

Creating Simple Email Forms Using FrontPage

1. Open your site in FrontPage.
2. Open a new page.
3. Go to **INSERT | FORM | FORM**
4. Inside the form, hit enter a couple of times to make room for the fields.
5. Make a list of the items you need to collect (Name, Email Address, etc.)
6. Think about what the form will look like visually. You will want to organize the fields in a table.
7. Go to **TABLE | INSERT | TABLE**.
8. Enter the number of rows and columns you will need and set the border size to "0" and click "OK".
9. Go to **INSERT | FORM** and select the type of field you wish to insert. Repeat this step for each field.

Types of Form Fields:

- Text Box – to enter a single line of text up to 255 characters
 - Text Area – to enter paragraphs of text
 - Check Box – to make multiple choices (ex. choose all that apply)
 - Option Button – to make only one choice
 - Drop Down Box – to choose from a list
10. Set the Form Field properties by double clicking on each form field.

Form Field Properties

Text Box	Text Area	Check Box	Option Button	Drop Down Box
*Name	*Name	*Name	*Group Name	*Name
Initial Value	Initial Value	Value	Value	Choice
Width	Width	Initial State	Initial State	Value
	# of Lines			
*The form field Name or Group Name will be included in the Email so it is a good idea to name your fields in a way that makes sense to you.				

11. Create a custom Confirmation Page
 - Open a new page
 - Type some sort of message like "Thank you for completing this form...etc."
 - To include text from the form fields
 - Go to **INSERT | WEB COMPONENT | ADVANCED CONTROLS | CONFIRMATION FIELD | FINISH**
 - Type the name of the form field
 - Click OK
 - Format the page just as you would a normal web page.
 - Save the page.
12. Set the Form Field Properties
 - Right click on the form and select "Form Properties".
 - Click the "Options" button.
 - Click the "File Results" tab and on the "File Format" drop down menu, select "Text Database using Comma as a Separator".

- In the “File Name” box, enter a file name for your results with the extension .csv
 - Example: support.csv
- Click the “Email Results” tab and
 - Enter the email address to receive the results.
 - To specify text that will appear in the “Subject Line” of the email, either enter the text in the box or check the “Form Field Name” box and enter the form field name.
 - If your form includes an “Email” form field, you can enter that field name in the “Reply-to Line”.
- Click the “Confirmation Page” tab to specify a custom confirmation page. Leave it blank to keep the default or enter the name of the confirmation page you created in step 11.
- Click the “Saved Fields” tab and delete the Field name for the Submit button. You can also choose a date and time format if you would like that information to be included in the email.
- Click “OK”, then “OK” again, then “SAVE”.

13. To view results:

- Each time someone submits the form, the results are sent to the email address you supplied in Step 12.
- You can open your site in FrontPage and locate the .csv file for the form (you gave it a name in Step 12). Right click on the .csv file and choose “Open With” then select “Microsoft Office Excel”. You will then be able to see the results in an Excel spreadsheet that you can save to your computer and sort, filter, etc. as needed. You can also use this spreadsheet to create mail merges