
Using FrontPage 2000 to Create Forms

Academic
Computing
Support



Information Technology Services
Tennessee Technological University
October 2002

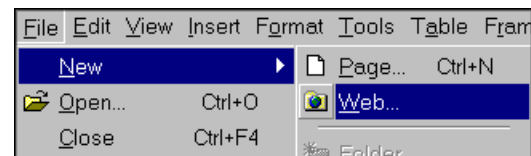
1. Introduction

Using **FrontPage 2000** you can create simple web forms and retrieve the information via email or a file. More elaborate forms may require the use of additional methods (ASP, VB Script, etc.) and will not be covered in this class.

2. Opening FrontPage and Creating a New Web

In the labs from the **Start** menu, select **Programs → MSOffice 2000 → Microsoft FrontPage**.

- From the menu, select **File → New → Web**
- Under Web Sites, select **One Page Web**
- Type the name for your new web:
U:\FormsWeb
- Click **OK**
- Note the message that **FormsWeb** is being created.



3. Creating your page

Double-click on the file **index.htm** to begin editing it.

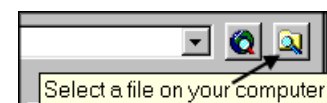
Create a borderless table at the top with one row and two columns.
From the menu, select **Table → Insert → Table**

In the **Insert Table** dialog box:

- Set the number of **Rows** to **1** and **Columns** to **2**
- Set the width to **100** **In percent**
- Set the **Border** size to **0**
- Click **OK**.

Click in the left cell of the table,

- From the menu, select **Insert → Picture → From File**
- Click on the **Select file on your computer icon**
- Browse to locate the file. For this class,
Classfiles on Athena → ITS → FrontPage Forms → Images → j0078817.gif
- Click **OK**.



3. Creating your page (cont.)

Click into the right cell and type as shown below. Remember to use a line break to keep the lines single-spaced (Shift+Enter).

Tennessee Technological University
 HOMECOMING PARADE ENTRY FORM
 Saturday, October 5

Below the table, center and type:

ALL ENTRIES MUST BE SUBMITTED BY MONDAY, SEPTEMBER 30 AT 4:30 P.M.

4. Creating a form

- From the menu, select **Insert** → **Form** → **Form**
- Note the dotted lines show the form area.
- Enter a couple of times before the two buttons to create some area to work in.
- Click in the first line.

To help with positioning items in your form:

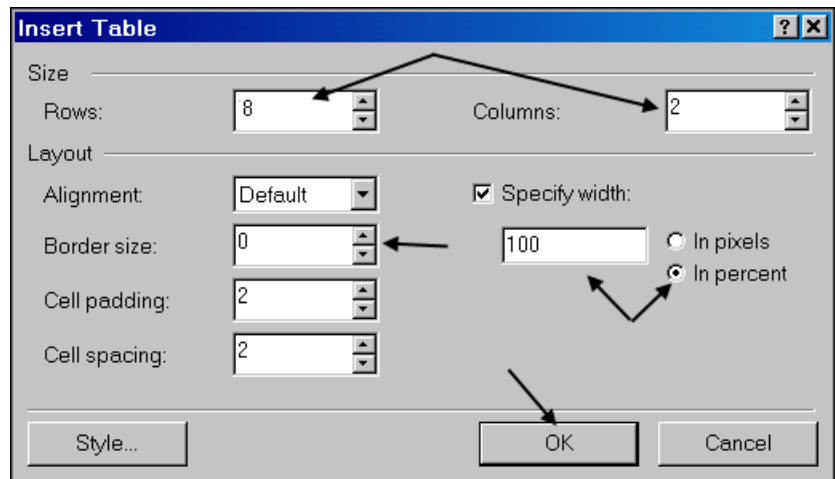
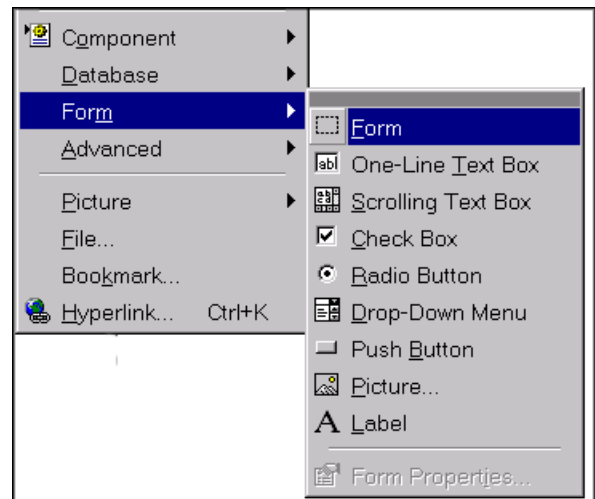
From the menu, select **Table** → **Insert** → **Table**

