

WebForms 2.1

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See below for registration and tech support info.



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Registration Benefits:

There are two levels of registration for WebForms; [WebForms Standard Edition](#), and [WebForms Professional Edition](#).

[WebForms Standard](#) includes the ability to create HTML forms which may include text, as well as many different types of controls, such as radio buttons, check boxes, list boxes, etc. Incidentally, **WebForms does not require any knowledge of HTML**. Also included with [WebForms Standard Edition](#) is the ability to import individual responses to your forms. WebForms creates a table for each form you create and stores responses to each form for easy viewing.

[WebForms Professional Edition](#) includes all of the features of [WebForms Standard](#). In addition, the [Professional Edition](#) includes the following capabilities:

- **Batch Importing** - Allows you to import multiple responses at one time after saving as text files.
- **Direct Importing** - Allows you to import responses directly from your POP3 mail server (requires WINSOCK)
- **View HTML** - Allows you to view the HTML code generated by WebForms from within the program.
- **Browser Setup/Browsing** - Allows you to indicate to WebForms the location of your WWW browser. You may then call your browser from within WebForms to test the forms you've created, prior to uploading them to your Web server.
- **Copy Form** - Allows you to copy an existing form definition to a new form. (Similar in concept to 'Save As...' functionality.)
- **Appearance Setup** - Allows you to customize the way Text Fields, Check Boxes, and Radio Buttons appear on your forms.

The shareware (unregistered) edition of WebForms offers all of the features of [WebForms Standard](#), but for a limited amount of time (approximately 30 days). After the initial evaluation period, certain features of the program may cease to function.

Users of either of the registered versions will not be subjected to 'nag' screens or any other reminder messages which occur in the unregistered version of WebForms.

In addition to receiving added features, registered users are entitled to **FREE UPGRADES** to this program as they occur. (Shipping and handling charges may be incurred in some cases.)

Registered users of software products by [Q&D Software Development](#) have come to expect high quality customer service, whether by telephone or electronically. We encourage suggestions from our registered users. If you have any questions or suggestions about any of our products, please do not hesitate to let us know.

Ordering Information:

WebForms Standard is available for \$21.95, while **WebForms Professional** can be registered for \$34.95. A shipping and handling charge of \$3.95 will also be applied in either case. (Shipping and handling charges of \$4.95 apply for orders outside the U.S.)

To order WebForms by CREDIT CARD, choose one of the following options:

- Visit the **On-Line Order Desk** section of our WWW home page at <http://www.q-d.com>

OR

- E-mail us your name, address, phone number (optional), credit card type, number, and expiration date. Also, be sure to tell us which program you are ordering; either **WebForms Standard** or **WebForms Professional**. Compuserve users may e-mail credit card orders to 76336,3271. Internet users can send e-mail orders to 76336.3271@compuserve.com.

OR

- Fax us your name, address, phone number (optional), credit card type, number, and expiration date. Also, be sure to tell us which program you are ordering; either **WebForms Standard** or **WebForms Professional**. Our fax number is (201)635-1824.

OR

- Call the Public (Software) Library at 1-800-242-4775 (1-800-2424-PSL), or 1-713-524-6394. **These phone numbers are for CREDIT CARD ORDERS ONLY.** We accept VISA, MasterCard, American Express, and Discover. Specify Product Number 14064. When ordering by credit card, please be prepared to give your name and billing address as it appears on the card.

OR

- Mail us your name, address, phone number (optional), credit card type, credit card number, and expiration date. Also, be sure to tell us which program you are ordering; either **WebForms Standard** or **WebForms Professional**. Our mailing address is:

**Q&D Software Development
10-B Sentinel Court
Chatham, NJ 07928**

To order WebForms via Compuserve:

- **To order WebForms Standard, GO SWREG and register ID# 6011. To order WebForms Professional, GO SWREG and register ID# 6013.**
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To order WebForms by mail:

Send a check or money order, mail to:

**Q&D Software Development
10-B Sentinel Court
Chatham, NJ 07928**

Be sure to specify your name and shipping address, as well as the program name and version you are registering.

Tech Support:

As of April, 1995 **Q&D Software Development** now has a support forum on CompuServe! Feel free to stop in and visit us at GO WINAPD, Library 1. For free technical support, registered users of WebForms have several options. You may call us at **(201)635-1824**, leave e-mail at **CompuServe ID# 76336,3271**, leave a message in our **CompuServe forum (GO WINAPD, Library 1)**, leave e-mail at Internet address help@q-d.com, leave e-mail at **AOL address DaveV36**, or visit our home page on the Internet's World Wide Web at <http://www.q-d.com>.

Users of the unregistered version of WebForms must rely on this help file for support.

Forms

The Forms Window is accessed by choosing File | Forms | New... or File | Forms | Open... from the main menu.

The screenshot shows the 'Forms Window' with the 'General' tab selected. The window has a title bar and a menu bar with options: Special Features, Notes, Completion, Radio Buttons, List Boxes, Graphics, Links, Table, Trailing Text, and Check Boxes. The 'General' tab is active, showing the following fields and controls:

Form Title -- (appears above URL in most browsers)		Background Color:
Q&D Software Development Order Desk		FFFBF0 ...
Form Heading -- (appears at top of Web page in bold type)		Text Color:
Q&D Software Development Order Desk <input checked="" type="checkbox"/> Center		000080 ...
E-Mail responses to (will not appear on)	Alternate (for non forms-capable)	
dversch@q-d.com	dversch@q-d.com	
Text to appear in Submit button	Text to appear in Reset button	Background Graphic
Send Order	Clear Form	...

At the bottom of the window, there are buttons for '<< Prev Tab', 'Next Tab >>', a help icon (?), 'Bookmark', and 'Cancel'.

The Forms Window is the place to enter all of the information about each form you create with **WebForms**. The first tab in the Forms Window is the General Info tab pictured above. The General Info tab should contain your form's Title and Heading. The Title of a form does not actually appear in the form itself, but rather in the URL area of most browsers. The Heading of your form will appear in bold type at the top of your form. The figure below illustrates this concept. Also included in the General Info tab should be the e-mail address to which responses to this form should be sent, as well as an alternate e-mail address to be used by your users should they not have a forms-capable browser. This e-mail address for form responses will not actually appear in your form. It is used by **WebForms** to route responses back to you.

Additionally, the General Info tab includes facilities which enable you to further customize your form by way of background color, text color, and background graphic. *(Please note that should you provide both a background color and a background graphic, most browsers will ignore the background color and display the background graphic.)*

Selection of background and text colors is done by clicking the ellipses (...) button next to the respective text box. This will cause a Color Dialog Box to be displayed, from which you may choose any of the pre-defined colors included therein, or create one of your own. Once you've chosen a color and clicked the OK button in the Color Dialog Box, the appropriate text box will be filled with the hexadecimal representation (RGB) of the selected color. You may modify this text manually if you wish, but it is not recommended.

Selection of a background graphic is done by clicking the ellipses (...) button next to the Background Graphic textbox. This will cause a File Dialog Box to be displayed, allowing you to choose a graphic file.

The rest of the tabs in the Forms Window are listed below in the order in which they appear. To read about another tab, just click on its name below.

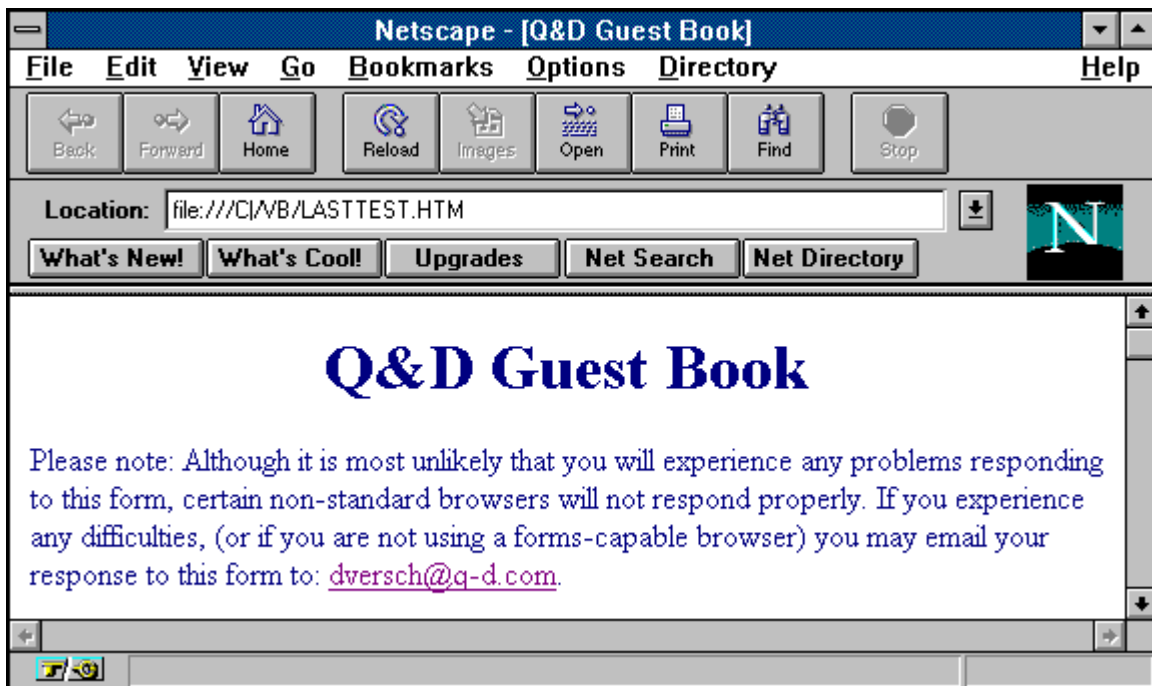
Tabs:
Leading Text

[Text Inserts](#)
[Text Fields](#)
[Comment Boxes](#)
[Radio Buttons](#)
[Check Boxes](#)
[List Boxes](#)
[Graphics](#)
[Links](#)
[Tables](#)
[Trailing Text](#)
[Special Features](#)
[Notes](#)
[Completion](#)

WebForms automatically places a 'Submit' button and a 'Reset' button at the bottom of each WebForms form. Your user clicks the 'Submit' button to send you the information he or she has entered into the form. The user can clear the form and start over by clicking the 'Reset' button. You may include substitute names for these buttons by entering them in the General tab. Should you leave these fields blank, the buttons will appear with their default names, 'Submit' and 'Reset' respectively.

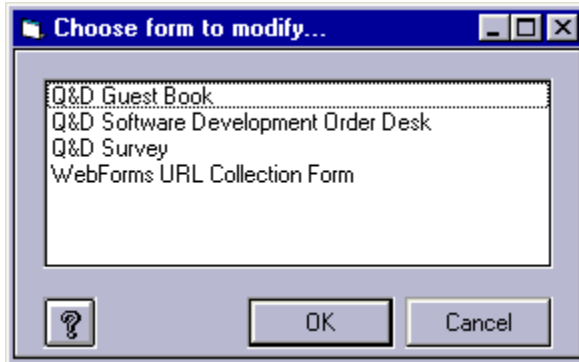
The Bookmark button located in the Forms Window allows you to save your work without actually generating a form. *Using the Bookmark feature when modifying an existing form will cause all responses to that form to be erased.*

Note: It is *extremely important* that you do not directly modify any form created with **WebForms**, even if you are knowledgeable in [HTML](#). Direct modification of a **WebForms** HTML form may render that form's responses unreadable by **WebForms**.



Forms List

The Forms List is displayed by clicking File | Forms | Open... or File | Responses | View... or File | Responses | Export... from the main menu.

