

FrontPage: Tables and Forms

Table Layout

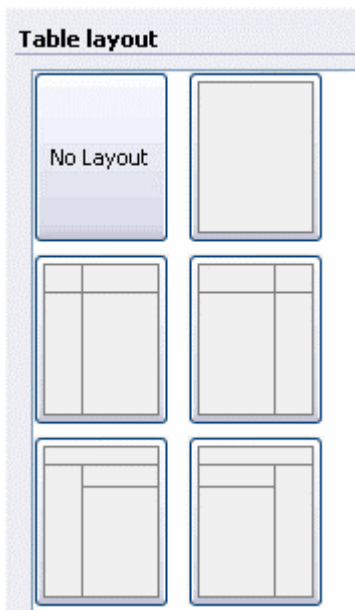
Building web pages with tables is a tried and true method that has been around for some time. Tables are generally simpler to use than other methods and they are usually more predictable. Tables establish fixed regions on a web page and objects placed within table cells are locked into place. Tables also perform well throughout many different kinds and versions of internet browsers.

Using Tables in FrontPage

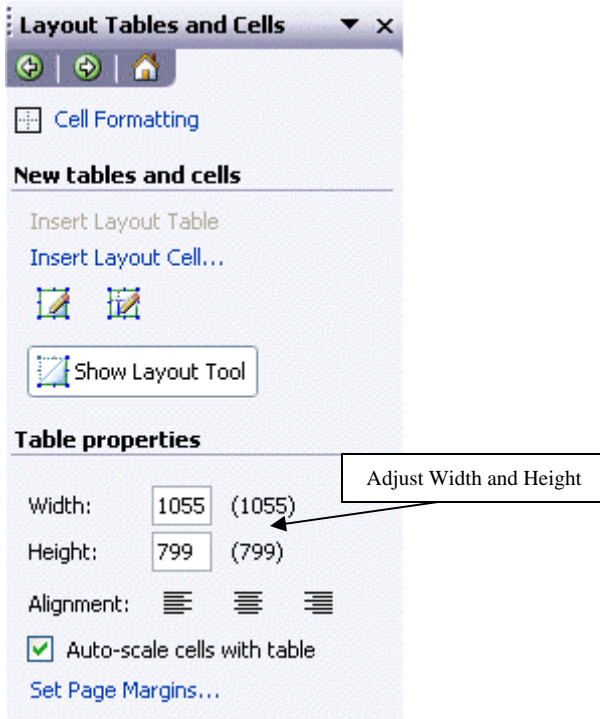
FrontPage contains many tools that facilitate the generation of tables. To begin, open FrontPage and open a new blank document. The new document icon is in the usual place common to the MS Office suite, located under the *File* Menu.



Once your new document opens the task pane will appear on the right side of the workspace. If the task pane ever disappears you can open it by selecting *View-Task Pane*. The task pane will give you options for table templates to begin formatting your page. If there is a general layout that suits your needs you can select the template. If not, then you can generate your table structure with your own tables.

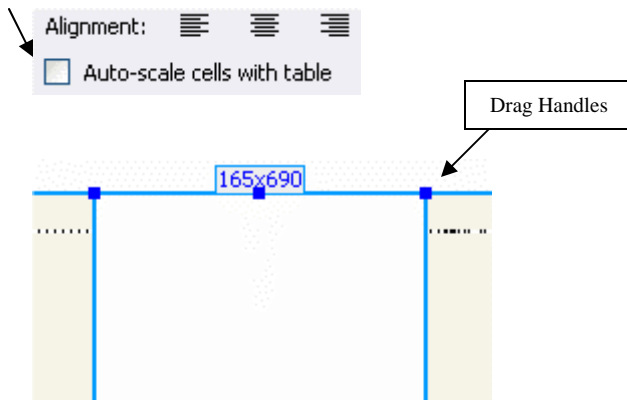


After selecting a template, look at the controls provided on the task pane: We have the options to open the cell formatting panel, insert or draw new table cells, and adjust the width, height and alignment of any table.