In the **Insert Table** dialog box:

- Set the number of **Rows** to **8** and **Columns** to **2**
- Set the width to **100** **In percent**
- Set the **Border** size to **0**
- Click **OK**.

In the first cell of the table, type: **Entry Category** (select one):

- Click into the right cell in the top row
- From the menu, select **Table** → **Split Cells**
- Into **6** columns.
- Click **OK**

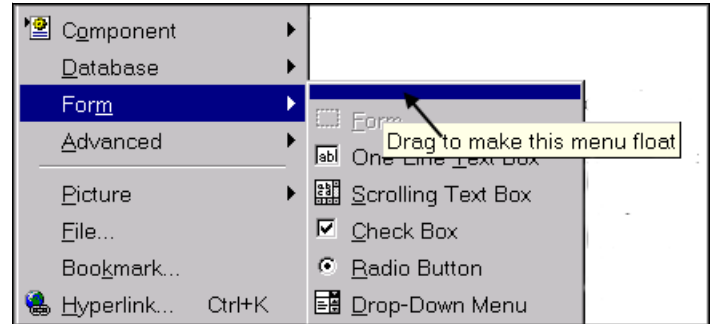


5. Radio Buttons

Next we will create a radio button which allows one choice to be made among the three Entry category options: Open division, University division, Community division.

- In the third cell of the first row, type **Open**
- In the fifth cell, type **University**
- In the last cell, type **Community**

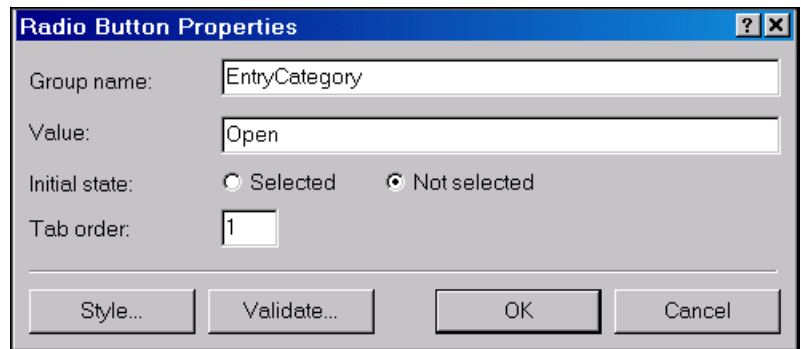
From the **Insert** menu, click on the top blue bar of the **Form** submenu and drag to create a floating **Forms** menu.



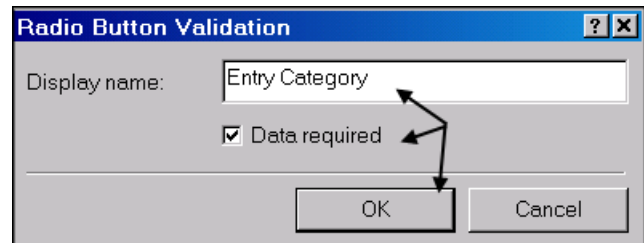
- Select **Radio Button**.
- **Right-click** on the radio button and select **Form Field Properties** from the floating menu.



