Stages in Learning HTML

Section A. Using forms
Section B. Form elements
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When designing your form, there are 5 main form elements to choose from. These are:

- One line text boxes
- Scrolling text boxes
- Radio buttons
- Drop down menus
- Check boxes

<table>
<thead>
<tr>
<th>Form Element</th>
<th>Example of Use</th>
<th>Description of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. One-line text box</td>
<td>First name <em>John</em></td>
<td>Type across a single line. Used for names, addresses and short answers.</td>
</tr>
<tr>
<td>b. Scrolling text box</td>
<td>Please give a brief description of the problems: The problem started when I tried to enter details of</td>
<td>Type a long answer.</td>
</tr>
<tr>
<td>c. Radio buttons</td>
<td>Title  Mr  Mis  Miss  Other</td>
<td>Select one answer from a short list.</td>
</tr>
<tr>
<td>d. Drop-down menu</td>
<td>Country  Select your country  Australia  Ireland  UK  USA</td>
<td>Select one answer from a long list (it is possible to select a number of answers from a drop-down menu, but this is not a common use).</td>
</tr>
<tr>
<td>e. Check boxes</td>
<td>Interests  Music  Sport  TV  Travel</td>
<td>Select several answers from a list.</td>
</tr>
</tbody>
</table>

**Buttons**

- **Submit**
  The 'Submit' button is used to send the information back to the website after the form has been completed.
- **Reset**
  The 'Reset' button is used to clear the form of any changes made by the user.

**Other Form Fields**

You can set your form so that some information is submitted automatically, without requiring the user to enter any information. Examples of this type of data include the present date and time, the type of browser the viewer is using, and the name of their computer.

*Screen shot(s) reprinted by permission from Microsoft Corporation*
**Section I. Radio buttons**

Radio buttons enable the user to select one from a set of possible answers. Examples of their use include:

1. **Your title**: 
   - Mr
   - Ms
   - Other

2. **Your age range**: 
   - 18-24
   - 25-30
   - 30-39
   - 40+

3. **Do you understand radio buttons?**: 
   - Yes
   - No

In each of the above example questions, a ‘group’ of radio buttons enables the selection of a single answer. The four buttons on the top line make up the first group. Each of these buttons must be given the same ‘Group name’ (e.g. "Question1"). The four buttons on the middle line make up the second group. These four buttons must also share a group name, which is different from the top row (e.g. "Question2"). The last two buttons will share a third group name (e.g. "Question3"). The user can then select one answer to each of the three questions.

**Task 1**

a. **Open your form page**, and place your cursor in the position you would like to place a set of radio buttons.

b. Click on ‘Insert’ from the menu at the top of the page, and select ‘Form’ then ‘Radio Button’.

c. Double click on the radio button to open up the ‘Radio Button Properties’ box.

d. Enter a group name in the ‘Group name’ box. Use only text and numbers for the group name (no spaces or other characters). Click ‘OK’ when you have named the group.

e. Highlight the radio button by clicking on it once. Use the ‘Copy’ and ‘Paste’ functions in the ‘Edit’ menu to make as many buttons as you need for this set (i.e. if you have 4 possible answers, you need 4 radio buttons). All of these copied buttons will have the same group name as the first.

f. Double click on the first radio button to open up the ‘Radio Button Properties’ box again.

g. Enter a value for the radio button into the ‘Value’ box. This is the information that is passed on to your website if this button is the one selected (in the first example above the value would be “Mr”).
h. Click on the ‘Selected’ option next to the ‘Initial state’ label if you want this button to be selected when the page is presented. Click ‘Not selected’ if you would like another button to be selected initially, or you intend no button to be selected at all when the page loads. Click ‘OK’ when you are ready.

![Image of Radio Button Properties]

i. Repeat steps f, g and h for all the other buttons in this group, making sure that each has the same group name as the first.

j. Check your form in ‘Preview’ to make sure that the set of buttons work as you expect them to, and that only one button at a time can be selected.

k. Write and format your question, and the labels alongside each button.

**Validation in radio buttons**

There is only one validation option for radio buttons. Your choice is as follows:

1. An answer is required - one button must be selected when the form is submitted
2. An answer is not required – all buttons can remain blank (they must also start off blank)

**Task 2**

To insist that an answer is selected from the choices:

a. Double click on any of the radio buttons to open up the ‘Radio Button Properties’ dialogue box.

b. Click on ‘Validate’ to open the ‘Radio Button Validation’ dialogue box.

c. Click on the ‘Data required’ check box and enter a ‘Display name’. This name will be used if the user tries to submit the form without selecting an answer.

![Image of Radio Button Validation]

d. Click ‘OK’ twice to return to the form.