

Form Tutorial

Creating the Form Page

The form module gives you the ability to create forms without having to deal with HTML or special server programming. To make the process clear, we are going to walk through the creation of a basic contact form. There will be a couple of elements that aren't absolutely necessary, but offer a good opportunity to practice working with the different Field types.

Let's start at the beginning. I'll assume that you know how to log into the Website Baker Administration section. If you need a refresher, just refer back to How Website Baker Works.

Okay, we're logged in and see the Administration Home Page:



Fig 1. Website Baker Administration Home Page

From here, click on Pages, either the icon or the tab will do.

You should see something similar to this:
(of course your page titles will be different)

The screenshot displays the 'Modify/Delete Page' interface in Website Baker. At the top, a navigation menu includes 'Start', 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Access', 'Help', 'View', and 'Log-out'. The 'Pages' tab is active.

Modify/Delete Page

Page Title:	Menu Title:	Visibility:	Actions:
Home	Home		
Downloads	Downloads		
Calendar	Calendar		
News	News		
Songs	Songs		

Add Page

Title:

Type:

Parent:

Visibility:

Administrators: Administrators

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Fig 2; Modify/Delete Page

Creating the Page

Under the Add Page section you will see this:

Add Page

Title:	<input type="text" value="Contact Us"/>	Administrators:
Type:	<input type="text" value="Form"/>	<input checked="" type="checkbox"/> Administrators
Parent:	<input type="text" value="None"/>	
Visibility:	<input type="text" value="Public"/>	
<input type="button" value="Add"/>		<input type="button" value="Reset"/>

Fig 3: Add Page

There a couple of things to notice here:

- In the Title field, you should give your page a descriptive name
- In the Type field, make sure that you select Form

The rest of the default setting should be fine.

Click on Add and you can set up the form.

Website Baker should take you directly to the next page:

The screenshot shows the 'Modify Page' interface in Website Baker. At the top, there is a navigation menu with links: Start, Pages, Media, Add-ons, Preferences, Settings, Access, Help, View, and Log-out. Below the menu, the page title is 'Modify Page' and the current page is 'Contact Us'. There are links for 'Change Settings' and 'Manage Sections'. A timestamp indicates the last modification by Administrator (admin) on Jan 25 2006 at 3:06 PM. Below this, there are two tabs: 'Add Field' and 'Settings'. Under the 'Add Field' tab, there are sections for 'Modify/Delete Field' and 'Submissions', both showing 'None Found'. At the bottom of the page, there is a footer that reads 'Website Baker is released under the GNU General Public License'.

Fig. 4: Modify Page (Form)

Setting up Form Fields

There's not much here yet but we're about to set up our first field.

1. Click the Add Field button.

You should see this:



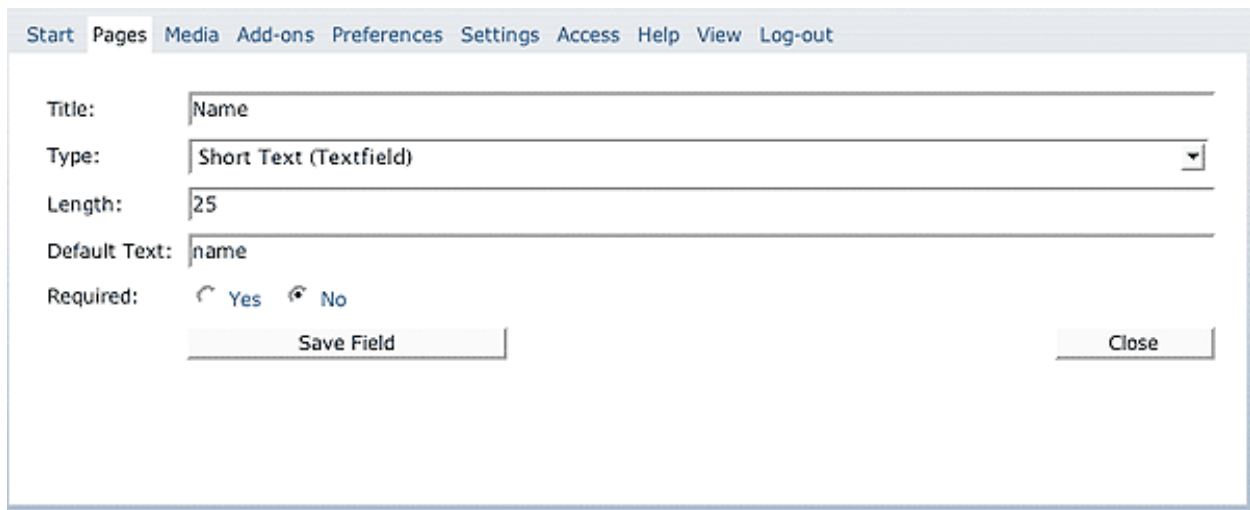
The screenshot shows a web interface with a navigation menu at the top containing 'Start', 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Access', 'Help', 'View', and 'Log-out'. Below the menu, there are two input fields: 'Title:' with the text 'Name' and 'Type:' with a dropdown menu set to 'Short Text (Textfield)'. At the bottom of the form are two buttons: 'Save Field' and 'Close'.