- In the Radio Button Properties window, type the group name, **EntryCategory**. This should not contain any spaces.
- Type the value: **Open**
- Set the initial state: **Not selected**
- Set the Tab order: **1**

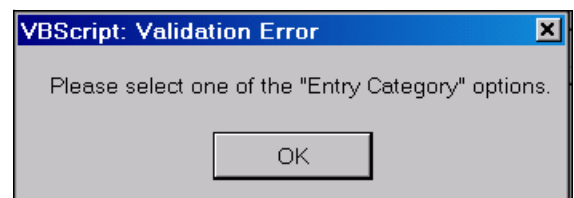


- Click on the **Validate** button
- Type a display name that is descriptive (you may use spaces).
- Select **Data required**
- Click **OK**



- **Click** on the radio button to select it and **copy and paste** it into **cell 4 and 6** in the first row.
- **Right-click** on the button in **cell 4** and select **Form Field Properties**
- Leave the Group Name the same, but change the Value to **University** and the Tab order to **2**
- Right-click on the button in **cell 6** and repeat by changing the value to **Community** and the tab order to **3**

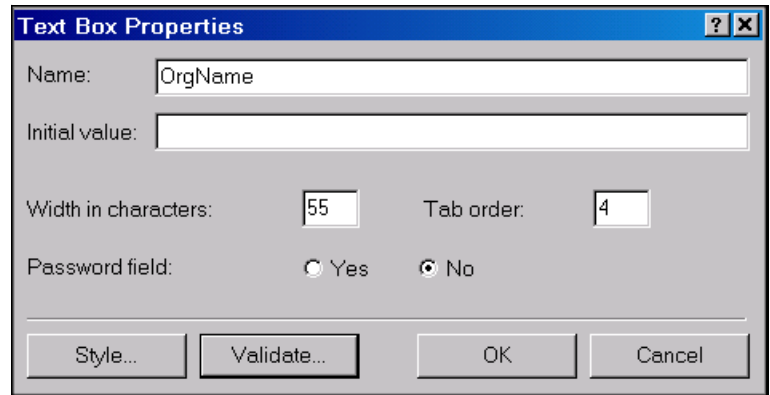
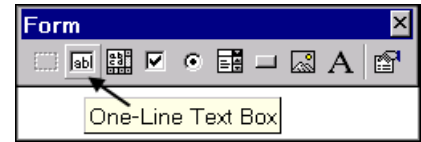
This validation message that would appear if someone did not enter a value for **Entry Category** on your form.



- **Save** your file and try it out in preview mode.

6. Text Box

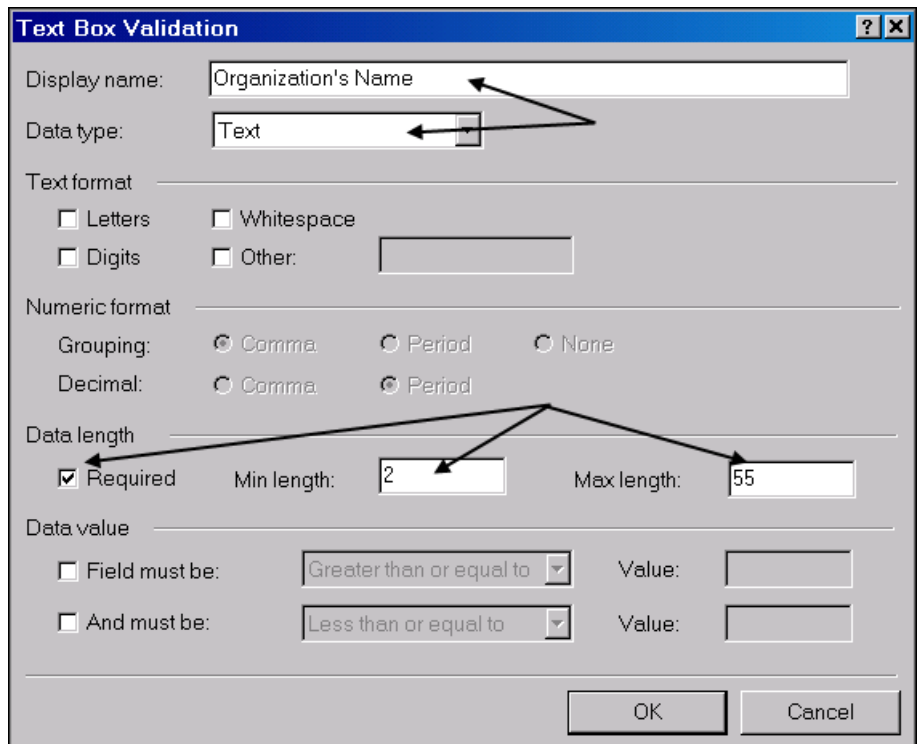
- In the second row left cell, type: **Organization's Complete Name:**
- In the second row right cell, select **One-Line Text Box** from the floating Form menu.
- **Right-click** on the text box and select **Form Field Properties** from the floating menu.
- In the Text Box Properties window, type the field name: **OrgName**
- Set the Width of the field at **55**
- Set the Tab order at **4**
- Note: *If password field is set to yes, asterisks appear on the screen instead of the characters which are being typed. It only provides a mask at the screen and does not encrypt the information being provided in any way.*



