

## Javascript CKEditor Table of Contents

<a href="#">Javascript CKEditor Guide Main Page</a> .....	4
<a href="#">Javascript CKEditor Guide Description</a> .....	4
<a href="#">Tool Bar Options</a> .....	4-10
<a href="#">Insert Tool Bar Options</a> .....	4-8
<a href="#">Drop Doc</a> .....	4
<a href="#">Article Redirect</a> .....	5
<a href="#">Local File</a> .....	6-8
<a href="#">Local Image</a> .....	8
<a href="#">Staff Page Link &amp; Staff Page Template</a> .....	9
<a href="#">Image 2 &amp; Image 3</a> .....	9
<a href="#">Articles &amp; My Articles Tool Bar Options</a> .....	9-10
<a href="#">Slideshows Tool Bar Option</a> .....	10
<a href="#">Videos Tool Bar Option</a> .....	10
<a href="#">Button Options</a> .....	11-31
<a href="#">Source – Edit HTML Button</a> .....	11
<a href="#">Paste from Word Button</a> .....	11
<a href="#">Undo &amp; Redo Buttons</a> .....	11
<a href="#">Find, Replace, Select All &amp; Spell Check as You Type Buttons</a> .....	12
<a href="#">Bold, Italic, Underline &amp; Strike-Through Buttons</a> .....	12
<a href="#">Subscript &amp; Superscript Buttons</a> .....	12
<a href="#">Copy &amp; Remove Formatting Buttons</a> .....	12

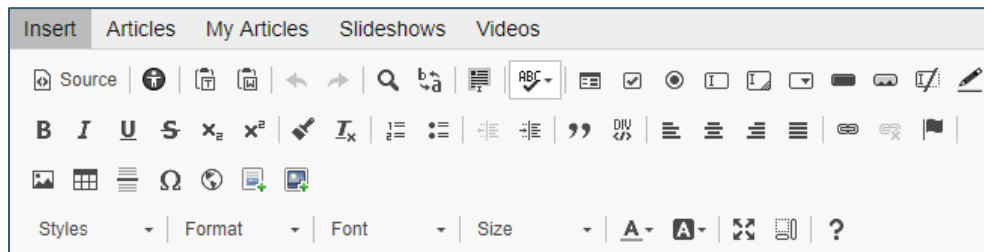
<a href="#">Ordered &amp; Unordered Lists Buttons</a> .....	13
<a href="#">Increasing &amp; Decreasing Indentation Buttons</a> .....	13
<a href="#">Blockquote &amp; Div Buttons</a> .....	13
<a href="#">Align Left, Center, Right &amp; Justify Buttons</a> .....	13
<a href="#">Insert/Edit Link, Unlink &amp; Insert/Edit Anchor Buttons</a> .....	14-16
<a href="#">Image Button</a> .....	16-18
<a href="#">Link Tab</a> .....	17-18
<a href="#">Upload Tab</a> .....	18
<a href="#">Advanced Tab</a> .....	19
<a href="#">Table Button</a> .....	19-22
<a href="#">Advanced Tab</a> .....	21
<a href="#">Cells</a> .....	21
<a href="#">Cell Properties</a> .....	22
<a href="#">Rows</a> .....	22
<a href="#">Columns</a> .....	22
<a href="#">Insert Horizontal Line Button</a> .....	23
<a href="#">Insert Special Character Button</a> .....	23
<a href="#">IFrame Button</a> .....	23
<a href="#">Styles, Paragraph Format, Font, and Font Size Buttons</a> .....	23
<a href="#">Select Text Color &amp; Highlight Color Buttons</a> .....	24
<a href="#">Maximize (Full Screen) Button</a> .....	24
<a href="#">Show Blocks Button</a> .....	24

<a href="#">Form Buttons</a> .....	24-31
<a href="#">Insert a Form Button</a> .....	25
<a href="#">Adding the Form</a> .....	25
<a href="#">Form Fields</a> .....	25-31
<a href="#">Hidden Field Button</a> .....	25-27
<a href="#">Checkbox Button</a> .....	27-28
<a href="#">Radio Button</a> .....	28-29
<a href="#">Text Field Button</a> .....	29-30
<a href="#">TextArea Button</a> .....	30-31
<a href="#">Selection Button</a> .....	31-32
<a href="#">Button</a> .....	32
<a href="#">Image Button</a> .....	33
<a href="#">Label Button</a> .....	33
<a href="#">Example Form</a> .....	33-34

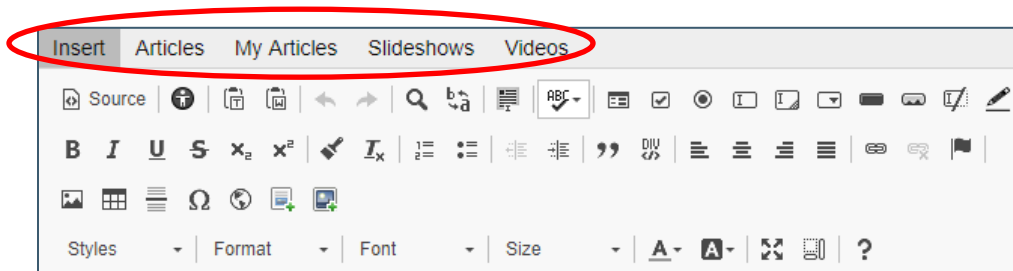
# Javascript CKEditor Guide

## Tool Bar and Buttons

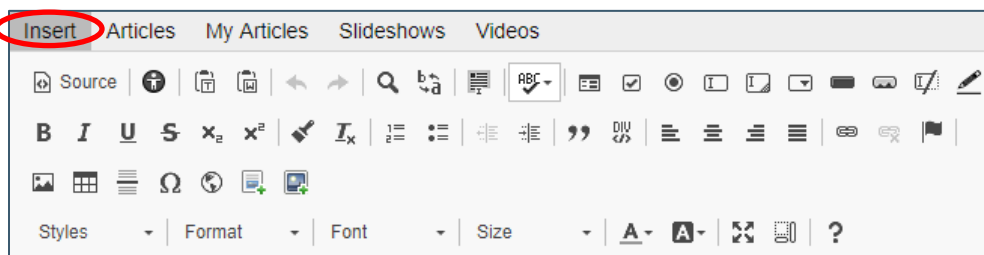
The Tool Bar and Buttons function appears along the top of the article you are creating or editing. The functions included in this format allow you to customize a number of elements within your article.



