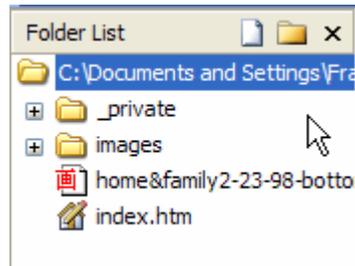


Using FrontPage Lesson Two

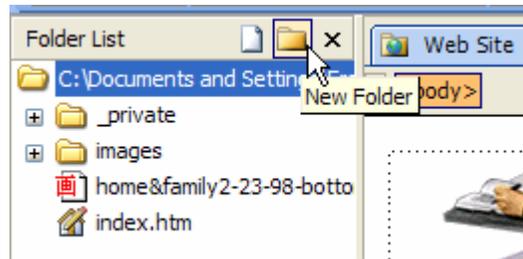
You should have a web and an index page like the one below.
We are now going to create a new folder, then create an additional page within the folder.
Follow the instructions below.



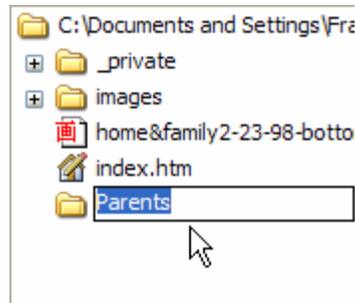
- Click on the root web folder

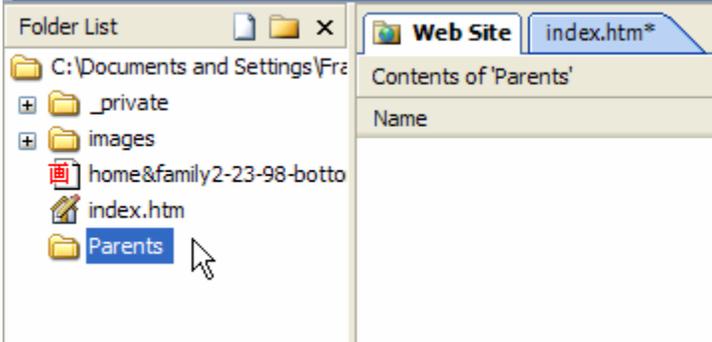
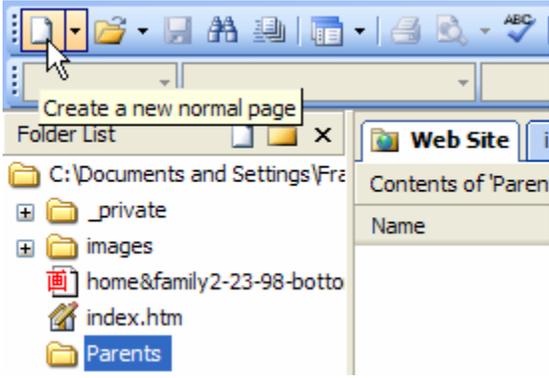
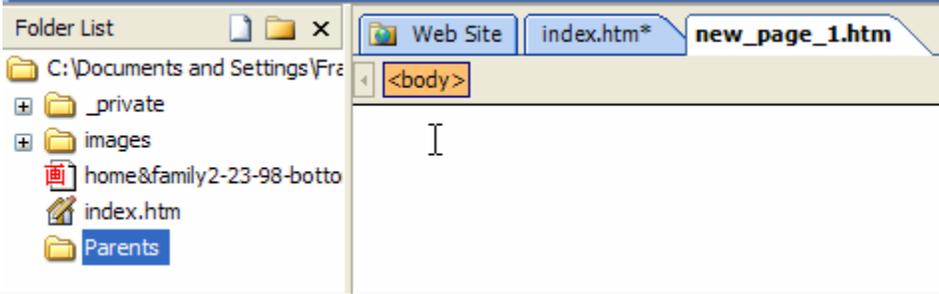
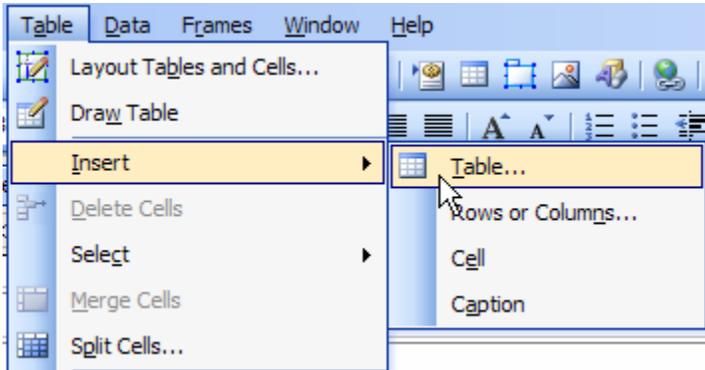


