

Microsoft FrontPage 2003

Creating Forms Using the Form Page Wizard

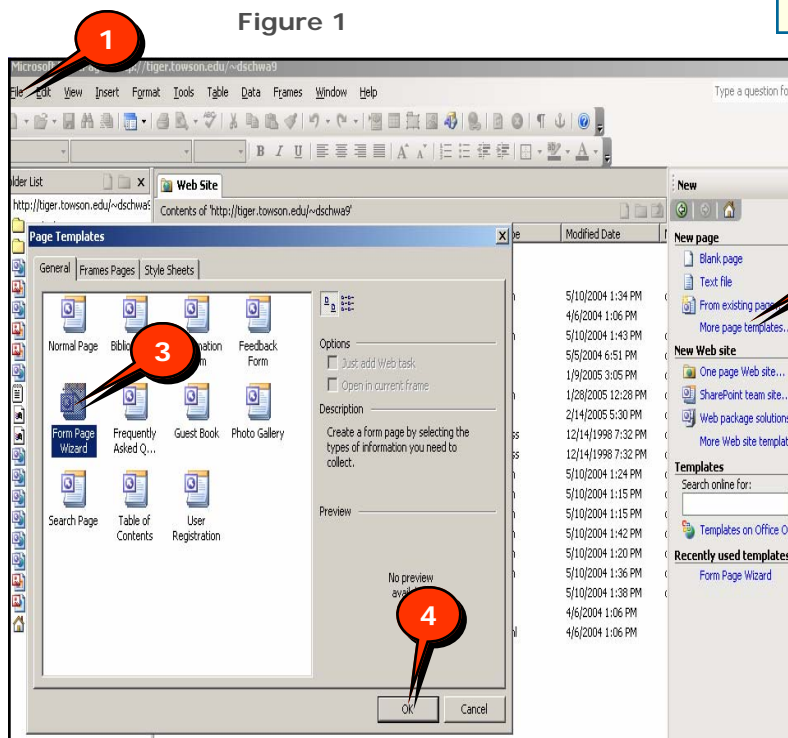


Getting Started

1. Go to **File** and choose **New** (Figure 1, 1).
2. Click on **More Page Templates** in the task bar (Figure 1, 2).
3. Select the **General Tab** at the top of the window that pops up.
4. Click on **Form Page Wizard** (Figure 1, 3).
5. Click **OK** (Figure 1, 4).

Summary

1. Getting Started
2. Adding Additional Components
3. Properties



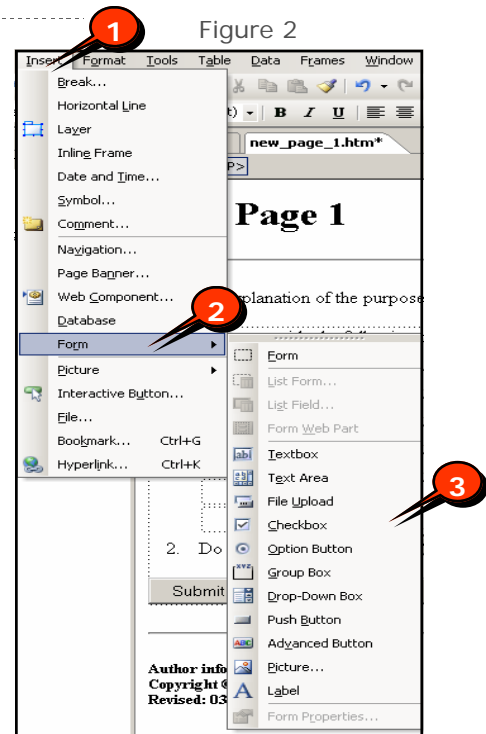
6. Click **Next** to begin.
7. Choose **Add** and in the menu, find what type of information you want the user entering into the form and left click the appropriate category to highlight it. Click **Next**.
You may edit the question that is prompted by clicking the textbox that says "Edit the prompt for this question" or you may leave the default prompt the way it is.
8. On the next screen, choose which questions from this category you would like the user to answer. Place a **check** in the box next to each question you want to appear on the webpage. Click **Next** to continue.
9. If you want to add another category click **Add**. If not, click **Next**.
10. Answer the presentation questions and click **Next** to continue.
11. Choose how to output the data collected and click **Next** to continue.
12. Click **Finish** to exit the wizard.



Adding Additional Components

To add additional components to your form without having to go through the wizard:

1. Place your cursor where you want to insert the object.
2. Go to **Insert** (Figure 2, 1) and scroll down to **Form** (Figure 2, 2).
3. Choose the object to add to your form (Figure 2, 3).



Properties

Right click an object to access its properties. "Form" properties are the properties of the whole entire form. "Form Field" properties are the properties of that specific object.

Form Properties

- The file name text box includes the path to the file assigned to record the output of your form. To change this location, click the **Browse** button.



- Users can have the results of the form sent to their e-mail account. Enter the e-mail address you want the results sent to in the E-mail address text box.
- Give a name to the form by entering a name into the form name text box.
- Clicking the **Options** button brings up the options window. Verify that the file to receive the form's output is correct.
- The next dropdown box allows users to change the file's format.
- You may save the output to a second file. This is optional. Browse to the file and choose its format just as above if you wish to set up a second file for output.
- The second tab contains properties for e-mailing the form's results. Verify that the e-mail address is correct.
- Next, select the format you wish to have the output sent.
- If you would like the e-mails sent with a particular subject line, enter that line in the following text box.
- If you would like a specific reply-to line, enter that line in the following text box.
- The Confirmation page tab allows users to set up a confirmation page. Click this tab and enter the appropriate URL to have a confirmation page appear each time a form has been submitted.