## Tool Bar Options



## Insert Tool Bar Options



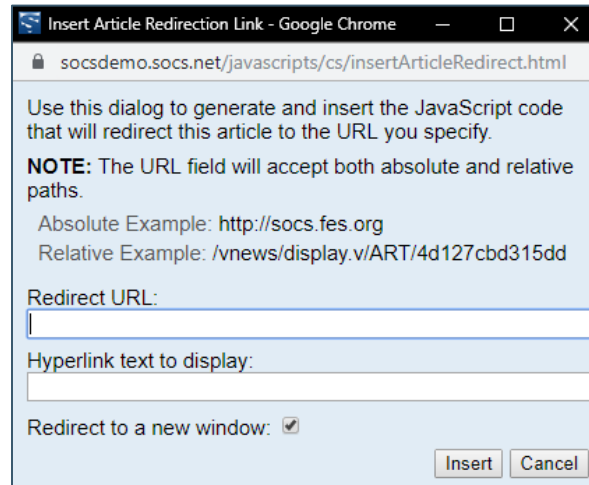
## Drop Doc

Use the **Drop Doc Form** option on the tool bar to create a form on your SOCS site where visitors can upload documents. Visitors can complete the information online, which is sent to a designated recipient in an email automatically.

## Article Redirect

Use the **Article Redirect** icon when you want a Section to redirect to another website, or to a webpage or file within your site. The article containing the redirect must be the only article within the Section otherwise, the redirect will not happen. This feature also creates a hyperlink to the website or webpage within your articles as a reference.

- **Redirect URL:** Type the URL of the website/webpage/file path in the Redirect URL field.
- **Hyperlink text to display:** Enter the text/name of the hyperlink to display in the article.
  - **Note:** *if you insert a local file and fail to fill in the **Hyperlink text to display** field, the file will upload and the default text in you document will appear as "Default Hyperlink Text".*
- **Redirect to a new window:** Select the check box if you wish the hyperlink to open in a new browser window.
  - **Note: Website or Webpage:** *Visit the website or webpage you want to link to and copy the URL into the Redirect URL field. **File:** If linking directly to a file (i.e. PDF) you have two options to upload the file to the SOCS Servers.*
    - *FTP your file to the Pages directory on the SOCS Server.*
    - *Use Insert Local File to upload your file. After uploading your file, select the Hyperlink icon to copy the URL from the Address field. You can then delete the link in the article.*

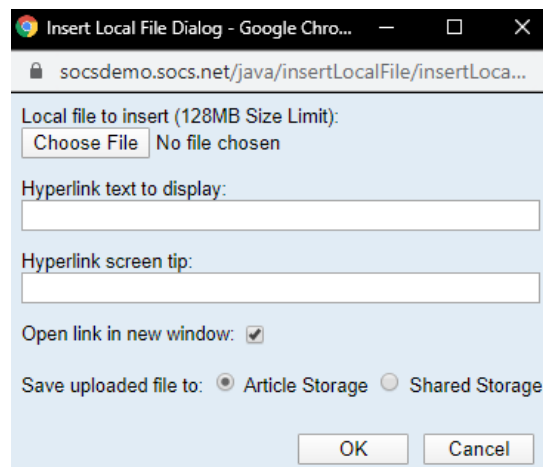


## Local File

Use **Insert, Local File** to transfer a file from your machine to the SOCS server and create a hyperlink to it. You will not be able to edit the hyperlinked file. Make any changes to the original document then, reinsert the new file.

Position the cursor in your document where you want the hyperlink to display. From the **Insert** menu option, select **Local File**.

***Note:** Most file types will upload to our servers, but you should use files types that your public will be able to view. For example, PDF files tend to be more universally accessible than Microsoft Word files.*



- **Local file to insert:** This field is required and populates with the name of the file you select using the **Choose File** button.

- **Hyperlink text to display:** Enter the text/name of the hyperlink to display in the article.
  - *Note: if you insert a local file and fail to fill in the **Hyperlink text to display** field, the file will upload and the default text in you document will appear as "Default Hyperlink Text".*
- **Hyperlink screen tip (optional):** Include text to appear when you hover over the hyperlink text. Example: Click to View.
- **Open link in new window:** Select the check box if you wish the hyperlink to open in a new browser window.
  - *Note: Some browsers/operating systems will automatically open documents/files in a new window.*

#### Definitions for file and image storage:

- **Article Storage:** The document/image will be stored with your article. Only editors of your article will be able to upload a new file/image (with the same filename) to overwrite this document/image. The document/image is deleted when your article is deleted.
- **Shared Storage:** The document/image will be stored within the shared folder. Other editors may link to this document/image within other articles. If editors upload a new file/image (with the same file name) your file will be overwritten. This document/image will remain in SOCS when your article is deleted.

#### When should I use Article Storage or Shared Storage?

Example: You have two files for student handbooks. Each file is named the same (StudentHandbook.pdf) but contain different content. One handbook will be used at the Middle School and High School. The other file will be used only at the Elementary School. You want 3 articles under the respective school sections.

You may use Shared Storage for the Student Handbook used at the Middle School and High School. If there are changes to the handbook in the future, you would only need to upload the new file once. You may also use Article Storage to prevent another editor overwriting your file/image. Changes to the file will then need to be uploaded to each article.

You may use Article Storage for the handbook at the Elementary School.


Select **OK** to create the link.

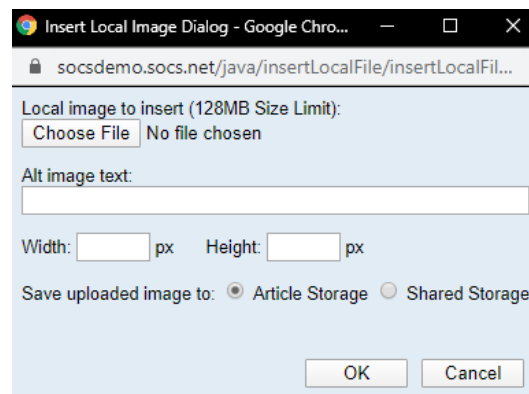
**Note:** If the file upload fails, the hyperlink WILL NOT appear, and the dialog box will inform you of the problem and possible reasons for the failure.

