

## Creating Forms: Creating Email Text Files

- You can use any text editor to create this text file such as **WordPad** or **Word**.
- (if you use one of the previous mentioned programs be sure that when you save the file you save it in **TEXT** format.)
- When you created the form in the previous tutorial you gave all of your fields names to store the information that the visitor to your site will enter.
- When you create your text file in this tutorial you will need to use these names to compose your message.
- When you want to include the information in one of these fields you just type the name of the field inside these [] brackets and after the term **form\_param:**
- For example, let say you asked the user for their name and email address. You called these **fields** name and **email**. (notice that the fields are case sensitive so you must enter it the same as you did on the form - that's why it is a good idea to write down a list of all the field names that you used when you create your form)
- So, in your text file just type some information to describe the information so you know what it is for when you get it. Then enter the field names as described. Here's an example:

This is an email message from the forms page I created to get a visitor's name and email address.

Name: [form\_param:name]

Email: [form\_param:email]

This is the end of my email message.

- Just follow this format for all the fields that you put on your form and want to be sent in your email message.

Return to [Contents](#) page