

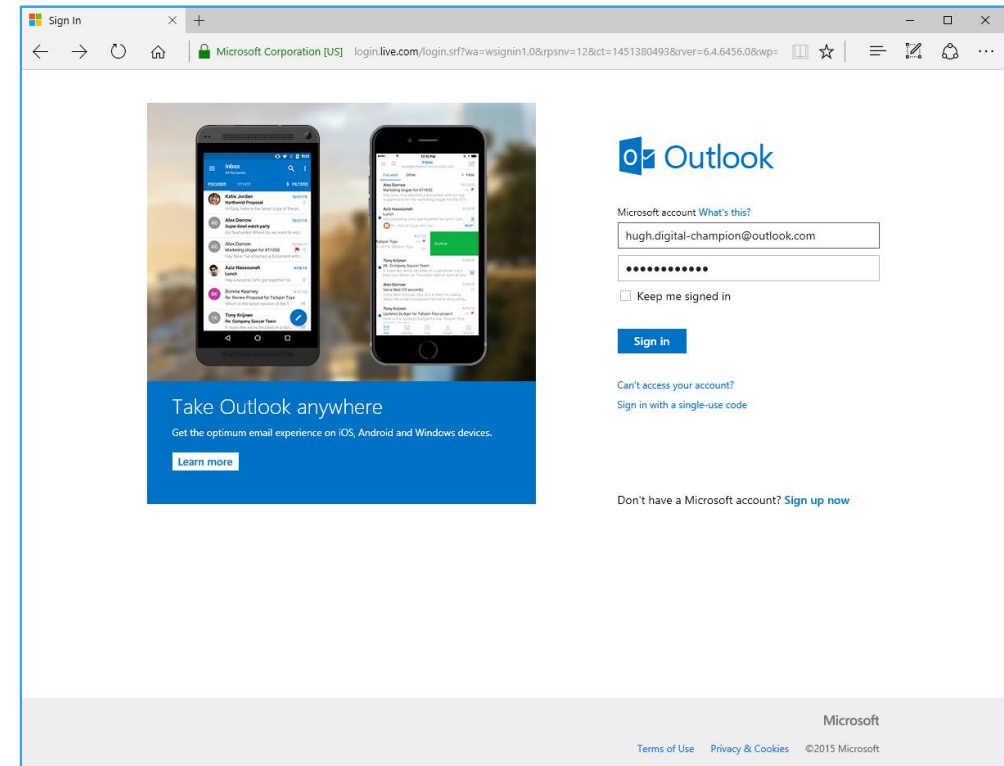
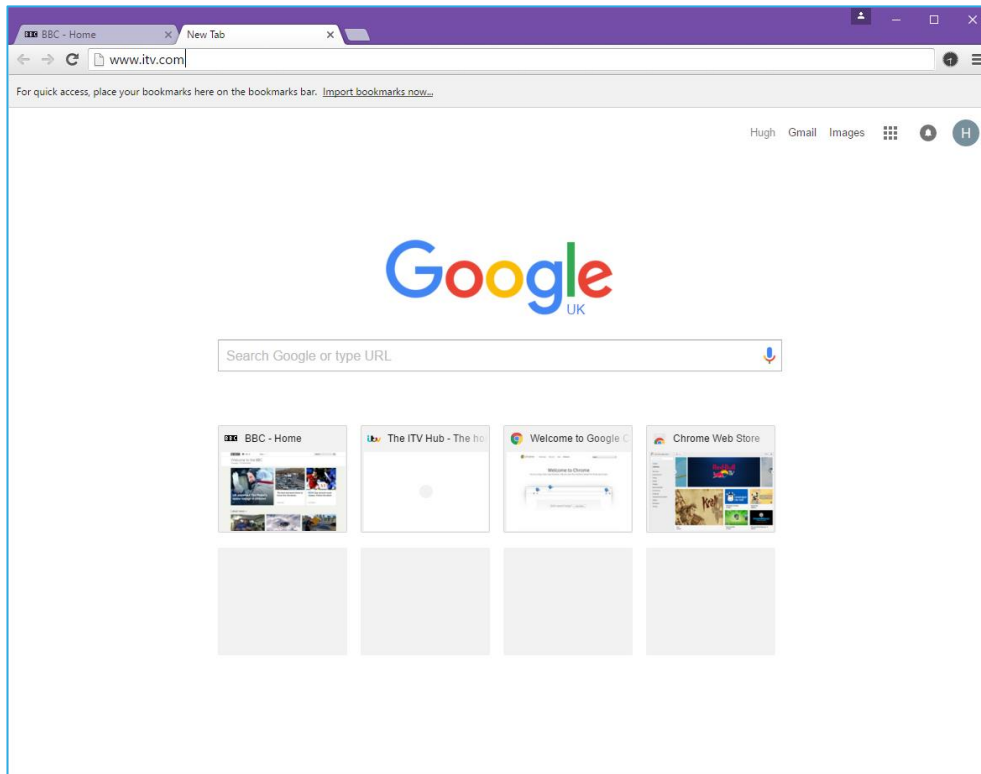
Session 12