Files 128MB or less can be uploaded using the **Insert Local File** feature. If your file is larger than 128MB, you will need to FTP the file to the SOCS.servers.

## Local Image

Use the **Insert, Local Image** icon to insert a picture or image into your article. Position the cursor where you want the image to appear and select **Local Image**. Browse to find your file. You may add **Alt image text** and set the **Width** and **Height** for your image.

**Note:** It is best to always resize your images before inserting them into your article, as the image resizing may distort your original image. If resizing within your SOCS article, be sure to click the padlock icon (  ) to maintain the aspect ratio.



There are two options for saving your uploaded image:

- **Article Storage:** The document/image will be stored with your article. Only editors of your article will be able to upload a new file/image (with the same file name) to overwrite this document/image. The document/image is deleted when your article is deleted.
- **Share Storage:** The document/image will be stored within the shared folder. Other editors may link to this document/image within other articles. If editors upload a new file/image (with the same file name) your file will be overwritten. This document/image will remain in SOCS when your article is deleted.



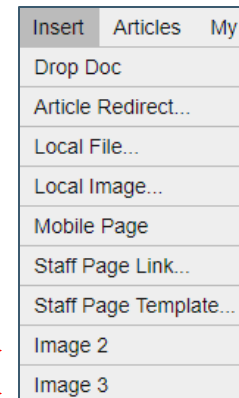
## Staff Page Link and Staff Page Template

If you have access to Staff Pages, please refer to the SOCS Training Guides in the Help Center dropdown on the SOCS Toolbar and print out the Staff Pages and Blog Training Guide.

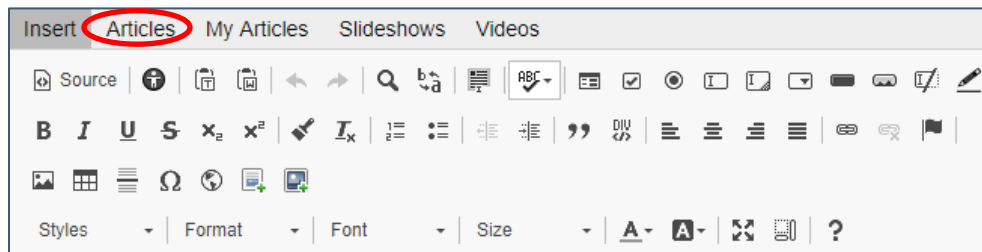
### Image 2 and Image 3

To place the **second and third images or galleries**, place your cursor where you want each one to appear. To lock the image in place, select **Insert, Image 2** or/and **Image 3** from the toolbar.

***Note:** SOCS will automatically place your first image or gallery at the beginning of the article. You must complete this step or the images will not appear.*



### Articles and My Articles Tool Bar Options

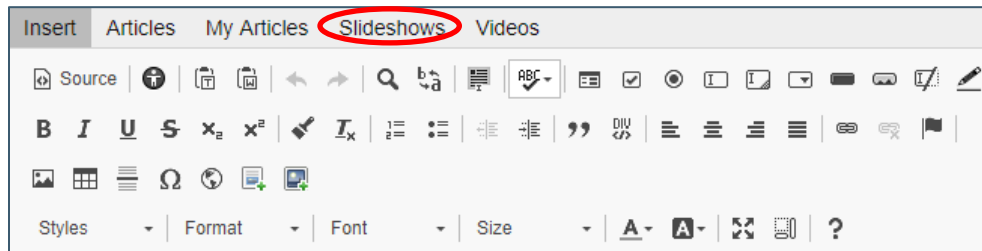


Use the **Articles** or **My Articles** option on the tool bar to automatically link to another SOCS article (expired and active). The **Articles** tab will display the most recent articles regardless of who wrote them. The **My Articles** tab will display only articles that you (the person logged in) wrote. It will also display the most recent articles.

If the article you link to is a live article (its publish end date is in the future or set to never expire), the article will be accessible both in your article and the section where it is located. To have the linked article available only through the link in your main article, the publish end date for the linked article must be in the past (referred to as an expired article).

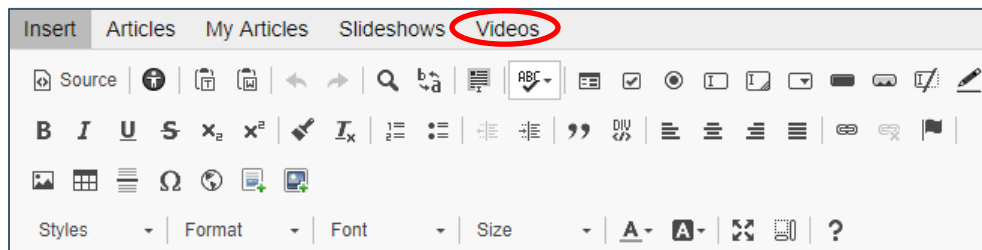
- Position your cursor in your document where you want the SOCS article link to appear.
- Select either **Articles** or **My Articles** and select the article to which you want to link. The link will appear in your document.

## Slideshows Tool Bar Option



To insert an existing slideshow into your article, place your cursor where you want the slideshow to appear. Choose **Slideshow** from the tool bar and select the desired slideshow.

## Videos Tool Bar Option



To insert an existing video into your article, place your cursor where you want the Video to appear. Choose **Videos** from the tool bar and select the desired video.

## Button Options



### Source - Edit HTML Button

Use **Source** to see the HTML source for the article and add HTML code.

After launching **Source**, enter in your HTML code.

When you want to return to the original article editor view, select the **Source** button again.

### Paste from Word Button

*Note: use the following keyboard shortcuts for other copy and paste.*

	Windows	Mac
<b>Cut:</b>	Ctrl + X	Command + X
<b>Copy:</b>	Ctrl + C	Command + C
<b>Paste:</b>	Ctrl + V	Command + V

The **Paste from Word** option will paste copied content into the editor with no additional style information. This means style information, such as text color, is removed, while standard HTML formatting, such as bold or italic, will be preserved.

### Undo and Redo Buttons

Use the **Undo** and **Redo** icon to undo keystrokes or replace keystrokes deleted by mistake. Select the **Undo** arrow to replace previous keystrokes. It will automatically undo information last entered. The **Redo** arrow will do the same thing only in reverse—it will automatically redo, information last changed/deleted.