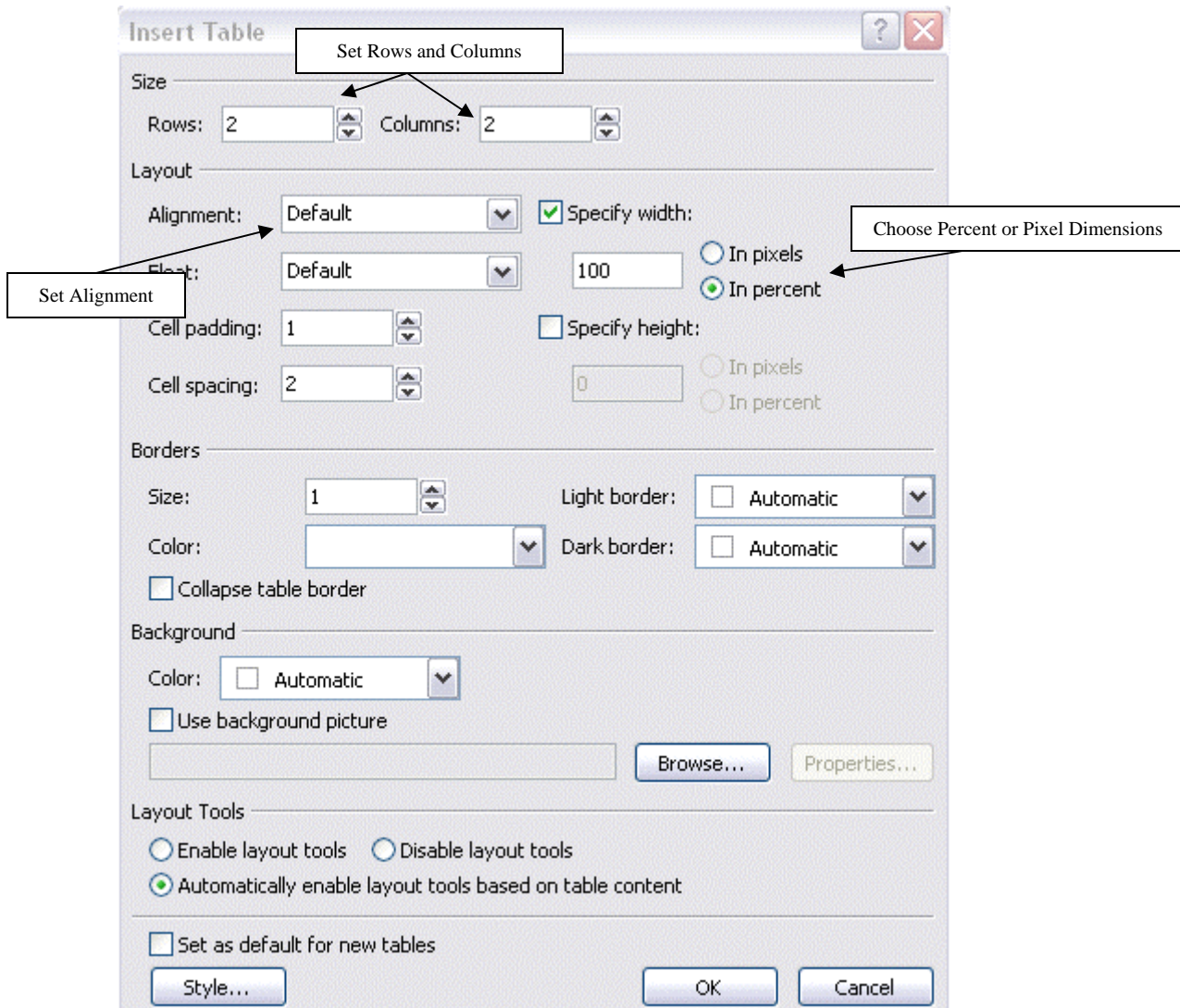
Editing the Template Tables

Once you have selected your template you will see that you can manually drag the table borders to re-size them. To do this, click on the border of one of the tables and you will see drag handles appear. However, when you do this you will find that the table cell does not automatically re-size with the table. To set table cells to re-size with the table click the *Auto Scale Cells with Table* checkbox on the task pane.



Adding New Tables

To add a new table click inside the template table cell in which you want to place your new table and click on the *Table* menu and choose *Insert Table*. The *Insert Table* panel will then appear. You can specify the number of rows and columns you wish to include in your table. You can also customize the table by setting the width, height, alignment, cell padding and spacing, and border and background colors.



Once your new table is inserted into the page you can modify it at any time by right-clicking within the table and selecting *Table Properties*.