Fig. 5: Creating a Name field

We'll start with a name field. The title will be the field caption you see on the finished page. It's always best to be obvious and boring. We could have created two fields for first and last name, but this will do for a demonstration.

2. Click Save Field

You should see this:



The screenshot shows the same web interface as Fig. 5, but with additional configuration options. The 'Title:' field still contains 'Name' and the 'Type:' dropdown is still 'Short Text (Textfield)'. Below these, there are three more fields: 'Length:' with the value '25', 'Default Text:' with the value 'name', and 'Required:' with radio buttons for 'Yes' and 'No', where 'No' is selected. The 'Save Field' and 'Close' buttons are still present at the bottom.

Fig. 6: Setting up the Name field

The first two fields should have the values you specified in the last step. They are the only information you are required to provide.

You now have the option of further defining the field settings.

Length specifies how many characters you will allow your visitor to enter into the field. It does not allow you to configure how the form will look. That option is not available.

Default Text is the text that your visitor will see in the field before entering their own.

Name:

Fig. 7: Example of the Title field filled in on the actual page.

Required lets you determine if your visitor has to fill in the field before they can submit. The default setting is No. Click in the Yes circle if the you want the field to be mandatory.

3. Click Save Field (yes, again)

What? The page flashed but it looks like nothing has happened. It did. You are done with this field. Your settings have been saved, but you have to tell Website Baker that.

4. Click Close

You have now created a form with one field. Let's add some more to make the form useful.

5. Click the Add Field button, again

Let's Title this field E-mail and select Email Address field as the Type.



The screenshot shows a navigation menu at the top with options: Start, Pages, Media, Add-ons, Preferences, Settings, Access, Help, View, Log-out. Below the menu, there are two input fields: 'Title:' with the text 'E-mail' and 'Type:' with a dropdown menu showing 'Email Address'. At the bottom of the configuration area, there are two buttons: 'Save Field' and 'Close'.

Fig. 8: Creating an Email field.

An email address is a special type of text field that Website Baker automatically validates for you. That means it looks at the value that's been entered and determines if the format is a standard email address. The form is basically like yourname@emailcompany.com.

Caution: The validation script may occasionally keep people from entering valid but non-standard email addresses. This is rare but you should know that it can happen.

Website Baker will now flicker and show you the same page again. There are no email field options so:

6. . Click Close

Next, we'll add a Subject field, so our visitors can tell us what their message is about. The process is identical to creating the Name field. Only the Title field will be different.