## Find, Replace, Select All and Spell Check as You Type Buttons

Use **Find and Replace** to search a document for a specific word or phrase. Select the icon and enter the word or phrase you want to find. You can also enter replacement information and specify if you want to replace incident by incident or if you want to replace all incidents.

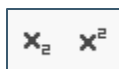
Use **Select All** to delete or modify all the content in your article.

Select the **SCAYT (Spell Check As You Type)** icon to check your spelling as you type. If an error is encountered, the word will be underlined in red. Use the **Check Spelling** option to review your whole article. This option provides suggestions for replacing the word. Highlight the correctly spelled word and select **Change to** replace the incorrect word. There are options for checking Grammar and a Thesaurus. **SCAYT** has options for Languages, adding words to the dictionaries and ignoring words with numbers, mixed case, all-caps and domain names.



## Bold, Italic, Underline and Strike-Through Buttons

The bold, italics, underline and strike-through styles can be applied to the whole document, a paragraph, or a text fragment of arbitrary length — even a single letter.



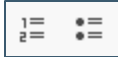
## Subscript and Superscript Buttons

**Subscript** and **Superscript** formatting is often used in mathematical expressions or footnote references. **Subscript** is a character that is slightly smaller than the text that surrounds it and is set below the baseline. **Superscript** is a character that is slightly smaller than the text that surrounds it and is set above the baseline.



## Copy Formatting and Remove Formatting Buttons

Use **Copy Formatting** when selecting text with the formatting you'd like to copy and apply to other text in your article. Select the text with the formatting you want to copy, click **Copy Formatting**, then highlight the text to which you want to apply this formatting. Use **Remove Formatting** when selecting the text you wish to apply this style to by holding the mouse down and highlighting a word, sentence or paragraph. The style information will be removed from the specified text.



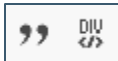
## Ordered and Unordered Lists Buttons

Bulleted lists are useful when you want to group a number of items that do not need to appear in any particular order. Numbered lists are useful when you want to group a number of items that need to appear in a particular order.



## Increasing and Decreasing Indentation Buttons

The block-level element containing the cursor will be indented with one tab length. The indentation of a block-level element containing the cursor will decrease by one tab length.



## Blockquote and Div Buttons

Use **Blockquote** to align the text within your article. Highlight an area of text and select the Blockquote icon from the toolbar. Block quote is used for longer quotations that are distinguished from the main text by left and right indentation. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words.

The **Create Div Container** dialog window that will open lets you set configuration options that define the stylesheet ID and classes. The **Advanced** tab lets you configure additional div element options such as assign it an ID, a language code, a text direction, a tooltip, or CSS style properties.



## Align Left, Center, Right and Justify Buttons

Text alignment determines the placement of text relative to the page (or the editing area).



## Insert/Edit Link, Unlink and Insert/Edit Anchor Buttons

Use the **Link (Hyperlink)** icon to create a link to an existing file, Web page (URL), email address or places in document.

To link to a URL:

- Highlight the text you wish to create a hyperlink. Select the **Link** icon.
- In the **Link Info** tab, select URL from the **Link Type** dropdown, and enter the address of the Web site in the URL.

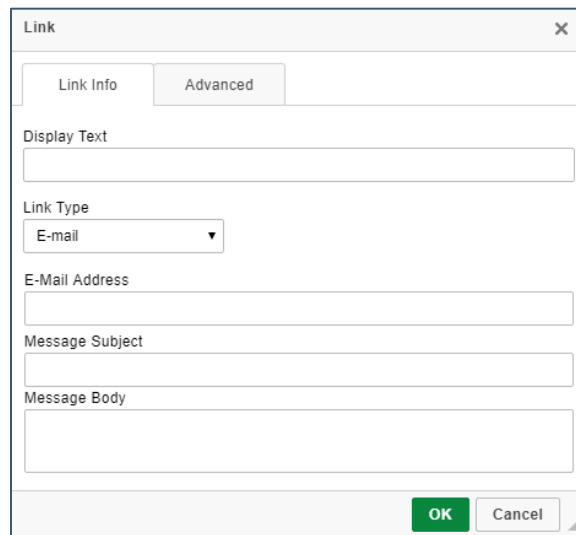
The screenshot shows the 'Link' dialog box with the 'Link Info' tab selected. The 'Display Text' field is empty. The 'Link Type' dropdown is set to 'URL'. The 'Protocol' dropdown is set to 'http://'. The 'URL' field is empty and has a blue border. At the bottom right, there are 'OK' and 'Cancel' buttons.

- You may choose to have the link open in the various frames. This is done from the Target tab. The default is New Window (\_blank).

The screenshot shows the 'Link' dialog box with the 'Target' tab selected. The 'Target' dropdown menu is open, showing the following options: '<not set>', '<frame>', '<popup window>', 'New Window (\_blank)', 'Topmost Window (\_top)', 'Same Window (\_self)', and 'Parent Window (\_parent)'. The 'New Window (\_blank)' option is highlighted. At the bottom right, there are 'OK' and 'Cancel' buttons.

To create a link to an email address:

- Highlight the text you wish to create a hyperlink. Select the **Link** icon.
- On the **Link Info** tab, select E-mail from the **Link Type** dropdown.
- Enter the E-mail address. The Message Subject and Body are optional fields.

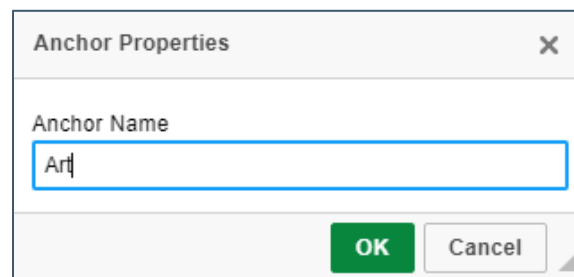


The screenshot shows a dialog box titled "Link" with a close button (X) in the top right corner. It has two tabs: "Link Info" (selected) and "Advanced". Under "Link Info", there is a "Display Text" text input field. Below it is a "Link Type" dropdown menu with "E-mail" selected. Underneath are three more text input fields: "E-Mail Address", "Message Subject", and "Message Body". At the bottom right of the dialog are "OK" and "Cancel" buttons.

To **Unlink** (unlink Hyperlink), highlight the link within your article and select the icon.

Use the **Anchor** icon to link between two sections of text in the same article.

