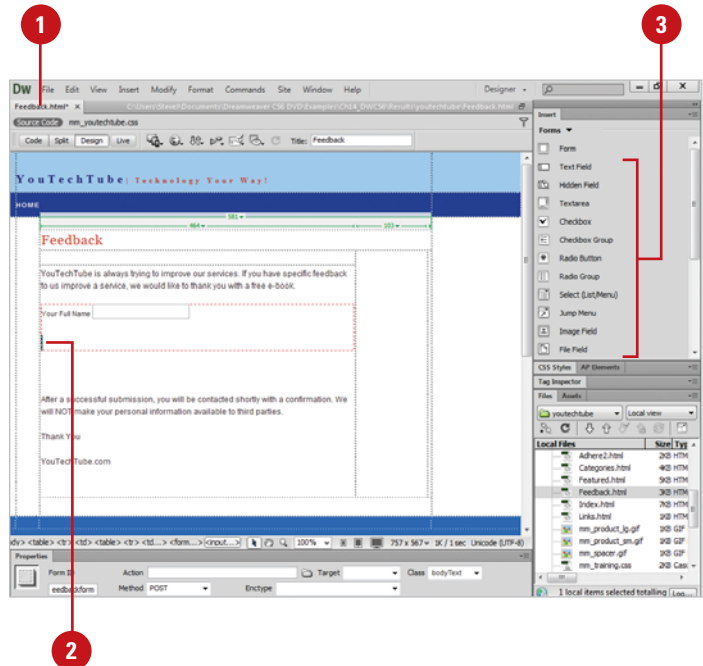
Instead of creating a form from scratch, you can start a form from a sample, and then make the changes you want to suit your own needs. Click the File menu, click New, click the Page From Sample category, click Starter Page (Basic), click the sample page you want, such as Survey, Multiple Choice or Register (Basic), and then click Create.

# Inserting Form Objects

## Insert Form Objects

- 1 Open a page that contains a form, or create a new document and insert a form.
- 2 Click to place the insertion point to where you want to insert a form object.
- 3 Click the **Forms** tab on the Insert panel, or click the **Insert** menu, point to **Form**, and then select from the following commonly used form objects:
  - ◆ **Text Field.** Select to create a text field that consists of one line or multiple lines. In addition, text fields are used to create a password field that hides the text the user enters.
  - ◆ **Text Area.** Select to create a large text area that is commonly used by a visitor to enter large amounts of data; for example, a comment field.
  - ◆ **Button.** Select to create a button object. Buttons are used to submit form data to the server or to reset the form. Standard form buttons are typically labeled Submit, Reset, or Send. You can also assign other processing tasks that you've defined in a script.

After you create a form, you can start inserting form objects. Form objects are the individual elements—such as text field, text area, button, check box, radio button, or menu—that make up the form and visitors fill out. The form objects allow you to create a form that makes it easy for visitors to use, yet still provide you with the important information you need. Each form object is designed to gather a specific type of information. For example, if you have a list of categories and you can select more than one category, you should use the check box form object. If you can only select one category, you should use the radio button form object instead.



- ◆ **Checkbox.** Select to let users select more than one option from a set of options.

- ◆ **Radio Button.** Select to let users select only one choice from a set of options. Radio buttons are typically used in groups.

- ◆ **List/Menu.** Select to let users select one or more items from a list.

4 In the Input Tag Accessibility Attributes dialog box, specify the following options:

- ◆ **ID.** Enter a unique ID for the form object.

- ◆ **Label.** Enter a label for the form object.

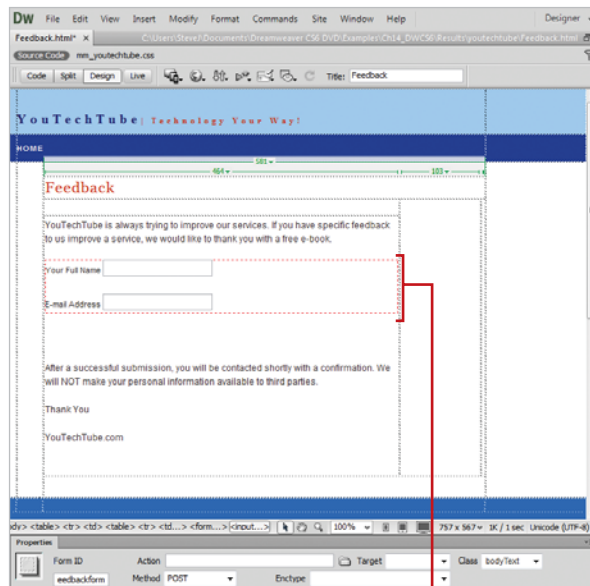
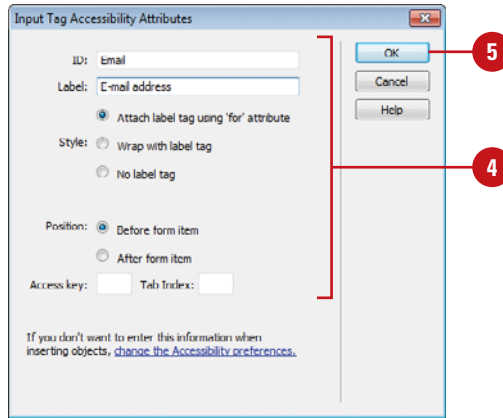
- ◆ **Style.** Select a style for the form object.