- Next click on the New Folder icon
If you do not see the New Folder icon, open the file menu, select new then folder



- Name your new folder, "Parents"



<ul style="list-style-type: none">• Click on the Web Root Folder again• Next, double click the Parents folder• The right side of your screen should be blank, showing an empty folder	
<ul style="list-style-type: none">• Make sure the Parents folder is highlighted• Click the New Page Icon to create a new page inside the Parents Folder	
<ul style="list-style-type: none">• You should now have a blank new page inside your parents folder	
<ul style="list-style-type: none">• Use the Table Menu to insert a new table inside the new page• The table should have 2 Rows and 1 Column	

- Right Click inside your new table
- Select Table Properties
- Set the Width at 75 percent
- Set the Border Size at 0

Table Properties

Layout Tools

Enable layout tools

Disable layout tools

Automatically enable layout tools based on table content

Size

Rows: 2 Columns: 1

Layout

Alignment: Default Specify width:

Float: Default 75 In pixels In percent

Cell padding: 1 Specify height:

Cell spacing: 2 0 In pixels In percent

Borders

Size: 0 Light border: Automatic

Color: Automatic Dark border: Automatic

Collapse table border

Background

Color: Automatic

Use background picture

Browse... Properties...

Set

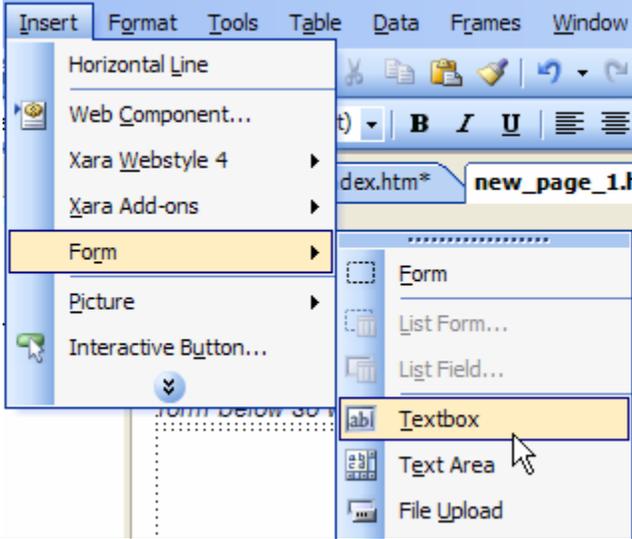
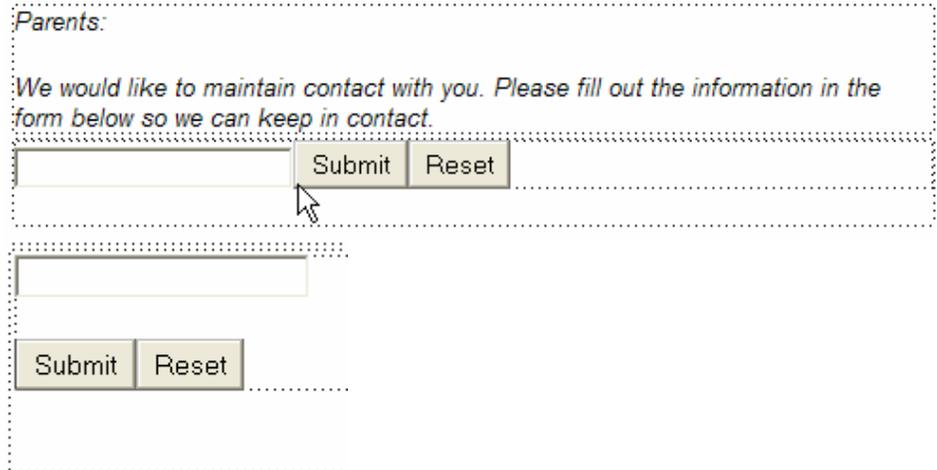
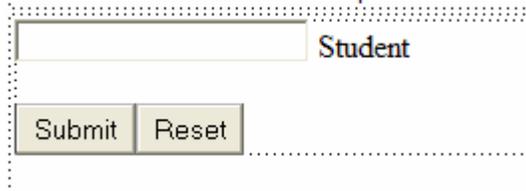
Set as default for new tables