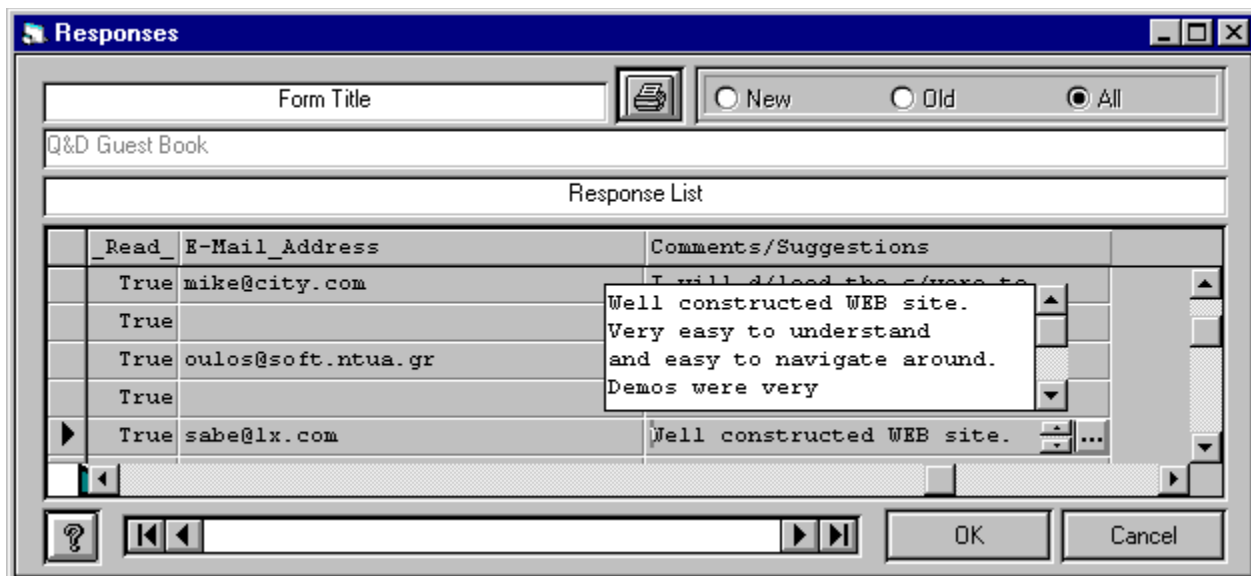


The Forms List allows you to choose a form in order to perform a particular function. Functions which involve the Forms List include Forms modification, reading Responses, Exporting, and Copy Form.

To choose a form from the Forms List you can either highlight the form you wish to use and then click the OK button, or you can simply double-click on the appropriate form.

Responses

The Responses Window is accessed by clicking **File | Responses | View...** from the main menu.



The Responses Window allows you to view responses that have been imported into **WebForms**. Although responses to different forms will all have different structures (since each form is different), the Responses Window will adapt automatically to whatever structure your responses take. (A response's structure is based upon the structure of the form to which it is responding.)

The default behavior of the Responses Window when it is first displayed is to show all responses to the form you selected. You can control what appears in the list by clicking any one of the 'Old', 'New', or 'All' buttons. Although each Form's responses have different structures, there will always be a field called '_Read_', a field called '_Date_', and a field called '_From_'. The '_Read_' field contains the status of each response; whether or not it has been read or not. The '_Date_' field will always contain the date that that particular response was actually imported into the **WebForms** database. The '_From_' field will contain whatever was found in the From field of the message header. (The '_From_' field will only contain this information for responses which were obtained via Direct Importing.)

The Data Control at the bottom of the Responses Window allows you to move through different forms in order to view each form's responses. Clicking the OK button or moving off of a form using the Data Control will automatically change the '_Read_' indicator of each response to that form to 'True'.

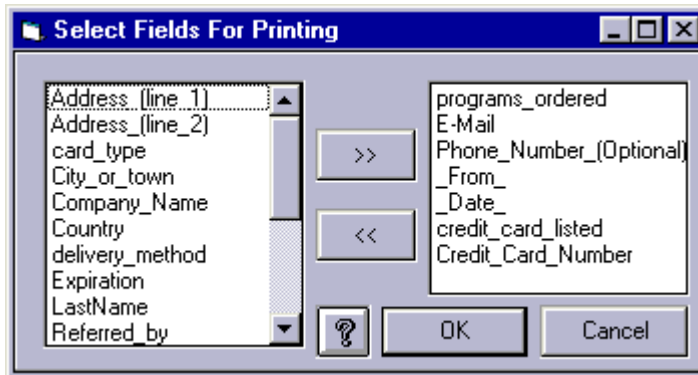
Responses to Comment Boxes, Text Fields, and Check Boxes may include more than one line of text. As illustrated above, clicking on any field of one of these types causes an ellipsis (...) button to be displayed within that field. Clicking the ellipses button causes a scrollable text box to open, containing the entire text of this response. To close the text box, either click on the ellipses button again, or click on any other field.

If you wish to delete a response from a response table, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple responses.

You may also print your responses to a form. Clicking the Printer Icon in the Responses Window causes the Field Selection Window to be displayed (see below). You may then select the field(s) you wish to have included in your printout by highlighting a field name and clicking the add button (>>), thus moving it over to the Selected list. The topmost field in the Selected list will appear as the leftmost field on your printout. Upon clicking the OK button in the Field Selection Window, your report will be printed

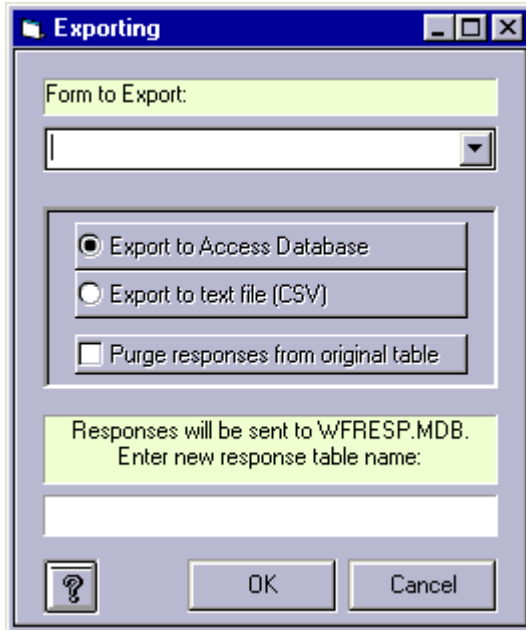
and the fields you chose will be stored so that you won't need to choose them again when next you print a response report for this form.

You printout will include only those responses corresponding to the status selected in the Responses Window; 'Old', 'New', or 'All'.



Exporting

The Export functionality can be accessed by clicking File | Responses | Export... from the Main Menu.



WebForms allows you to export your response data to other programs. Your reasons for wishing to export **WebForms** response data may vary considerably, however there is one instance when it becomes absolutely necessary to purge response data; **WebForms** requires that you export a form's response data prior to making any modifications to that form. Response data that is not exported will be permanently lost after the form to which the data belongs has been modified.

There are two possible formats into which you can export **WebForms** response data; MS-Access 2.0, or CSV. (CSV stands for comma separated values. CSV files are plain ASCII text files which can be imported by many popular commercial software programs.)

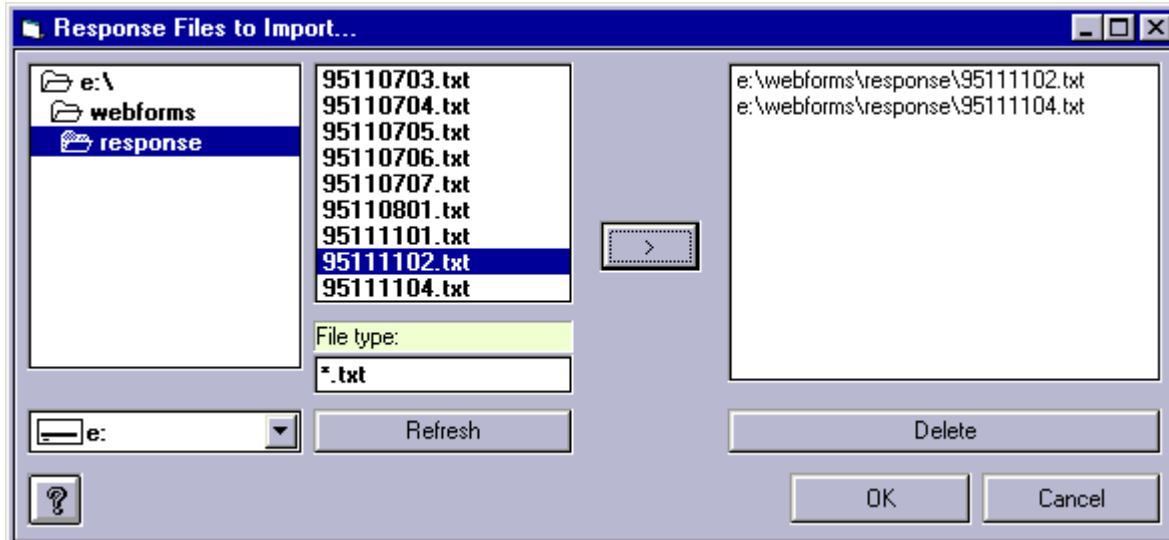
If you would like to export to a CSV file, **WebForms** will ask you for the name of the file you wish to create. Once the export routine has been completed, you will find a file by the name you specified in the **WebForms** directory. Upon examination, you will see that the file contains each of your responses to the table you specified.

If you prefer to export to an MS-Access 2.0 database, **WebForms** will create a database named WFRESP.MDB, and a table within that database named for the form to which these responses belong.

You may, after a period of time, wish to purge all responses to a particular form permanently. You may do this by clicking the checkbox labeled 'Purge responses from original table'.

Importing (Indirect)

The Import functionality is accessed by clicking File | Responses | Import... from the main menu.



'Indirect Importing' in **WebForms** refers to the taking of the responses to **WebForms** forms into the **WebForms** database. Responses to a form are automatically sent to you via e-mail to the address you specified when creating that particular form. Before an indirect import of a response can occur, the response must be saved as an ASCII text file on your PC's hard disk. Methods for saving e-mail messages as text vary from browser to browser. If you don't know how to save an e-mail message as text, consult your e-mail reading program's documentation.

Once your messages have been saved as text you can import them by clicking **File | Responses | Import...** from the **WebForms** main menu. If you are using **WebForms Standard Edition**, you will be shown a standard Windows dialog box asking you to indicate the file you wish to import. Choosing one of the e-mail messages you saved as text will cause **WebForms** to import that message into the database. Importing messages one at a time can prove to be time consuming. However, if you don't get a large volume of responses it should not pose a problem at all.

If you are using **WebForms Professional Edition**, the screen shown above will be displayed after clicking **File | Responses | Import...** from the main menu unless you have setup Direct Importing. The Indirect Importing Window in the **Professional Edition** allows you to import as many saved response files as you like, all at one time. Just click on each file you wish to import and add it to the list by clicking on the arrow (>) button. Clicking OK will initiate the import.

The default pattern that **WebForms** expects to see response files take is "*.txt". You may change this pattern by entering a new pattern in the appropriate field and clicking the Refresh button. Once a response file has been successfully imported, it is renamed with the extension ".old" and left in its original location.

Both **WebForms Standard Edition** and **WebForms Professional Edition** are intelligent enough to deduce which form each message is responding to, thus you will not have to concern yourself over whether the responses are applied correctly.

Compact Database

The Compact Database function is accessed by clicking File | Compact Database... from the main menu.

WebForms, like many other programs, makes use of a database to store its associated data. The database holds your forms designs as well as the responses that you import into **WebForms**.

Due to the nature of database design it is sometimes necessary, in order to maintain program speed and responsiveness, to store data in the most convenient spot in the database, rather than searching for the most cost-efficient in terms of disk space.

WebForms provides the Compact Database function as a method for reclaiming that extra disk space. Depending upon the speed of your computer and the size of your database, the process may take anywhere from a few seconds to several minutes, after which you may realize a 25-30% reduction in the size of your database.

<p>Note: It is strongly recommended that you make a backup of your database file prior to attempting to compact it. (The WebForms database file is named WEBFORMS.MDB.)</p>
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Repair Database

The Repair Database function is accessed by clicking **File | Repair Database...** from the main menu.

As any experienced computer user can attest to, it is possible for data files to become corrupt. Causes of data corruption can range anywhere from power outages or fluxes, to turning your PC off in the middle of a program, to exiting a program in ways other than those prescribed by the program's developers. (Some very knowledgeable computer gurus even attribute data loss and corruption to gremlins. Fortunately, we are not that knowledgeable.)

Should you experience problems with your **WebForms** data such as error messages suggesting that your data is somehow corrupt or worse, you may attempt to repair your database using **WebForms'** Repair Database function. We make no guarantees, but depending on the extent of the damage it is often possible to repair a damaged database file, restoring it to its former perfect self.

<p>Note: Before attempting to repair your database, we strongly recommend making a backup copy of it. The WebForms database file is WEBFORMS.MDB.</p>
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WebForms Tutorial

The **WebForms Tutorial** provides a brief yet informative overview of the **WebForms** program and how to use it. Throughout the **WebForms** Help System it is assumed that you have at least a basic understanding of how the World Wide Web works, and that you are familiar with the terms used. In fact, it is quite likely that you obtained **WebForms** by downloading it from our [WWW home page](#). We realize that this assumption may not hold true for everyone, so we have included in this tutorial a section on integrating your **WebForms** forms with the World Wide Web.

Section 1: [Creating A Form](#)

Section 2: [Integration With The WWW](#)

Section 3: [Reading Responses](#)

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ToolBar

The **ToolBar** is located in the **WebForms** main menu. It provides shortcuts to many **WebForms** functions.



The **WebForms** toolbar contains the following icon buttons:



Clicking the New Form icon causes the Forms Window to be displayed in Add mode. It is the same as clicking **File | Forms | New...** from the main menu.



