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## Buttons and actions

A form often contains buttons that let the user trigger actions (for example, saving the form). A form can also contain automatic actions that occur without the user explicitly triggering them (for example, submitting data to a database or server every five minutes).

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### Buttons

Buttons are the most common way for users to trigger actions. You can also use cells within a popup list, combo box list, or box list to trigger actions. (For detailed information, see “Presenting choices” on page 65.)

You can use buttons or cells to let users perform the following actions.

**cancel** Closes the form. If any changes were made to the form since the last save or submit, then the user is told the form has changed, and is allowed to stop the cancellation.

**display** Allows the user to view one or more attached files. For detailed information about creating a display button, see “Creating attachment buttons” on page 98.

**done** Submits form data and then closes the form.

**enclose** Allows the user to attach one or more files in the form. For detailed information about creating an enclose button, see “Creating attachment buttons” on page 98.

**extract** Allows the user to extract a copy of one or more attachments to disk. For detailed information about creating an extract button, see “Creating attachment buttons” on page 98.

**link** Opens a file from the Internet or the user’s computer and displays it in a new window.

**pagedone** Switches to a different page in the form.

**print** Prints the page or the form, depending on the controls you set up.

**refresh** Refreshes the form. You may want users to refresh a form when viewing the form via Webform Server.

**remove** Allows the user to remove one or more attachments from the form. For detailed information about creating a remove button, see “Creating attachment buttons” on page 98.

**replace** Opens a file from the Internet or the user’s computer and displays it in the current window.

**saveform** Saves the form to the current file.

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## Attachments

An *attachment* is a separate file that is attached to a form. An attachment could be a Microsoft® Word document, an HTML document, an image, or any other type of document or file. Attachments are useful in the following situations:

- Attaching a document to a form so users can easily access and view the document. For example, an insurance application form may have an attached brochure containing detailed information describing the available insurance plans.
- Allowing users to attach documents to a form. For example, an employment application form may require the user to attach their resume.

Attachments are not displayed on the form. Attachments are stored within the actual form, unlike e-mail attachments which are separate files. After you attach a file to a form, changes to the original file on the user's computer will not affect the file attached to the form.

Attachments are stored in file folders within the form. Before you design a form, plan the folders you intend to use. For example, if you are creating an employee form, you may want to create two folders: one for performance evaluations and one for the employee's history. You may also want to limit which folders users can access. During form design, you define these folders as you attach files and setup attachment buttons.

Attachment buttons let users attach files to a form, save attachments to their computer, display attachments, or remove attachments from a form.

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### Attaching files to a form

To attach a file to a form:

1. In the Enclosures view, expand **Data**.
2. Select the page that will contain the attachment.
3. Right-click the page and select **Enclose File**.
4. Use the browser to select the file to attach and click **Open**. The attached file is listed in the Enclosures view under the page.
5. Select the attached file.
6. In the Properties view, click the **Menu** button  and select **Show Advanced Properties**.
7. In the Properties view, under **General**, expand **datagroup** and click within the **Data Group Refs** field.
8. Click  to add a **datagrouppref** property.
9. In the **datagrouppref** field, type the name of the folder that will contain the attachment.
10. If you want the attached file to belong to more than one folder, click within the **Data Group Refs** field and click  to add additional **datagrouppref** properties.

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## Creating attachment buttons

Attachment buttons let the user:

- attach a file to a form
- display an attachment (a file that is attached to a form)
- extract an attachment from a form and save it as a file
- remove an attachment from a folder or from the form.

**Note:** You can use cells, instead of buttons, to let users work with attachments. The procedure for creating attachment cells is similar to the procedure for creating attachment buttons. For detailed information on cells, see “Presenting choices” on page 65.

**Note:** If your form uses XForms, you can also use the XForms **Upload** item to let users attach a file to a form. For detailed information on XForms, see “XForms” on page 121.

To create an attach, display, extract, or remove button:

1. Create a button and select it. For detailed information on creating buttons, see “Creating buttons” on page 60.
2. In the Properties view under **General**, set **type** to:
  - **enclose** — attaches a file to a form
  - **display** — displays an attachment (in an application determined by the attachment’s MIME type)
  - **extract** — extracts an attachment and saves it as a file
  - **remove** — removes an attachment from a folder (if the attachment belongs to more than one folder) or from the form (if the attachment belongs to only one folder).
3. Click the **Menu** button  and select **Show Advanced Properties**.
4. Expand the **datagroup** property and click within the **Data Group Refs** field.
5. Click  to add a **datagrouppref** property.
6. In the **datagrouppref** field, type the name of the folder that you want the action to access. Folder names can include uppercase letters, lowercase letters, numbers, and underscores.
7. To allow the action to access additional folders, click within the **Data Group Refs** field and click  to add additional **datagrouppref** properties.
8. Optional: To setup the button to display, extract or remove a specific file that is already attached to the form, set **data** to the name of the attachment.

You can use an enclose button in the Preview to attach files to a form; however, the attachments will not be saved with the form when you return to Design view. To save the attachments with the form, in the Preview, click the **Save Form** button.