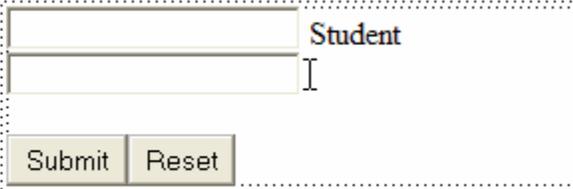
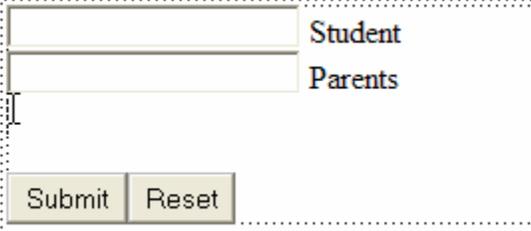
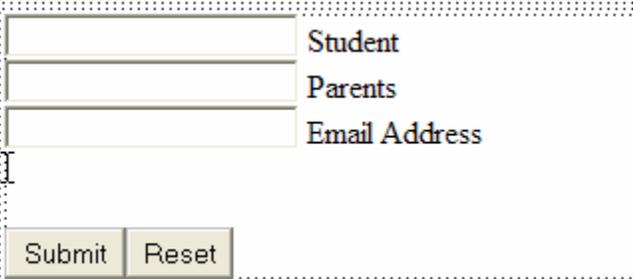
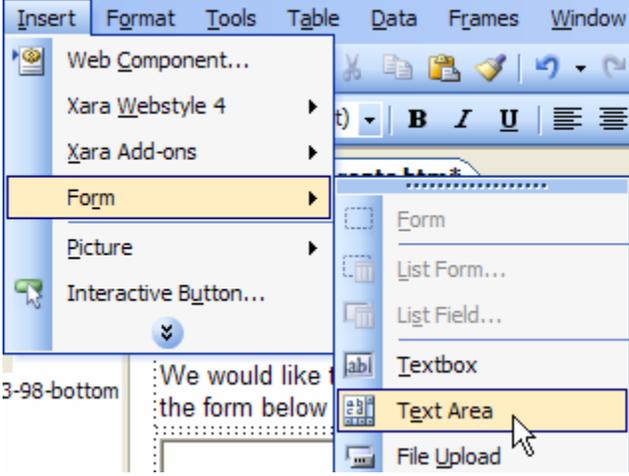
Style... OK Cancel Apply

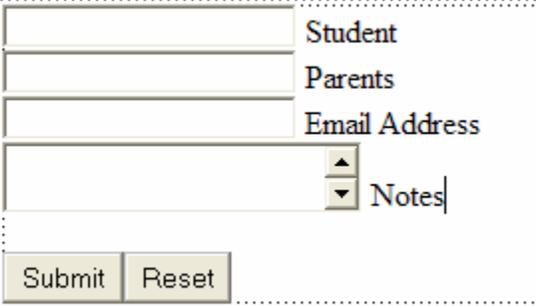
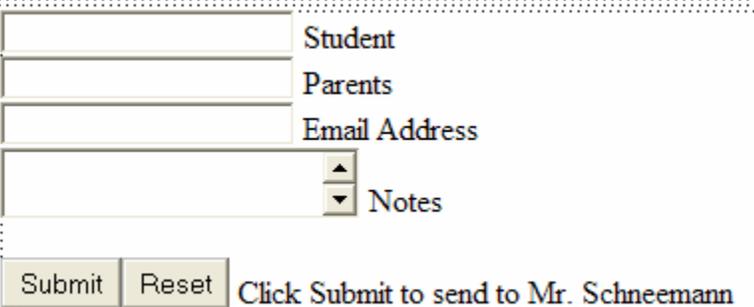
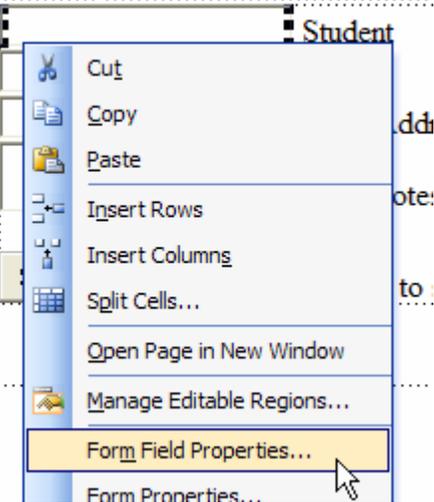
- In the top cell give the parents instructions for completing the form you are going create.