- ◆ **Position.** Select a position for the label in relation to the form object.

- ◆ **Access Key.** Enter a keyboard equivalent (single letter) in the Access Key text box. For example, if you entered the letter N into the field, pressing Alt+N (Win) or Control+N (Mac) in the browser automatically selects that field.

- ◆ **Tab Index.** Enter a numerical value for the tab order of the form object in the Tab Index text box. For example, if you entered the number 3 into the field, pressing the tab key three times would cause the field to be selected.

5 Click **OK**.



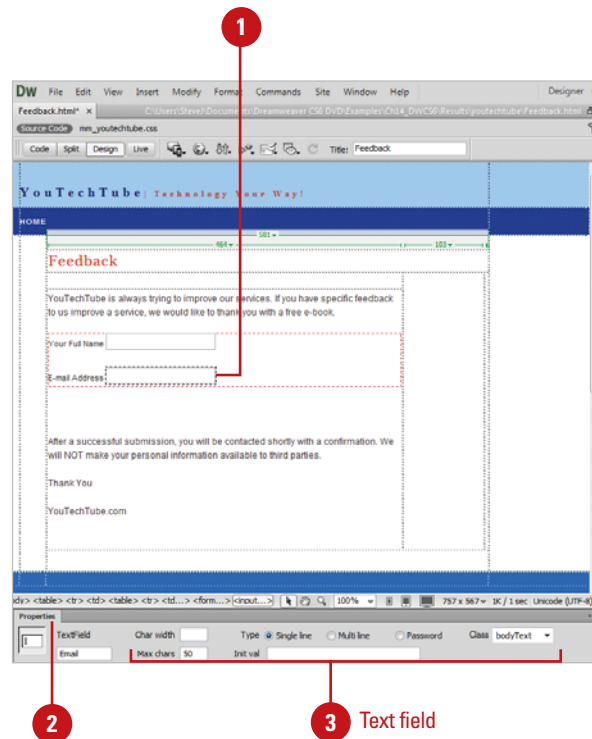
Form

# Modifying Text Fields and Text Areas

## Work with Text Field and Text Area Properties

- 1 Select a text input field or text area within a form document.
- 2 Open the Properties panel.
- 3 Select from the following text field or text area options:
  - ◆ **Char Width.** Enter the maximum number of characters that can be displayed in the field.
  - ◆ **Max Chars.** Enter the maximum number of characters that can be entered in the field for single-line text fields.
  - ◆ **Num Lines.** Enter the height of the field for multiple-line text fields.
  - ◆ **Wrap.** Determines how the user's input will be displayed when the user enters more information than can be displayed within the defined text area.
    - ◆ **Off.** Prevents text from wrapping to the next line.
    - ◆ **Virtual.** Sets word wrap in the text area.
    - ◆ **Physical.** Sets word wrap in the text area, as well as to the data when it is submitted for processing.

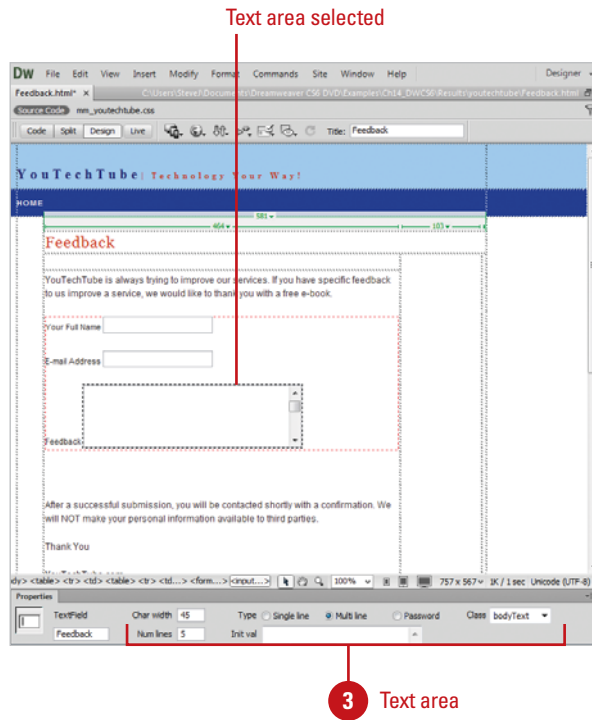
A text field consists of one line or multiple lines used to enter small distinct amounts of data or information, such as your name or address. You can also use a text field to create a password field that hides the text the user enters. A text area is a large text field commonly used to enter large amounts of data or information, such as comments. After you create a text field or text area, you can use the Properties panel to set or change options for the form objects.



