

PC SIMPLICITY!

SIMPLE FRONTPAGE 2003: Advanced

How to create, design and publish a website.

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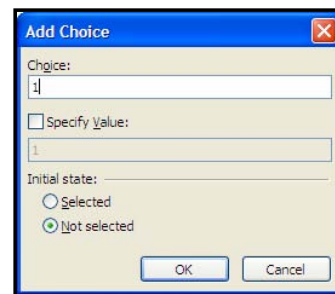
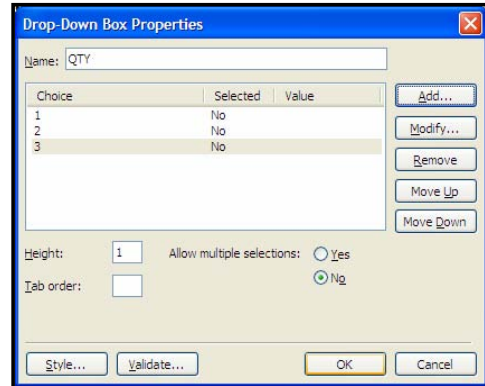


We will apply three options to the Drop Down box.

Step 6. Call upon the Drop Down box properties and add the following three choices to be displayed in the Drop Down box.

DROP DOWN BOX PROPERTIES

- a. **Right-click** on the **Drop Down Box** to call upon the relating menu
- b. Click on **Form Field Properties** from the menu provided
- c. Enter **Qty** as the name for the Drop Down Box
- d. Click on the **Add** button to add the first choice that is to appear in the Drop Down box
 - * The Add Choice window appears
- e. Enter **1** to the **Choice area** and click on the **Ok** button
- f. Click on the **Add** button to add another choice
- g. Enter **2** to the **Choice area** and click on the **Ok** button
- h. Click on the **Add** button for the third option
- i. Enter **3** to the **Choice area** and click on the **Ok** button
- j. Click on the **Ok** button to finalise your Drop Down menu



Step 7. Perform the Save function and call the file FrontPage, ensure the file is saved into your folder.

Step 8. Activate the Preview in Browser function, click on the drop down scroll bar and click on one of the choices.

Step 9. Close the browser.

Step 10. Click after the Drop Down Box and press the Spacebar three times then type the text Type. (View the diagram on page 32)

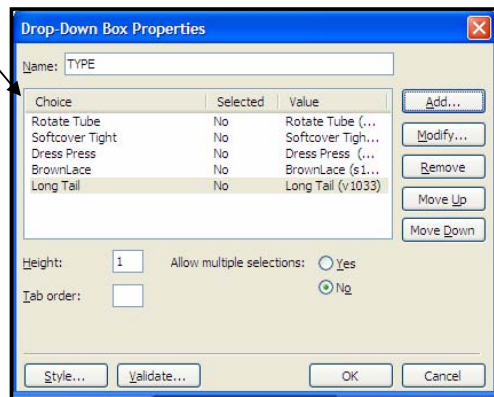
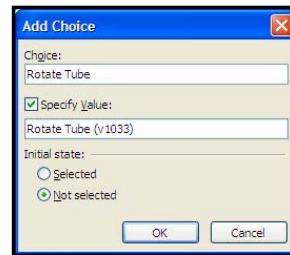
For this Drop Down Box we will present a variety of choices however when the data is returned to us the value (data) will differ as it is designed to give us more information.

Step 11. Press the Spacebar twice then insert another Drop Down Box. (*Click on Insert, click on Form, click on Drop Down Box*)

Step 12. Call upon the Drop Down Box properties and add the following choices to be displayed in the Drop Down box. * *The instructions are on the next page*

DROP DOWN BOX - SPECIFY VALUES

- a. **Right-click** on the **Drop Down Box** to call upon the relating menu
- b. Click on **Form Field Properties** from the menu provided
- c. Enter **Type** as the name for the **Drop Down Box**
- d. Click on the **Add** button to add the first choice
 - * The **Add Choice** window appears
- e. Enter **Rotate Tube** to the **Choice area**
- f. Click on the **Specify Value area** to place a tick
- g. Enter **Rotate Tube (v1033)** to the **Value area**
- h. Click on the **Ok** button
- i. Repeat steps d to h for each choice as shown in the diagram below
- j. Click on the **Ok** button to finalise your **Drop Down** menu



- Step 13.** Perform the Save function then activate the Preview in Browser function. Click on each of the drop down scroll bars and click on one of the choices. Click on the Submit button and you will be taken to an error page.

Normally the page would be submitted and forward to an internet address with the gathered information.

- Step 14.** Close the browser.

- Step 15.** Click after the last Drop Down Box, press the Spacebar three times then enter the text Colour. Press the Spacebar twice and insert another Drop Down Box.

- Step 16.** Call upon the Drop Down Box properties and add the following choices to be displayed in the Drop Down box. Apply the Allow Multiple Selections feature.

DROR DOWN BOX – MULTIPLE SELECTIONS

- a. In the **Drop Down Box Properties** window click on the **Allow Multiple Selections Yes** area
- b. Click on the **Ok** button