7. Click Add Field

8. Fill in the Title Field with Subject

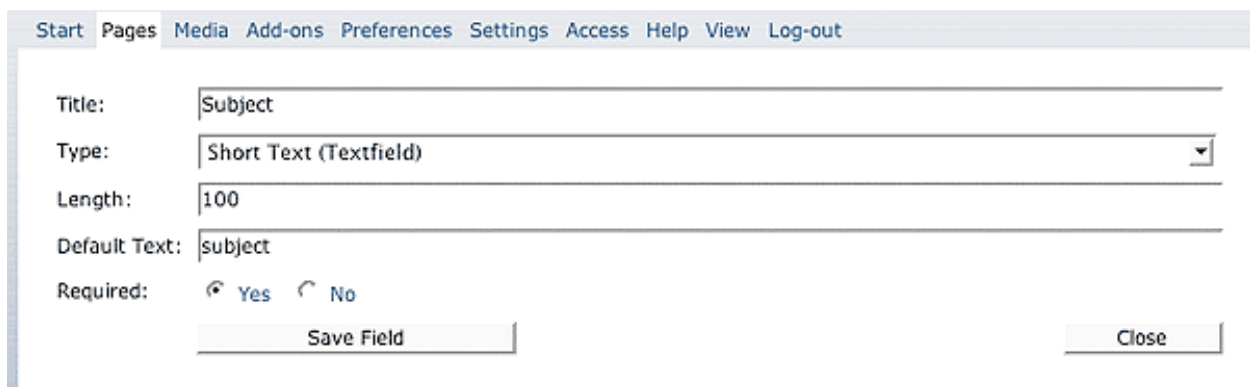
9. Click Save Field

You'll see a new screen. The Title and Type are already set.

10. Choose Short Text (Text Field) as the field Type.

11: Set the Length to 150 (this is a reasonable subject field length). Length is optional but adds a bit of security to your form.

12. Set Required to Yes. (We want to make sure our visitor tells us what the message is about)



The screenshot shows a web application interface with a navigation menu at the top containing 'Start', 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Access', 'Help', 'View', and 'Log-out'. Below the menu, there is a form configuration area. The 'Title' field is set to 'Subject'. The 'Type' dropdown menu is set to 'Short Text (Textfield)'. The 'Length' field is set to '100'. The 'Default Text' field is set to 'subject'. The 'Required' field has radio buttons for 'Yes' (which is selected) and 'No'. At the bottom of the form, there are two buttons: 'Save Field' and 'Close'.

Fig. 9: defining a Subject field.

13. Click Save Field.

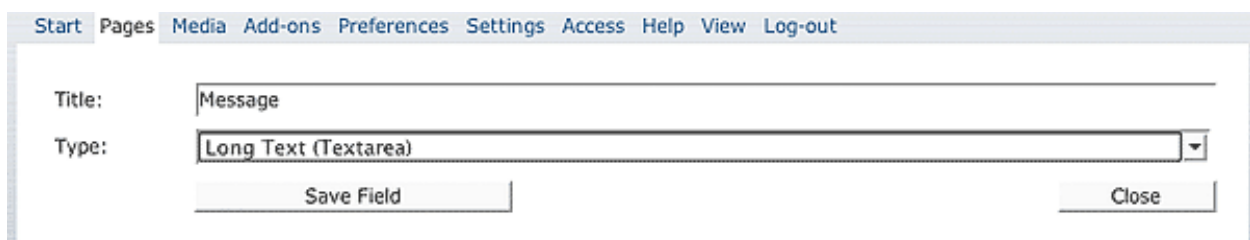
14. Click Close

Now, on to a Message field.

15. Click Add Field

16. Fill in the Title Field with Message

17. Choose Long Text (Text Area) as the field Type.



The screenshot shows the same web application interface as Figure 9. The 'Title' field is set to 'Message'. The 'Type' dropdown menu is set to 'Long Text (Textarea)'. The 'Save Field' and 'Close' buttons are visible at the bottom of the form.

Fig. 10: Creating a Text Area.

You'll see a new screen. The Title and Type are already set. You have no say over the size of the text area. In this case we'll leave the field blank on the page, so:

16. Set Required to Yes. (We want to make sure our visitor actually sends us a message.)



Fig. 11 defining the Message field.

17. Click Save Field.

18. Click Close

Let's add on more field to our page. We'll give our visitor the option of saying yes to our newsletter. So:

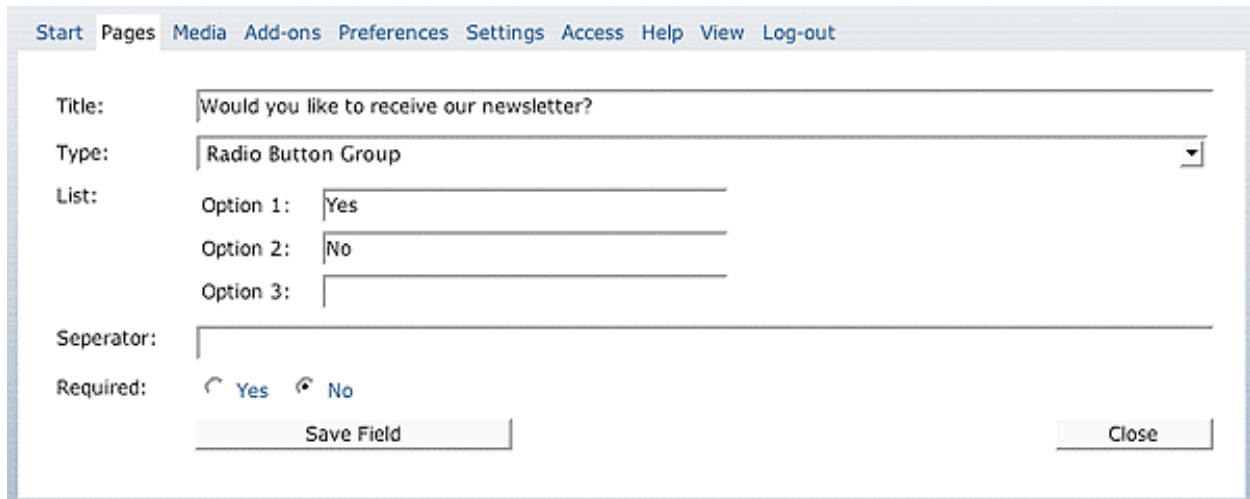
19. Click Add Field

20. Fill the Title field with " Would you like to receive our newsletter?" (without the quotes)

21. Select Radio Button Group as the Type

22. Click Save Field

You should see this screen:



The screenshot shows a web application interface with a menu bar at the top containing 'Start', 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Access', 'Help', 'View', and 'Log-out'. Below the menu, there is a form for configuring a field. The form has the following elements:

- Title:** A text input field containing 'Would you like to receive our newsletter?'.
- Type:** A dropdown menu set to 'Radio Button Group'.
- List:** Three text input fields for options:
 - Option 1: 'Yes'
 - Option 2: 'No'
 - Option 3: (empty)
- Seperator:** A text input field (empty).
- Required:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Buttons:** 'Save Field' and 'Close' buttons at the bottom.

Fig. 12 defining the Radio Button Group field.

Radio buttons give your visitor a forced choice. That is only one of the options may be selected. If you want to give your visitor the ability to choose more than one option you should choose Checkbox Group.

Caution: It appears that Website Baker only allows three Option choices. If you complete the three Option fields and click Save the screen will refresh. You may now add two more options. If you click Save again, you will have another screen refresh and two more Options, and so on and so on..

23. Fill in the Option 1 and Option 2 fields with Yes and No. The order is not important. We won't make this a Required Field and will skip the Separator, which adds the same text after each Radio Box.

24. Click Save Field

25. Click Close

Your Modify Page page should now look like this:

Modify Page Current Page: **Contact Us** - [Change Settings](#) - [Manage Sections](#)
Last modification by Administrator (admin), 4:40 PM, Jan 25 2006

[Add Field](#) [Settings](#)

Modify/Delete Field

Name	Type:Short Text	Required: No	▼
E-mail	Type:Email Address	Required: No	▲ ▼
Subject	Type:Short Text	Required: Yes	▲ ▼
Message	Type:Long Text	Required: No	▲ ▼
Would you like to receive our newsletter?	Type:Radio Button Group	Required: No	▲

Submissions

None Found

Fig. 13: The completed Form page screen.

On the left you will see all the fields that you have created. You may edit any of them by clicking on the field name under Modify/Delete field.

Notice the little Trash Can icons on the right. By clicking on one you may delete that field. There will be a confirmation alert that requires you to click Ok before it actually is deleted. That's good.