Clicking the Open Form icon causes the Forms Window to be displayed in Modify mode. It is the same as clicking **File | Forms | Open...** from the main menu.



Clicking the Copy Form icon allows you to choose a form from which to create another form. It is the same as clicking **File | Forms | Copy Form...** from the main menu. (This is a **Professional Edition** feature.)



Clicking the Import icon causes the appropriate importing functionality to begin, based on whether you have **WebForms Standard** or **WebForms Professional**, and whether you are setup for Direct Importing or Indirect Importing. It is the same as clicking **File | Responses | Import...** from the main menu.



Clicking the View Responses icon causes the Forms List to be displayed, allowing you to choose a form for which to view responses. Once a form is chosen, the Responses Window is displayed. It is the same as clicking **File | Responses | View...** from the main menu.



Clicking the Web icon allows you to view the HTML code generated by **WebForms** for a particular form. You may also call your browser to browse the form. It is the same as clicking **File | Forms | View HTML/Browse...** from the main menu. (This is a **Professional Edition** feature.)



Clicking the Exit icon causes **WebForms** to shut down. It is the same as clicking **File | Exit** from the main menu.



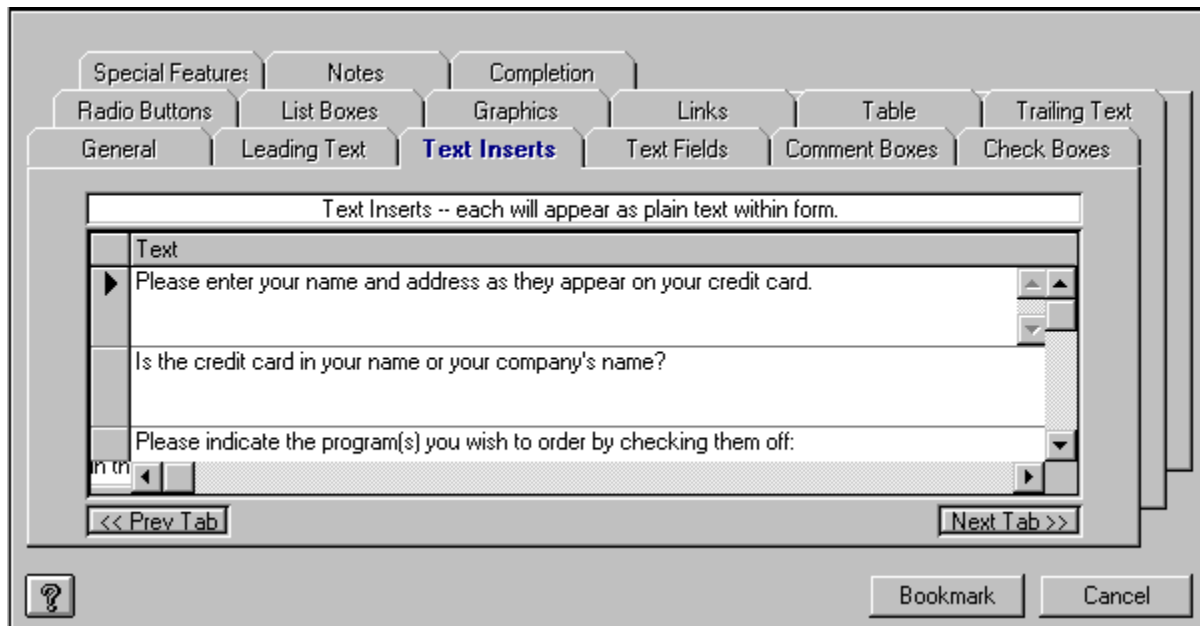
Clicking the Help icon opens the **WebForms** Help System. It is the same as clicking **Help |**

Contents from the [main menu](#).

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Text Inserts

Text Inserts are created from within the Text Inserts tab which is located in the Forms Window.

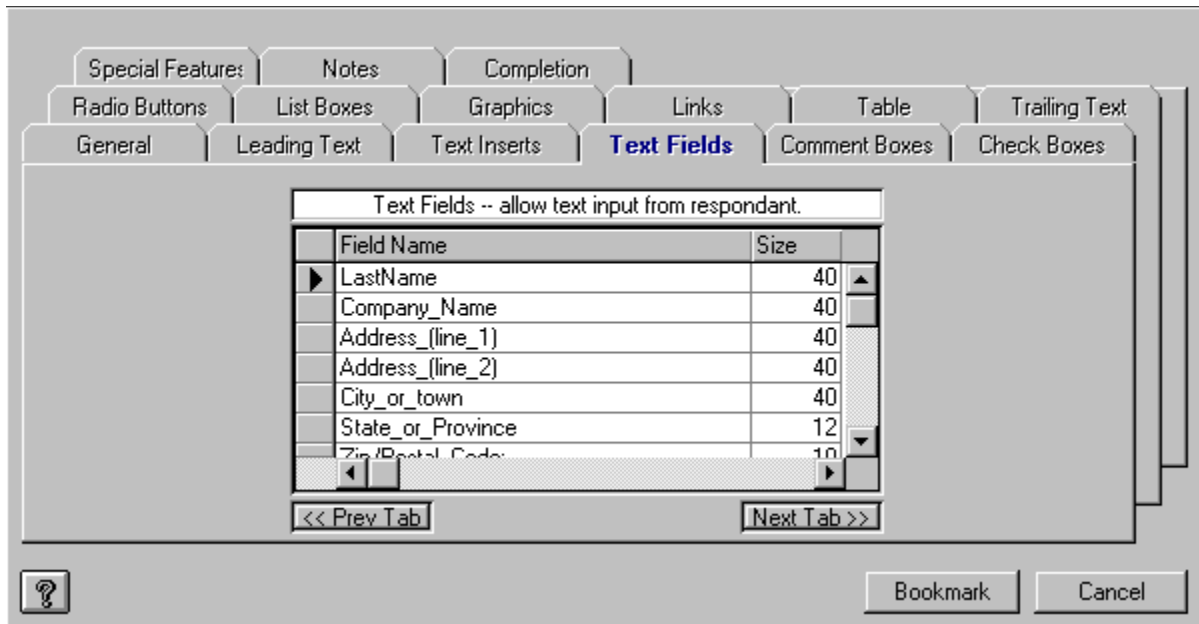


Text Inserts allow you to place text strings (in addition to the Leading Text and Trailing Text) within your form. You may place as many Text Inserts into a form as you like. The order in which Text Inserts are created in the Text Inserts tab is irrelevant. The order in which Text Inserts appear on your finished form is determined at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Text Insert and allows you to add another.

If you wish to delete a Text Insert from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Text Fields

Text Fields are created from within the Text Fields tab which is located in the Forms Window.



Text Fields are simply fields in which your users may enter text from their keyboard. Typical examples of uses for text fields are Name, Address, Phone Number, or any other information you wish to receive from your users that would require the typing of text.

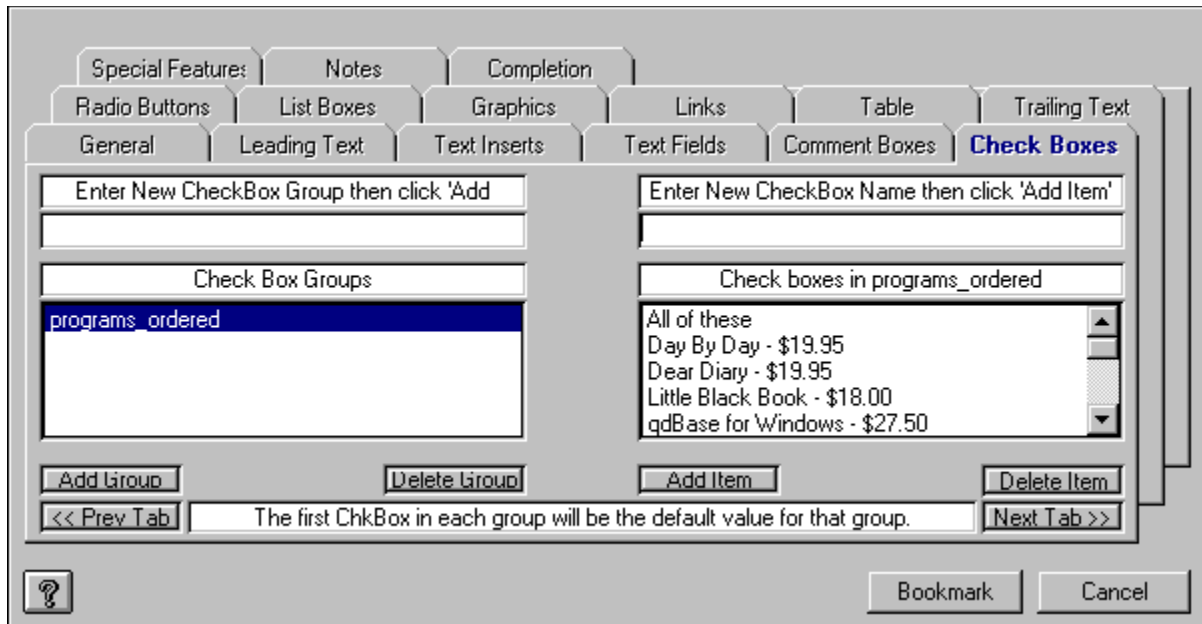
To create a Text Field in **WebForms**, simply enter the name of the Text Field along with the maximum number of characters, up to 255. Unlike many other **WebForms** controls, a Text Field is not entered as part of a group. You may enter all of your Text Fields in the Text Fields tab in any order you like. The order in which they will actually appear on your finished form is decided at [Form Completion](#). Pressing the 'down arrow' button on your keyboard saves your Text Field and allows you to add another.

If you wish to delete a Text Field from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: A text field name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). Text Field names are printed to the left of each Text Field on your finished form, followed by a colon (":"), so choose these names especially carefully. *You may cause a *space* character to appear within the Text Field name on your form by substituting an underscore (_) character. For example, if you would like the text "Last Name" to appear to the left of your Text Field, you should name your Text Field "Last_Name".* Since Text Field names act as labels on your form, there is no need to create a Text Insert as a label for a Text Field unless the label is more than 30 characters.

Check Boxes

Check Boxes are created from the Check Boxes tab, which is located in the Forms Window.



Check boxes are created in groups, much like radio buttons. The main difference (aside from their appearance), is that users can select more than one item from a check box group. The picture above shows an example of a check box group being created.

To create a check box group containing check boxes, perform the following steps:

- 1) Enter the name of the group in the Check Box Group text box, located in the upper left corner of the Check Box tab.
- 2) Click the Add Group button. This will cause the group name to be added to the Check Box Group list.
- 3) Click the group name in the Check Box Group list. This highlights the group name and causes your cursor to move to the Check Box text box.
- 4) Enter the name of your new Check Box, then click the Add Item button. This causes the new Check Box to be added to the Check Box Group which should still be highlighted on the left half of the Check Box tab.
- 5) Repeat Step 4 for each Check Box you wish to have included in the highlighted group. (To create an additional Check Box Group, perform these same steps beginning with Step 1.)

Note: The order in which you position the Check Boxes within a particular group dictates the order in which those Check Boxes will appear within that group on your finished form. However, the order in which the Check Box Groups themselves appear in the Check Box Groups list is irrelevant. The order in which the Check Box Groups actually appear on the form is decided at Form Completion. The text string

"Multiple items may be selected." is included automatically at the bottom of each Check Box Group.

Note: A Check Box Group name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). This will not affect the appearance of your form since Check Box Group names do not actually appear on the form.

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Radio Buttons

Radio Buttons are created from the Radio Buttons tab, which is located in the Forms Window.

The screenshot shows the 'Radio Button' tab in a software interface. It features two main columns for configuration. The left column includes a text input field for a group name, a list box titled 'Radio Button Groups' with items 'credit_card_listed', 'delivery_method', and 'card_type' (the last is selected), and 'Add Group' and 'Delete Group' buttons. The right column includes a text input field for an item name, a list box titled 'Radio buttons in card_type' with items 'VISA', 'MC', and 'AMEX', and 'Add Item' and 'Delete Item' buttons. At the bottom, there are navigation buttons '<< Prev Tab', 'The first Button in each group will be the default value for that group.', and 'Next Tab >>', along with 'Bookmark' and 'Cancel' buttons.

Radio Buttons are created in groups, much like Check Boxes. The main difference (aside from their appearance), is that users can select only one item from a Radio Button Group. The picture above shows an example of a Radio Button Group being created. The picture below shows what these Radio Buttons will look like in the form.