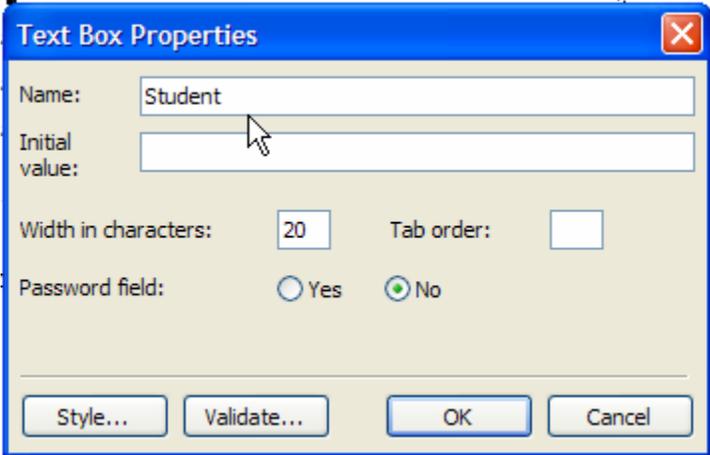
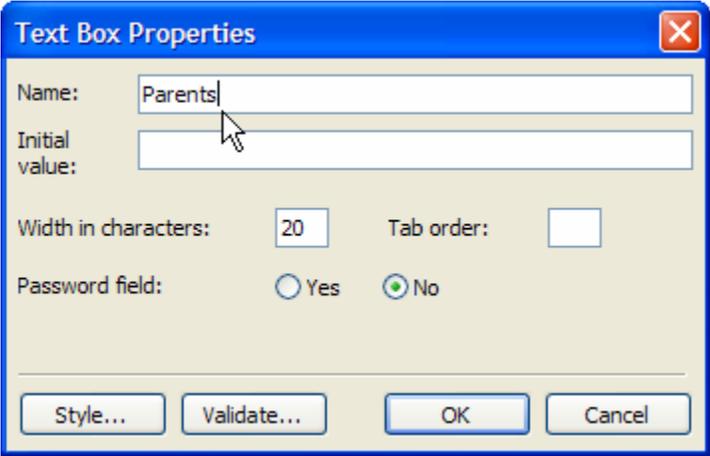
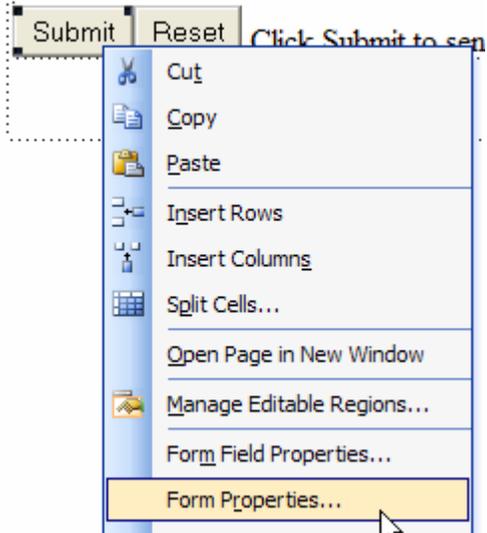
Parents:

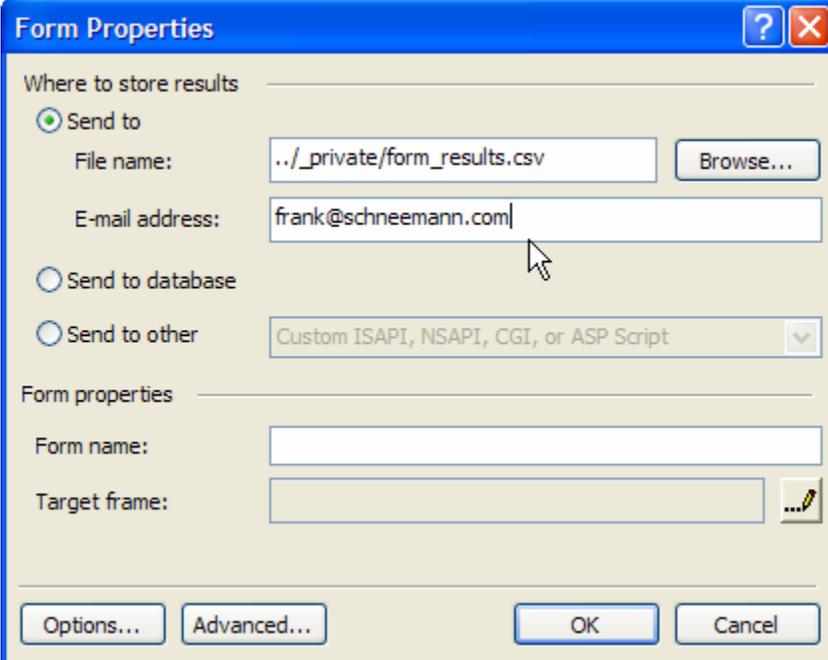
We would like to maintain contact with you. Please fill out the information in the form below so we can keep in contact.

<ul style="list-style-type: none">• Open the Insert menu• Click Form• Click Textbox	 <p>The screenshot shows the Microsoft FrontPage 2003 interface. The 'Insert' menu is open, and the 'Form' option is selected, which has opened a sub-menu. In this sub-menu, the 'Textbox' option is highlighted by the mouse cursor. Other options visible in the 'Form' sub-menu include 'Form', 'List Form...', 'List Field...', 'Text Area', and 'File Upload'. The main window title is 'new_page_1.htm'.</p>
<ul style="list-style-type: none">• Front Page will insert a Text Box form and two buttons in the bottom cell• Place the cursor between the text box and the Submit Button• Press the Enter Key to put the submit button below the text box	 <p>The screenshot shows a web page with a form. The form contains a text input field, a 'Submit' button, and a 'Reset' button. The text 'Parents:' is at the top, followed by the text: 'We would like to maintain contact with you. Please fill out the information in the form below so we can keep in contact.' The form is enclosed in a dotted border. A mouse cursor is pointing at the 'Submit' button.</p>
<ul style="list-style-type: none">• Place the cursor to the right of the Text Box• Press the space bar to leave a space• Type "Student"• Press return	 <p>The screenshot shows the same web page as the previous one, but now the word 'Student' is entered in the text input field. The 'Submit' and 'Reset' buttons are still present below the text box.</p>

<ul style="list-style-type: none"> Your cursor should be just below the Text Box Open the Insert Menu Click Forms Click Text Box to insert another text box below the first 	
<ul style="list-style-type: none"> Your cursor should be at the end of the second text box Leave a space Type the word, "Parents" and press return again 	
<ul style="list-style-type: none"> Insert another text box as you did above Leave a space and type, "Email Address" Press Enter to go to the next line 	
<p>This time we are going to insert a scrolling text box so the parents can leave a note</p> <ul style="list-style-type: none"> Open the Insert Menu Click Forms Click Text Area 	

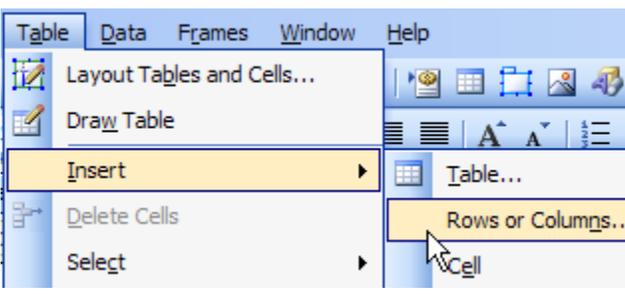
<ul style="list-style-type: none">• You now have a Scrolling Text Box for the parents to leave notes• Type the word, "Notes" at the end of the box	 <p>A screenshot of a web form. It contains four input fields: 'Student', 'Parents', 'Email Address', and 'Notes'. The 'Notes' field is a scrolling text box with the word 'Notes' typed at the end. Below the fields are two buttons: 'Submit' and 'Reset'.</p>
<ul style="list-style-type: none">• Place the cursor to the right of the Reset Button• Enter the text as shown on the right• Your completed form should look like the one on the right	 <p>A screenshot of the same web form as above. The 'Notes' field is empty. To the right of the 'Reset' button, the text 'Click Submit to send to Mr. Schneemann' has been entered.</p>
<p>We now need to set the Properties of each of the form fields</p> <ul style="list-style-type: none">• Right Click the Student field• Select Form Field Properties from the menu	 <p>A screenshot showing a right-click context menu over the 'Student' field. The menu items are: Cut, Copy, Paste, Insert Rows, Insert Columns, Split Cells..., Open Page in New Window, Manage Editable Regions..., Form Field Properties..., and Form Properties... The 'Form Field Properties...' option is highlighted with a mouse cursor.</p>

