

How to Implement the Email Form by Ron Harry, Programmer/ITS

You must include the following elements into your HTML document for the form "action" to take place:

<form method="post" action="/apps/util/email_form.jsp" Enctype="x-www-form-encoded">

This is the line of code that tells the server what to do with the information that is submitted This line of code must be placed at the beginning of the form. You may place it in the <head> tag or just within the <body> where the form resides.

To: **<input name="to" type="hidden" value="teacher@mail.mc.maricopa.edu" size="45" maxlength="45">
**
This line of code tells the server where to SEND the submitted information

****You must use an email address which ends in `mcmail.maricopa.edu` or `mail.mc.maricopa.edu` or it will be rejected by the server**

CC: **<input name="cc" type="hidden" value="second teacher" size="45" maxlength="45">
**
(optional as you may only want the results to go to one email address)
This line of code tells the server to send a COPY to another recipient

From: **<input name="from" type="text" value="name of student" size="43" maxlength="43">
**
This line of code is where the student puts their name so you know who sent it

Subject: **<input name="subject" type="text" value="name of quiz" size="41" maxlength="41">
**
(optional as a field to be completed by the sender)
This line of code identifies WHAT is submitted to you (chapter 2, quiz 3, etc)

Subject: **<input name="subject" type="hidden" value="Quiz 3" size="41" maxlength="41">
**
YOU control the input in this example
This line of code identifies WHAT is submitted to you (chapter 2, quiz 3, etc)

MSG: **<textarea name="msg" value="you decide" rows="20" cols="40">
**
This line of code may contain the submitted content or an identifier such as "Orientation"

Response: **<input type="hidden" name="output" value="Thank you for your input">**
This line of code is the response that will appear on the screen after they click "Submit"

Fwd: **<input type="hidden" name="fwd" value="http://www.yahoo.com">**
This line of code will forward the user to the specified page, once they have clicked "Submit"

EXAMPLE OF FIELDS OR ELEMENTS TO USE IN YOUR FORM:

This is a set of radio buttons:

Do you like fast cars?

<input type="radio" name="cars" value="yes">yes
<input type="radio" name="cars" value="no">no
<input type="radio" name="cars" value="maybe">maybe

When using radio buttons, the name field must agree - ONE button is allowed to be selected in each set.

This is a set of checkboxes:

What activities do you prefer?

<input type="checkbox" name="activities" value="fishing">fishing
<input type="checkbox" name="activities" value="running">running
<input type="checkbox" name="activities" value="hiking">hiking

When using checkboxes, the name field must agree - ONE checkbox is allowed to be selected in each set.

This is a text area – large enough to hold a sentence or short paragraph:

```
<textarea name="comments" rows="6" cols="45" wrap="virtual">
```

You may adjust the size of the text area by changing the “rows” or “cols” number.

This is a text box – large enough to hold a word or set of numbers:

```
<input type="text" name="text3" size="40" value="We are not alone">
```

You may adjust the size of the text box by changing the “size” number.

This is a pull-down menu “select” list:

Select your favorite ice cream:

```
<select name="ice cream" size="4" multiple>
  <option value="chocolate">chocolate</option>
  <option value="vanilla">vanilla</option>
  <option value=" rock road">rocky road</option>
  <option value=" mint-chocolate chip">mint-chocolate chip</option>
  <option value=" cookies-n-creme">cookies-n-creme</option>
  <option value=" bubble gum">bubble gum</option>
</select>
```

When using a select list, you must have different values for each option.

To order or organize the output of the email, you must prefix the “name” field with a number:

```
<input type="text" name="01text" size="40" value="Good Morning">
<input type="text" name="03text" size="40" value="Good Night">
<input type="text" name="02text" size="40" value="Good Evening">
```

The order you see the fields is the order that will be displayed on the HTML page, but the number order you specify will be the order that will be displayed in the email.

This is the set of Submit and Reset buttons found at the bottom of your form:

```
<input type="submit" name="submit" value="Submit">
<input type="reset" value="Reset All Fields">
```

The words you use in the “value” is what will be displayed on the HTML page.

Remember to always end your form with a </form> tag.

```
</form>
```

A wonderful reference on forms and how to use them is available online from the District:

<http://www.mcli.dist.maricopa.edu/tut/tut28.html>

You may also want to try the HTML Goodies page on forms located here:

<http://www.htmlgoodies.com/tutors/fm.html>