To create a Radio Button Group containing Radio Buttons, perform the following steps:

- 1) Enter the name of the group in the Radio Buttons Group text box, located in the upper left corner of the Radio Buttons tab.
- 2) Click the Add Group button. This will cause the group name to be added to the Radio Buttons Group list.
- 3) Click the group name in the Radio Buttons Group list. This highlights the group name and causes your cursor to move to the Radio Button text box.
- 4) Enter the name of your new Radio Button, then click the Add Item button. This causes the new Radio Button to be added to the Radio Button Group which should still be highlighted on the left half of the Radio Buttons tab.
- 5) Repeat Step 4 for each Radio Button you wish to have included in the highlighted group. (To create an additional Radio Button Group, perform these same steps beginning with Step 1.)

Note: The order in which you position the Radio Buttons within a particular group dictates the order in which those Radio Buttons will appear within that group on your finished form. However, the order in which the Radio Button Groups themselves appear in the Radio Button Groups list is irrelevant. The

order in which the Radio Button Groups actually appear on the form is decided at [Form Completion](#). The first Radio Button in each Radio Button Group will be displayed in your finished **WebForms** form as the default value of that Radio Button Group. The figure below illustrates this.

Note: A Radio Button Group name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). This will not affect the appearance of your form since Radio Button Group names do not actually appear on the form.

No
 Yes

List Boxes

List Boxes are created from the List Boxes tab, which is located in the Forms Window.

The screenshot shows the 'List Boxes' tab in a software interface. The tab is active and highlighted. The interface is divided into two main sections. The left section has a text input field with the placeholder 'Enter New List Box then click 'Add Group'', a list box containing the text 'List Boxes', and three buttons: 'Add Group', 'Delete Group', and '<< Prev Tab'. The right section has a text input field with the placeholder 'Enter New List Box Item then click 'Add Item'', a list box containing the text 'List Items in', and three buttons: 'Add Item', 'Delete Item', and 'Next Tab >>'. At the bottom of the window are 'Bookmark' and 'Cancel' buttons. The window title bar shows several other tabs: 'Text Fields', 'Comment Boxes', 'Check Boxes', 'Special Features', 'Notes', 'Completion', 'General', 'Leading Text', 'Text Inserts', 'Radio Buttons', 'List Boxes', 'Graphics', 'Links', 'Table', and 'Trailing Text'.

List boxes in **WebForms** are controls which present a list of items from which your users may choose only one. The picture above shows an example of a List Box being created.

To create a List Box, perform the following steps:

- 1) Enter the name of the List Box in the List Box text box, located in the upper left corner of the List Box tab.
- 2) Click the Add List button. This will cause the new List Box name to be added to the List Box list.
- 3) Click on the new List Box name in the List Box list. This highlights the List Box name and causes your cursor to move to the List Box Item text box.
- 4) Enter the name of your new List Box Item, then click the Add Item button. This causes the new List Box Item to be added to the List Box which should still be highlighted on the left half of the List Box tab.
- 5) Repeat Step 4 for each List Box Item you wish to have included in the highlighted List Box. (To create an additional List Box, perform these same steps beginning with Step 1.)

Note: The order in which you position the List Box Items within a particular List Box dictates the order in which those List Box Items will appear within that List Box on your finished form. However, the order in which the List Boxes themselves appear in the List Box list is irrelevant. The order in which the List Boxes actually appear on the form is decided at [Form Completion](#).

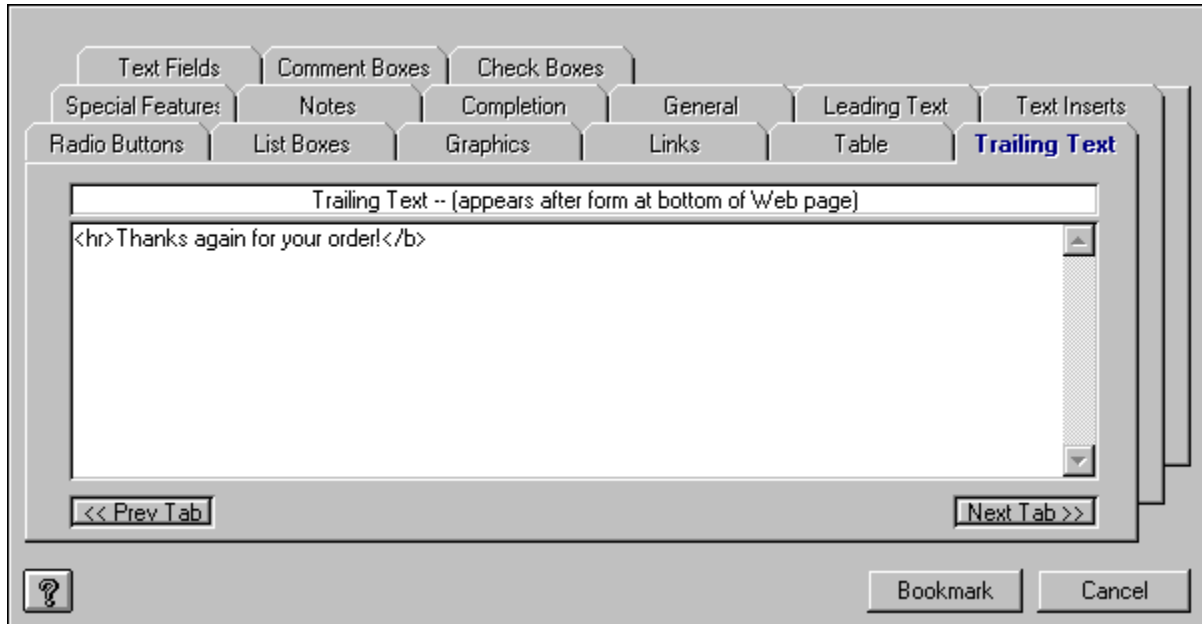
Note: A List Box name may not contain any of the following characters: *space*, apostrophe or single

quote('), double quote ("), plus sign (+), or ampersand (&). This will not affect the appearance of your form since List Box names do not actually appear on the form.

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Trailing Text

Trailing Text is entered via the Trailing Text tab in the Forms Window.

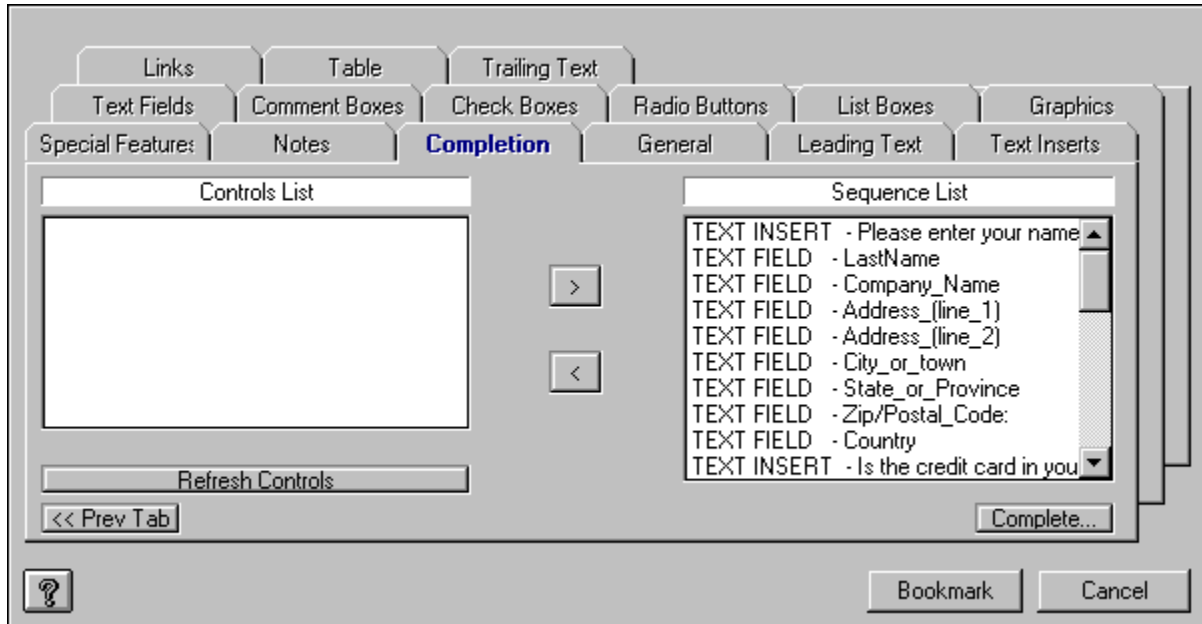


The Trailing Text tab allows you to enter a string of text which will appear at the bottom of your form, just above the 'Submit' and 'Reset' buttons. It will appear below any Text Inserts or controls you place in your Form.

The figure above shows a good example of the type of information you might wish to include in your Trailing Text.

Form Completion

Completion of a Form is performed in the Completion tab, located in the Forms Window.



The Completion tab is your last stop on your way to completing the creation (or modification) of a form.

If you are creating a new form, the first thing you must do upon entering the Completion tab is to refresh your controls by clicking the Refresh Controls button. This will cause a list of all the controls you've created to appear in the Controls List on the left hand side of the Completion tab in alphabetical order. You must then select each control from the Controls List (on the left), one at a time, and move it over to the Sequence List on the right side of the Completion tab. Do this by clicking the arrow (>) button after highlighting a control. The controls (including Text Inserts) will appear on your form in the exact order that you place them into the Sequence List.

You are not limited to adding controls to the end of the Sequence List. You may move a control from the Controls List to the middle of the Sequence List by highlighting the control on the Sequence List above which you would like to insert your new control. To clear all highlighted items in the Sequence List in order to resume adding controls to the end of the Sequence List, simply click the Refresh Controls button. Any controls that do not appear in the Sequence List will not be included in your form.

Once you have completed your Sequence List, click the Complete button to tell **WebForms** to begin creating your form. **WebForms** then does several tasks:

1) **WebForms** creates several tables in the **WebForms** database which will hold all of the information about your form, including controls names, sequences, etc.

2) **WebForms** will then ask you to choose a name for the actual HTML file to be created according to the instructions you entered into the Forms Window. (The default extension is *.HTM.) Once you've indicated the file name, **WebForms** creates the actual HTML file.

3) **WebForms** then creates a Response Table within the **WebForms** database which will be used to hold responses to this particular form only.

When **WebForms** has completed these tasks it notifies you with an appropriate message. You

can then upload your form to your WWW server and link it to your home page.

If you are modifying an existing form, take the same steps as above.

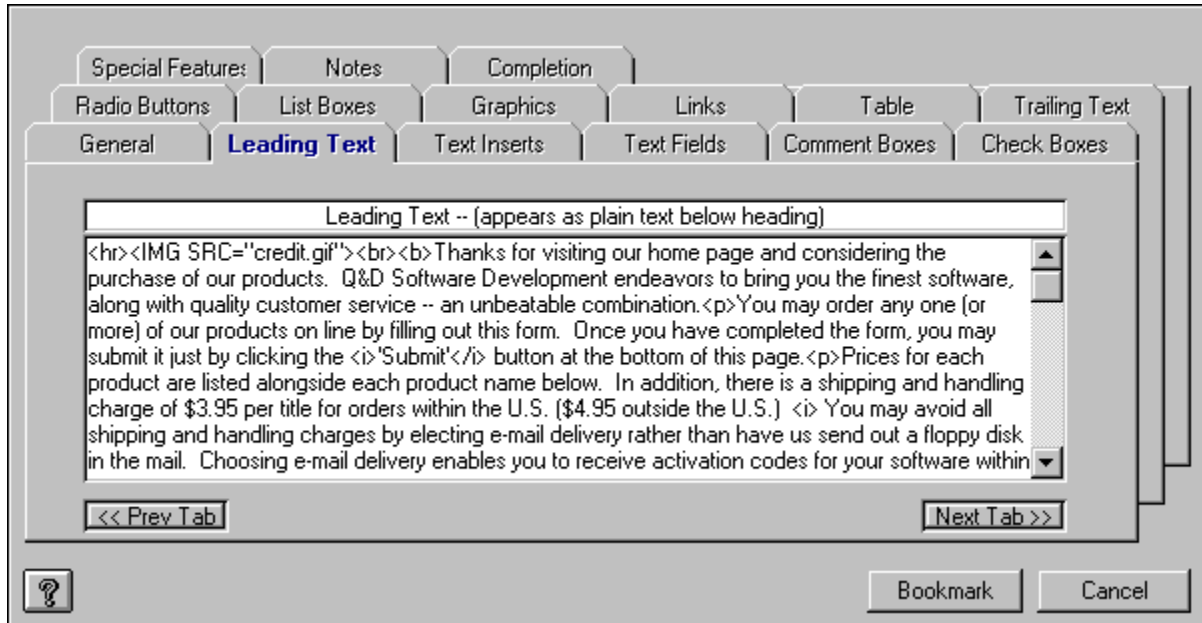
Note: It is extremely important to note that the modification of an existing form causes all stored responses to that form to be permanently deleted from the **WebForms** database. You may export your response data to an Access 2.0 database or a CSV file prior to modifying the form, but it is not possible to re-integrate that old data back into the **WebForms** database. For this reason, you should test out your form prior to uploading it to your server to make sure that it is exactly as you wish, thus minimizing the likelihood of future modification.