- Click on **Validate**
- Type a Display Name which will appear when validation fails: **Organization's Name**
- Select **Text** as the Data type
- Set a minimum length to ensure that something is entered in this field: **2**
- Set a maximum length to prevent misuse of your form: **55**
- Click **OK**
- Click **OK**

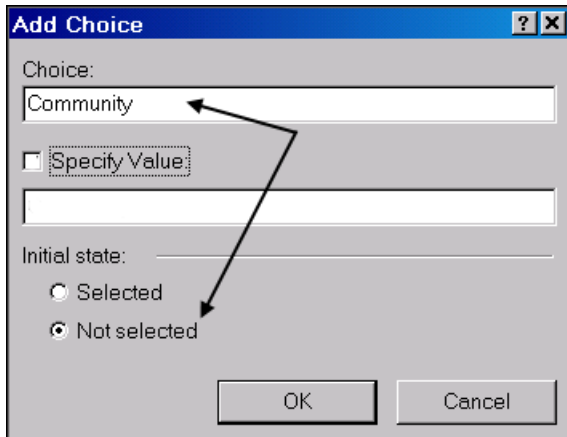
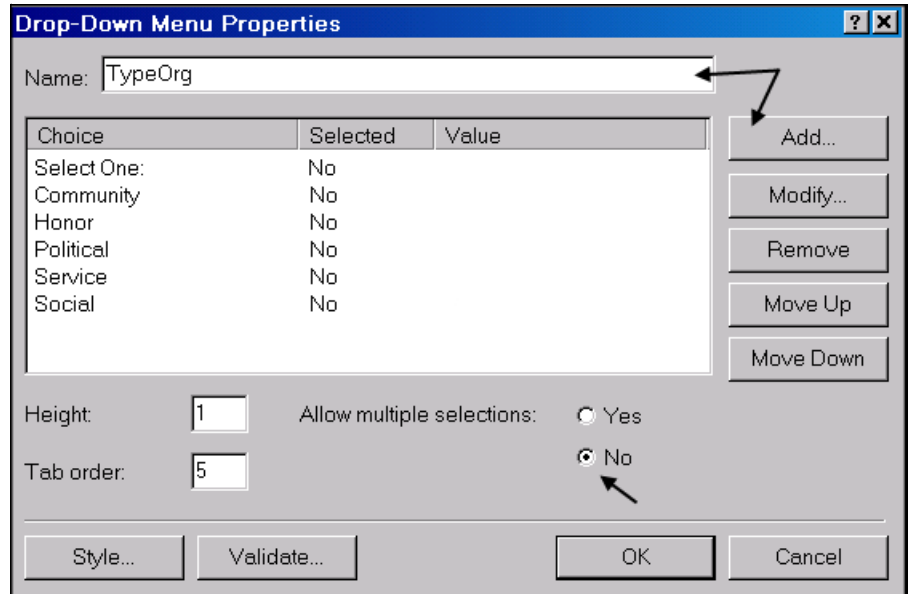
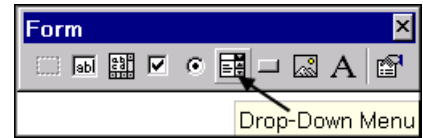
You can resize a form field as needed:

- Click on the text field and use the **handle** on the right side to make the entry box smaller.
- **Right-click** on the field and select **Form Field Properties** from the floating menu.
- Note that the **Width in characters** has decreased. This does **not** affect the maximum length set for validation purposes.



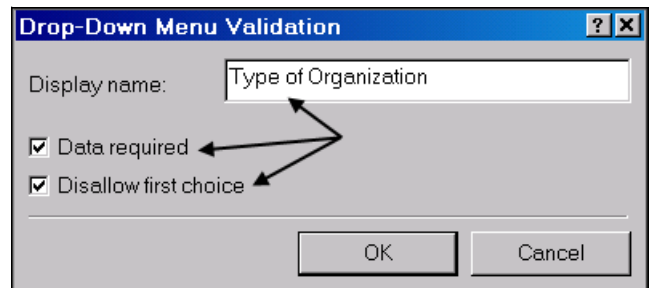
7. Drop-Down Menu

- In the third row left cell, type **Type of Organization:**
- In the third row right cell, select **Drop-Down Menu** from the floating Form menu.
- **Right-click** on the Drop-Down Menu and select **Form Field Properties** from the floating menu.
- In the Drop-Down Menu Properties window, type the field name: **TypeOrg**
- Click **Add**
- Type the Choice: **Community**
- *If you want to store a different value than the choice label, you may select **Specify Value** and type a value.*
- For the Initial state, select **Not selected**
- Click **OK**



- Click **Add** again and repeat for each of the choices shown above. Note that you can position your choices as desired by selecting the item and using the **Move Up** and **Move Down** buttons.
- Under **Allow multiple selections**, click **No**
- Set the **Tab order** to **5**
- Click **Validate**

- Type the Display Name: **Type of Organization**
- Check **Data required**
- Check **Disallow first choice** since that is just the instruction line "Select one:"
- Click **OK**
- Click **OK**

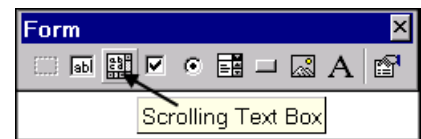


8. Add Text Boxes

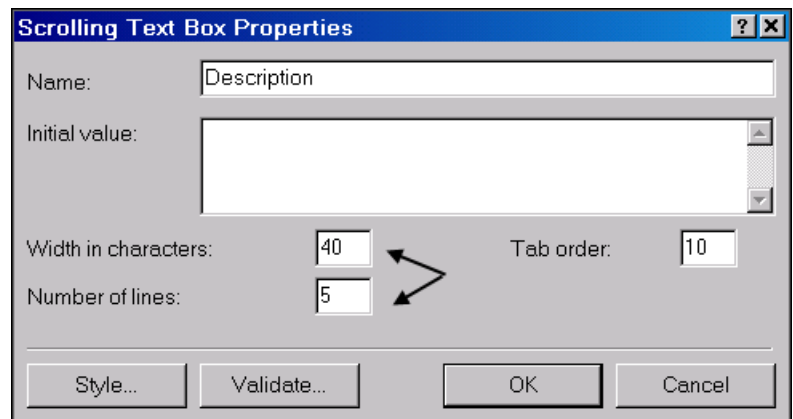
- In the next rows, in the left column, type
 - Person Completing Information:**
 - Address or TTU Box No.:**
 - Phone:**
 - Complete Email Address:**
- In the corresponding right cell, select **One-Line Text Box** from the floating Form menu.
- Use the field names: **Name, Address, Phone, Email**
- Set the **field widths** and **tab order**
- Set up **validation** for each.

