

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>CONVENTIONS USED IN THIS MANUAL .....</b>	<b>5</b>
<b>LESSON 1 - WORKING WITH FORMS .....</b>	<b>7</b>
OBJECTIVES FOR THIS LESSON .....	7
CREATING A WEB .....	8
CREATING A PAGE .....	10
SAVING A PAGE .....	13
ADDING FORM FIELDS AND FEATURES .....	14
Using the Form Toolbar .....	15
Creating A Table .....	16
Inserting A One-Line Text Box .....	18
Inserting Scrolling Text Boxes .....	19
Inserting Check Boxes .....	20
Inserting Radio Buttons .....	21
Inserting Drop-Down Menus .....	22
Inserting Push Buttons .....	24
Inserting Labels .....	25
Inserting Advanced Buttons .....	25
Inserting Group Boxes .....	25
FORM FIELD VALIDATION .....	26
One-Line Text Box Validation .....	26
Scrolling Text Box Validation .....	27
Check Box Validation .....	28
Radio Button Validation .....	28
Drop-Down Menu Validation .....	28
SETTING FORM PROPERTIES .....	29
Options .....	30
CREATING FORMS USING TEMPLATES .....	35
General Templates .....	35
USING THE FORM PAGE WIZARD .....	37
Input types .....	39
USING WEB FORM DATABASE FILES .....	41
<b>LESSON 2 - WORKING WITH WEB COMPONENTS .....</b>	<b>43</b>
OBJECTIVES FOR THIS LESSON .....	43
INSERTING COMPONENTS .....	44
HOVER BUTTONS .....	45
INCLUDE PAGE .....	47
MARQUEES .....	48
HIT COUNTERS .....	50
SCHEDULED PICTURE .....	51
<b>LESSON 3 - WORKING WITH NAVIGATION BARS .....</b>	<b>53</b>
OBJECTIVES FOR THIS LESSON .....	53
WORKING WITH NAVIGATION VIEW .....	54
CREATING A NAVIGATION BAR .....	55

**LESSON 4 – WORKING WITH SHARED BORDERS.....59**  
OBJECTIVES FOR THIS LESSON ..... 59  
CREATING A SHARED BORDER..... 60

**LESSON 5 – WORKING WITH THEMES .....63**  
OBJECTIVES FOR THIS LESSON ..... 63  
APPLYING AND DESIGNING A THEME..... 64  
APPLYING THEMES TO OTHER PAGES AND WEBS..... 66

**LESSON 6 – WORKING WITH STYLES .....67**  
OBJECTIVES FOR THIS LESSON ..... 67  
CREATING STYLES..... 68  
    Using the Style Box ..... 69  
APPLYING A STYLE ..... 69  
WORKING WITH HTML STYLES ..... 70

**LESSON 7 - WORKING WITH CASCADING STYLE SHEETS .....71**  
OBJECTIVES FOR THIS LESSON ..... 71  
ABOUT CASCADING STYLE SHEETS..... 72  
USING A STYLE SHEET WITH A PAGE ..... 73  
CREATE AN EXTERNAL STYLE SHEET ..... 74  
CREATING AN EMBEDDED CSS..... 75  
USING A THEME CSS..... 75  
EDITING A CSS ..... 76  
APPLYING A CSS..... 77

**APPENDIX A – USING HTML CODE IN FRONTPAGE - BASICS .....79**