Note: It is *extremely important* that you do not directly modify any form created with **WebForms**, even if you are knowledgeable in HTML. Direct modification of a **WebForms** HTML form will render that form's responses unreadable by **WebForms**.

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Leading Text

Leading Text is entered through the Leading Text tab in the Forms Window.



The Leading Text tab allows you to enter a string of text which will appear beneath your Form's heading. It will appear above any Text Inserts or controls you place in your Form.

The figure above shows a good example of the type of information you might wish to include in your Leading Text.

Tutorial - Creating A Form

Welcome to the **WebForms Tutorial - Creating A Form** section. In this section we will take you through the creation of a **WebForms** form, step by step, via [hypertext](#) links to all relevant topics.

[General Information](#)

[Leading Text](#)

[Text Inserts](#)

[Text Fields](#)

[Comments Boxes](#)

[Check Boxes](#)

[Radio Buttons](#)

[List Boxes](#)

[Graphics](#)

[Links](#)

[Trailing Text](#)

[Special Features](#)

[Notes](#)

[Form Completion](#)

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Tutorial - Integration With the WWW

Once you have created and tested your **WebForms** form, it is time to put it up on your server and link it to your home page (or link your home page to *it*, more accurately.)

It would be impossible for us to cover each WWW browser and each server platform in depth, so we have included general procedures for you to follow. For help with each procedure, contact your ISP (Internet Service Provider), network administrator, or browser software vendor.

Procedures:

- Using your communications software, upload the **WebForms** form you've created to your WWW server. If your server is a UNIX server, be sure to change the file's extension to HTML, and remember that *UNIX is case-sensitive*. You should also make sure that you assign the correct rights or permissions to the HTML form file so as to enable users to read the file. For help with this information, contact your ISP or network administrator.
- Using a text or HTML editor, insert a hypertext link in your home page to your **WebForms** form. The syntax for creating a hypertext link is as follows: `<A HREF "{URL}"> {linked text} ` . For example, the following code creates a link from a string of text saying "Click here to place your order." in the current HTML document to a form named *orders.html*: ` Click here to place your order. ` .

Tutorial - Reading Responses

This section of the tutorial deals with receiving, importing, and reading the response you receive to a **WebForms** form. Responses to a **WebForms** form are sent directly to the e-mail address specified in the General Info tab when that form was created.

Performance of the following steps in the order presented below is necessary to read responses. (Hypertext links are supplied to relevant topics.)

- Import your responses using **WebForms'** importing functionalities; Direct Importing and Indirect Importing.
- View your responses via the Responses Window.

Release Notes

Important Notices:

- There are a multitude of browsers out there today on the Web. Some of them may not be capable of responding to a form properly, *even if they can view it*. WebForms now works well with Netscape, and most flavors of Mosaic including Spry Mosaic (packaged with Spry's Internet In A Box and Compuserve's NetLauncher). These are *by far* the most common browsers, making up most of what is in use on the World Wide Web today. Each WebForms form automatically includes a short paragraph underneath its header notifying your users of this situation. This short paragraph also includes a link to your form's e-mail address as a secondary method of responding to your form. You may remove this paragraph from the form by directly deleting it from the HTML file itself after it has been created. However, to avoid creating confusion for your users, we recommend leaving it in.
- If you are upgrading from a previous version of WebForms, please read the Upgrading Information.
- Beginning with version 2.0, we are including IPPORT.VBX which allows us to communicate with your mail server for Direct Importing. The IPPORT.VBX file and the IPPORT.LIC file must be stored together in the same directory, or WebForms will not perform correctly.

2.1b - (5/27/96) :

Fixes:

- Fixed bug that occasionally caused Type Mismatch error during Direct Importing.
- Fixed bug which caused "Couldn't Paste" errors to occur during Direct Importing at or around the 170th message.
- Fixed bug that prevented choices made in Appearance Tab of Preferences Window from being implemented in forms.

2.1a - (2/27/96) :

Fixes:

- Fixed bug that caused 'Out of Memory' error upon loading under Windows 3.x.

WebForms 2.1: (released 2/25/96)

Enhancements:

- Added Scrolling Text Bar Message capability.
- Added Confirmation on Submission capability.
- Added automatic storage of selected fields when printing responses.
- Added Appearance Setup capability allowing for more flexibility in the way controls appear on forms. (**Professional Edition only**)
- Added Notes feature used for storing internal data pertaining to each form.

- Added ability to switch between TOP n 0 and TOP n 1 commands to accommodate "quirky" mail servers. (Refers to POP3 protocol. If you don't know what this means, don't worry about it.)
- Added ability to copy text from WebForms Help System to clip board.

Fixes:

- Fixed printing bug which caused reports of more than one page to have problems with certain system configurations.
- Fixed bug in 2.0d which prevented exporting of responses.

2.0d - (2/19/96):

Enhancements:

- Increased speed of Direct Imports

Fixes:

- Fixed bug which allowed creation of checkboxes and radio buttons, but not deletion of same.
- Fixed bug which caused cursor to occasionally remain in busy state after Direct Imports.

2.0c - (12/4/95):

Fixes:

- Fixed bug which caused "Invalid use of null" error when printing responses with blank `_From_` fields (as happens with Indirect Importing).
- Fix bug which causes program to incorrectly display an error message during imports of responses to forms which contain a table.
- Fix bug in Copy Form routine which caused "Invalid Field Type" error when copying forms containing a table.

2.0b - (11/5/95):

Fixes:

- Fixed bug which caused Indirect Import not to function properly in unregistered version of WebForms.

2.0a - (10/30/95):

Enhancements:

- Added the ability to enable/disable Direct Importing via the Import Setup Window.

Fixes:

- Fixed bug that caused responses generated by AOL browsers to be ignored. (I swear we didn't do this on purpose!)
- Fixed bug that would cause GPF and/or Application Errors experienced by users of Trumpet Winsock immediately after a successful Direct Import.

WebForms 2.0: (released 10/29/95)

Enhancements:

- Implemented Direct Import feature, allowing importing directly from your mail server. *This feature requires a WINSOCK.DLL and a POP3 mail server, and is available with the Professional Edition only.*
- Added table support.
- Added 'Cut', 'Copy', 'Paste', and 'Undo' menu items.
- Added printing capability for unlimited number of fields.
- Added '_From_' field to response records to indicate name and/or e-mail address of the person responding to your form. (Only works with Direct Import, which is available only with the Professional Edition.)
- Added Help buttons to all windows.

Fixes:

- Fixed bug in Link tab which prevented certain characters from being used within the Link Text column.

1.5c - (9/17/95):

Fixes:

- Fixed bug which prevented importing of responses for the tenth form on.

1.5b - (9/9/95):

Enhancements:

- Allowed completion or bookmarking of forms containing no controls.

Fixes:

- Fixed bug which would not allow deleting records in Response Window.
- Fixed "Error 9:Subscript out of range" error which occurred when attempting to complete or bookmark a form for which controls had not yet been created.
- Fixed Copy Form bug which would occasionally cause certain controls not to be copied over to the new form, especially if there were a large number of controls.

1.5a - (8/30/95):

Enhancements:

- Made HTML Viewer load much faster than before.

Fixes:

- Fixed bug which would cause controls that were not included in the Sequence List of the Completion tab to disappear from the database.
- Fixed bug which would sometimes cause check boxes, radio buttons, and list box items to be created in incorrect sequences within their groups after being edited.
- Fixed bug which caused system crash when clicking OK button in empty Response Window.
- Fixed bug which mistakenly allowed the period (.) character to be part of a control name. When a

field name contained a period, the response table for that form could not be created.

- Removed delete button from Response Window to conform with other system grids.

WebForms 1.5: (released 8/18/95)

Enhancements:

- Added the following new features:

Background graphic capability

Background color capability

Text color capability

Copy Form feature (Save As...)

HTML code viewer

Browser calling capability (allows you to call your browser from within WebForms to view your finished form)

- Enabled use of File Dialog box for choosing graphics files in Graphics Tab.
- Disallowed accidental loading of multiple instances of WebForms.
- Added descriptive labeling and improved instructions regarding Forms Completion tab procedures.

Fixes:

- Fixed bug which caused "Data12" and similar errors to occur inappropriately if all controls created were not included in Sequence List on Completion Tab.

•cf0 Fixed "Couldn't paste" error.

- Fixed bug which caused radio button response columns in response table viewer to sometimes be too narrow to fit full response.

1.1e - (8/10/95):

Fixes:

- Fixed "Commit or Rollback without Begin Trans" error which occurred when bookmarking a form which contained a Text Insert. The occurrence of this bug would subsequently cause the proliferation of other bugs throughout the database resulting in various other error messages.

1.1d - (8/8/95):

Fixes:

- Fixed bug in 1.1c which caused fields to appear with incorrect sizes and in alphabetical order in Response Table, rather than by order of appearance.

1.1c - (8/7/95):

Fixes:

- Fixed bug which caused WebForms to improperly report an error when importing responses to forms containing a graphic or a link.
- Fixed wording in disclaimer placed at the top of each form.
- Fixed Compact Database and Repair Database functions which were apparently knocked out inadvertently in conversion from 1.1a to 1.1b.
- Made error logging feature more reliable.

- Disallowed illegal characters in Graphic names and Link names.
- Fixed 'No Current Record' error.
- Disallowed multiple controls with same name in one form. This was causing response tables not to be regenerated with forms, resulting in eventual "Can't find Response Table_x" error.

1.1b - (7/30/95):

Enhancements:

- Added error logging feature, allowing WebForms to record all error messages to file ERROR.LOG. This will prove invaluable for future troubleshooting. This feature can be activated/deactivated by clicking Options|Log Errors from the main menu.

Fixes:

- Fixed bug which would not allow deletion of a CheckBox Group.
- Fixed tab order in General tab on Forms Window.

1.1a - (7/24/95):

Fixes:

- Fixed "error 94" which would sometimes occur when attempting to export responses in which fields were left blank by the user._____(Got it right this time!)
- Added explanation of how to insert fields into the middle of the Sequence List (on Completion tab within Forms Window) to Form Completion topic in Help System.

WebForms 1.1 (released 7/24/95)

Enhancements:

- Added response printing feature.
- Added Bookmark feature, allowing form data to be saved prior to completion without generating a form.
- Added Comment Boxes which allow multi-line text areas in forms.
- Added ability to delete forms.
- Denied ability to change a form's title once it has been saved, thus avoiding indexing errors.
- Changed format of all grids in WebForms, including Responses, Text Inserts, Text Fields, Comment Boxes, Graphics, and Links. New grid format allows simpler entries and makes deletion of entries possible.
- Added ability to assign custom text to 'Submit' and 'Reset' buttons.
- Added controls for inserting Graphics and Hypertext Links.
- Added field for contact e-mail address. (Contact e-mail address and response e-mail address may now differ.)
- Added ability to append exports from responses table to previously exported responses.
- Added ability to insert controls into middle of sequence list.

Fixes:

- Fixed indexing error which occasionally resulted when modifying existing forms, causing controls from one form to show up in another.
- Fixed "error 94" which would sometimes occur when attempting to export responses in which fields were left blank by the user.
- Fixed "error in Data 12" which would also sometimes occur when attempting to save a form in which a text field was deleted.
- Fixed bug in responses window which caused responses from other forms to show when clicking New, Old, or All option buttons.

1.0h - (6/15/95):

Enhancements:

- Provided better explanations of Text Insert and Text Field tab navigation within the tabs themselves.
- Changed CSV export format to be more compatible with other programs' importing expectations, including our own *WinBrowse* program.

Fixes:

- Fixed bug in Compact Database function which caused erroneous error message "Can't find file" to be displayed.
- Fixed bug which caused WebForms to miss the response to the very first field on a form that was responded to using the Mozilla browser.
- Fixed bug which caused WebForms to miss checkbox fields in which user didn't check any boxes in responses made using Mozilla browser. (All Mozilla compatibility problems are now believed to be taken care of.)

1.0g - (6/12/95):

Fixes:

- Fixed bug which caused error message "Invalid data type in cmdGen_click" when including a list box in a form.
- Fixed bug that would cause Radio Button Groups that had been deleted to reappear.
- Fixed bug that caused Radio Buttons to sometimes not appear in the order in which they were designated.
- Fixed bug that caused Text Fields to be missed at times when importing responses. Text Field names now have character restrictions similar (but not identical) to List Boxes, Radio Button Groups, and CheckBox Groups. See the help topic Text Fields for details.