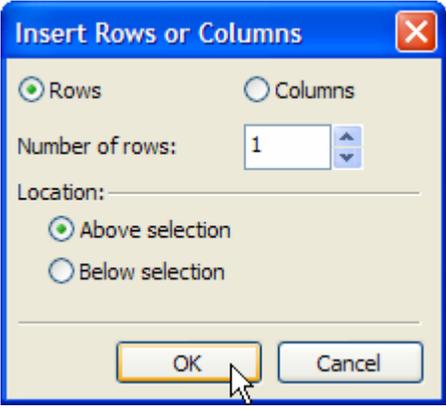
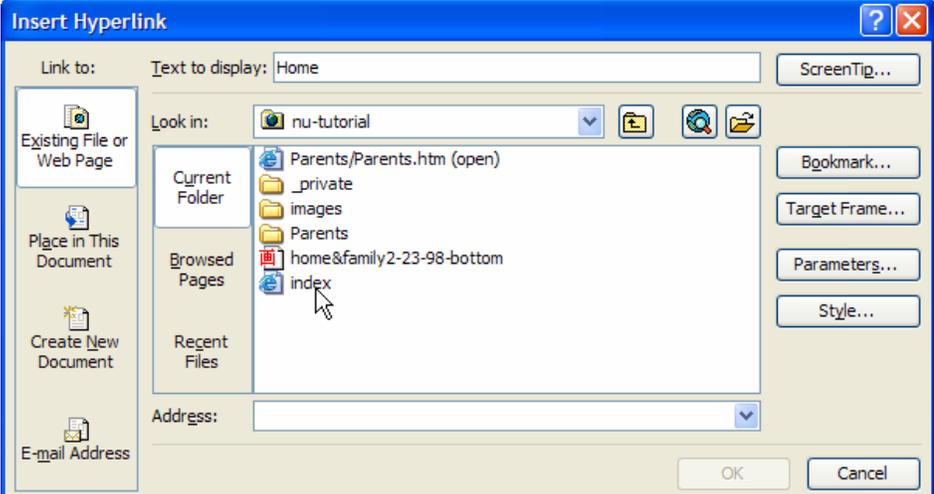
<ul style="list-style-type: none">• Change the Name of the Text Box to Student• Click OK	
<ul style="list-style-type: none">• Use the procedure above to change the name of the Parent Text Box to Parent.• Follow the same procedure and change the names of the Email text box and the Notes text box	
<p>We now need to determine that action that will take place when we click the Submit Button to submit the form</p> <ul style="list-style-type: none">• Right Click on the Submit Button• Choose Form Properties from the menu• A window will open	

<p>This window shows that the results of this form will be sent to a file called form_results.csv</p> <ul style="list-style-type: none"> Type your email address in the E-mail address box so the results will also be sent to your email address. Click OK <p>Each time the parents fill-out the form you have created, it will be sent to your email address. You can then add the parents to your Email Contacts</p>	
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Your form is now finished. All we need to do now is create some linking buttons to take us to the main page (index) of your document.

<ul style="list-style-type: none"> Place your cursor in the top cell of your table. (The cell with the note to the parents) 	
--	--

<ul style="list-style-type: none"> Open the Table Menu Select Insert Select Rows or columns 	
--	--

<ul style="list-style-type: none">• Insert 1 row Above the current row• See window on the right	
<p>You may now use one of three ways to create a link to your home (index) page</p>	
<p>Using a Text Link</p>	<ul style="list-style-type: none">• Type the word, "Home" in the top cell of your table• Highlight it and create a link to your home page 
<p>Using FrontPage 2000</p>	<ul style="list-style-type: none">• Click the Insert Menu• Click Component• Click Hover Button• Adjust the Hover Button Properties and create a link to your index page• You can click Browse to find the index page

Using FronPage 2003

Click the Insert Menu
Click interactive Button
Adjust the button Properties and create a link to your index page
You can click Browse to find the Index home page

