

Creating a Text Field or Text Area for Use Inside a Form

3 Steps

This Step-by-Step explains the procedures for creating a text field or text area for use in a form using Macromedia Dreamweaver 8 to be published on a faculty member's website.

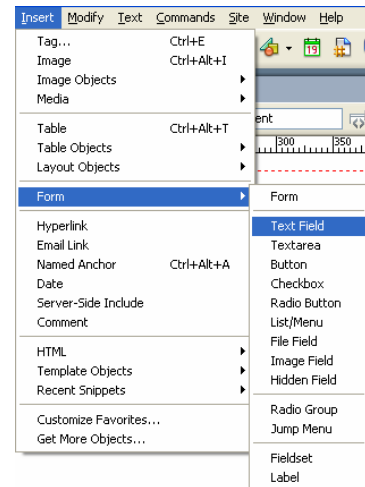
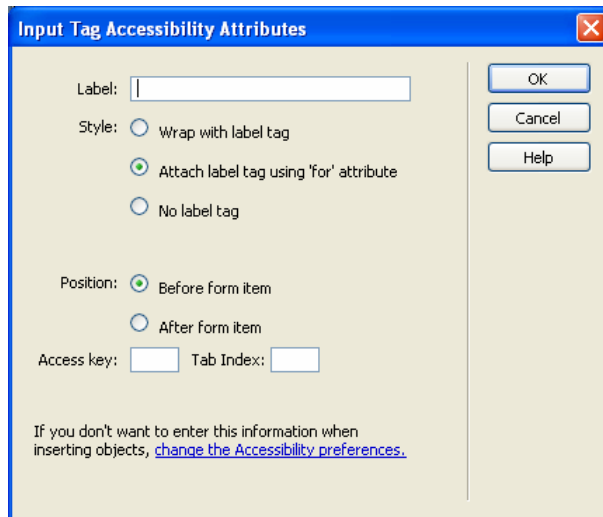
This Step-by-Step assumes that the user has already created a form using Macromedia Dreamweaver 8.

Creating a Text Field for Use Inside a Form

3 Steps

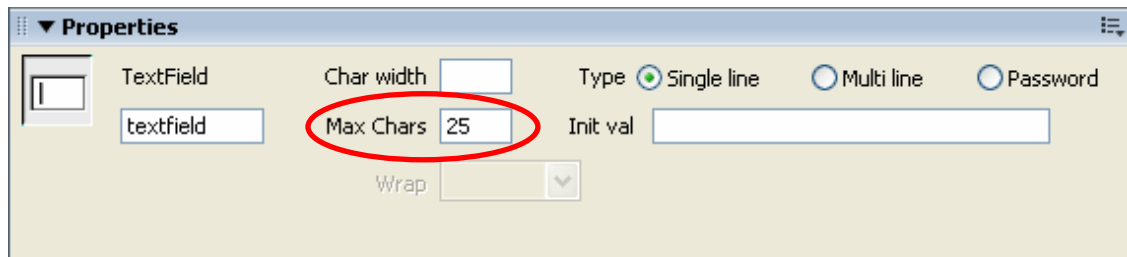
- 1) Click inside the red dashed box (the form).
- 2) From the menu bar, choose **Insert > Form > Text Field**.

– The **Input Tag Accessibility Attributes** dialogue box will appear. If you wish to have text before the Text field, enter this text into the **Label** box. This is not required for the text field, however.



– A text field will appear inside the form.

- 3) In the **Properties** window you may specify the number of characters that can be put into the text field by adding a value in the box along side of **Max Chars**.

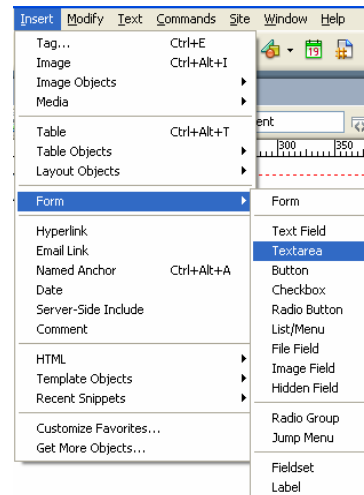
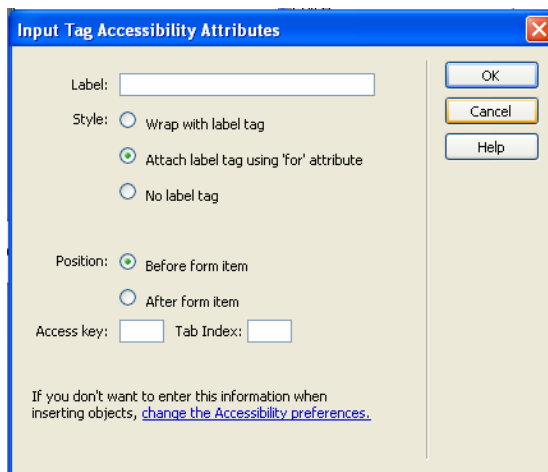


- It is also recommended that you name the text field for your own reference.
- When naming the text field you may not use spaces or upper case characters in the name. Using these may cause the form not to function properly with some browsers.

Creating a Text Area for Use Inside a Form (Multi-Line Text) 3 Steps

- 1) Click inside the red dashed box (the form).
- 2) From the menu bar, choose **Insert > Form > Textarea**.

- The **Input Tag Accessibility Attributes** dialogue box will appear. If you wish to have text before the Text field, enter this text into the **Label** box. This is not required for the text field, however.



- A text area will appear inside the form.

- 3) In the **Properties** window you may specify the number of characters that are visible per line by entering a number inside the **Char width** box as well as specifying the number of lines visible at one time by entering a number into the **Num Lines** box.
- Note: This will only change the appearance of size on the text area on the screen and not the number of characters that can be entered.
 - It is also recommended that you name the text field for your own reference.
 - When naming the text field you may not use spaces or upper case characters in the name. Using these may cause the form not to function properly with some browsers.