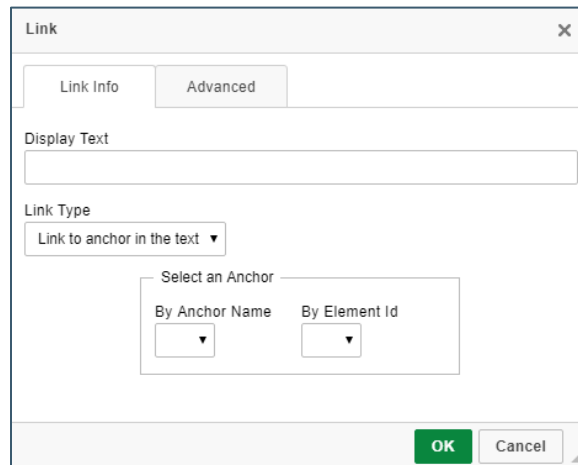
To create an anchor, you first need to set the anchor location. To do this, use the anchor button (📌) on the toolbar. For example, if you want a link between two sections about "Art", highlight the word "Art" in the bottom link, and then choose the anchor icon on the toolbar. Enter the **Anchor name**: (probably "Art").



The screenshot shows a dialog box titled "Anchor Properties" with a close button (X) in the top right corner. It has a single text input field labeled "Anchor Name" containing the text "Art". At the bottom right of the dialog are "OK" and "Cancel" buttons.

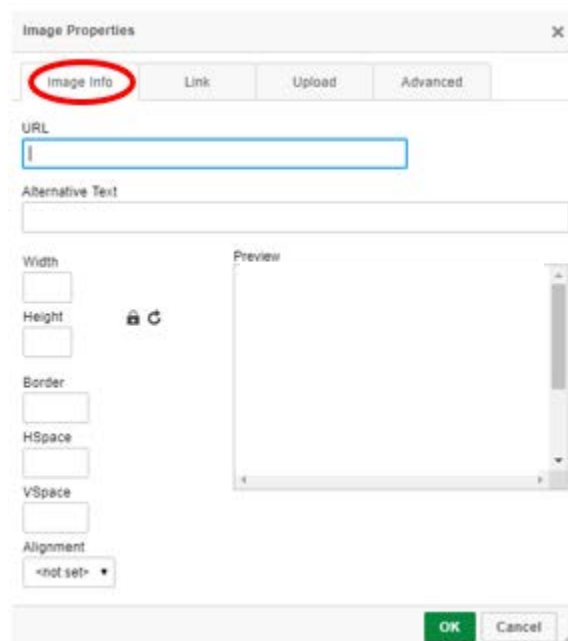
Next, go back to the top link about "Art", and use the **Link** (Hyperlink) icon to create the link. Select the **Link Type** of **Link to anchor in the text**. A list of all the anchors created in the article will be listed in the Anchor Name. Highlight the one you want (in this case "Art").

The two "Art" sections will now be linked.



## Image Button

The Image icon allows you to set the image URL and configure the way the image will appear in the document.

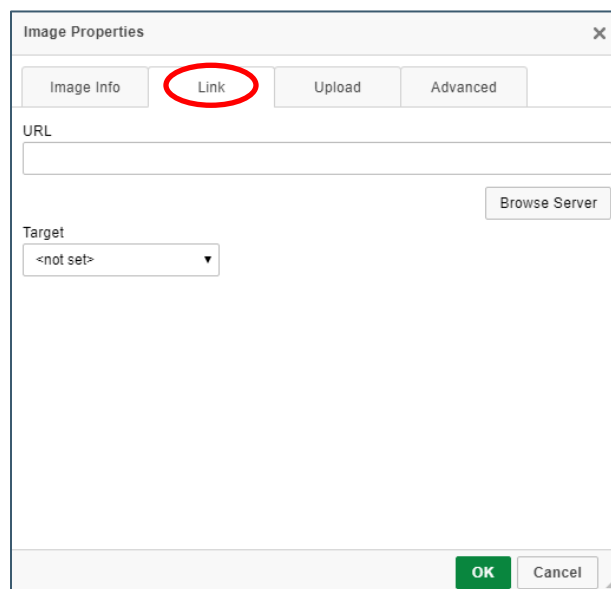


- **URL** – The web address of the image.
- **Alternative Text** – a short description of the image that tells users with assistive devices (like screen readers) what the image is about.
- **Width** – the width of the image in pixels. By default this is the size of the original image.



- **Height** – the height of the image in pixels. By default this is the size of the original image.
- **Border** – the size of the solid border around the image in pixels.
- **HSpace** – the horizontal spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **VSpace** – the vertical spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **Align** – the alignment of the image in the document. Available options are **Right** and **Left**.
- **Preview** – a preliminary view of the selected image formatted according to the options chosen on the left.

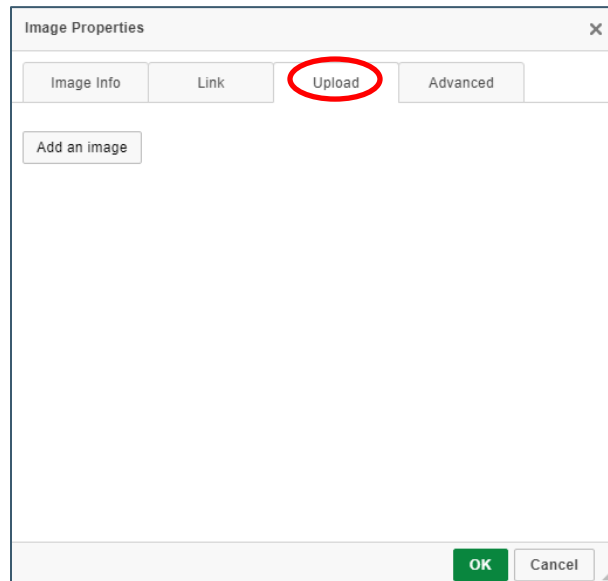
## Link Tab



The **Link** tab lets you assign a link to an image inserted into the document, effectively converting the image into a clickable link. The link can point to any kind of object available in the Internet, like a simple URL address, a PDF document, or an online video.