- ◆ **Type.** Designates the field as a single-line, multiple-line, or password field.
- ◆ **Single-line.** Selecting to cause the Char Width and Max Chars settings to map to a single line with defined boundaries.
- ◆ **Password.** Select to create a password field (information typed into the field appears as asterisks or dots).
- ◆ **Multi-line.** Select to create a multi-line field.

**NOTE** The default for text area fields is multi-line.

- ◆ **Init Value.** Enter an initial value that displays when the field first loads.
- ◆ **Class.** Click to apply CSS rules to the object directly or through a CSS Style sheet.



# Modifying Radio Buttons and Check Boxes

## Work with Radio Button and Checkbox Properties

- 1 Select a radio button or checkbox within a form document.
- 2 Open the Properties panel.
- 3 Select from the following radio button options:

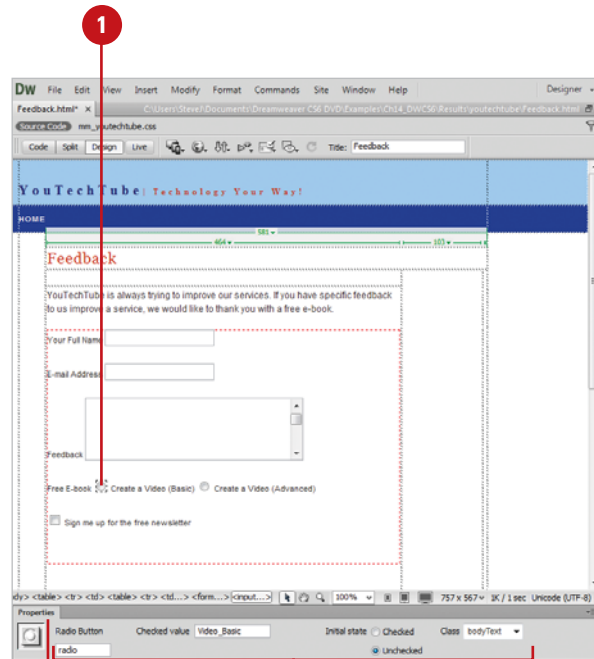
- ◆ **Radio Button/Checkbox.** Enter a name for the Radio Button or Checkbox object.

**NOTE** If the name of a group of radio buttons is the same, then the user will only be able to select one button (i.e. male or female). The name cannot contain spaces or special characters.

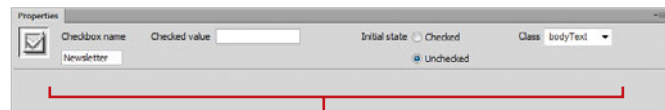
**NOTE** Unlike radio buttons, every checkbox must have a unique name.

- ◆ **Checked Value.** Enter in a value to be sent to the server when the button is selected. For example, male or female.
- ◆ **Initial State.** Select whether to have the button selected or not when the form first loads.
- ◆ **Class.** Click to apply CSS rules to the object directly or through a CSS Style Sheet.

Radio buttons and check boxes allow you to create options for users to select. A radio button allows a user to select only one choice from a set of options, while a check box allows a user to select more than one option from a set of options. Radio buttons are typically used in groups. Both form objects are very often used when you want to create a survey. After you create a radio button or check box, you can use the Properties panel to set or change options for the form objects.