1.0f - (6/10/95):

Enhancements:

- Made the grid in the response field somewhat more dynamic. Up until now, all columns were 50 characters wide, regardless of data. As of 1.0f, responses to text fields will appear in memo form (as have checkbox responses since the beginning), in order to accommodate the users' unlimited space availability when responding to text fields. (In plain English, you will now be able to read the entire response whereas before you couldn't if it was more than 50 or so characters long.) Responses to List Boxes, and Radio Button Groups will be 30 characters wide rather than 50. *Further customization of this grid will take place in version 1.1 of WebForms.*

- Added direct access to this Release Notes topic via **Help | Release Notes...** from the main menu.

Fixes:

- Fixed bug that could potentially not allow two fields of the same name in different forms.
- Fixed bug that caused assigning values to incorrect fields due to similar field names.
- Fixed bug that allowed the entering of a duplicate form name.

1.0e - (6/8/95):

Enhancements:

- Modified import routines in both Standard and Professional Editions to rename each response file that has been successfully imported, so as not to cause confusion when importing. Each file will be renamed "*filename.OLD*" and left in its original location.

Fixes:

- Fixed bug which occurred in Mozilla-sent responses which would not allow importing of more than one checked Check Box per Check Box Group.
- Cleaned Mozilla response values (removed those "+" signs).
- Fixed bug which would occur when trying to load a form who's Form Title contained an apostrophe (single quote) or double quote. These characters will no longer be accepted by the system as part of a Form Title.
- Fixed bug which would occur whenever a List Box name, Radio Button Group name, or Check Box Group name contained an apostrophe (single quote), a double quote ("), an ampersand (&), a plus sign (+), or a space. These characters will no longer be accepted by the system as part of any of these group names. *The significance of this is minimal since these three names do not actually appear on the finished form. The names for the actual Radio Button, Check Box or List Box Item itself can still contain any of these characters.*

1.0d - (6/8/95):

Fixes:

- Added support for responses from Mozilla.

1.0c - (6/8/95):

Fixes:

- Fixed bug in Professional Edition's import routine which mistakenly caused error message asking user to select a file prior to attempting an import even though they may already have.
- Fixed bug in Professional Edition's import routine which allowed the same file to be selected for importing more than once.

1.0b - (6/7/95):

Fixes:

- Fixed bug that resulted in error message "System Error" when attempting to import responses. This bug occurred if any Text Field names, List Box names, Radio Button Group names, or Check Box Group names exceeded 20 characters. That limit has been extended to 30 characters. (Text Inserts are not affected by this limitation.)

1.0a - (6/6/95):

Fixes:

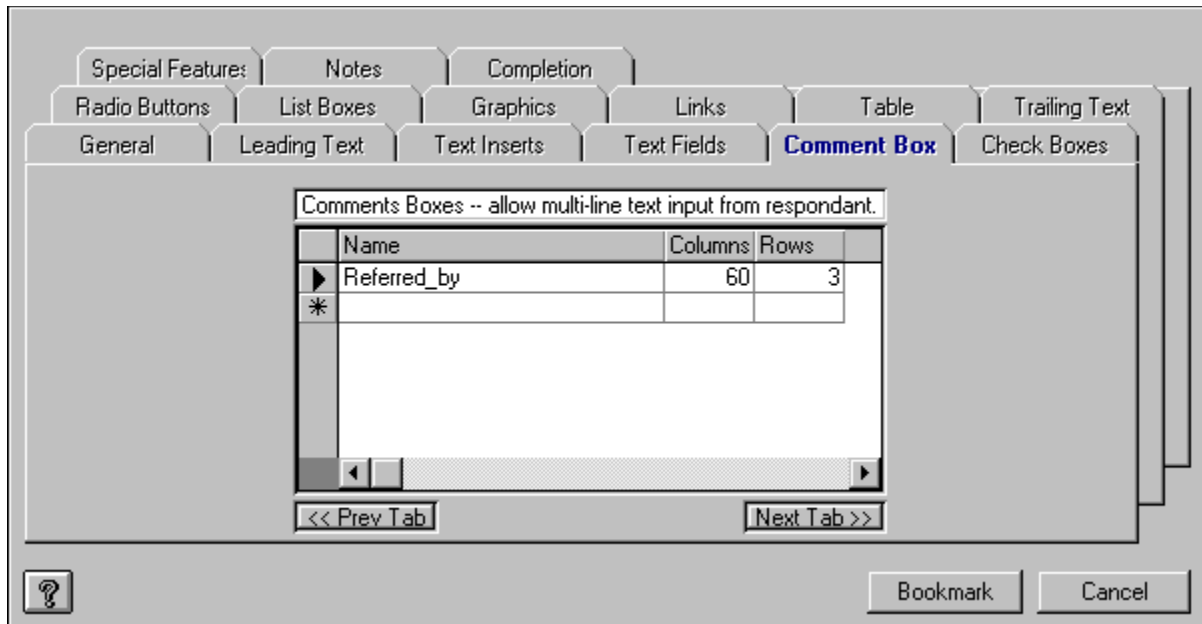
- Fixed bug that would not allow adding radio buttons, check boxes, or list box items.

WebForms 1.0 (released 6/5/95)

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Comment Boxes

Comment Boxes are created from within the Comment Boxes tab, located in the Forms Window.



A Comment Box is used to allow users to respond to your form at some length. When creating a Comment Box, you must specify its name, along with its dimensions. For example, to create a Comment Box called "Suggestions", you would enter the word "Suggestions" in the first column of the grid, and enter the number of columns and rows in the other two columns respectively. Columns refers to character length, Rows refers to lines of text.

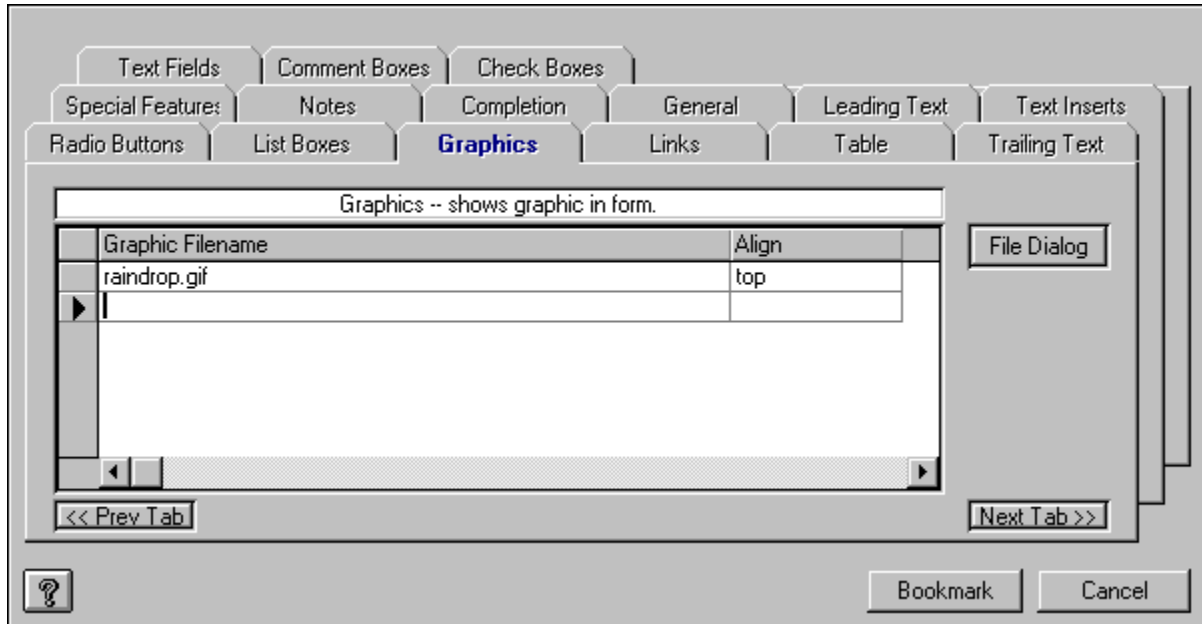
You may enter all of your Comment Boxes in the Comment Boxes tab in any order you like. The order in which they will actually appear on your finished form is decided at [Form Completion](#). Pressing the 'down arrow' button on your keyboard saves your Comment Box and allows you to add another.

If you wish to delete a Comment Box from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: A Comment Box name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). If you wish to include a space in a Comment Box name, for example to create a name consisting of more than one word, you may use the underscore (_) character. **WebForms** will interpret this character as a space and create your form accordingly.

Graphics

Graphics can be included in a form via the Graphics tab, located in the Forms Window.



Graphics are included in a form simply by entering the path and filename of the graphics file. You may enter this information manually, or by clicking the File Dialog button, which will cause a File Dialog Box to be displayed. You may also indicate how you would like your graphic aligned, relative to the line of text in which it appears. Valid values for the Alignment field include "Bottom", "Top", and "Middle".

You may enter all of your Graphics in the Graphics tab in any order you like. The order in which they will actually appear on your finished form is decided at [Form Completion](#). Pressing the 'down arrow' button on your keyboard saves your Graphic and allows you to add another.

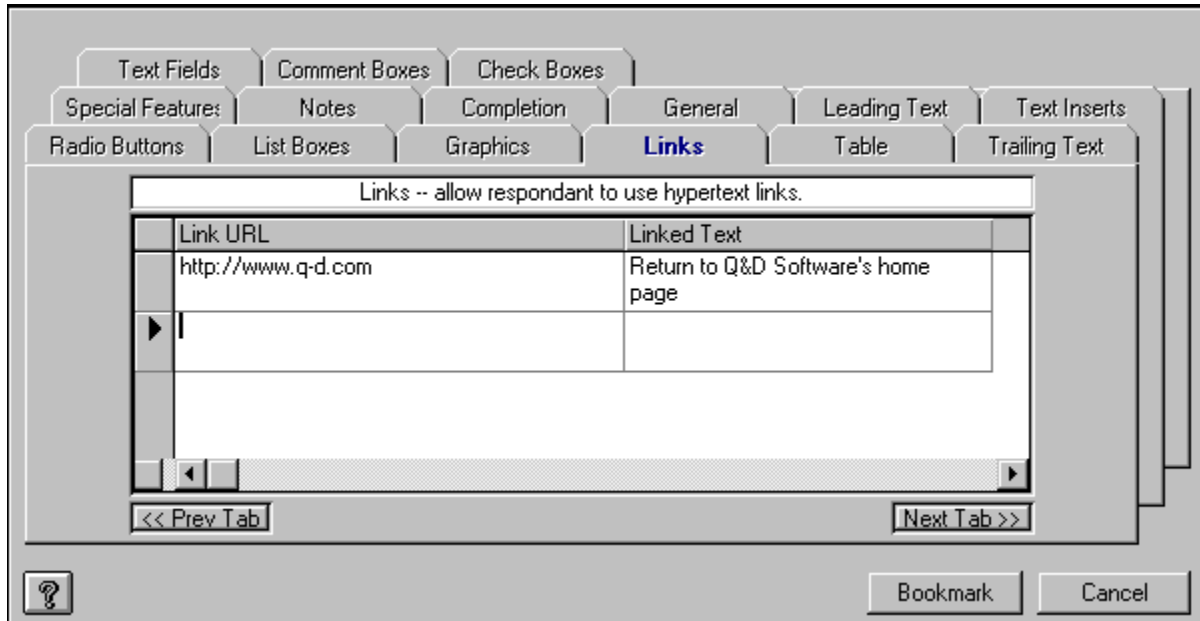
If you wish to delete a Graphic from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: Due to [HTML](#) and [WWW](#) limitations, only the .gif and .jpg graphics formats are currently supported. WebForms will automatically be able to handle new formats as they are implemented.

Note: WebForms identifies a Graphic's name by its first 30 characters. You may not include two Graphic files having the identical first 30 characters in the same form. You may be able to use certain 'gimmicks' in order to circumvent this limitation, such as using an absolute path name for one instance of a graphic file and a relative path name for another, or simply making several copies of the same graphics file using different names for each.

Links

Hypertext Links can be created from the Links tab, located within the Forms Window.



Hypertext Links, also known as 'jumps' and 'hot spots', are the lifeblood of the World Wide Web. With a hypertext link you can click on a text string and literally be sent to another server around the world in seconds.

WebForms makes it easy to create links in your forms. All you do is insert the URL you wish to link to in the Link URL field of the links grid, and in the Linked Text field insert the text you wish your users to have to click in order to follow this particular link.

You may enter all of your Links in the Links tab in any order you like. The order in which they will actually appear on your finished form is decided at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Link and allows you to add another.

If you wish to delete a Link from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: **WebForms** identifies a Link URL by its first 30 characters. You may not include two links having the identical first 30 characters in the same form. Depending on the URL you are using, you may be able to use relative path names, port numbers, or several other 'gimmicks' which will effectively circumvent this limitation, landing your user in the same place as a previously designated URL without having to use the exact same characters.