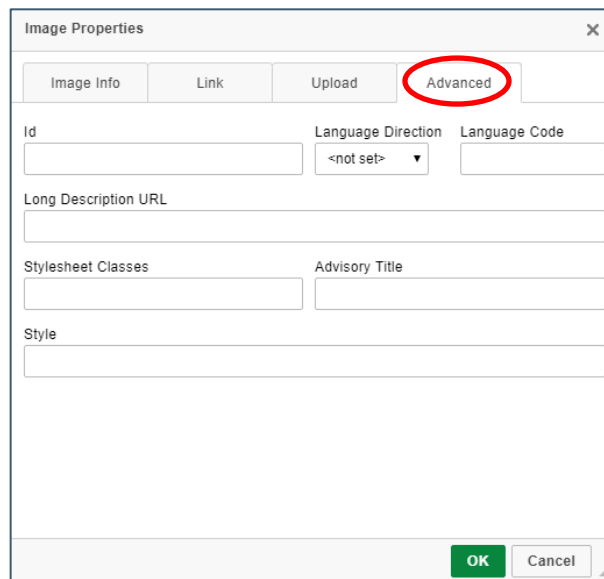
This might prove especially useful if, for example, you want to add a thumbnail that would lead the reader of your document to a full-size copy of the image or add a company logo and point to its website.

## Upload Tab



The **Upload** tab lets you choose an image file from your device to upload to your SOCS article.

## Advanced Tab



The screenshot shows the 'Image Properties' dialog box with the 'Advanced' tab selected and circled in red. The dialog box contains the following fields:

- Id**: A text input field.
- Language Direction**: A dropdown menu with '<not set>' selected.
- Language Code**: A text input field.
- Long Description URL**: A text input field.
- Stylesheet Classes**: A text input field.
- Advisory Title**: A text input field.
- Style**: A text input field.

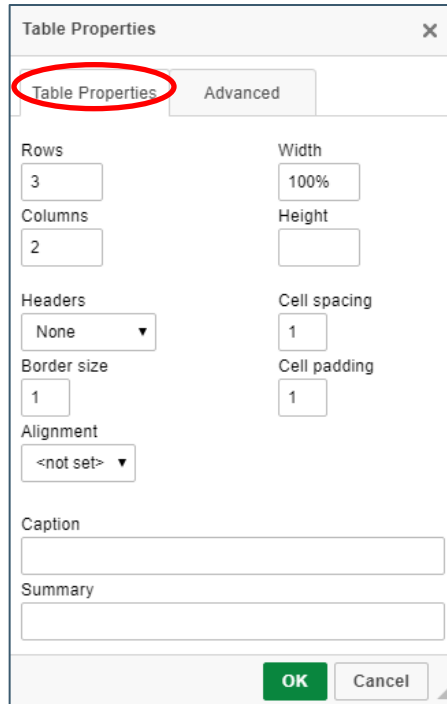
At the bottom right, there are 'OK' and 'Cancel' buttons.

The **Advanced** tab lets you configure additional image options such as assign it an ID, a class, a longer description, a tooltip, or CSS style properties.



## Table Button

Select the **Table** icon to insert or modify a table within your article. The Table Properties screen is where you can specify the number of rows and columns for your table.



**Rows and Columns:** Enter the number of rows and columns required.

**Headers:** Select if you have a header in the first row, column or both.

**Border:** Adjust the size (thickness) of the border lines in your table.

**Alignment:** Select how you want your table placed in the article.

**Width:** When the width is set at 100% the table will fill the entire width of the area. Change the width percentage if you want a narrower table.

**Height:** The overall height of the table.

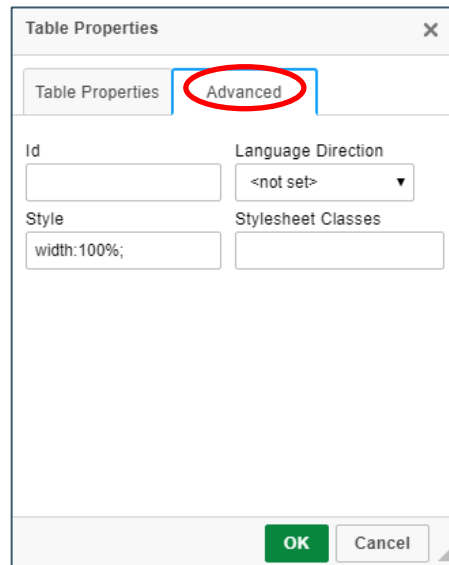
**Cell spacing:** Cell spacing affects the spacing between each individual cell.

**Cell padding:** Cell padding affects the size of your cell and the amount of white space surrounding your text.

**Caption:** If you would like a title placed above the table to put a caption/heading.

**Summary:** The summary of the table contents that is available for assistive devices like screen readers.

## Advanced Tab



The **Advanced** tab lets you configure additional image options such as assign it an ID, a class, a language direction, or CSS style properties.

## Cells

### Insert cell before, Insert cell after, and Delete cells

Right click within the table to modify the rows within the table. Your cursor must be inside the table in order for this feature to work. The cell will appear before/after or delete the cell containing the cursor.

### Merge Right and Merge Down

Highlight the cells you wish to merge. Right click and select Cell, Merge Right or Merge Down.

### Split Cell Horizontally and Split Cell Vertically

To split merged cells, place your cursor inside the cell. Right click and select Cell, Split Cell Horizontally or Split Cell Vertically.

## Cell Properties

### Width

**Percent:** When the width is set at 100% the table will fill the entire width of the area. Change the width percentage if you want a narrower table. Using percentages will enable mobile devices the best view of your table.

**Pixels:** When the width is set at pixels, the table may not fit the article width and may not be viewable within mobile devices.

**Height:** The overall height (pixels or percent) of the cell.

**Word Wrap:** Allows your text to fit within the cell.

**Horizontal Alignment:** Select how you want your text placed in the cell.

**Vertical Alignment:** Select the placement of the text within the cell.

**Cell Type:** Data is the default. Header is available if you have titles for your columns.

**Rows Span:** Allows you to merge cells.

**Columns Span:** Allows you to merge columns.

**Background Color and Border Color:** Choose a background color and/or border color for the entire table if desired.

## Rows

### Insert Row Before, Insert Row After, and Delete Rows

Right click within the table to modify the rows within the table. Your cursor must be inside the table in order for this feature to work. The row will appear before/after or delete the row containing the cursor.

## Columns

### Insert Column Before, Insert Column After, and Delete Columns

Right click within the table to modify columns. Your cursor must be inside the table in order for this feature to work. The column will appear before/after or delete the column containing the cursor.

