

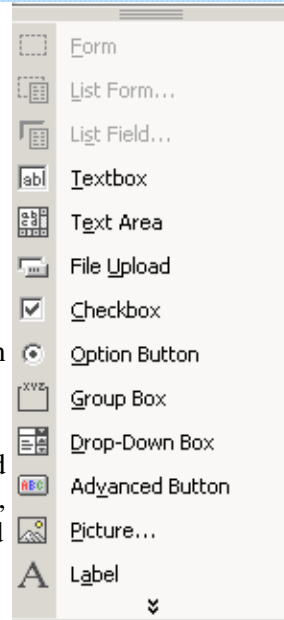
Creating an Online Form

Creating an online form to collect data is easy. Place your cursor where you would like the form to appear, then go to **Insert >> Form >> Form**. This places a blank form on the screen with **submit** and **reset** buttons. Hit the **Enter** key a couple of times to move the submit and reset buttons down.

Type the questions you would like answered. After each entry, provide a method of data collection. Use the **Insert** menu to select **Form**. See graphic with choices at right (**Textbox** is most common).

Double-click the text box (or other data collection field) to reveal its properties. Rename the field appropriately (i.e. if you are collecting an address, name this field "address"). Specify a width large enough to contain anticipated responses. Repeat for all form fields.

Next, designate a location for data results. Right-click on the form and choose **Form Properties**. Data can be sent to a database (see reverse), a file on a web server, or you can have the form generate an email and send it to any valid email address. The email or file will contain all form field names and responses. That is why it is important to name the field appropriately. The email will not include the text/questions, only the responses.



Downloads

To make a file available for download, you must first **import** the file to your web server (instructions on regular FrontPage Top Tips sheet). Create the text or picture to which the file will be linked. Clearly indicate to users that clicking the link will result in a downloaded file.

Select the item created above and choose **Insert → Hyperlink**. Navigate to the destination location where you previously imported the downloadable document.

When users click the link they will be prompted to **Open** or **Save** the file. To **open** the file, users must have installed on their computer the application used to create the downloaded document.

Picture Rollover Buttons

If you have created hover/rollover buttons (see FrontPage Top Tips) but are bored with the color combinations and effects try this...

After a hover button is inserted, double-click to access **Hover Button Properties** and click the **Custom** button in the lower left corner.

Now choose two images (previously imported to your web space). The first image will appear when the page loads; the second image appears after you mouse over the button. Notice you can also have a sound file play on click/mouse over.

Be aware that you should have already resized the pictures appropriately (don't use full size/resolution pictures). You may have to stretch/adjust the button size to see the entire image. Both images should be the same size.

Shared Borders and Themes

It is highly recommended that you DO NOT USE shared borders and themes for Shenendehowa web pages!

Please remember that by default shared borders and themes are applied to an entire subweb. If you apply a shared border or theme to an entire subweb at Shen it will affect every page in your building/area. This means that if you are a middle school teacher and apply a theme to your web page, as a result, every single middle school page will have that theme.

Create a Photo Gallery

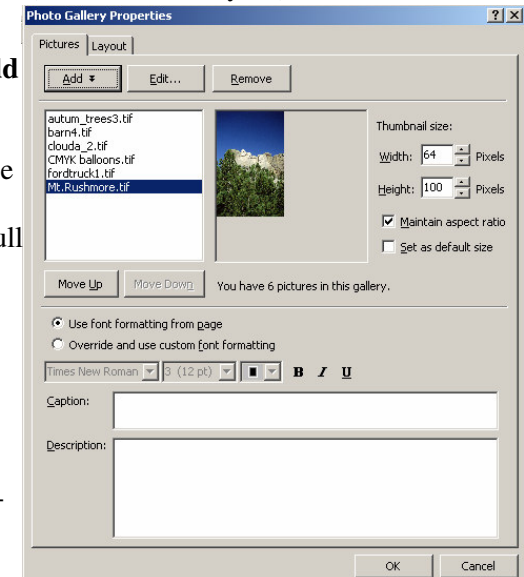
Photo Galleries are a nice, quick way to display a large number of photos while minimizing the time it takes a browser to load the web page. FrontPage includes a wizard with numerous options for displaying images in a photo gallery.

Position the cursor where you want the gallery. Click **Insert → Web Component**. From the **Component Type** task pane, pick **Photo Gallery**. Select a **Photo Gallery Option** (i.e. slideshow layout). Click **Finish**.

From the **Photo Gallery Properties** screen use the **Add** button to select images to display. Choose the order the pictures will appear, resize the thumbnail and/or provide a caption to appear under the full size photograph. Click **OK**.

The photo gallery appears in **Normal** FrontPage mode. Double-click to edit photo gallery properties. Switch to **Preview** mode to browse thumbnail images on a scrollable rail above the currently selected full size picture.