Error Log

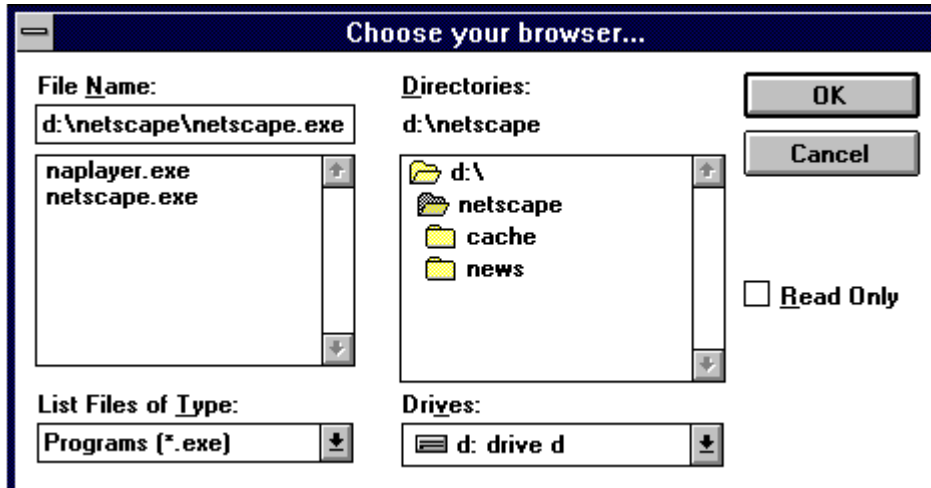
The Error Log can be toggled on and off by clicking Options|Error Log from the main menu. This menu item will contain a checkmark if the Error Log is active.

The Error Log is stored in a file called ERROR.LOG. When the Error Log is active, all system errors are recorded in this file. Should you experience a problem with **WebForms**, it is a good idea to activate the Error Log and try to re-create the problem prior to calling for support.

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Browser Setup

The Browser Setup feature is accessed by clicking Options|Browser Setup... from the main menu.

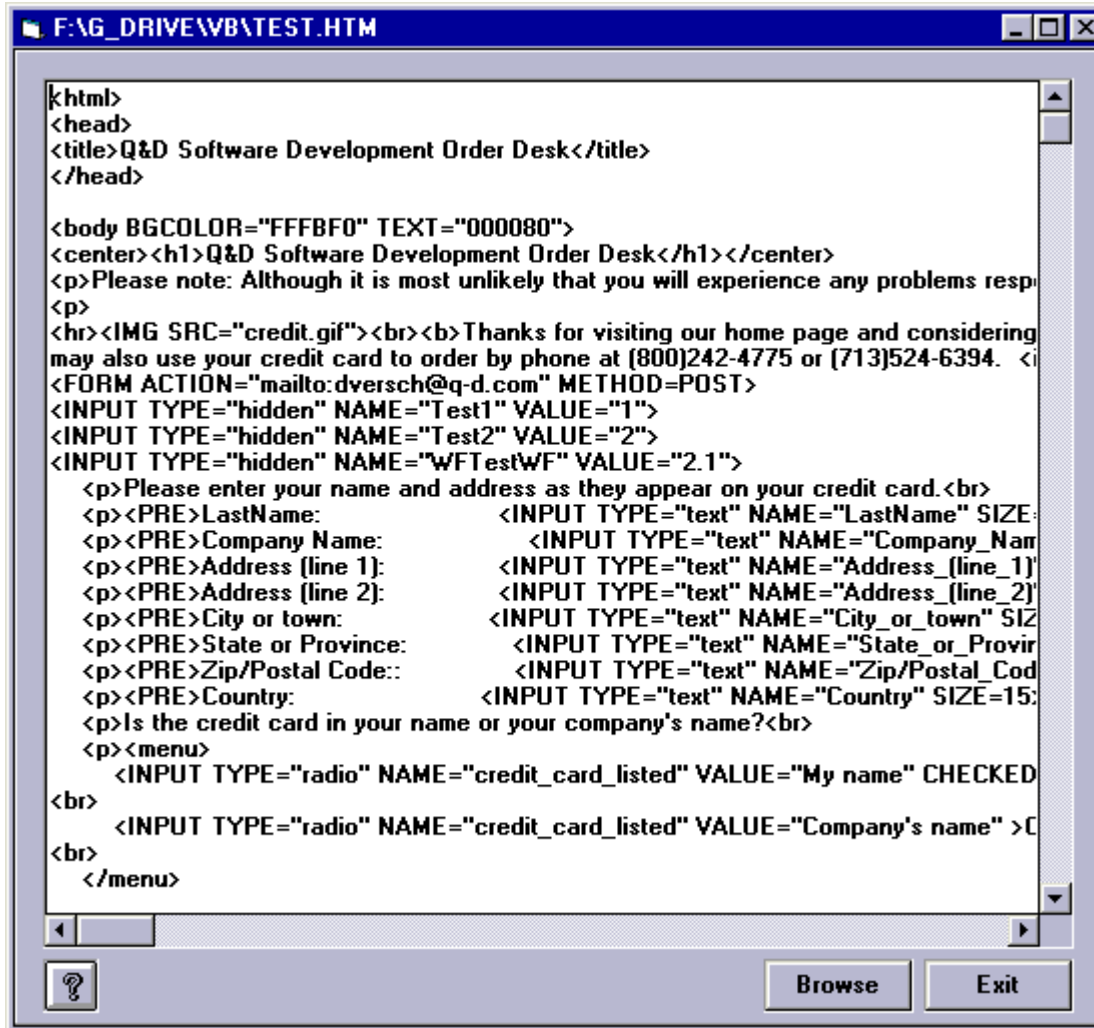


The Browser Setup feature allows you to tell **WebForms** the location of your Web browser program. **WebForms** uses this information to enable you to call your browser from within **WebForms** in order to view the forms you have created. This is done by clicking the Browse button from the View HTML Window.

Note: Browser Setup is a **WebForms Professional Edition** feature.

View HTML Window

The View HTML Window can be accessed by clicking File|Forms|View HTML... from the main menu.



```
html>
<head>
<title>Q&D Software Development Order Desk</title>
</head>

<body BGCOLOR="FFFBF0" TEXT="000080">
<center><h1>Q&D Software Development Order Desk</h1></center>
<p>Please note: Although it is most unlikely that you will experience any problems resp
<p>
<hr><IMG SRC="credit.gif"><br><b>Thanks for visiting our home page and considering
may also use your credit card to order by phone at (800)242-4775 or (713)524-6394. <i
<FORM ACTION="mailto:dversch@q-d.com" METHOD=POST>
<INPUT TYPE="hidden" NAME="Test1" VALUE="1">
<INPUT TYPE="hidden" NAME="Test2" VALUE="2">
<INPUT TYPE="hidden" NAME="wFTestWF" VALUE="2.1">
  <p>Please enter your name and address as they appear on your credit card.<br>
  <p><PRE>LastName:           <INPUT TYPE="text" NAME="LastName" SIZE:
  <p><PRE>Company Name:       <INPUT TYPE="text" NAME="Company_Nam
  <p><PRE>Address (line 1):    <INPUT TYPE="text" NAME="Address_(line_1)
  <p><PRE>Address (line 2):   <INPUT TYPE="text" NAME="Address_(line_2)
  <p><PRE>City or town:      <INPUT TYPE="text" NAME="City_or_town" SIZ
  <p><PRE>State or Province:  <INPUT TYPE="text" NAME="State_or_Provir
  <p><PRE>Zip/Postal Code::   <INPUT TYPE="text" NAME="Zip/Postal_Cod
  <p><PRE>Country:          <INPUT TYPE="text" NAME="Country" SIZE=15:
  <p>Is the credit card in your name or your company's name?<br>
  <p><menu>
    <INPUT TYPE="radio" NAME="credit_card_listed" VALUE="My name" CHECKED
  <br>
    <INPUT TYPE="radio" NAME="credit_card_listed" VALUE="Company's name" >C
  <br>
  </menu>
</body>
```

The View HTML Window allows you to view the HTML code generated by **WebForms**. Although your HTML code may not be modified, viewing the code generated by **WebForms** can prove to be a valuable learning tool. If you have already indicated the browser you use via the [Browser Setup](#) feature, clicking the Browse button will run your browser and launch the form appearing in the View HTML Window.

Note: The View HTML Window is a **WebForms Professional Edition** feature.

Copy Form

The Copy Form function is accessed by clicking **File|Forms|Copy Form...** from the main menu.

The Copy Form feature allows you to copy all of the data from an existing form to a new form of a different name. This feature is extremely useful for creating multiples of identical forms for which you would like to receive separate responses. For example, suppose you wish to collect information from your Web site visitors, but you wish the responses to be separated into different response tables based upon which of several surrounding states your user resides in. You might create your original form, calling it "Responses - New Jersey". You could then create identical forms, using the Copy Form feature, called "Responses - New York", "Responses - Pennsylvania", and "Responses - Connecticut". When importing responses from these forms, **WebForms** would then create a different response table for each form.

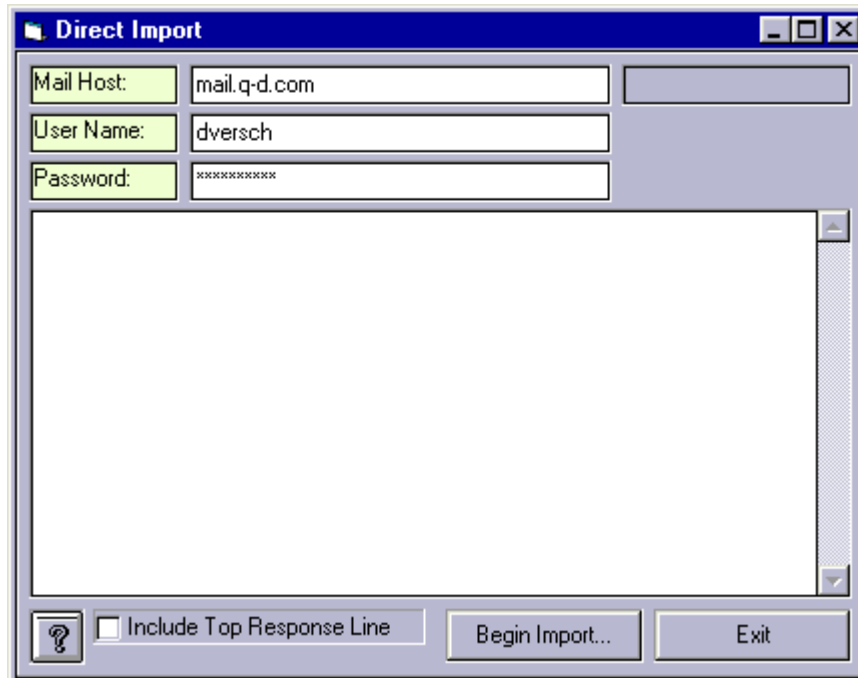
Utilization of this feature is simple. Just click **File|Forms|Copy Form...** from the main menu. This will cause the Forms List to be displayed. After you choose the form you wish to copy, you will then be asked to enter the name for the new form. Enter the new name, and that's it!

The basic concept of the Copy Form feature is similar to that of the standard Windows 'Save As...' function.

Note: The Copy Form feature is a WebForms Professional Edition feature.

Importing (Direct)

Direct importing is accessed by clicking File | Responses | Import... from the main menu.



'Direct Importing' in **WebForms** refers to **WebForms**' capability to download responses directly from your POP3 mail server. To set **WebForms** up for Direct Importing, all you need to do is enter the necessary information into the **WebForms** database via the Import Setup window.

After doing so, any time you attempt to import forms responses, the Direct Importing Window will be displayed. To initiate your import, click the Begin Import button. The Direct Import Window will keep you informed as to the progress of the import. Once the import has been completed, the Direct Import Window informs you of how many responses were imported, which form each response was in response to, and how many other e-mail messages you still have (if any) in your mailbox.

You may then view and/or print your responses from the Response Window.

The Include Top Response Line checkbox should be left unchecked unless you are specifically told to check it by a Q&D Software Development technical support representative.

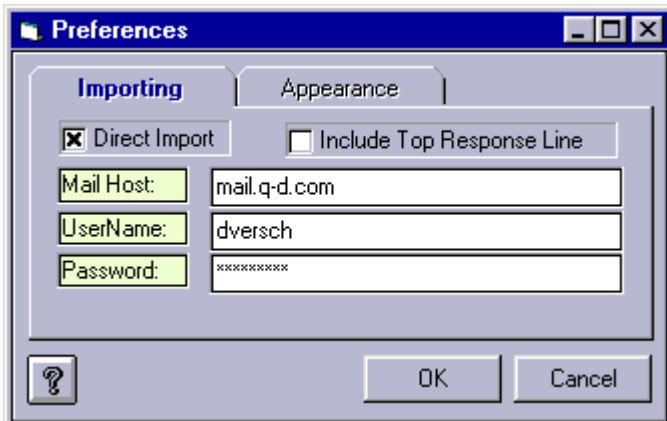
Note: Direct Importing is only available with **WebForms Professional Edition**. Direct Importing requires that a WINSOCK be present on your system.