## Insert Horizontal Line Button

Select **Insert Horizontal Line** to insert a horizontal line in your document. These lines can be used to separate text sections. You can type above or below the horizontal line.

## Insert Special Character Button

Use the **Insert Special Character** link to insert a symbol into an article. With the cursor marking the place for the symbol to appear, select the symbol icon to see a table showing the various symbols available.

## IFrame Button

Inline frames, or iframe elements, allow you to insert a frame containing another document in the middle of your document.

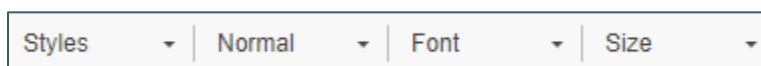
### General Tab

This allows you to set the iframe URL and configure the way it will appear in the document.

### Advanced Tab

The **Advanced** tab lets you configure additional inline frame options such as assign it an ID, a class, or CSS style properties.

## Styles, Paragraph Format, Font, and Font Size



The **Styles** drop-down list contains a number of pre-defined block and inline styles that you can use. To make the choice easier, the style names are displayed in a style that they represent, giving you a preview of what the text will look like.

**Paragraph formats** are pre-defined block-level combinations of various formatting options that make it easier to keep the presentation of the text uniform.

**Font** is the typeface that will be applied to the document text. **Size** determines how big or small a font used in the document text will be.



## Select Text Color and Background Color Buttons

Use **Background Color** to apply color to the background of a selection of text. Select the down arrow to display a list of default colors. Select any color from this list to then apply this color to selected text or to begin writing text in this color.

Use **Text Color** to change the font color. Select the down arrow to display a list of default colors. Select any color from this list to then apply this color to selected text or to begin writing text in this color.



## Maximize (Fullscreen Mode) Button

Use **Maximize** to view the article content in the full size of your browser providing you a larger working area to easily add/edit your article content.

After launching the **Maximize**, select the button again to **Minimize** to the original article editor view.



## Show Blocks Button

**Show Blocks** will display a grid of dotted frames around the block-level elements of the document along with their HTML tag, like p for paragraph or h1 for level 1 heading, as shown in the figure below.



## Form Buttons

*Before creating a form, please contact SOCS Support with the recipient email address(es) being used by the form as there is a file on the server that needs to be updated before the form can be sent.*

*For a nominal fee, the information collected in the form can be stored to an accessible database. Create the form and contact SOCS Support for an estimated fee.*

### Helpful Hints:

- Think about the items that will be collected on the form, as they will all need to have a name associated with them. The field name is used in the returned email.
- If you want to be able to track returned emails easily, make the email a required field.



- If you want to align the fields in a specific way or add background colors, first insert the form into the SOCS article, and then insert a table into the form. You can then organize the input fields in the table cells, and add background colors if you wish.



## Insert a Form

1. Select the **Form icon** and complete the **Form Properties**.

**Name:** the name of the form.

**Action:** For all forms, enter `/formmail/formmail.php`

**Id :** the unique identifier for a form element in the document.

**Encoding:** select `multipart/form-data`

**Target:** select `Same Window (_self)`

**Method:** select `POST`

The image shows a 'Form Properties' dialog box with the following fields and options:

- Name:** A text input field.
- Action:** A text input field.
- Id:** A text input field.
- Encoding:** A dropdown menu.
- Target:** A dropdown menu with '<not set>' selected.
- Method:** A dropdown menu.
- Buttons:** 'OK' (green) and 'Cancel' (grey).

## Adding the Form

After the form has been inserted, begin adding the form elements. Place your cursor inside the form outline where you would like the element placed.

## Form Fields

Following is a list of the fields available and a brief explanation of each. For each field you enter, you will right click inside the field, select Field Properties from the drop-down box, and fill out the appropriate information.



## Hidden Field Button

**Hidden:** Hidden fields define data about the form. The person filling out the form does not see this information. The most frequently used hidden field names are:

- ***Recipients*** – the email address(es) of the person the form data will be sent to (separate multiple email addresses by a comma and no spaces).
- ***Subject*** – the subject line of the email being sent.

- **Required** – the fields that are required on the form (separate multiple fields by a comma and no spaces).
- **Good\_URL** – after the form is submitted, the user will see a custom “thank you” page.

Select the **Hidden Field** icon. Enter the Name of the hidden field.

**Recipients:** The hidden field is the email addresses that receive the completed form information. Enter the name as **recipients**. The value is the email address(es) the form will be sent to.

The screenshot shows a dialog box titled "Hidden Field Properties" with a close button (X) in the top right corner. It contains two text input fields: "Name" with the value "recipients" and "Value" with the value "socssupport@fes.org". At the bottom right, there are two buttons: a green "OK" button and a grey "Cancel" button.

**Subject:** To specify what you want to appear in the subject line of the return email, create a hidden field and enter the name as **subject**. Enter the email subject line i.e. Help Desk Request as the value. If you do not add a subject field the subject line in the return email will read WWW Form Submission.

The screenshot shows a dialog box titled "Hidden Field Properties" with a close button (X) in the top right corner. It contains two text input fields: "Name" with the value "subject" and "Value" with the value "Trouble Ticket|". At the bottom right, there are two buttons: a green "OK" button and a grey "Cancel" button.

**Required:** To specify which fields in the form are required, enter **required** as the Name and the field name(s) as the Value (name, address, email, etc.). The names you add in the Value field must match the specified field names exactly.

**Note:** If you want to be able to track returned emails easily, make email a required field.

**good\_url:** To redirect to a custom “Thank You” page, create the article in SOCS and use the hidden field to redirect to that article. To do this, the Name must be “good\_url” and the Value will be the SOCS article id (/vnews/display.v/ART/2006/05/09/379b30813). If you do not create a custom thank you page the user will still see a generic page thanking them for using the form.

**Important Note:** If the fields contain more than one word, do NOT use spaces. Combine the words or use underscores rather than spaces. **Example:** *FirstName* or *First\_Name*



## Checkbox Button

Field used to gather a list of multiple options. Multiple checkboxes may be combined in a logical group, although their selection is independent of one another, which means that more than one item of the group can be selected at a time. Examples:

- Select all that apply.
- Which sessions will you attend?

Choose the **Checkbox** icon.

