Creating Forms with MS FrontPage 2003

Objective 1: Create a Form.

To Create a Form on a Webpage
> 1. Either create a new webpage or open an existing page in FrontPage.
> 2. Put your cursor in the location where you would like to insert the form.
> 3. Click **Insert** on the Menu bar, point to **Form**, then click on **Form**.

This will create a "container" on your page for you to place form elements.

Objective 2: Set the properties for the form.
The properties that are being set are specific to forms residing on the GPC webserver. If you plan to put the form on another webserver such as Earthlink, AOL, Bellsouth, etc the properties will be different.

**When entering properties and field name use all lowercase!

To Set Properties for the Form
> 1. Click **Insert** on the Menu bar, point to **Form**, and then click **Form Properties**.
> 2. Select the **Send to other radio button**. Then from the associated drop down list be sure to select **Custom ISAPI, NSAPI, CGI, or ASP Script**.
> 3. In the *Form name* box enter a name for the form.
> 4. Then click the **Options button** in the lower left corner.

> 5. In the *Action box* enter **/funcs/captcha/mail_form.php**
> 6. Click **OK**.

Note: (This information is specific to the GPC webserver.)

> 7. On the Form Properties window click the **Advanced button**.
> 8. Click the **Add button** on the Advanced Form Properties window.

9. In the **Name/Value** Pair window enter **recipient** in the *Name* box and then enter your *email username* in the *Value* box.
      Note: (The email username must be a GPC email username.)

10. Click **OK**.
11. Repeat step 8.
12. In the *Name box* enter **form_url** and in the *Value box* enter the **<? echo $_server['script_url']; ?>**
13. Click **OK**.
14. Repeat step 8.
15. In the *Name box* enter **subject** and in the *Value box* enter the **subject line for the email you wish to receive from the form**.
16. Click **OK**.
17. Click **OK** to the **Advanced Form Properties** window and then again for the **Form Properties** window.

Objective 3: Add fields to the form.
NOTE: You MUST have at least one textbox field on your form which allows a person to enter their email address. This field must be used for storing an email address.

Textboxes
<u>To Add Textboxes</u>
    1. Click to insert your cursor before the Submit button in the form.
    2. Enter text that will serve as a label for the textbox.
    3. Click **Insert** on the Menu bar, point to **Form**, and then click **Textbox**.
    4. Save.

<u>To Add a Scrolling Textbox</u>
    1. Click to insert your cursor in the form.
    2. Enter text that will serve as a label for the scrolling textbox.
    3. Click **Insert** on the Menu bar, point to **From** and then click **Text Area**.

Radio Buttons
Radio buttons are usually arranged in groups. A form can contain many groups of radio buttons. When radio buttons are grouped together on a form only one button from the group may be selected.   The following instructions explain how to add radio buttons to a form. Later we will discuss creating groups of radio buttons.

<u>To Add Radio Buttons</u>
    1. Click to insert your cursor in the form.
    2. Enter text that will serve as a label for the radio button.
    3. Click **Insert** on the Menu bar, point to **Form**, and then click **Option Button**.

Check Boxes

Check boxes are usually arranged in groups. A form can contain may groups of check boxes. When check boxes are grouped together on a form multiple check boxes from the group may be selected. The following instructions explain how to add checkboxes to a form. Later we will discuss creating groups of check boxes.

To Add Check Boxes
1. Click to insert you cursor in the form.
2. Enter text that will serve as a label for the checkbox.
3. Click **Insert** on the Menu bar, point to **Form**, and then click **Checkbox**.

Drop Down Menu

A drop down menu allows people to choose from a preset list of acceptable values. The following instructions will allow you to add the menu to the form. Later we will discuss adding values to the menu.

To Add a Drop Down Menu
1. Click to insert your cursor in the form.
2. Enter text that will serve as a label for the drop down menu.
3. Click **Insert** on the Menu bar, point to **Form**, and then click **Drop-Down Box**.

Objective 4: Assign properties to each type of form field.

Textboxes

To Assign Properties to a Textbox

    1. Double click the textbox to select it and open the Textbox Properties window.

    2. In the *Name box*, enter a **unique name for the field**. Do not use spaces in the name.

    3. In the **Initial value** *box*, you can enter a value that will appear by default but can be changed the moment someone enters something into the field.