Note: Direct Importing requires a POP3 mail server. *Direct Importing will not work if you receive forms responses via a mailbox that is part of a commercial on-line service.*

Preferences

The Preferences Window is accessed by clicking Options | Preferences... from the main menu.

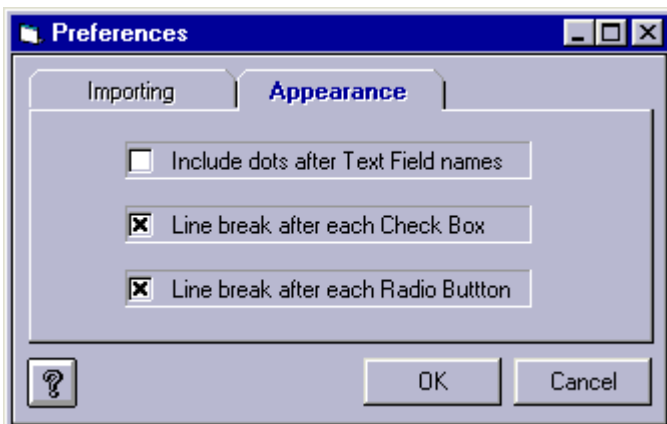
The Preferences Window contains two tabs.



The Import Setup tab (above) is used to indicate your e-mail information to **WebForms** for the purposes of Direct Importing. The Import Setup tab requires that you enter your POP3 mail host and your user name. You may enter your password as well, but if you do not, you will be prompted for it each time you attempt a Direct Import.

Once you enter the pertinent information, you must check the Direct Import checkbox. If you should ever wish to disable Direct Importing and return to Indirect Importing, you may do so by going to the Import Setup tab and unchecking the Direct Importing checkbox.

The Include Top Response Line checkbox should be left unchecked unless you are specifically told to check it by a Q&D Software Development technical support representative.



The Appearance Setup tab (above) is used to alter the general appearance of your forms. There are three checkbox options in the Appearance Setup tab:

Include Dots After Text Field Names: Checking this box will cause dots to appear after all of your text field names leading to the text fields themselves, creating a Table of Contents effect.

Line Break After Each CheckBox: Checking this box will cause members of a CheckBox Group

to be listed vertically. Leaving this checkbox blank causes checkboxes within a CheckBox Group to be listed horizontally.

Line Break After Each Radio Button: Checking this box will cause members of a Radio Button Group to be listed vertically. Leaving this checkbox blank causes radio buttons within a Radio Button Group to be listed horizontally.

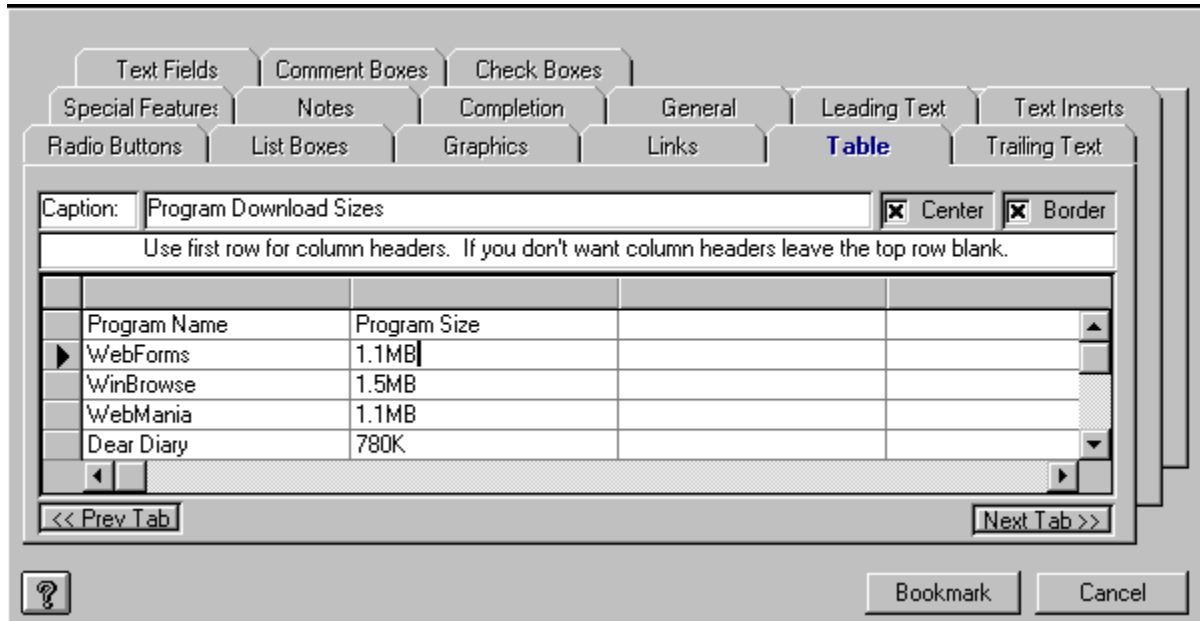
Note: The settings in the Appearance Setup tab are global settings. They will apply to all forms that you create.

Note: Direct Importing and Import Setup, and Appearance Setup are only available with **WebForms Professional Edition**.

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Tables

Tables can be created via the Tables tab in the Forms Window.



Creating a table in WebForms is a simple process. There are however a couple of limitations to table creation in WebForms. You can have only one table per form, and that table may not have more than ten (10) columns of data. (The number of rows you can have is virtually unlimited.) You are also limited as to what you may include within a table. For example, text is certainly allowed, as are hypertext links. Links must be manually entered into the Table grid. You may not accept user input from within a table; no Text Fields, Comment Boxes, or other controls expecting user input are allowed.

To create a table you must first enter a caption for your table. The caption will appear above your table when viewed through a browser. You can choose to have the table centered by checking the Center checkbox. You can include borders by clicking the Borders checkbox. (Creating a table with no borders is useful as a method of displaying columns of data.)

If you wish your table to include column headers, enter these headers in the first row of the grid. Column headers will appear in boldface type when your form is viewed through a browser. If you do not wish to include column headers in your table, you must leave the first row of the grid blank.

Special Features

Scrolling status bar messages and confirmation messages can be incorporated into your form via the Special Features tab.

The screenshot shows a dialog box with a tabbed interface. The 'Special Features' tab is selected. It contains a notice about JavaScript support, two text input fields for scrolling status bar and confirmation messages, and navigation buttons. The notice reads: 'NOTICE: These features will only work properly if your form is being viewed with a browser that supports JavaScript. As of this release, the only browser thus equipped is Netscape Navigator 2.0, although several major developers have plans to adapt JavaScript. If your form is encountered by any browser not properly equipped, these'. The first text field is labeled 'Scrolling Status Bar Text (max length = 200 characters)' and contains the text 'Thanks for visiting. Be sure to bookmark this site and come back often!'. The second text field is labeled 'Confirmation Message Box Text (max length = 200 characters)' and contains the text 'Submit your order now?'. At the bottom, there are buttons for '<< Prev Tab', 'Next Tab >>', 'Bookmark', and 'Cancel'.

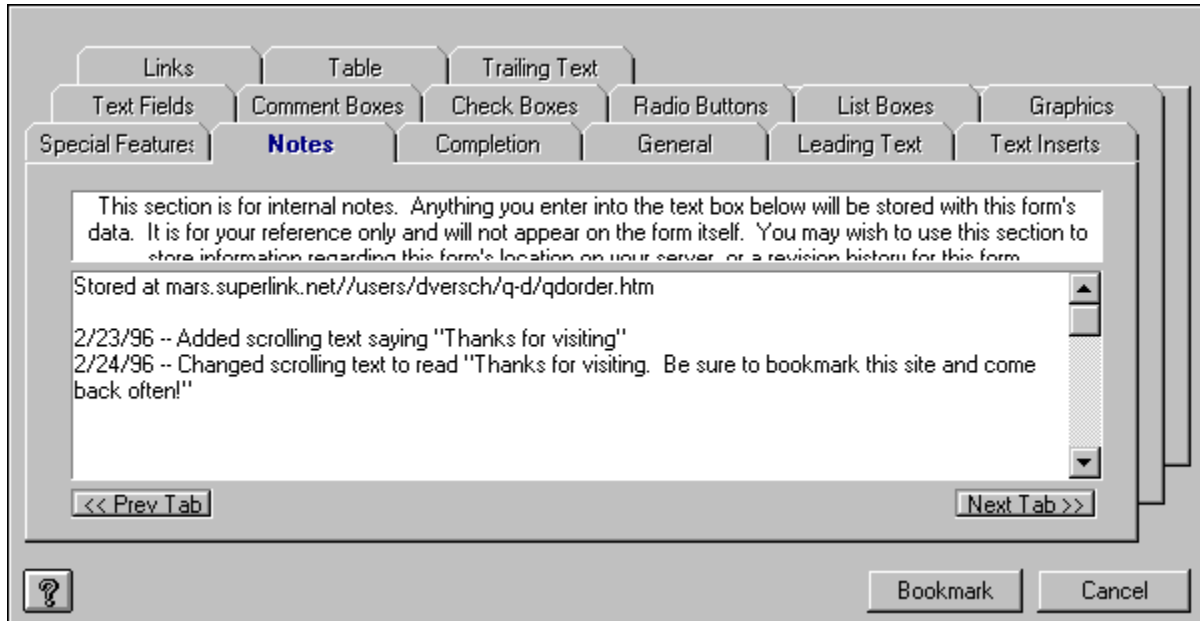
The Special Features tab allows you to take advantage of some of the newest web technology available. Via the magic of *JavaScript*, **WebForms** now allows you to create scrolling status bar messages and submission confirmation messages. All you have to do is enter the desired text in the appropriate field in the Special Features tab and **WebForms** does the rest.

The scrolling status bar message is useful for attracting your visitor's attention and for allowing a particular string of text to be visible at all times, no matter where your visitor goes within the document. The submission confirmation message provides a measure of feedback after your visitor submits his form response, previously absent from mailto forms.

Note: Both the scrolling status bar message feature and the submission confirmation message feature require that your form's visitor be using a JavaScript-capable browser, for example Netscape Navigator 2.0.

Notes

The Notes tab is used to store information pertinent to a particular form.



The Notes tab is a useful tool which can be used to store any data pertaining to a particular form. The data you enter into the Notes tab will not appear anywhere on your form.

Typical uses for the Notes tab might be to store data regarding the location of the form's actual HTML document on your hard drive as well as on your server. You might also wish to keep track of revisions you've made to your form via the Notes tab.

Upgrading Information

- The following steps must be performed **IN THIS ORDER** after installing the WebForms 2.1 upgrade. **If you are upgrading and do not perform these steps, you WILL experience problems.** (If you are not upgrading from a previous release these steps do not apply.)

Step 1: Perform an Import, either Direct or Indirect, and read all current new messages. If you wish to retain them after reading, export them; they will be deleted automatically in Step 2.

Step 2: Regenerate **ALL** of your existing forms. When you are ready to complete each form, click on the Refresh Controls button.

Step 3: Upload all newly modified forms to your Web server, making sure than there are no new responses in your mailbox which were received via the old form.

H

home page

HTML

hypertext

I

ISP

S

scrolling status bar messages

submission confirmation messages

U

UNIX

URL

W

WWW

home page

A typical home page is an HTML document that serves as a point at which other WWW users can find out information about you or your company.

HTML

HTML (Hyper-Text Markup Language) is the language used to create virtually all WWW pages.

hypertext

Hypertext is "clickable" text which allows you to jump from one document to another. If you are reading this definition, you just clicked a hypertext link from within the WebForms Help System.

ISP

An ISP (Internet Service Provider) is an organization which provides dial up access to the Internet, usually for chargeable by the month or by the hour.

scrolling status bar messages

A scrolling status bar message appears as scrolling "marguee" type text at the bottom of your form.

submission confirmation messages

Submission confirmation message text appears in a message box after a visitor to your form clicks the form's Submit button. The message box also will include an "OK" button and a "Cancel" button.

UNIX

UNIX is a computer operating system capable of processing large volumes of information simultaneously. Most Internet servers are UNIX-based.

URL

A URL (Uniform Resource Locator) is simply a string of text containing instructions as to the type of service requested and, depending on the type of service, the address of a document or program on the Internet.

WWW

The WWW (World Wide Web) is a multimedia-capable network which is navigated via hypertext links between pages. Linked pages can be located on the same computer or on different computers on opposite ends of the world.