**Name** – the name used to identify each field. Enter the same name for each checkbox field in this category.

**Value** – the value of each checkbox name (i.e. Yes, No, Maybe).

**Selected** – used to pre-select one of the checkbox fields.

**Required** – used to require the user to check a response.



## Radio Button

Radio buttons are usually used in groups and they differ from the checkbox, in that only one item can be selected at a time.

Examples:

- Questions that have a yes or no answer.
- Questions where multiple options are listed but you want the person to select only one of the options.

Choose the **Radio Button** icon.

- **Name** – the name used to identify each field. Enter the same name for each radio field in this category.
- **Value** – the value of each radio name (i.e. Yes, No, Maybe).
- **Selected** – used to pre-select one of the radio fields.
- **Required** – used to require the user to check a response.



## Text Field Button

A single row box used to gather information. Text fields differ from the textarea, in that they are single-line fields and thus are meant for shorter entries.

A text field element comes in two variants. The first one lets you enter the text and see it as you type. The second one is used for entering passwords and obscures the typed characters with an asterisk (\*), a bullet (•), or another symbol used by the browser.

Examples are:

- Email address
- Password
- Name
- Address

Choose the **Text Field** icon.

- **Name** – the name is used to identify each field. Each field in a form must have a unique Name. Use a name that represents the data being collected – name, address, phone, etc.
- **Value** – not used for Text fields.
- **Character Width** – indicates how many characters wide the displayed text box will be.
- **Maximum Characters** - the limit of characters that may be entered into the text field.
- **Tip:** Always use **email** (all lower case) for the Name when gathering the email address. This adds the email address to the “from” area of the return email. If you do not use **email** as the name the “from” address will be blank or **Bounce@lists.fes.org** on the email you receive.

***Remember:** If the field contains more than one word, do NOT use spaces. Combine the words or use underscores rather than spaces. **Example:** *FirstName* or *First\_Name**



## TextArea Button

**TextArea:** a larger area to gather information. Examples:

- Comments
- Dietary restrictions

Choose **TextArea Field** icon.

The screenshot shows a dialog box titled "Textarea Properties" with a close button (X) in the top right corner. Inside the dialog, there are several input fields:
 

- Name:** A text box containing the word "Text".
- Columns:** A text box containing the number "20".
- Rows:** A text box containing the number "2".
- Value:** A large, empty text area with a blue border and a vertical cursor on the left side.
- Required:** A checkbox that is currently unchecked.

 At the bottom of the dialog, there are two buttons: a green "OK" button and a grey "Cancel" button.

- **Name** – the name used to identify each field.

- **Columns** – the number of columns for the text area. This is equivalent to how wide the text field will be.
- **Rows** – the number of rows to be displayed on the screen. The number of rows does not limit the amount of text that can be entered, only how tall the text area is (scroll bars will appear when necessary).
- **Value** – enter data to display in the TextArea or leave blank.



## Selection Button

**Selection Field:** drop-down field of multiple options. Examples of select fields are:

- What is your favorite color?
- How satisfied were you with your visit?

Choose the **Selection Field** icon.

- **Name** – the name used to identify each field.
- **Value** – can be left blank.
- **Size** – determines how many options are shown in the menu at one time. Size 1 turns the menu into a drop-down list. Size 3 would display a box with three options.
- **Text** - the label of the selection field option.

- **Value** - the value of the selection field option submitted to the server.
- **Add** - adds an option to the selection field.
- **Modify** - modifies a selected option.
- **Up** - moves an option one row up the selection field.
- **Down** - moves an option one row down the selection field.
- **Set as selected value** - sets an option as selected by default.
- **Delete** - deletes a selected option.
- **Allow Multiple Selections** - used to mark more than one option.



## Button

The image shows a 'Button Properties' dialog box with the following fields and options:

- Name:** An empty text input field.
- Text (Value):** An empty text input field.
- Type:** A dropdown menu with 'Button' selected. The dropdown is open, showing 'Button', 'Submit', and 'Reset' as options.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

**Button: Submit & Reset Fields:** The Submit button needs to be added to the form for the information to be sent. The Reset button clears the form and is optional.

- **Name** - the name used to identify each field.
- **Text (Value)** - the text displayed on the button (value attribute).
- **Type** - the button type. Possible options are **Button** (standard button with arbitrary text; type="button" attribute), **Submit** (a button that submits the form data to the server; type="submit" attribute), and **Reset** (a button resetting the form fields to their default values; type="reset" attribute).



## Image Button

An image button allows you to import in your own image as a button. It is a clickable image that functions just like a standard button but has a customized appearance.



## Label

Use labels to name form fields instead of plain text. Labels are necessary to be compliant with accessibility standards as they connect the name to the field.

**Label Text** – Enter the text you want next to the form field.

**For (Form field name)** – Enter the name of the field the label is related to. If you are unsure of the name, right click on the field in question, and choose Properties. The *Name* box is the text you need.

**Remember:** *The form will not work until you contact SOCS Support and give them the recipient email address(es) being used by the form. There is a file on the server that needs to be updated before the form can be sent.*

## Example Form

Try this sample to create a form to gather name, email address, username, password, classes for child, grade of child, teacher of child, and comments.

- Create an expired “Thank You” article on your site. Search for the article from your home page and copy the url (the website address information following your main address - /vnews/display.v...).

- Create a new article to gather grade book password information for parents/students.
- In the article editor, select **Form, Insert Form**.
- Add four **hidden fields** for recipients, subject, required, and good\_url.
- Add **text fields** for name, email, and username. Add the labels for the text boxes before inserting the Text field.
- Add a **password field**. Add the label for the password field before inserting the password field.
- Add **checkbox fields** for classes of reading, math, science, and spelling. Add the label for the checkbox fields before inserting the fields.
- Add **radio fields** for grade of first, second, third, and fourth. Add the label for the radio fields before inserting the fields.
- Add a **select field** for teacher of Mrs. Pinkman, Mrs. Thompson, Mrs. Gilmour, and Mrs. Pavelka. Add the label for the select field before inserting the field.
- Add a **TextArea field** for comments. Add the label for the TextArea field before inserting the field.

Your sample form will appear like this on your site:

Name

Email address

Username

Password

Classes  
 Reading  Math  Science  Spelling

Grade of child  
 First  Second  Third  Fourth

Teacher  
 Mrs. Pinkman

Comments