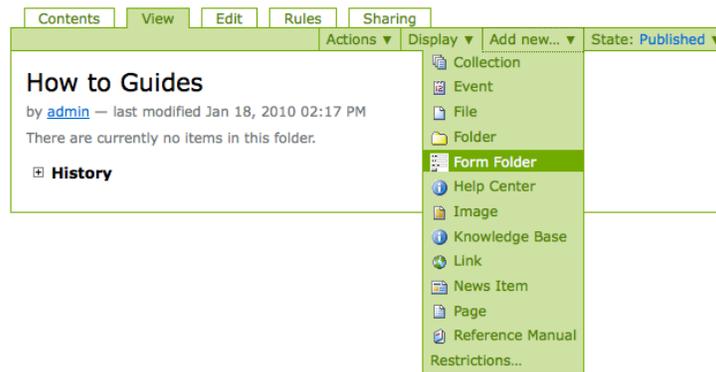


Creating Forms

The way forms are created in Plone is very different than the way it was done in the Toolkit. As a result, users very familiar with the Toolkit may find it has a bit of a learning curve. Don't worry, it will make sense once you have tried it a couple of times.

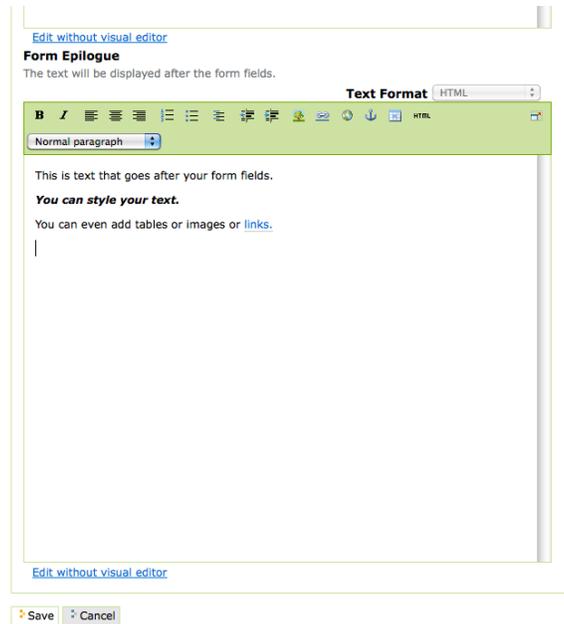
There are two parts to a form in Plone - the form folder, which contains the elements of a form, and the form elements themselves - which let you manage the different types of information that you want to get from people and control what is done with that information when the form is submitted.

The first thing you want to do is create a form folder. Go to the place in your site where you want the form to appear and click on the 'add item' tab and select 'form folder'



First Edit Page

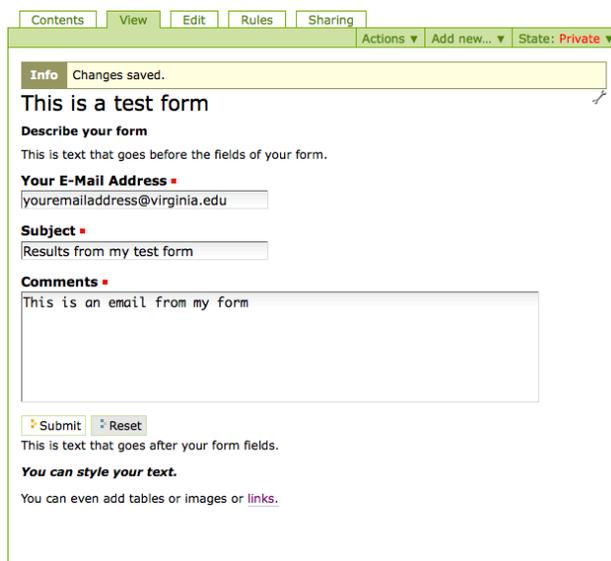
- 1) Fill in the Edit form folder. The Title and Description of the Form should be self explanatory.
- 2) The 'Submit Button Label' defaults with the word 'submit'. If you want this to say something else, enter that here.
- 3) The 'Cancel' button is checked by default. If for some reason you do not want this, uncheck it.
- 4) 'Mailer' (the functionality that sends an email to someone once the form is submitted) is checked by default. If you do not want this to happen, you should uncheck the button next to 'Mailer'



8) Click the 'Contents' tab to view the form elements that are automatically generated in the creation of a form folder.

