Chapter 11: Going All Out with FrontPage
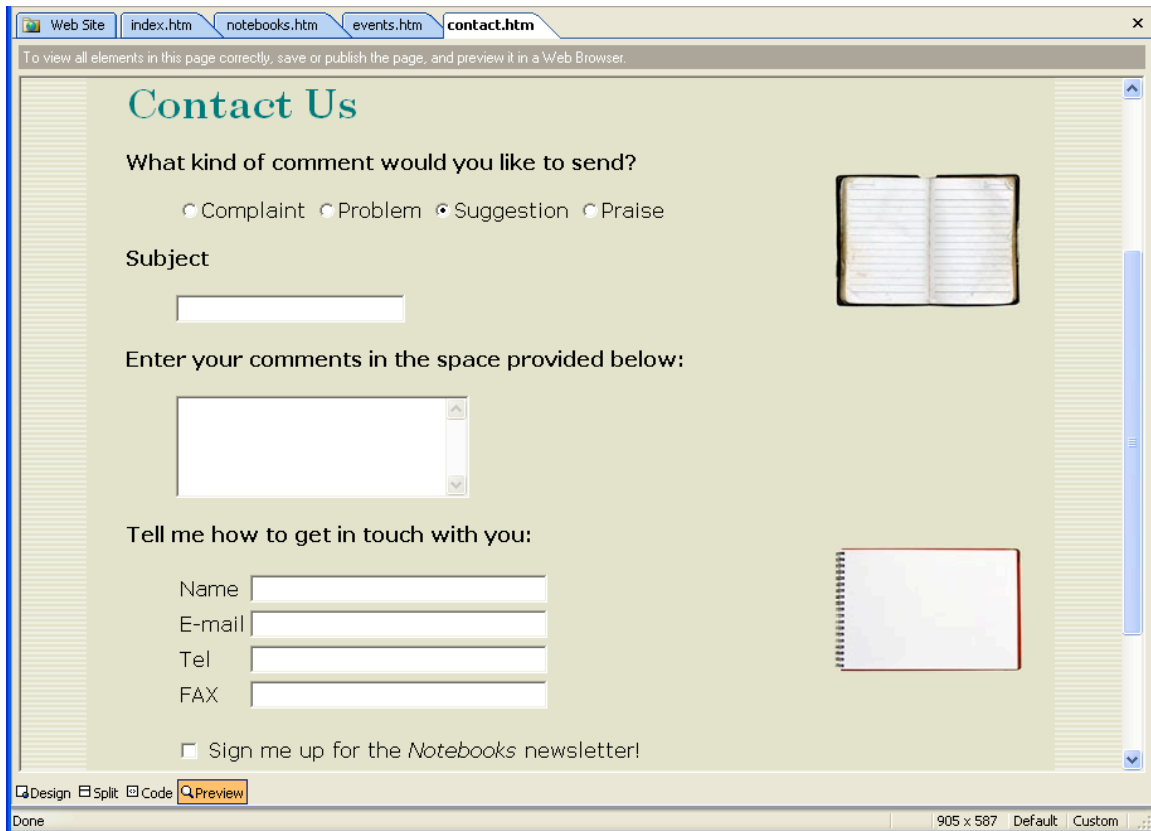
Customizing the Contact Form

Easy Web Design project, Chapter 11

At this point, your Notebooks site is almost complete, but you might have
noticed that the walkthrough has been neglecting the Contact page for the
most part. You don't have much to do on this page because FrontPage has
already done a nice job of creating a contact form for you. All you need to do
is to customize the form elements here and there as described in the following
steps:

1. Display **contact.htm** in FrontPage.

2. Click anywhere in the table in the main area of the page, and double-click
    <table> on the tag selector bar to open the Table Properties dialog box.

3. To format the table, select **Center** in the Alignment box, change the
    Specify Width setting to **90 percent**, click the **Color** box in the
    Background section, click the tan **RGB(E4,E4,CA)** color in the **Document
    Colors** section, and then click **OK**.

4. To reformat the left side of the form area, click in the first table cell,
    click **<td>** on the tag selector bar, click **Borders and Shading** on the
    Format menu, click **Default** in the **Setting** area to remove the right-
    border line, and click **OK**, right-click in the same cell, click **Cell
    Properties**, type **25** pixels in the **Specify Width** box, and then click **OK**.

5. To change the page heading, select the *Tell me what you think…* text, click **Heading 1** in the **Style** list, hold down SHIFT and press ENTER, and then type **Contact Us.**

6. To change the checkbox text, select the *Please contact me…* text, type **Sign me up for the Notebooks newsletter!**, select the word **Notebooks**, and then click **Italic** on the **Formatting** toolbar.

7. To configure the form to send submitted information to you, right-click in the form area, select **Form Properties**, delete the information in the **File Name** box, type your e-mail address in the **E-mail Address** box, click **OK**, and then click **No** in the alert box.

8. To add and format an image to the page, click after the *What kind of comment…* text, insert **p_nb06.jpg**, double-click the image, click **Right**, type **25** in the **Horizontal Spacing** box, and then click **OK.**

9. To add and format a second image, click after the *Tell me how to get…* text, insert **p_nb03.jpg**, double-click the image, click **Right**, type **25** in the **Horizontal Spacing** box, and click **OK**

10. Save your work. Your form should look similar to the form shown in the figure.

| Web Site | index.htm | notebooks.htm | events.htm | **contact.htm** | ✕ |

To view all elements in this page correctly, save or publish the page, and preview it in a Web Browser.

Contact Us

What kind of comment would you like to send?

○ Complaint   ○ Problem   ● Suggestion   ○ Praise

Subject

Enter your comments in the space provided below:

Tell me how to get in touch with you:

Name ☐
E-mail ☐
Tel ☐
FAX ☐

☐ Sign me up for the *Notebooks* newsletter!

Design ◻ Split ◻ Code 🔍Preview

Done   905 x 587   Default   Custom

Customizing the default form