FILLING IN ONLINE FORMS



The good news!

- You may not realise it – but you have already done this!



Form Field Types (1) – Text Fields

The screenshot shows a web browser window with the URL formsmarts.com/form/1rif?mode=h5. The page title is "Example Online Form 1". Below the title, it says "Step 1 of 2: Submit" and "Try filling out this form". There are three input fields: "First Name" (single-line text), "Surname" (single-line text), and "Message" (multi-line text area). Each field has a red asterisk next to its label, indicating it is required. Below the fields is a blue "CONTINUE" button with a right-pointing arrow. At the bottom, there is a note "* indicates required fields", a "Privacy Policy" link, and "Web form by FormSmarts".

Simple text fields:

- One line
- Multi-line

All fields marked as required

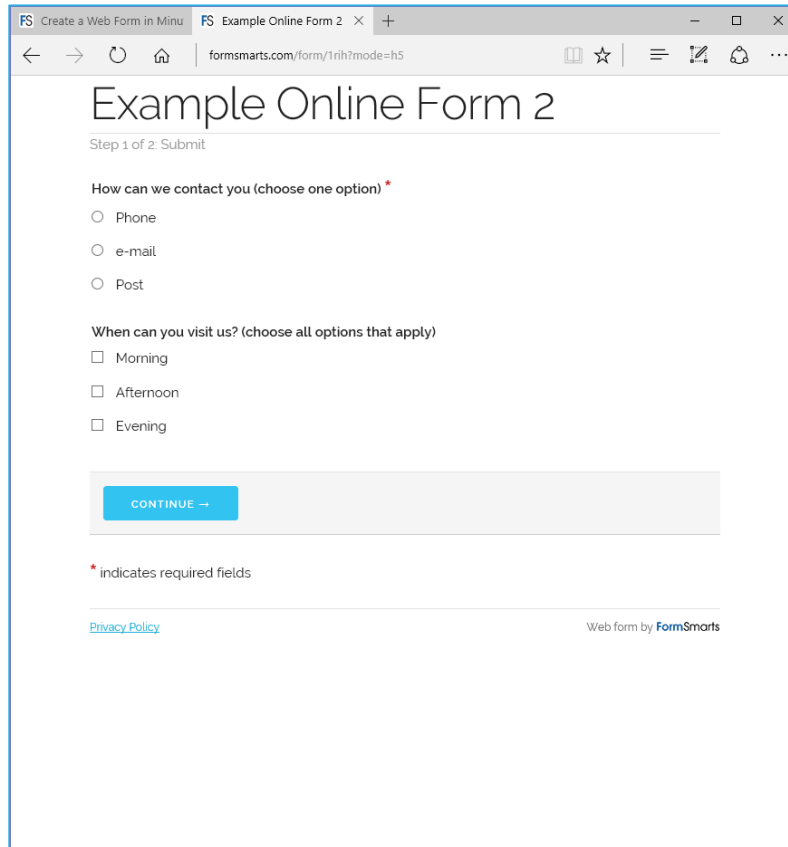
Assistance for each field provided

Continue (Submit) Button

Try it here: <http://f8s.co/1rif>



Form Field Types (2) – Simple Choice