Adjust Form Mailer

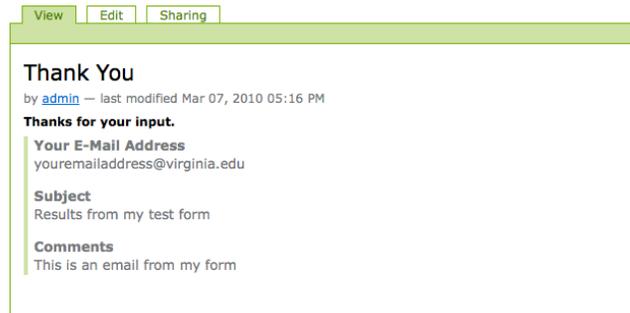
1) From the 'contents' tab, click on the 'Mailer' form element.



2) Click Edit tab.

3) Fill in the Recipient Name and the Recipient Email Address. This is the person who will receive the email created by this form.

4) Click 'Save'. You'll see a page that shows how the email will be sent.

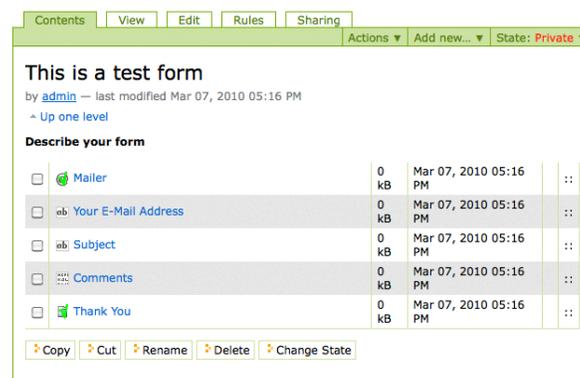


At this point, you have created a form - but one which has no elements and therefore is pretty useless. This next section will describe how you add elements and make the form functional.



Form Elements - Making Your Form Work

The next part of this tutorial shows you how to add elements and make the form do what you want it to do. The 'Contents' tab of an existing Form Folder will look something like this:



At this point, we want to add any additional elements we want on the form, and arrange them in the order that we want them.

The types of elements we will go over in this tutorial are:

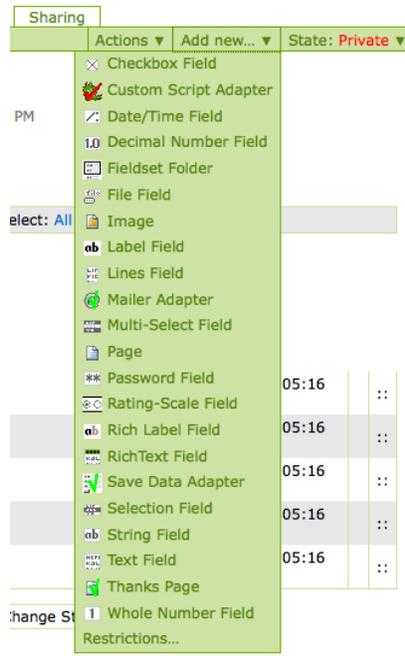
1. Boolean Field (Check Box)

2. String Field (Regular Text Box)
3. Multiple Select Field
4. Field Set Folder

We will also show you how to organize the form elements on the page.

Adding Elements

You add form elements by going to the form folder you created and using the "Add New" menu item.



Boolean Field (Check Box)

Boolean Fields are fields where the answer is either yes or no. On a form, a boolean 'yes' is indicated by a check inside the check box, and a 'no' is indicated by leaving the check box empty.

To create a boolean field:

- 1) Click on the 'add item' tab from the form folder, and select 'boolean field'.
- 2) Enter the yes/no question you want to ask in the 'Field Label' area. If there is any explanation you want to provide the user, enter that in the 'Field Help' section.
- 3) If you want this to be a required field, check the 'Required' box.
- 4) If you want the field checked by default, click the 'Default' checkbox.

5) If a particular response is required in order to continue or submit the form, then check the appropriate Validator. Otherwise, leave as 'None'.

6) Click "Save."

String Field (Regular Text Box)

String Fields are fields where the answer is to enter a line of text, such as a first name, an address or a phone number. This is a left-over computer term that refers to a string of characters.