Select a different thumbnail and the picture below changes to match your selection. The photo gallery saves download time as it only loads one full-size picture at startup.



Database Integration into a website

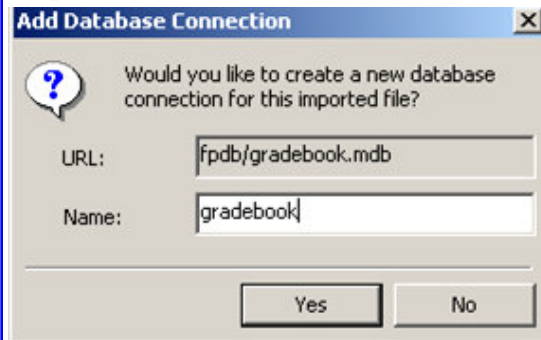
There are many reasons why you might want to take an existing database and add it to your website. Integrating a database into your website allows users to search and see results from the database online. Optionally, you can also have internet users add information directly to the database.

Currently Shenendehowa has several databases on its website. One allows parents to type in their address to see which school their child will attend. A website database is also available for teachers to search for websites by grade level and subject.

Step One – Import the Database

In the root directory of your subweb, create a folder called “fpdb”
Open that folder and click on **File>>Import**. After you complete the import process FrontPage will ask if you would like to form a connection to this database. You must now pick a name for this connection. In the example below, the database location is on the top line; the name of the database connection is **gradebook**.

Step Two – Start the Database Wizard



The easiest way to add a database to an existing webpage is to use the wizard. Click on **File>>New**. The task pane on the right shows new page options. At the bottom in the **New from Templates** section, choose **Websites from Templates**. **VERY IMPORTANT** -- Click on the dialog button that says “**Add to current web.**” Then click on

Database Interface Wizard and click **OK**. All tasks in the wizard can also be done from the **Insert Database** and **Forms** menus.

Step Three – The Wizard

The first screen in the wizard asks you to connect your website to a database. Choose an existing connection and then select the connection that was established in Step 1 (i.e. gradebook). Next, choose the name of the table within that database that you would like to reference. By default it shows “MSysCompactError”.

Click **Next**. Now identify which database fields will appear in the results/search page. Click **Next**. It will ask what pages you would like the wizard to create.

Results Page – This will show the data that was entered into the database prior to this point.

Submission Page – This will create a page where users can add information to the database. Users will fill in each of the fields, hit the **Submit** button and the database will be automatically updated. In FrontPage it is not possible to validate the authenticity of information as it is submitted.

Database Editor – Users are strongly cautioned **not** to add this page. This would allow users to actually go in and edit any of the previous database entries.

Click **Next**. The wizard will tell you where it is going to create your next page. Make a note of the location and click **Finish**.

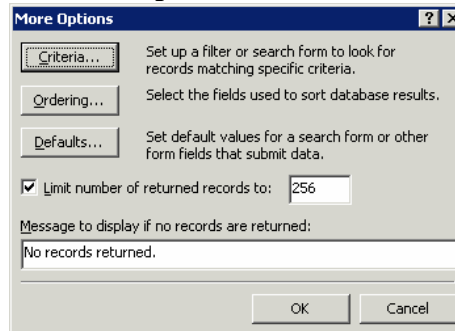
Feel free to move this folder and files into any directory you would like.

If you checked both **results** and **submission** page you should have a page that shows the contents of the database organized by fields and a page that allows web users to submit entries to the database. You can make any formatting changes you want to these pages.

Optionally, if you right-click on the results table and choose **Database Results Properties** you can then click **Next** through choosing a connection and choosing a table, until you get to **Step 3** of the results wizard.

In step three you can edit the columns that are displayed in the results field (you don't have to display all columns in a database).

Click the **Options** buttons to add enhancements to your website/database.



The 1st option is **Criteria**. The criteria selection allows you to choose which database fields can be searched and allows you to search multiple fields concurrently. In other words, the database could be searched by zip code (if it was an address db) or by zip code and street name (thus narrowing the results). Click the **Criteria** button to begin setting up criteria. Choose **Add** at the bottom left. Choose the field you

would like to search by. In the **comparison** field, choose **contains** (you could set a different comparison but **contains** is the most forgiving on the end user). Leave the **value** as is and change “and/or” to “**and.**” Click **OK**. You could now add additional criteria to allow users to narrow their search.

The **Ordering** option allows you to set up which fields will be used to sort the results page. You may specify more than one field. In other words sort first by Last Name, then City, etc.

Defaults – the options allows you to place a default search result in one of the fields so that when the database 1st loads in a webpage only these results show.

Click **OK** (you can change the bottom two fields to whatever you feel is appropriate). Click **Next** until you make it to **Step 5** of the wizard. Here you can tell it to add a search form to your results page allowing users to search the database.

You can also specify if the webpage should display all the results or group them into sections.