The screenshot shows a web browser window with the URL formsmarts.com/form/1rih?mode=h5. The form is titled "Example Online Form 2" and is at "Step 1 of 2: Submit". It contains two sections of form fields:

- How can we contact you (choose one option) ***: A radio button group with three options: "Phone", "e-mail", and "Post".
- When can you visit us? (choose all options that apply)**: A checkbox group with three options: "Morning", "Afternoon", and "Evening".

Below the form fields is a blue "CONTINUE →" button. At the bottom, there is a legend: "* indicates required fields", a link to "Privacy Policy", and the text "Web form by FormSmarts".

Handling choices:

- Radio buttons (one choice)
- Checkboxes (multiple choice)

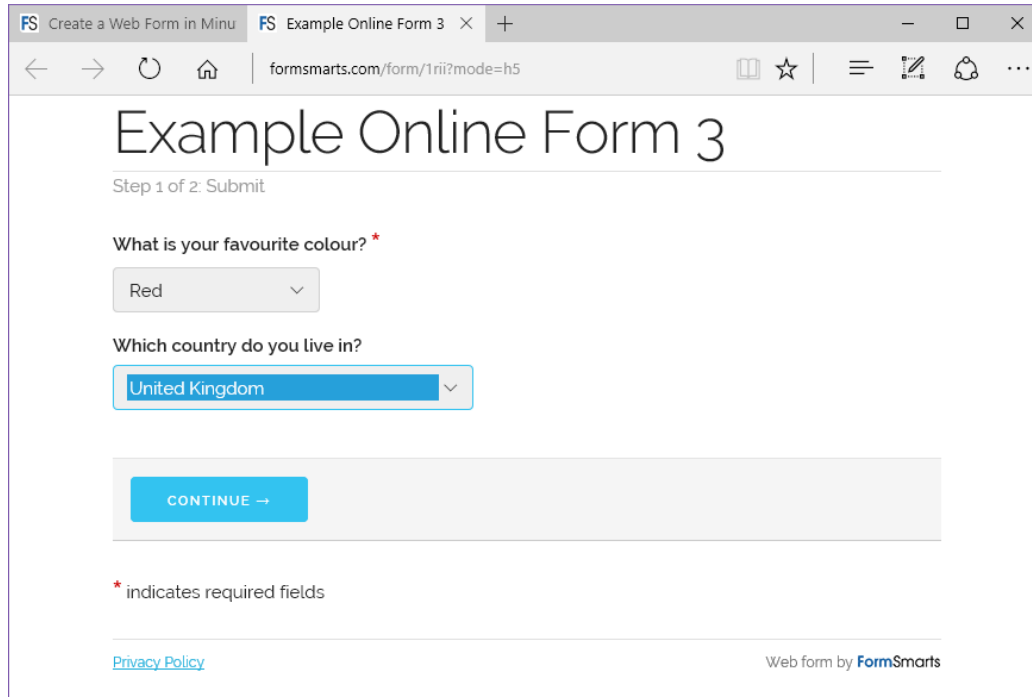
Try it here: <http://f8s.co/1rih>



Form Field Types (3) – Extensive Choice

Handling choices – drop-down lists

Used for a larger number of choices



The screenshot shows a web browser window with the URL formsmarts.com/form/1rii?mode=h5. The page title is "Example Online Form 3". Below the title, it says "Step 1 of 2: Submit". There are two required fields, indicated by an asterisk (*):