    4. In the *Width in characters box*, enter a **value for how wide the field will appear**.
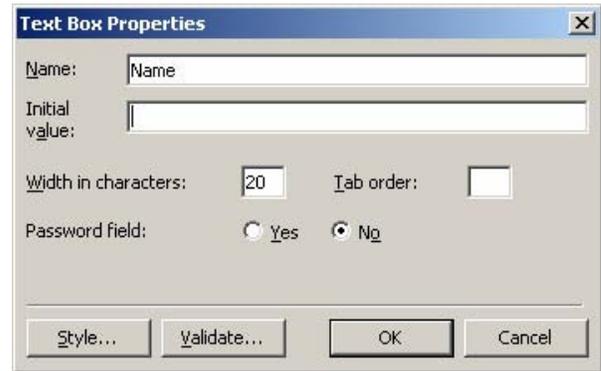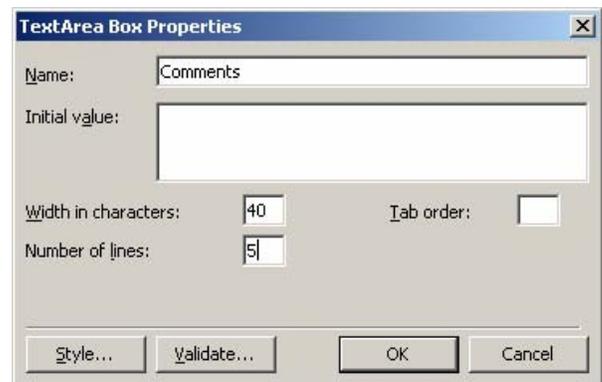
    5. Click **OK**.

NOTE: You MUST have at least one text field on your form which must be used for storing an email address. The name should be entered as"email" (without the quotes). People filling out the form must enter their full email address including the "@" portion.

To Assign Properties to a Scrolling Textbox

    1. Double click the scrolling text box to select it and open the TextArea Box Properties window.

    2. In the *Name box*, enter a **unique name for the field**. Do not use spaces in the name.

    3. In the *Initial value box*, you can enter a value; that will appear by default but can be changed the moment someone enters something into the field.

    6. In the *Width in characters box*, enter a **value for how wide the field will appear**.

    4. In the *Number of lines box*, enter a **value for how long the field will appear**.

    5. Click **OK**.

Radio Buttons

To Assign Properties to a Radio Button

    1. Double click the radio button to select it and open the Option Button Properties window.

    2. In the *Group name box*, **enter a name for the group** that this field belongs to.

    3. In the *Value box*, **enter a value/text to be associated with that particular radio button**.

    4. Click **OK**.

Checkboxes

To Assign Properties to a Radio Button

>   1. Double click the checkbox to select it and open the Check Box Properties window.
>   2. In the ***Name box, enter a descriptive name for the checkbox***.
>   3. In the ***Value box*, enter the value/text that you want associated with the checkbox when results of the form are returned to you**.
>   4. Click **OK**.
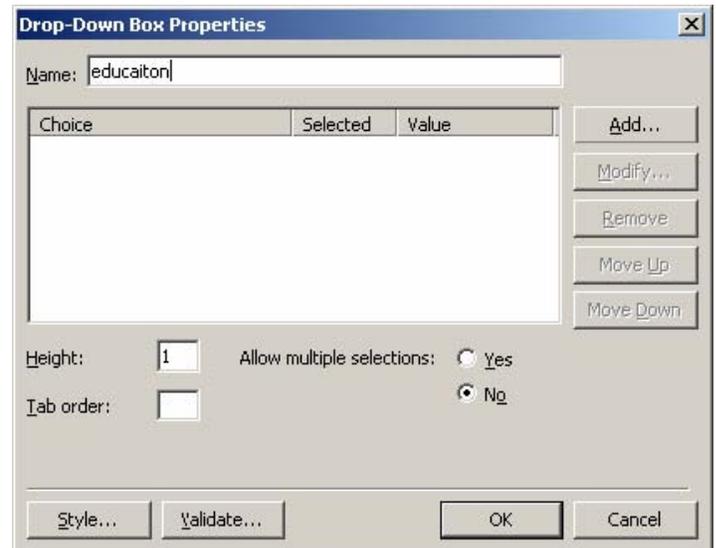
Drop Down Menus

To Assign Properties to a Drop Down Menu

>   1. Double click the drop down menu to select it and open the Drop-Down Box Properties window.
>   2. In the *Name box*, **enter a name for the drop down menu.**
>   3. Click the **Add button** to create values for the menu.

>   4. In the *Choice box* **enter a value for the menu**.
>   *5.* Click **OK**.
>   6. *Repeat steps 3-5 for all menu items.*
>   7. If you wish to allow people to choose more than one item from the menu, select the **No radio button** in the ***Allow multiple selections section***.
>   8. Click **OK**.

Push Buttons (Submit and Reset)

To Assign Properties to Buttons (Submit and Reset)

>   1. Double click the button to select it and open the Push Button Properties window.
>   2. In the *Name box*, **enter a name for the button**.
>   3. Click **OK**.

Required Fields

There are some fields on a form that you may want to require that people fill-in before they can submit the form. If they do not fill in these fields, then the form will note that they did not fill these fields. Some required field examples are: Name; Education; etc.