2 Radio button



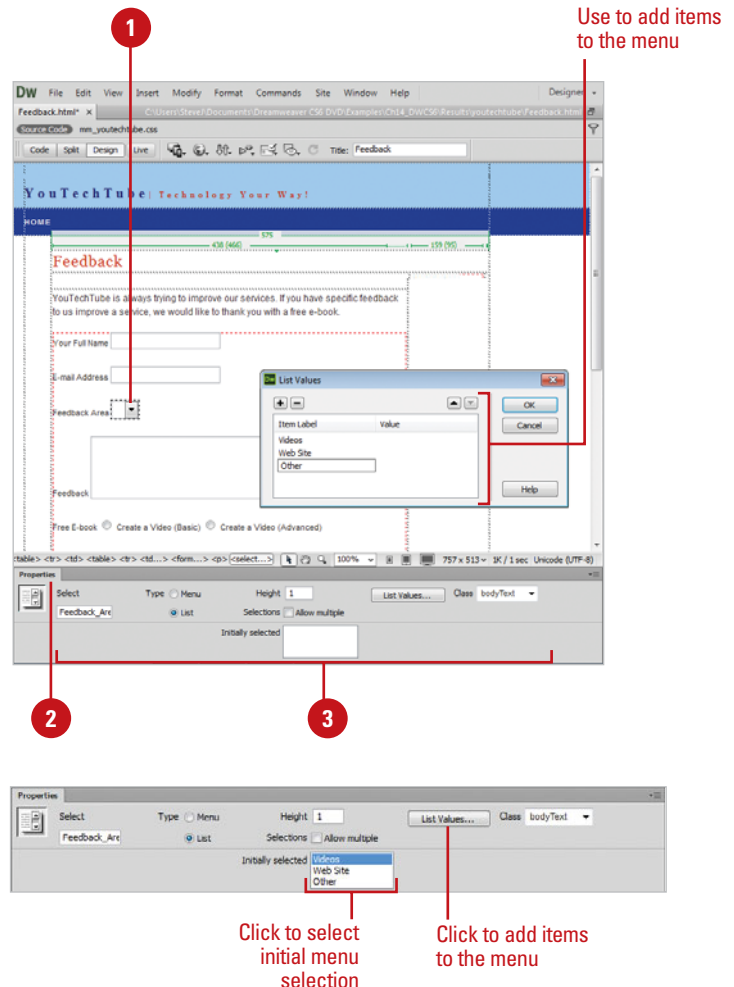
3 Checkbox

# Modifying Lists and Menus

## Work with List/Menu Properties

- 1 Select a list/menu field within a form document.
- 2 Open the Properties panel.
- 3 Select from the following list/menu options:
  - ◆ **List/Menu.** Enter a unique name for the menu.
  - ◆ **Menu.** Select to have the menu drop down when clicked.
  - ◆ **List.** Select to display a scrollable list of items when clicked.
  - ◆ **Height.** Enter a value to determine the number of items displayed in the menu (List type only).
  - ◆ **Selections.** Select to allow the user to select multiple items from the list (List type only).
  - ◆ **List Values.** Click to add items to the menu.
  - ◆ **Class.** Click to apply CSS rules to the object directly or through a CSS Style Sheet.
  - ◆ **Initially Selected.** Select from the available items to make the item initially selected when the browser loads the form.

Lists and menus perform similar tasks; each allows you to select an item from a list of related items. However, there are some differences. A list allows you to scroll through the items as well as select multiple items, while a menu doesn't. When you select an item from a list or menu, you can execute an action using a script or behavior. After you create a list or menu, you can use the Properties panel to set or change options for the form objects.



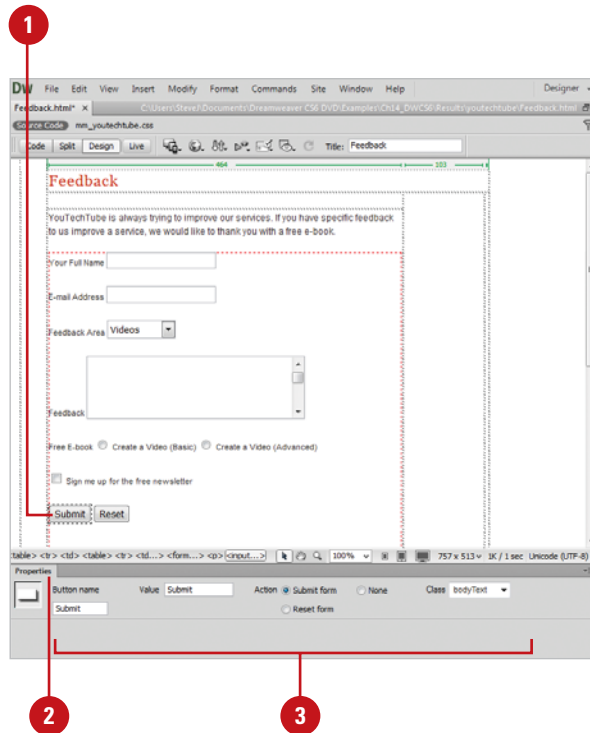


# Modifying Buttons

## Work with Button Properties

- 1 Select a button field within a form document.
- 2 Open the Properties panel.
- 3 Select from the following button options:
  - ◆ **Label.** Use to add a label next to a text field, check box, or radio button option. Click next to the object, and then type the label.
  - ◆ **Value.** Enter the name of the button (appears directly on the button).
  - ◆ **Action.** Determines what happens when the button is clicked.
    - ◆ **Submit Form.** Select to submit the form data for processing when the button is clicked.
    - ◆ **Reset Form.** Select to clear the contents of the form when the button is clicked.
    - ◆ **None.** Select if you want to add a JavaScript behavior for the button.
    - ◆ **Class.** Click to apply CSS rules to the object directly or through a CSS Style Sheet.

Buttons are used to execute an action. Form buttons are generally used to submit form data to the server or to reset the form. Standard form buttons are typically labeled Submit, Reset, or Send. In addition to the standard form buttons, you can assign other processing tasks that you've defined in a script or behavior to create a custom button. After you create a button, you can use the Properties panel to set or change options for the form objects.

