

## Mail Form Tutorial

This tutorial will show you how to make use of SIUE's mail form script to allow web users to contact you via e-mail regarding anything you wish. This script is most useful for receiving questions, comments, or requests.

When you have selected where you would like the form on your web page, insert these lines of code to start:

```
<form name="mail" method="post" action="http://www.siu.edu/cgi-bin/FormMail.pl">
```

```
<input type="submit" value="Submit"></form>
```

Everything you enter for the form will fall between these two lines of code.

To tell the script where to send the form to once it is filled out insert this line:

```
<input type="hidden" name="recipient" value="somebody@siue.edu">
```

You will want to replace "somebody@siue.edu" with the individual you would like to receive the e-mails.

Regardless of what your purpose for the form is, you will most likely include a name field as well as a return e-mail address in case you should wish to contact the individual.

```
<input type="text" id="realname" name="realname" onfocus="this.value=''"><label  
for="realname">Name</label>  
<input type="text" id="email" name="email" onfocus="this.value=''"><label  
for="email">E-Mail</label>
```

Neither one of these fields is required, however, if you choose to omit the e-mail address field there is a good chance the SIUE spam filter will catch it as the e-mail appears to be sent from no one. To keep your form accessible to users with disabilities, include the id tag label tags. The id of the field should match the for attribute in the label. In this case, the id "realname" matches the for attribute "realname".

The onfocus="this.value=''" lets you put text in the field and have it disappear when the user clicks within the field to enter their own data. In the above examples the place holder text would be Name and E-Mail. This text would appear in the text box initially, but disappear when the user clicks inside the box. This is helpful to all of your users.

Any fields you wish to add other than these, simply use the same syntax and change it to fit your needs. Such as:

```
<input type="text" id="color" name="favorite color" onfocus="this.value=''"><label  
for="color">Favorite Color</label>
```

You can also insert a similar box for larger entries, such as comments, like this:

```
<label for="comments"></label>
<textarea name="comments" id="comments" rows="10" cols="40" id="comments"
onfocus="this.value=''">Please Enter your comments.</textarea>
```

You could also present the user with options, such as checkboxes or radio buttons instead of a text field, like this:

```
<input type="radio" id="pizza" name="Favorite Food" value="Pizza"><label
for="pizza">Pizza</label>
```

```
<input type="radio" id="steak" name="Favorite Food" value="Steak"><label
for="steak">Steak</label>
```

```
<input type="radio" id="edible" name="Favorite Food" value="Is it Edible?"><label
for="edible">Is it Edible?</label>
```

```
<input type="checkbox" id="sports" name="I like the following" value="Sports"><label
for="sports">Sports</label>
```

```
<input type="checkbox" id="tv" name="I like the following" value="TV"><label
for="tv">TV</label>
```

```
<input type="checkbox" id="cooking" name="I like the following" value="Cooking"><label
for="cooking">Cooking</label>
```

There are many configuration options as well for this form. For instance, you can require a user to fill in certain fields before submitting the form, such as email and realname, like this:

```
<input type="hidden" name="required" value="email,realname">
```

A popular option is to redirect the user to a new page to confirm the form submission.

```
<input type="hidden" name="redirect"
value="http://www.siue.edu/yourspace/yourthankyoupage.html">
```

If you used all of the above options your form would look like this when you're done.















-----

Any other form fields that appear in your script will be mailed back to you and displayed on the resulting page if you do not have the redirect field set.