9. Scrolling Text Box

- In the last row left cell, type **Description of Entry:**
- In the last row right cell, select **Scrolling Text Box** from the floating Form menu.
- Right-click** on the scrolling text box and select **Form Field Properties** from the floating menu.



- In the Scrolling Text Box Properties window, type the field name: **Description**
- Set the width to **40** characters
- Set the number of lines to **5**
- Set the tab order to **10**



- Click on **Validate**
- Set a display name: **Description of Parade Entry**
- Set a minimum and maximum entry length
- Click **OK**
- Click **OK**

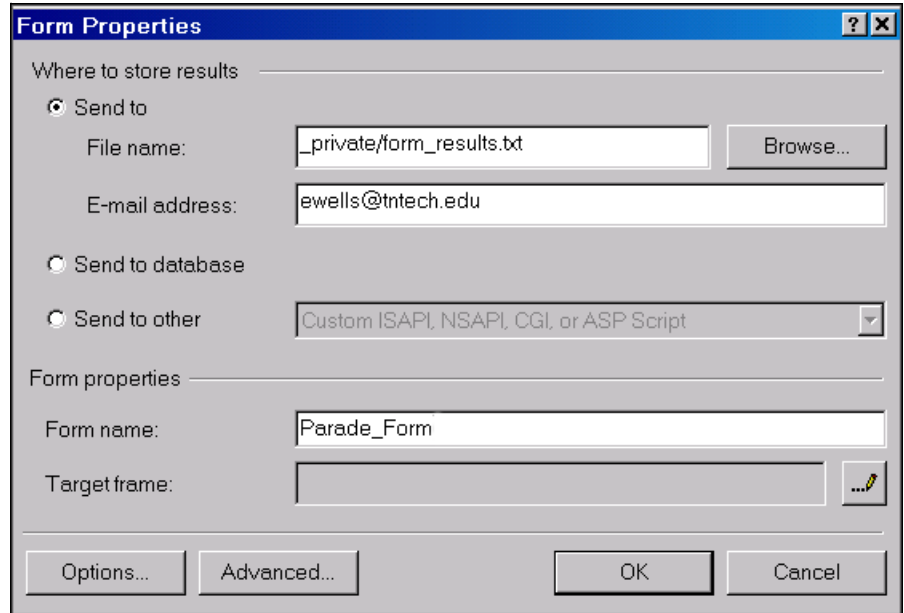
Browser sometimes differ in how they handle form fields. In the case of scrolling text boxes, earlier versions of Netscape (i.e. 4.78) will not wrap the text in the box unless you make a small change to the HTML.

- Click on the scrolling text box, then click on the **HTML** tab to edit the code.
- Add the word wrap in the textarea tag: **<textarea wrap>**
- Return to the Normal view.
- Click on the **Preview** tab and view your form, note that some elements will not be active until your form is published. If needed return to Normal view and autofit the table and center it.