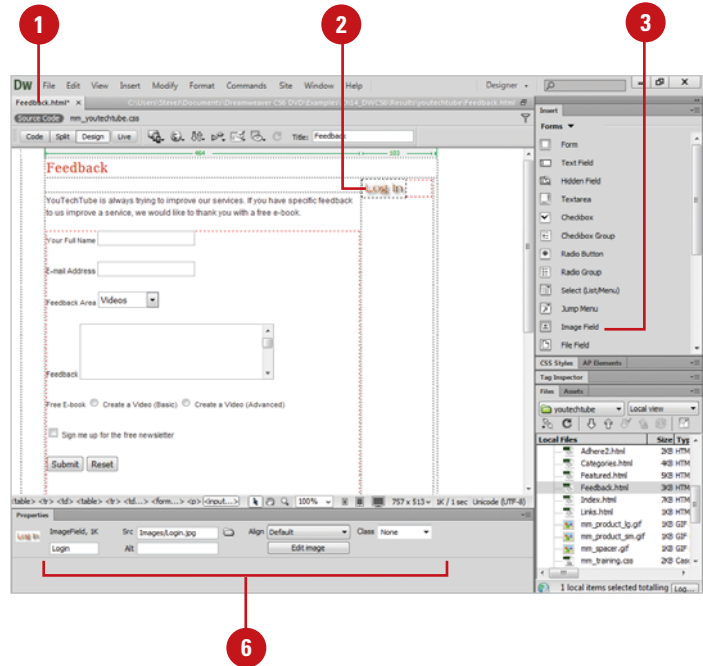


# Inserting an Image Button

## Insert an Image Button

- 1 Create a new HTML document, or open an existing page.
- 2 Click to place the insertion point where you want to insert an image button.
- 3 Insert the image using one of the following options:
  - ◆ Click the **Forms** tab on the Insert panel, and then click the **Image Field** button.
  - ◆ Click the **Insert** menu, point to **Form**, and then click **Image Field**.
- 4 Locate and select the image you want to use as a button.
- 5 Click **OK**.
- 6 In the Properties panel, select from the following options:
  - ◆ **Image Field**. Enter a unique name for the image.
  - ◆ **Src**. Enter the path and name for the image or click the **Browse For File** button to select the image file.
  - ◆ **Alt**. Enter a description of the image.
  - ◆ **Align**. Click to select an alignment option.
  - ◆ **Edit Image**. Click to edit the image in your default editor.
  - ◆ **Class**. Click to apply CSS rules to the object directly or through a CSS Style Sheet.

Instead of using one of the built-in buttons provided by Dreamweaver, you can insert an image and use it as a button. This allows you to create a custom look for your form, yet still provide the functionality you want. After you insert an Image button, you can use the Properties panel to set or change options for the form object.



# Making Form Objects Dynamic

Instead of setting static form options in Dreamweaver, you can set form options dynamically (on the fly) from your web server, known as a dynamic form object. For example, you can dynamically set a form menu or list menu with entries from a database, display content in text fields when viewed in a browser, or preset a radio button or check box when viewed in a browser.

When a page with a dynamic form object is displayed from a web server, the initial state is determined by the server. Making form objects dynamic makes updating and maintaining a web site much easier. Instead of manually changing a menu item, you can simply change an entry in a database table where the information is stored.

In order to use dynamic form objects, you need to have a data source set up, such as a MySQL database, and available on your web server. The set up and connection of a data

source is outside the scope of this book, so you should see your ISP or web administrator for more details.

## Make Form Objects Dynamic

- 1 Select the form object you want to make dynamic within a form document.
- 2 Open the Properties panel.
- 3 Click the **Dynamic** button or click the **Lightning Bolt** icon.
- 4 Select the options you want to make the form object dynamic; the options vary depending on the form object.
  - ◆ Select an existing data source, or click the **Plus (+)** button to define a new data source.
- 5 Click **OK**.