To create a string field:

1) Click on the 'add item' tab from the form folder, and select 'string field'.

2) Fill in the field Label and the Field Help areas.

3) Check the 'Required' box if you want this field to be required.

4) Check the 'Hidden' box if you want this field to be hidden. This is an advanced feature, and is not necessary for most fields.

5) If you want a length/size restriction for the field (other than the default) enter that size here. The numbers will indicate the number of letters that the field will accept. If you are wanting a person to be able to fill in a 'description' type of field that requires more than 255 characters, then you probably want a 'text field' instead of a 'string field'.

6) This sets the size for the actual text box for this field. Experiment with sizes. It does not determine how many characters can be entered (#5 does).

7) 'Validator' is if you want the computer to review the contents of the field, and to prohibit submittal unless the terms of validation are met. There is a drop down box that allows you to select specific validators. This can be useful if you want to make sure a person puts a valid email address in an email field, or that they don't put text in a field meant for a number.

8) Click 'Save'

Multiple Select Field

Multiple Select Fields are fields that enable a person to select a specific answer from a list of options.

To create a Multiple Select field:

- 1) Click on the 'add item' tab from the form folder, and select 'multiple select field'.
- 2) Enter the Field Label and the Field Help options, and check the 'Required' box if you want the user to be required to answer this form element.
- 3) Under default, you enter which items from the list you want the form to default as. If you enter an item that is not on the list, it will not show it as selected when the user is presented with the options for this field.
- 4) Rows is for the case of 'select lists', and determines how many rows will show automatically before the user has to scroll down for more options.
- 5) Options is where you enter the options for this field. You will want to separate each option with a line break.
- 6) The last setting on this page allows you to choose if this element is a 'Selection List' or a 'Check box List'.
- 7) Click 'Save'.

Ordering and Re-ordering Form Elements

Sometimes, you want to reorganize a form that you have created to make it easier to use or more logical. This function allows you to do that easily.

Go to the 'Contents' tab of the form element or the field set. You can set the order on the elements in two ways:

Contents View Edit Rules Sharing Actions Add new... State: Published

Website Request Form

by [Mark Corum](#) — last modified Jan 19, 2010 09:42 AM
[← Up one level](#)

Any University of Virginia Health System department, division, or center may publish information on the Health System server. The request for Web space and the designation of persons responsible (Web Managers) should be approved by the head of the department or center and indicated with the request.

Select: All					
<input type="checkbox"/>	📧 Mailer	0 kB	Jan 19, 2010 09:48 AM		::
<input type="checkbox"/>	📧 Your E-Mail Address	0 kB	Jan 19, 2010 08:24 AM		::
<input type="checkbox"/>	📧 Subject	0 kB	Jan 19, 2010 08:27 AM		::
<input type="checkbox"/>	📧 Thank You	0 kB	Jan 19, 2010 08:24 AM		::
<input type="checkbox"/>	📄 Department or Division Name	0 kB	Jan 19, 2010 08:26 AM		::
<input type="checkbox"/>	📄 Website Name	0 kB	Jan 19, 2010 08:29 AM		::
<input type="checkbox"/>	📄 Directory Name	0 kB	Jan 19, 2010 08:33 AM		::
<input type="checkbox"/>	📄 Type of Website	0 kB	Jan 19, 2010 08:31 AM		::
<input type="checkbox"/>	📄 Any special security or access limitations needed?	0 kB	Jan 19, 2010 08:34 AM		::
<input type="checkbox"/>	📄 If so, please describe these needs:	0 kB	Jan 19, 2010 08:36 AM		::
<input type="checkbox"/>	📄 Site Purpose	1 kB	Jan 19, 2010 09:15 AM		::
<input type="checkbox"/>	📄 Person responsible for developing and maintaining website:	1 kB	Jan 19, 2010 09:12 AM		::
<input type="checkbox"/>	📄 Supervisor approving this site:	1 kB	Jan 19, 2010 09:37 AM		::
<input type="checkbox"/>	📄 How do you intend to use this website and who will your audience be?	0 kB	Jan 19, 2010 09:42 AM		::

Copy Cut Rename Delete Change State

1) Being careful not to click on the name of the form element (which will open that element page), select the row of the element you want changed, and drag it to the desired location.

2) Use the up and down arrows on the right-most column to move an element one space at a time.