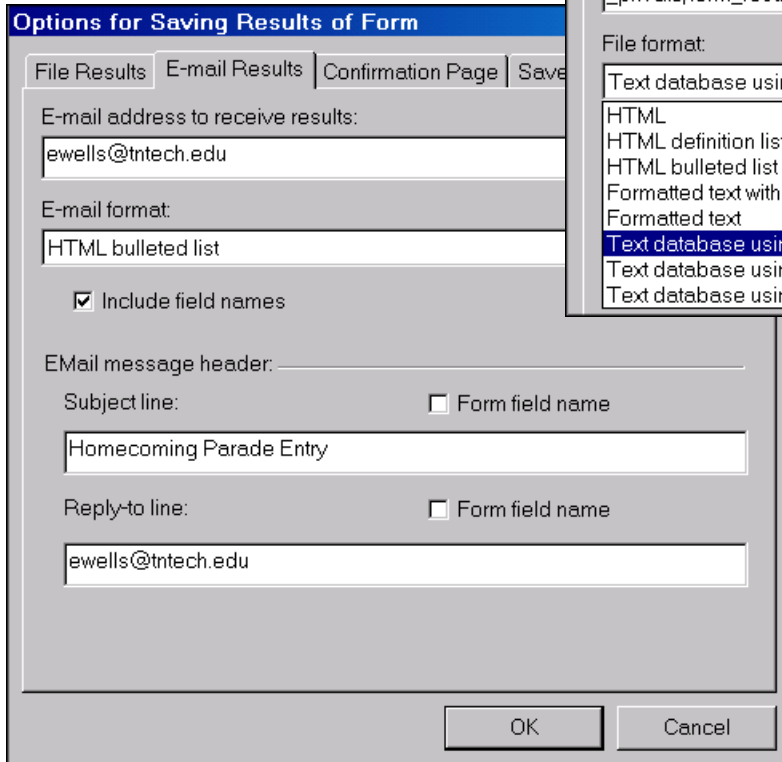
10. Setting Form Properties

- Right-click in your form and select Form Properties from the floating menu.
- By default your form information is sent to a file in the _private folder on your web site.
- You can also add the option to receive the information via email.
- Type in your email address.

- Click on the **Options** button
- Under the File Results tab, select the format in which to save your data: **Text database using comma as a separator**
- Under the E-mail Results tab, select the email format
- Type a **subject line**
- Type a **reply-to line**. (Note this could be a field name, such as **Email**, if you need to reply to the person who submitted the information.)



The 'Form Properties' dialog box is shown. It has a title bar with a question mark and a close button. The main area is divided into sections. The first section is 'Where to store results' with three radio buttons: 'Send to' (selected), 'Send to database', and 'Send to other'. Under 'Send to', there is a 'File name' field containing '_private/form_results.txt' and a 'Browse...' button. Below that is an 'E-mail address' field containing 'ewells@ntech.edu'. Under 'Send to other', there is a dropdown menu showing 'Custom ISAPI, NSAPI, CGI, or ASP Script'. The second section is 'Form properties' with a 'Form name' field containing 'Parade_Form' and a 'Target frame' field with a small icon to its right. At the bottom are four buttons: 'Options...', 'Advanced...', 'OK', and 'Cancel'.



The 'Options for Saving Results of Form' dialog box is shown. It has a title bar with a question mark and a close button. It has four tabs: 'File Results', 'E-mail Results', 'Confirmation Page', and 'Saved Fields'. The 'File Results' tab is active. It contains a 'File name' field with '_private/form_results.txt' and a 'Browse...' button. Below that is a 'File format' dropdown menu with a list of options: 'HTML', 'HTML definition list', 'HTML bulleted list', 'Formatted text within HTML', 'Formatted text', 'Text database using comma as a separator' (highlighted), 'Text database using tab as a separator', and 'Text database using space as a separator'. There is a checkbox for 'Include field names' which is checked. Below that is an 'Email message header' section with two fields: 'Subject line' (containing 'Homecoming Parade Entry') and 'Reply-to line' (containing 'ewells@ntech.edu'). Each field has a checkbox for 'Form field name' which is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK**
- Click **OK**

11. Publishing Your Form

- From the file menu, select **Save** to save the changes to your file.
- From the file menu, select **File → Publish Web**
- For this class use the site: **http://www.tntech.edu/acs01** (through acs15)
- Click **Publish**
- For this class, type **ttultrainingxx** as given to you by the instructor and password

- **View** your web site in the browser.
- **Enter** some data and **submit** it.
- Note that FrontPage automatically creates a **confirmation page** for you.

- **Open another browser window** and login to your email account using **Webmail**.
- **Check** for messages received.

- Return to **FrontPage** and **close** your local copy of the web.
- Select **Open Web** and type the URL of your site.
- Look in the folder `_private` and click on the file `form_results.txt` to view the data you submitted.
- Save the file to your U: drive

- Open Excel
- Open the `form_results.txt` file on your U: drive
- Follow the wizard to convert the data to an Excel file.