Form Field Properties

Right click an object to access its properties. The properties window will appear.

1. Enter a **name** for the object.

2. Enter an **initial value** for the object if desired.



An initial value is what appears in the box before data is entered. It is appropriate to leave this blank and display nothing in the box.

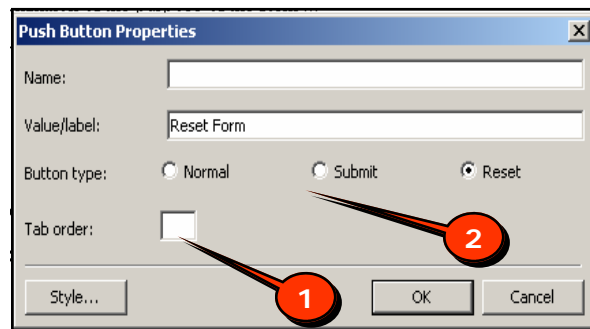
3. Enter a **limit** for the user's response in the Width in characters text box.

4. Enter the **number** for the objects tab order (**Figure 3, 1**).



Pressing the tab key on the keyboard will move the cursor around to text boxes without having to click on them every time. Tab order is the order in which the cursor will move, from object to object, upon pressing the tab key.

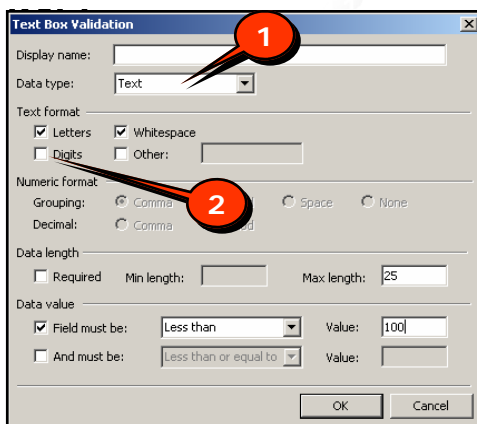
Figure 3



5. The validate button allows users to put restrictions on the data entered into objects in the form. To place a restraint on the data type click on the first **drop-down arrow** (**Figure 4, 1**). Each object has its own settings so validating one object has no effect on the others. Text allows users to enter only text into that one object. Integer allows user to enter only whole numbers into that field. The number option restrains users from entering anything other than numbers into the field. Use this option for numbers which are negative, or have decimals or fractions on them. To turn on other restrictions, enter checks into the appropriate boxes by clicking on them (**Figure 4, 2**).

When accessing the form field properties of push buttons, another option is available. The button type option enables users to choose what kind of button it is going to be and label it accordingly (**Figure 3, 2**). Normal button type requires a name in the "value/label field". The submit option labels the button "submit" and provides the button with code to send the data to the appropriate place. Choosing the reset option causes the button to be labeled reset and installs the proper code to erase all the data typed into the form when the button is selected by the user.

Figure 4



The drop-down box is a text box with a drop-down menu of choices. It has a completely different form field properties box. Users **must** fill out the properties of this object in order for it to function properly. To fill out the drop-down box properties:

1. Give the drop-down box a **name** (Figure 5, 1).
2. Click the **Add** button to add the first choice (Figure 5, 2).
3. Enter the text you want the user to see as the first **choice** into the choice text box (Figure 6, 1).
4. Place a check in the check box by clicking on it to **specify a value** (Figure 6, 2).
5. Specify a value changes the output of the form, but not what the user sees as a choice. For example, if one of the choices is John Doe, you can make the choice John, specify a value of Doe, and the user will see John as a choice and you will see Doe when looking at the results of the survey (Figure 6, 3).
6. Choose whether or not this choice will be the one selected in the **initial state** (Figure 6, 4).
7. The initial state option give you the option of having the drop-down menu start off with a pre-selected option. For example, when filling out forms on the internet, some will ask "Do you want to receive our newsletter?" and the option is already selected as "Yes". The user must change this option to "No" in order to not receive the newsletter. If untouched, the answer submitted will be "Yes" and a newsletter will be arriving in the inbox. You do not need to pre-select a menu choice Most forms do not start with one choice already selected.
8. Click **OK** when finished.
9. Add the rest of the desired choices using the same process.
10. To **add, modify, remove, or move up/down**, highlight the choice and click the appropriate button.
11. Choose whether or not to allow **multiple selections**. Multiple Selections allow users to choose more than one choice.
12. Click the **Validate** button to restrict data entered into the form (See Form Field Properties, Page 3).
13. Click **OK** when finished.

Figure 5

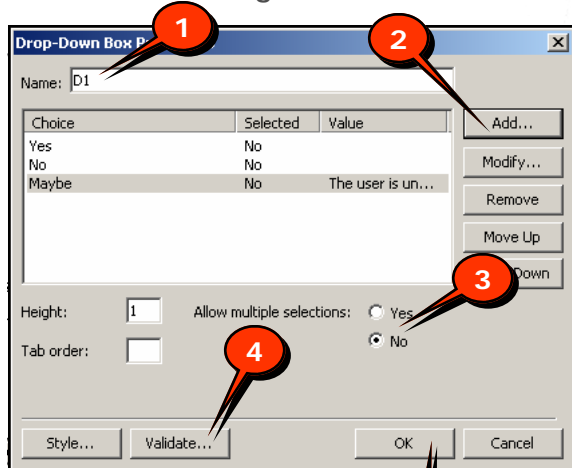


Figure 6