# Using Tables to Control Forms

## Control the Form with Tables

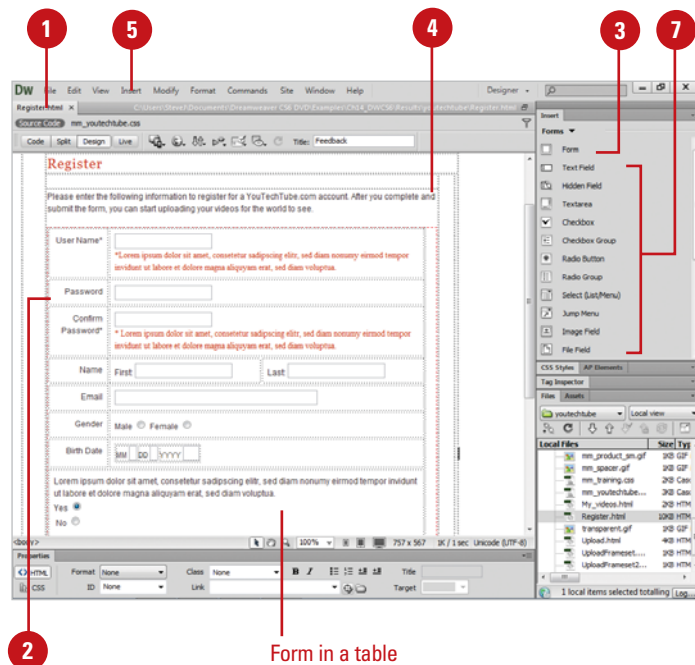
- 1 Create a new document or open an existing page.
- 2 Click to place the insertion point to where you want to insert a form.
- 3 Insert the form using one of the following options:
  - ◆ Click the **Forms** tab on the Insert panel, and then click the **Form** button.
  - ◆ Click the **Insert** menu, point to **Form**, and then click **Form**.

An empty form appears with a dotted red outline.

- 4 Select the form.
- 5 Click the **Insert** menu, click **Table**, select the table options that you want, and then click **OK**.
- 6 Click into an individual cell.
- 7 Click the **Forms** tab on the Insert panel, or click the **Insert** menu, point to **Form**, and then select from the available form objects.

The table cells control the placement and design of the form.

When you create a table, it's a simple matter to add form elements on a line-by-line basis. However, in many cases this simplistic method may not suit your particular form layout. In that case, it's tables to the rescue. A smart form designer can use a table within the form (just like in standard design), to control the look and positioning of all the form elements. Once the table is inserted into the form, it's a simple matter to use the individual table cells to insert the various elements (for more information on the creation of a table, turn to Chapter 8). The only requirement for the table is that it must be placed within the red dotted lines defining the form.



# Validating Forms

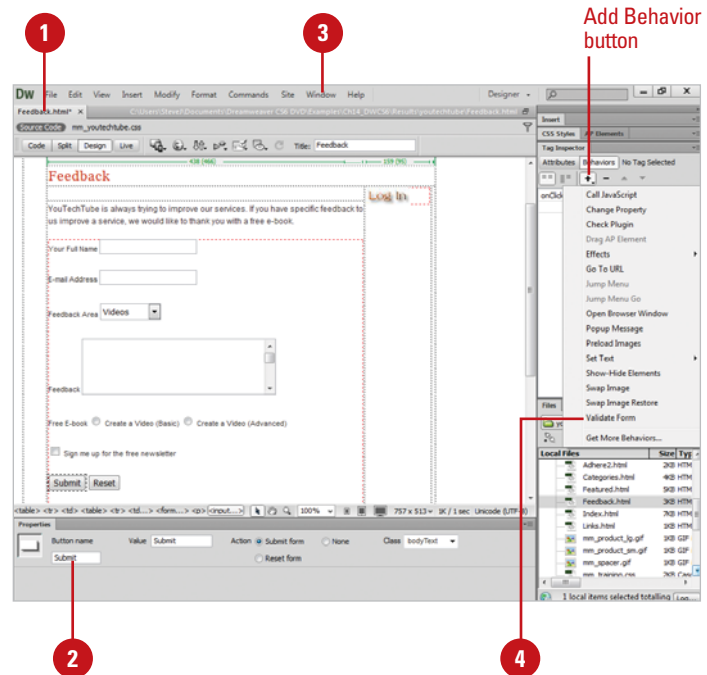
## Validate HTML Form Data

- 1 Open a form document, or create a new form document.

**IMPORTANT** The form document must contain at least one text field and a Submit button. In addition, all text fields must have unique names.

- 2 Select the **Submit** button inside the form that you want to validate.
- 3 Click the **Window** menu, and then click **Behaviors** to display the Behaviors panel.
- 4 Click the **Add Behavior** button (the Plus (+) sign), and then click **Validate Form**.
- 5 Select the form input fields one at a time, and then validate the form using the following options:
  - ◆ **Required.** Select to make the form object required.
  - ◆ **Anything.** Accepts any input entered by the user.
  - ◆ **Number.** Restricts input to numeric.
  - ◆ **Email address.** Looks for an e-mail address with the @ sign.
  - ◆ **Number from.** Enables you to enter a minimum and maximum range for numeric values.

The Validate Form action checks the contents of specified text fields to ensure that the user has entered the correct type of data. You can attach this action to individual text fields using an onBlur event to validate the fields as the user is filling out the form, or attach it to the form with the onClick event to evaluate several text fields at once when the user clicks the Submit button. Attaching this action to a form prevents the form from being submitted to the server if any of the specified text fields contains invalid data. In addition, Dreamweaver can add JavaScript code that checks the contents of specified text fields to ensure that the user has entered the correct type of data.

