

Beginners: Online Forms

In our everyday life we use forms on a regular basis to apply for jobs, financial services, joining the library or a college, taking part in surveys and so on.

These paper forms normally collate your personal details and preferences by making you fill in several text boxes, tick boxes or option boxes. You are not always obliged to fill in all of these fields - sometimes only a few of them are required.

Online forms are exactly like paper forms, the only difference is that online forms need to be filled in using your keyboard and mouse instead of being handwritten with a pen.

Text, Options, Choices and Commands

Text boxes are fields that allow you to type in free text. Click anywhere in the box to get a cursor and type in the required text.

First name:

Drop down lists or **combo boxes** are fields that allow you to choose one of several available options from a list. Click on the down arrow to display the list, then click on your chosen option.

Koorn type:

- Double (2 people) ▾
- Single (1 person)
- Double (2 people)
- Twin (2 people)
- Triple (3 people)
- Quad (4 people)

Option or **radio buttons** are fields that allow you to choose only one of the available alternatives. Click in the circle next to the desired option to select it—a dot will appear inside of it.

Royal Mail

Box Office Collection

Check Boxes allow you to choose any of the available options. Click in the box next to the desired option to select it—a tick will appear inside of it.

What facilities would you like?
You may select more than one.

<input checked="" type="checkbox"/> Baby Sitting	<input type="checkbox"/>	<input type="checkbox"/> Car Parking	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gymnasium	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Indoor Pool	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Restaurant	<input checked="" type="checkbox"/>		

Command buttons are rectangular objects that a user can click on to perform particular actions. Most commonly, once a form has been filled in, it needs to be **submitted** by clicking on the submit button.

This is a selection of some of the most common command buttons you are likely to come across.

Required Fields

Very often forms ask you for optional additional information, for example for market research purposes, that you do not need to fill in.

Generally, **required fields**, that must be completed for the form to be processed, are indicated with an asterisk (*)

* Country: ▾

Alternate Email:

Terms and Conditions

Before submitting a form, always read the **terms and conditions**

1. ACCEPTANCE OF TERMS

Welcome to Yahoo! UK & Ireland. Yahoo! UK Limited ("Yahoo!") provides its service to you,

carefully (remember to use the **vertical scroll bar!**), especially when purchasing goods online - bear in mind that if the items are coming from outside the UK, they may be subject to VAT, import duty and Post Office handling fees; some items, e.g. books, are normally exempt from these charges. Information is available from the HM Revenue & Customs' National Advice Service: 0845 010 9000

Checking the Form

Before submitting a form, always check that all the data you filled in is accurate, especially when purchasing goods as you might end up receiving and being charged for extra items you did not intend to purchase!

NOTE: Refreshing the Web page will clear or reset the form!