Form Confirmation

Thank you for submitting the following information:

EntryCategory: University

OrgName: Information Technology Services

TypeOrg: Service

Name: Elaine Wells

Address: 5071

Phone: 6526

email: ewells@tntech.edu

Submit: Submit

Description

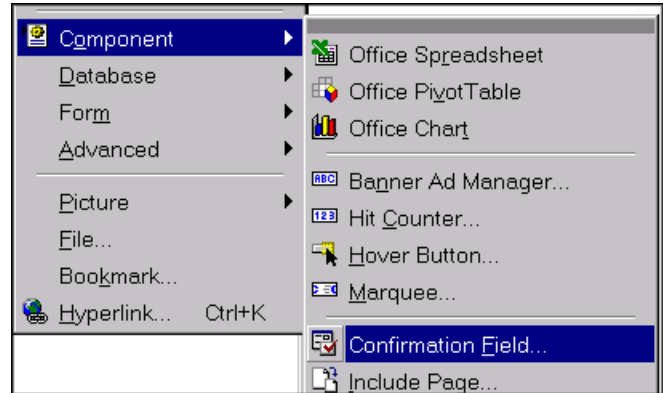
A giant computer sailing through the goal posts.

[Return to the form.](#)

Remember that if you republish all pages in your site, the data in the `form_results.txt` file will be erased. Decide how you will keep track of new data coming in.

12. Creating Your Own Confirmation Page

- Open the local copy of your web site from the U: drive
- From the menu, **File → New → Page** or click on the new page icon in the toolbar.
- Save the page as **ConfirmPage.htm**
- Create a page similar to that shown below.
- To insert form fields, from the menu, select **Insert → Component → Confirmation Field** (These are webbots and cannot be typed in simply as they appear.)



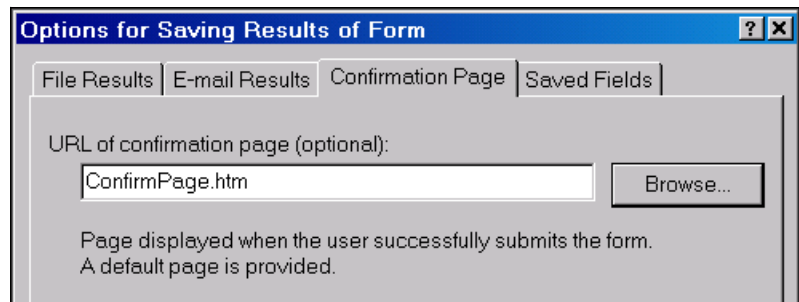
Thank you [Name]
for your TTU Homecoming Parade Application
for the [TypeOrg] Organization: [OrgName]

See you in the parade!

[Return to Form](#)

To set this page as the confirmation page:

- **Right-click** in your form and select **Form Properties**
- Click on **Options**
- Under the **Confirmation Page tab**, type the name of your page or browse to it.
- **Save** your files
- **Publish** to your web site
- Open the browser to your site and refresh if needed.
- Submit some data.
- Note the new confirmation page which is displayed.
- Check your email for another message.



13. Getting Help

- To learn more about HTML and publishing on the world wide web, check out some of the online resources available as links from the **TTU Home Page → Web Publishing Info** http://www.tntech.edu/www/gen/web_publish/html.html
- The home page of the **World Wide Web Consortium** (W3C®) which oversees the development of *Hypertext Markup Language* and other topics relating to the web is found at: <http://www.w3.org/>
- You will also want to validate your page to check for any errors in coding by submitting each page's URL to the validator program at the W3C:
<http://validator.w3.org/>
- Information on making web pages more accessible is also available at the W3C site:
<http://www.w3.org/WAI/>
- To learn more about Microsoft FrontPage:
From the menu select **Help → Microsoft FrontPage Help**.
- To request a web directory for a department, organization, or for instructional materials, please fill out an application form available from the **TTU Home Page → Computing → Forms → Web Directories**