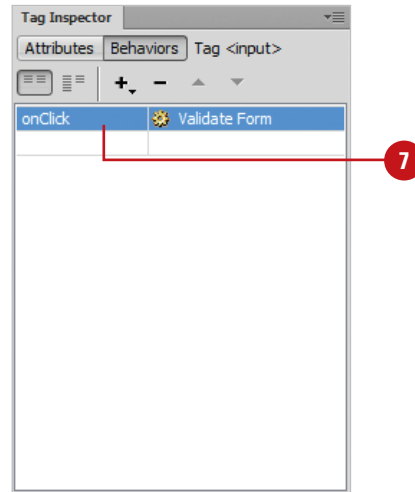
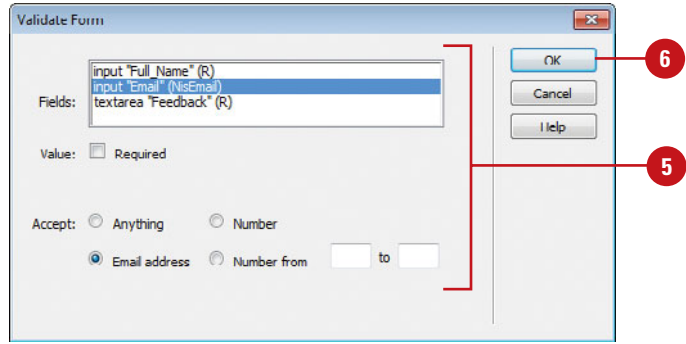


6 Click **OK** to add the validation information (in script) to the HTML form document.

7 Click the **Action** button in the Behaviors panel, and then select one of the following options:

- ◆ **OnClick**. Select if you are validating multiple fields when the user submits the form.
- ◆ **OnBlur**. Select if you are validating individual fields.

8 Click the **File** menu, point to **Preview In Browser**, and then check the current validation actions.



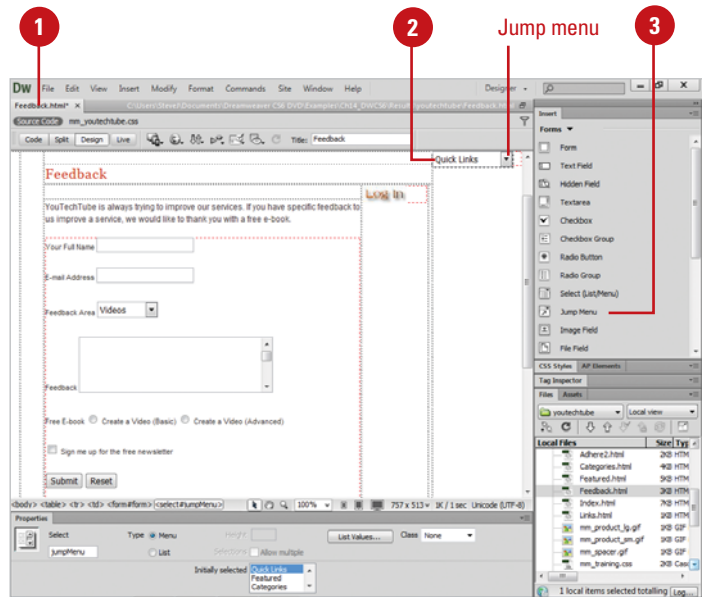
# Creating and Editing a Jump Menu

Most web sites employ buttons to help the visitor navigate through the various pages; however, it's possible to create a jump menu, using a simple form element. A jump menu utilizes a form object to create a list of menu options. When the visitor clicks on the list, a drop-down menu displays a listing of all the available page options. Displaying a listing of all available page options within a single drop-down menu is a creative use of form objects that makes navigation through a complex site much easier for your visitors. After you create a jump menu, you can make changes to it as needed. You can add, delete, rename or change the order of items in the menu. In addition, you can modify the file an item links to. If you want to change the location in which a linked file opens, or to add or change a menu selection prompt, you need to apply the Jump Menu behavior from the Behaviors panel.

## Create a Jump Menu

- 1 Create a new web page or Open the web page where you want to insert a jump menu.
- 2 Click to place the insertion point to where you want to insert a jump menu.
- 3 Click the **Forms** tab on the Insert panel, or click the **Insert** menu, point to **Forms**, and then click **Jump Menu**.
- 4 Create the jump menu using the following options:

- ◆ **Menu Items.** Click the **Plus (+)** sign to add more "unnamed" menu items to the list. Click the **Minus (-)** sign to remove "unnamed" items from the list. Use the up and down arrows buttons to move selected items within the list.
- ◆ **Text.** Select an "unnamed" menu item in the Menu Items box, and then enter a name in the text field. Continue selecting "unnamed" items until all have been properly named.