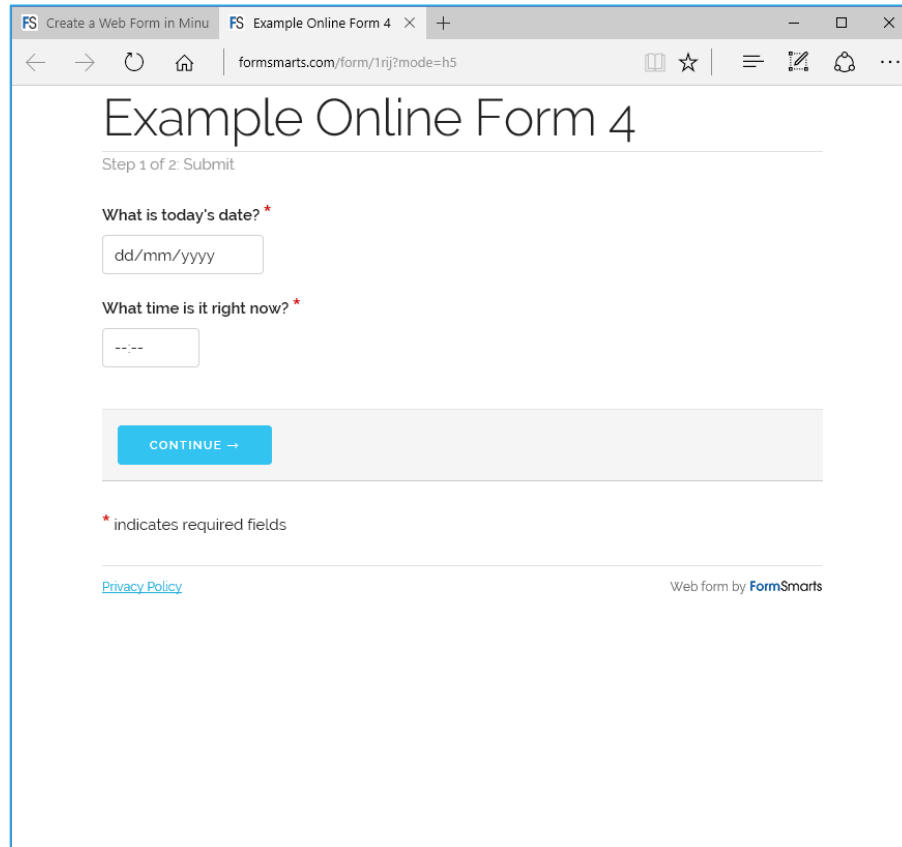
- "What is your favourite colour?*" with a drop-down menu showing "Red".
- "Which country do you live in?" with a drop-down menu showing "United Kingdom".

Below the second field is a blue button labeled "CONTINUE →". At the bottom left, there is a note: "* indicates required fields". At the bottom right, it says "Web form by FormSmarts".

Try it here: <http://f8s.co/1rii>



Form Field Types (4) – Dates & Times



The screenshot shows a web browser window with the URL `formsmarts.com/form/1rij?mode=h5`. The page title is "Example Online Form 4" and it is labeled as "Step 1 of 2: Submit". There are two required fields: "What is today's date?" with a placeholder "dd/mm/yyyy" and "What time is it right now?" with a placeholder "----". A blue "CONTINUE →" button is located below the fields. At the bottom, there is a note "* indicates required fields", a "Privacy Policy" link, and the text "Web form by FormSmarts".