Forms

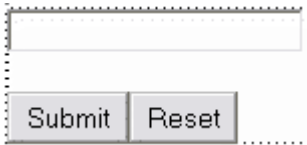
A form is a region on a web page that allows the end user to enter text or upload a document. The text or document can then be saved to a file or emailed to an email address. For this exercise we will create a simple form that will email the name, email address, and comments of an end user to our email address.

Creating the Form

First, determine where in your web page you wish to place your form. You can place it within a specified table cell to insure that the form does not change places when viewed in a browser. Place your cursor in the table cell and choose *Insert-form-Textbox*. You will now see a form field appear along with a submit and Reset button.

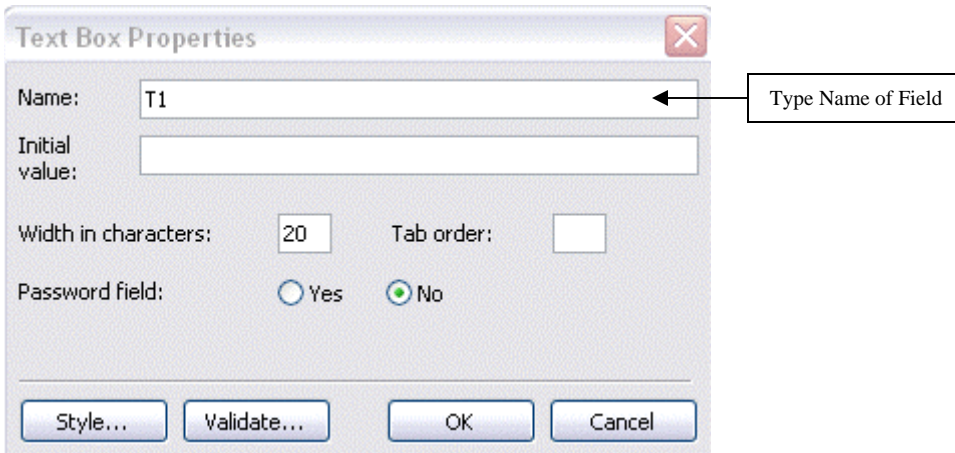


We now want to place our buttons below our form field so to do this click your cursor between the field and submit button and click enter on your keyboard.

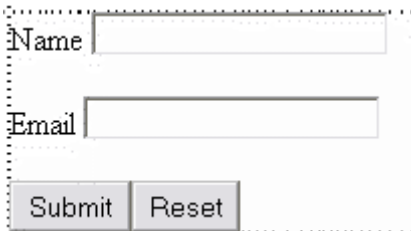


A screenshot of a web form. It features a single text input field at the top. Below the field are two buttons: "Submit" and "Reset". The form is enclosed in a dotted border.

Now click on the left hand side of the field to place your cursor and type the word "Name." Once you have done this we also should name the field. Right click on the field and select the *Form Field Properties* option. In the name field erase the T1 and type "name."



Now, to insert a new field click on the right side of the name field and hit enter. Create a new field in the same manner as before and type the word "email" next to this field and also name this field "email."



A screenshot of a web form. It has two text input fields. The first is labeled "Name" and the second is labeled "Email". Below the fields are "Submit" and "Reset" buttons. The form is enclosed in a dotted border.

Finally, we want to include a form field that will allow the end user to submit comments. Click to the right of the email field and click enter and type the word "comments." Now, hold down the shift key and press enter. This inserts a page break in the HTML code. You will notice that your cursor only travels down one space instead of two. With your cursor directly below the word "comments" go to *Insert-Form-Text Area*. This will now insert the comments field.

A screenshot of a web form. It contains three input fields: 'Name', 'Email', and 'Comments'. The 'Name' and 'Email' fields are single-line text boxes. The 'Comments' field is a multi-line text area with a vertical scrollbar on the right side. Below the input fields are two buttons: 'Submit' and 'Reset'.

Now, modify the layout and name of the comments field by right-clicking on it and selecting *Form Field Properties*. Indicate the name as usual, and then extend the number of characters to 50 and the number of lines to 5. You should now see this:

A screenshot of the same web form as above, but with the 'Comments' field significantly enlarged. The 'Name' and 'Email' fields remain the same. The 'Comments' field is now a much larger multi-line text area, indicating that its properties have been modified to allow for more text.

At this point you have created a fully functioning form. The form will not email the recipient, however, until the web page is placed on a server that has front page plug-ins installed.