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# Using Forms and Active Components in FrontPage 2000

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## Aims & Objectives

**The aim of this document is to investigate elements that can be added to web pages using FrontPage 2000 to provide special functionality and interaction.**

When you have completed these exercises you should be able to:

- Use the FrontPage 2000 form wizard to create a simple feedback form to add to a web site
- Alter the properties of a standard form to suit your own purposes
- Publish the form on a web server and test it online
- Create image maps using the FrontPage 2000 Editor
- Add hover buttons and make animated GIF images
- Include timestamps, common HTML files and a search facility in your pages

## Pre-requisites

This document assumes that you are familiar with the use of a computer keyboard and mouse, Microsoft Windows based products, and the use of a web browser such as Internet Explorer. Some of the active elements require access to a web server running the FrontPage 2000 server extensions (v 4.0).

You will also need to have in place a functioning FrontPage Web, such as that produced in the accompanying training modules "Creating Web Pages using FrontPage 2000" and "Managing your Web Site using FrontPage 2000".

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# Document Information

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## Format Conventions

The following format conventions are used in this document.

Computer input that you type is shown in a <b>bold Courier font</b>	<code>http://www.netskills.ac.uk</code>
Computer output, menu names and options, buttons, URLs are shown in a Courier font	Save, Go to, Refresh
Text that you must replace is shown in <i>italics</i>	Enter your <i>username</i>
Computer keys that you must press are in a <b>bold Courier font</b> and enclosed in angle brackets	<code>&lt;Enter&gt;</code> , <code>&lt;n&gt;</code> , <code>&lt;N&gt;</code> , <code>&lt;/&gt;</code>

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# Task 4. Adding Extra Form Elements

**Objectives** To add other input elements to a web form.

**Method** You will use the FrontPage page editing view to add different fields to your form.

**Comments** Form elements can be added or removed from your form. Any elements must be added inside the dashed box that specifies the boundaries of that particular form. If you add them outside the box, FrontPage begins to create another form. You can of course have more than one form on a page.

If you have used a table to align your form elements you may also have to add extra table cells to contain any new ones.

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**Task 4.1** Open `form.htm` in Page view. Place the cursor on the bottom row of the table and add a new row by selecting the Table menu and choosing Insert Rows or Columns.

In the new row, type the following text in the left-hand cell and italicise it:

***Place of Work***

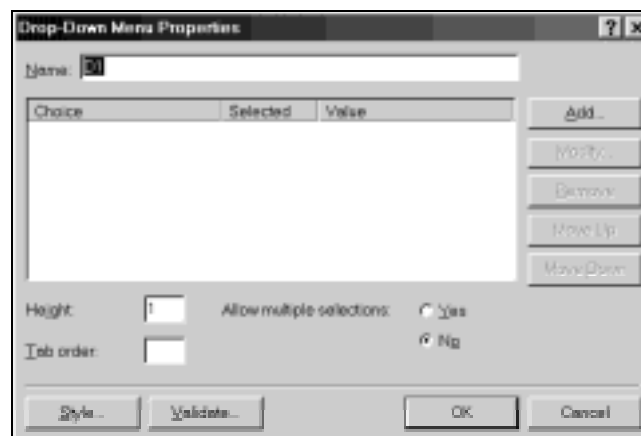
Now place the cursor in the right-hand cell and from the Insert menu select Form.

Choose the option Drop-Down Menu.

**Task 4.2** Click on the menu with the right mouse button and open the Form Field Properties dialog box for the new field.

Give the menu the name:

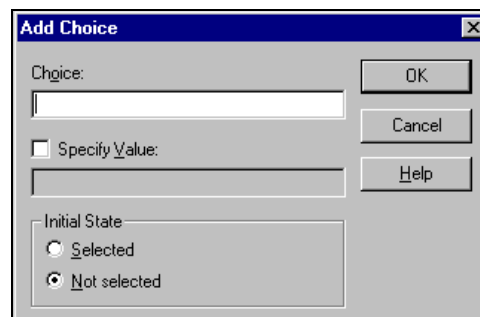
**Contact\_Workplace**



**Figure 4-1 Drop-Down Menu Properties**

Click on the Add button.

In the resulting Choice box (Figure 4-2), type **Home** and then click OK.



**Figure 4-2 Adding Drop-Down Selections**

Repeat the process to add the following choices:

**Office**

**College**

**University**

**Task 4.3**

When you have entered all your choices use the `Move Up` and `Move Down` buttons to put `University` at the top of the list.

If you want to set a default choice, highlight your preferred choice (e.g. `Office`), click on the `Modify` button and check the `selected` radio button in the `Modify Choice` dialog box. This time when you preview the page your default will already be selected.

Click `OK` and then `Save`.

Publish and test your form again - remember to check the `form_results.txt` file if you test the form out online.

**Task 4.4**

Experiment with adding other form elements such as check boxes and radio buttons.

**Task 4.5**

When you have finished you can add the page to the navigation structure of your web site in `Navigation` view.