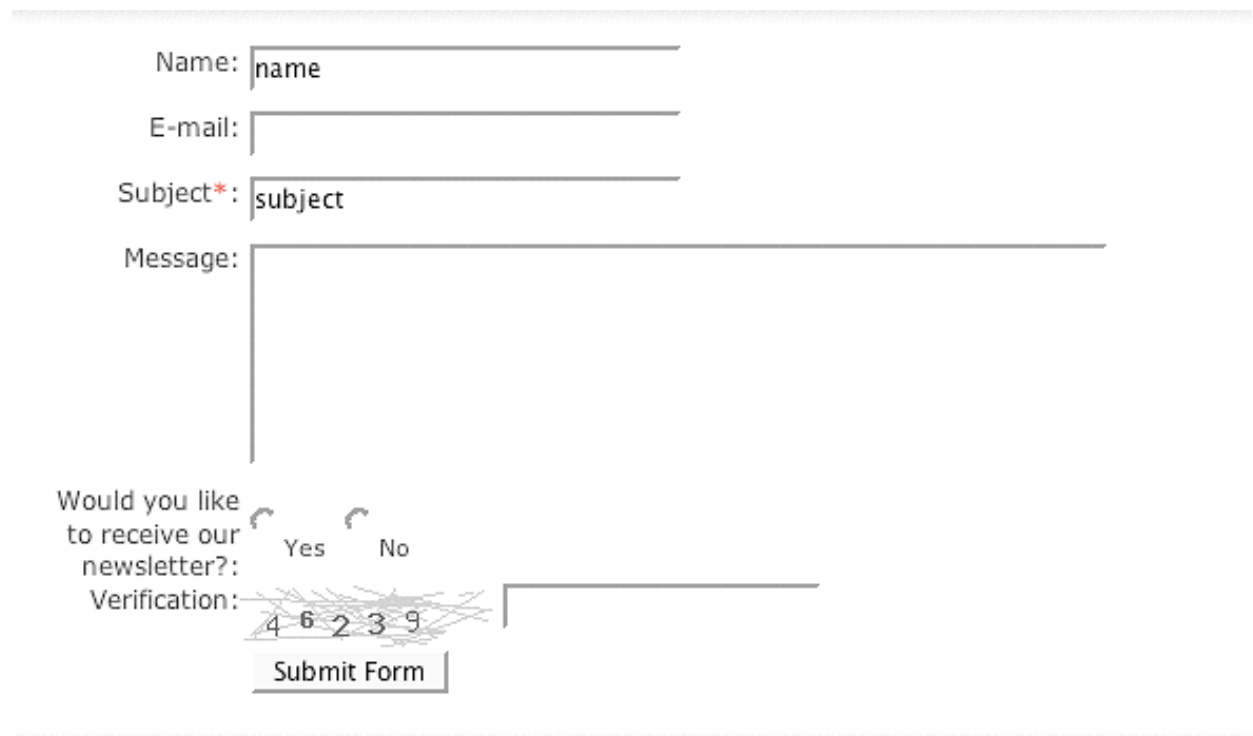
Fig. 14: Modify Page Trash and Change Order buttons.

The up and down arrows allow you to change the display order of your fields. Clicking the up pointing arrow moves the field higher on the finished page. The down pointing arrow moves it down.

On the very bottom of your Modify Page screen for Form, there is a section called Submissions. This is currently blank because nobody has had an opportunity to use the form yet. When people do contact you through the form, this list will display a record of submissions that is kept in the Website Baker database.

Your form is now up and running. It's that simple. Website Baker automatically creates a menu link for all new pages. If you click on the View button in the top tab you will be taken to your live site.

Click on the Contact Us link and you will see your form. (only the from part of the page has been displayed here)



Name:

E-mail:

Subject*:

Message:

Would you like to receive our newsletter?: Yes No

Verification:

Fig. 15: Completed form live.

There are just a few things to note about the Form.

1. Website Baker designs the form. You may tweak the display by editing your style sheet but the structure of the form is set deep within the programming.
2. Website Baker automatically creates the Submit From button. You can change the button text by clicking on the Setting button on the Modify Page page. You need to change some HTML to do so.

In the Footer field you will see this: `<input type="submit" name="submit" value="Submit Form" />`.

The text in value= is what shows up in the button. Edit that and click Save Settings to change the button text.

3. On the bottom of the form, just above the Submit Form button you will see some numbers and a scratched looking background. That too is automatically created by Website Baker. It is a security feature that hopefully only humans can read that keeps robots from automatically submitting form spam, a nasty process that can actually take

down your server. The numbers are randomly generated each time the page is visited or refreshed.

That's all folks. You have a contact form and know how to create more forms in the future. Happy website baking!