To Create Required Fields
1. Click **Insert** on the Menu bar, point to Form, and then click Form Properties. Then click the **Advanced button**.
2. Click the **Add button** on the Advanced Form Properties window.
3. In the Name/Value Pair window enter **required** in the *Name box* and then **enter the field name(s) that you wish to require be filled in separated by a comma** in the *Value box*.
4. Click **OK**.
5. Click **OK**.
6. Click **OK** to the Advanced Form Properties window and then again for the Form Properties window.

Objective 5: Publish and test the form.

Publish the form to your directory on the web server using the FrontPage Publish Site option.

Use Internet Explorer or Netscape to test your form.
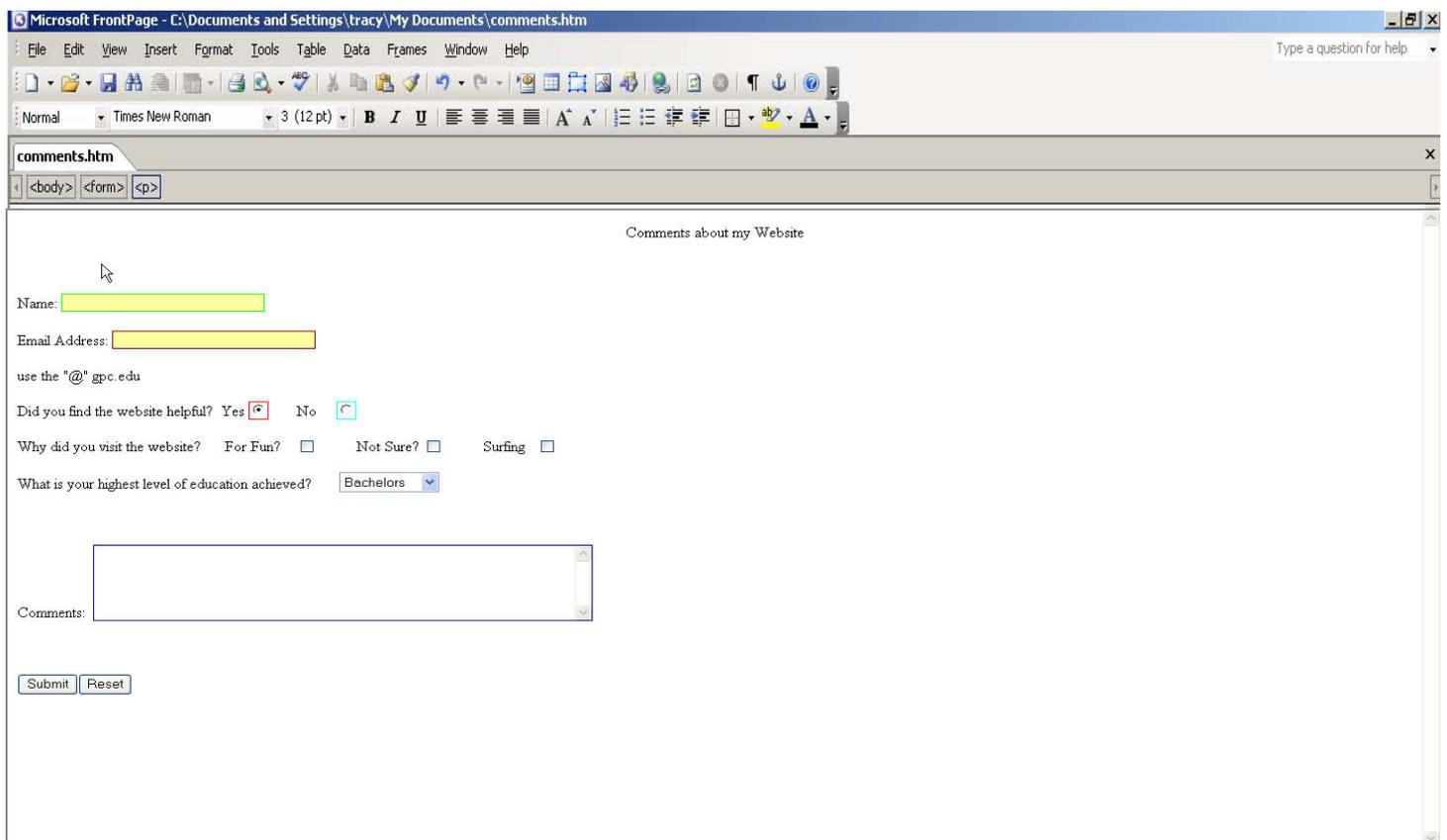
Confirmation Page:

Here is the email you are going to send:

name: Evan Lee Brown
email: elee@gpc.edu
helpful: Yes
visit: ON
education: Bachelors
comments: I loved it!
submit: Submit
subject: Comments about website

You must type the **5 characters** from the picture into the box to submit this message. Hint: Characters are between **0..9** and **A..F (uppercase)**

Enter code here: [   ]

[Send Message]

Results are sent to the email address specified in the Form Properties.