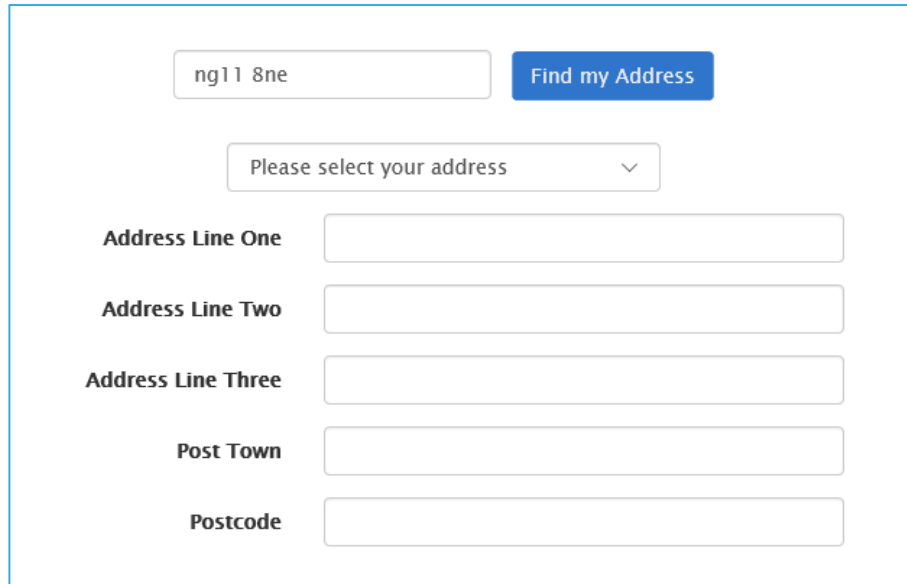
Date and time fields – follow a predefined pattern

Sometimes dates are shown as a calendar

Try it here: <http://f8s.co/1rij>



Form Field Types (5) – Address Picker



ng11 8ne **Find my Address**

Please select your address ▾

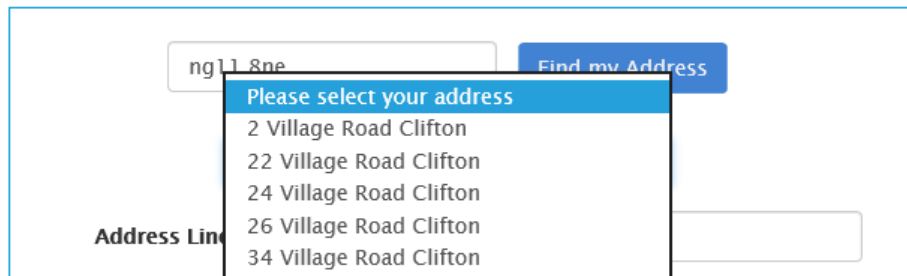
Address Line One

Address Line Two

Address Line Three

Post Town

Postcode



ng11 8ne **Find my Address**

Please select your address

- 2 Village Road Clifton
- 22 Village Road Clifton
- 24 Village Road Clifton
- 26 Village Road Clifton
- 34 Village Road Clifton

Address Line

Various techniques are used to assist completion of a valid address

This example asks you to fill in your post-code ..

And then choose your address from the drop-down list that's offered



Form Field Types (6) – Check for Spammers

* Full Name:


* Email:


* Subject:

* Message:

* Spam Check: 2 + 3=

Word Verification: Type the characters you see in the image below





Letters are not case-sensitive

Various techniques are used to prove it's a human filling in the form:

- Doing a simple arithmetic sum
- De-cyphering characters (called a CAPCHA)

Also choosing from a selection of images – e.g. marking all images showing mountains, water, etc.

Two-Factor Authentication

- Sometimes – especially for sensitive information (e.g. banking or online payment) – websites will look for a second means of proving you are who you say you are – hence “two-factor”
 - They might send you an e-mail with a link to click
 - They might text you a code to a mobile phone you have registered and ask you to enter that
 - They might require that you use a special “gizmo” (security device) to generate a one-time password
 - They might require you to enter one or more characters from a PIN that only you should know
- 🔌 There is more information on “How to complete online forms” on the Digital Unite website: <https://www.digitalunite.com/guides/computer-basics/using-a-computer/how-complete-online-forms>



Practice Session

FILLING IN ONLINE FORMS



- Try filling in the example forms at these web addresses:
 - <http://f8s.co/1rif>
 - <http://f8s.co/1rih>
 - <http://f8s.co/1rii>
 - <http://f8s.co/1rii>