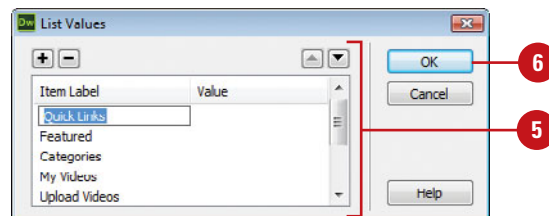
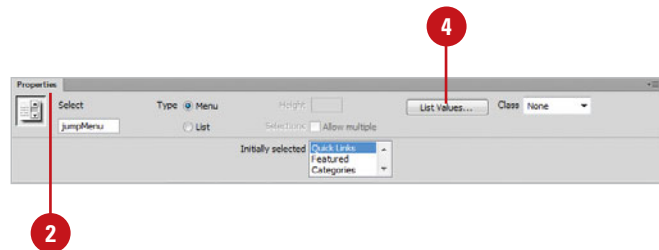
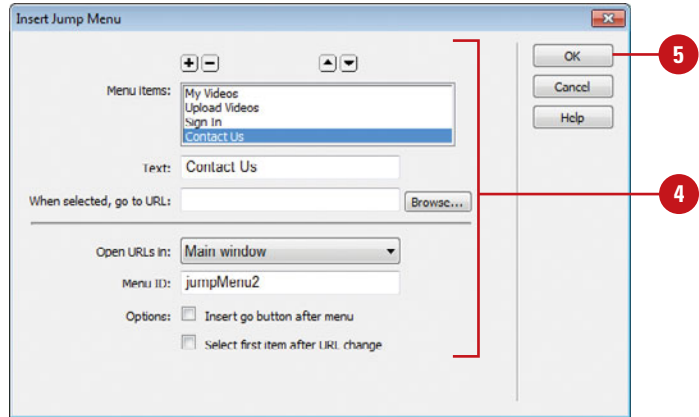


- ◆ **When Selected, Go To URL.** Select a menu item in the Menu Items box, and then enter the path and filename of the page you want opened for the selected item or click **Browse** to select the file.
- ◆ **Open URLs In.** If you're not working within a frameset, you have only one option: Main Window.
- ◆ **Menu ID.** Enter a unique name for the menu in the input field (optional).
- ◆ **Insert Go Button After Menu.** Select to add a button that activates the jump menu.
- ◆ **Select First Item After URL Change.** Select to reset the menu selection to the top item after each jump.

5 Click **OK**.

## Edit a Jump Menu

- 1 Open the web page where you want to edit a jump menu.
- 2 Open the Properties panel.
- 3 Select a jump menu object.
- 4 Click the **List Values** button.
- 5 Make the changes you want.
  - ◆ Click the **Plus (+)** sign to add more "unnamed" menu items to the list. Click the **Minus (-)** sign to remove "unnamed" items from the list. Use the up and down arrows buttons to move selected items within the list.
- 6 Click **OK**.





# Viewing Example Code for Forms

## The <form></form> Tags

The first step in the creation of a form is to place the HTML <form></form> tags on your page. All items defining the form must be placed within those tags.

```
<html>
<head>
<meta http-equiv="Content-Type"
content="text/html; charset=ISO-8859-1" />
<title>Untitled Document</title>
</head>
<body>
<form id="form1" name="form1" method="post"
action="">
</form>
</body>
</html>
```

## Form Elements

The following is an example of the HTML code necessary to display a text input field for a person's name, address, city, state, and zip code.

```
<body>
<form id="form1" name="form1" method="post"
action="">
  <label>Name
  <input type="text" name="textfield" />
</label>
<label>Address
  <input type="text" name="textfield2" />
</label>
<label>City
  <input type="text" name="textfield3" />
</label>
<label>State
```

```
<input type="text" name="textfield4" />
</label>
<label>Zip
  <input type="text" name="textfield5" />
</label>
</form>
</body>
```

## Form Validation

The following is an example of a form validation script that validates an email address input field:

```
function MM_validateForm() { //v4.0
  var
  i,p,q,nm,test,num,min,max,errors="",args=MM_validateForm.arguments;
  for (i=0; i<(args.length-2); i+=3) { test=args[i+2];
  val=MM_findObj(args[i]);
    if (val) { nm=val.name; if ((val=val.value)!="") {
      if (test.indexOf('isEmail')!=-1) {
        p=val.indexOf('@');
        if (p<1 || p==(val.length-1)) errors+='- '+nm+'
must contain an e-mail address.\n';
      } else if (test!='R') { num = parseFloat(val);
        if (isNaN(val)) errors+='- '+nm+' must contain
a number.\n';
        if (test.indexOf('inRange') != -1) {
          p=test.indexOf(':');
          min=test.substring(8,p); max=test.sub-
string(p+1);
          if (num<min || max<num) errors+='- '+nm+'
must contain a number between '+min+' and
'+max+'.\n';
        } } } else if (test.charAt(0) == 'R') errors += '-
'+nm+' is required.\n'; }
    } if (errors) alert('The following error(s)
occurred:\n'+errors);
  document.MM_returnValue = (errors == "");
```

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