

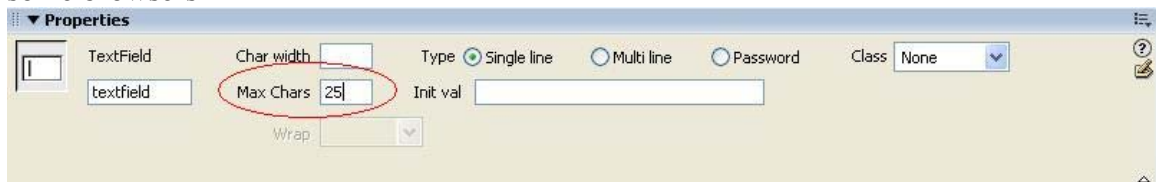
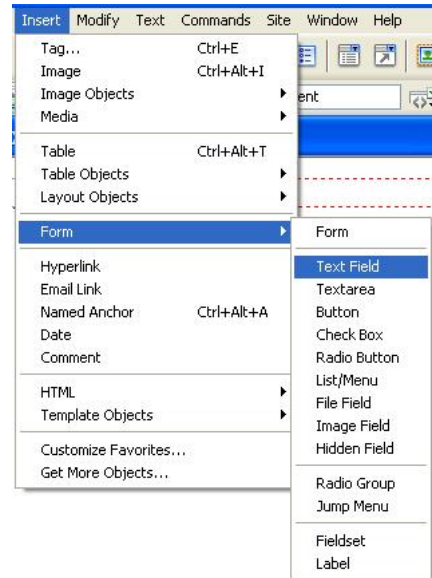
Creating a Text Field or Text Area for Use Inside a Form

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 MX 2004 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 MX 2004.

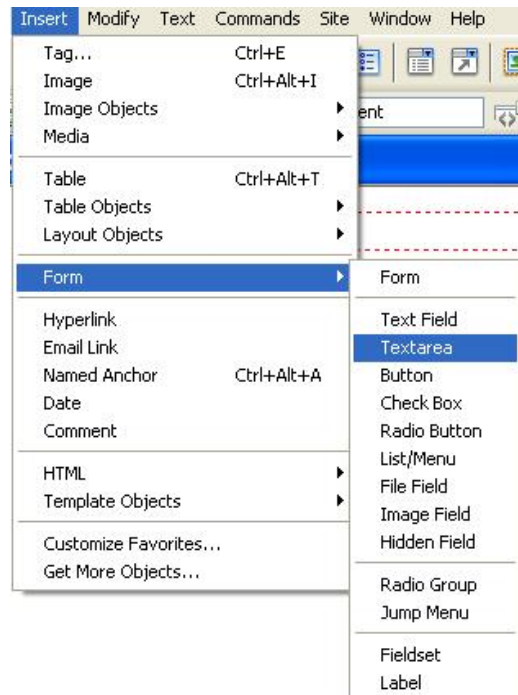
- 1.) Click inside the red dashed box (the form).
- 2.) From the drop down menus at the top of the screen choose Insert > Form > Text Field.
 - A text field will appear inside the form.
- 3.) In the Properties window you may specify the number of characters that can be put into the text field by adding 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)

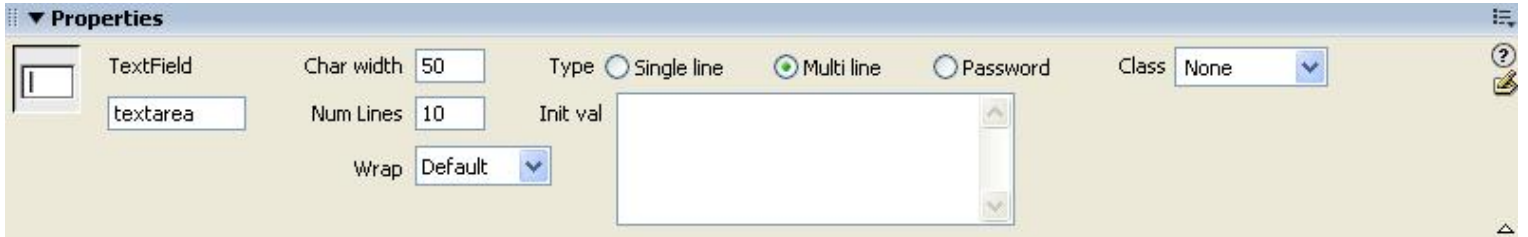
3 Steps

- 1.) Click inside the red dashed box (the form).
- 2.) From the drop down menus at the top of the screen choose Insert > Form > Text area
 - 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 specify 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 not the number of characters that can be entered.

- It is also recommended that you name the text area 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.



You have now created a text field or text area