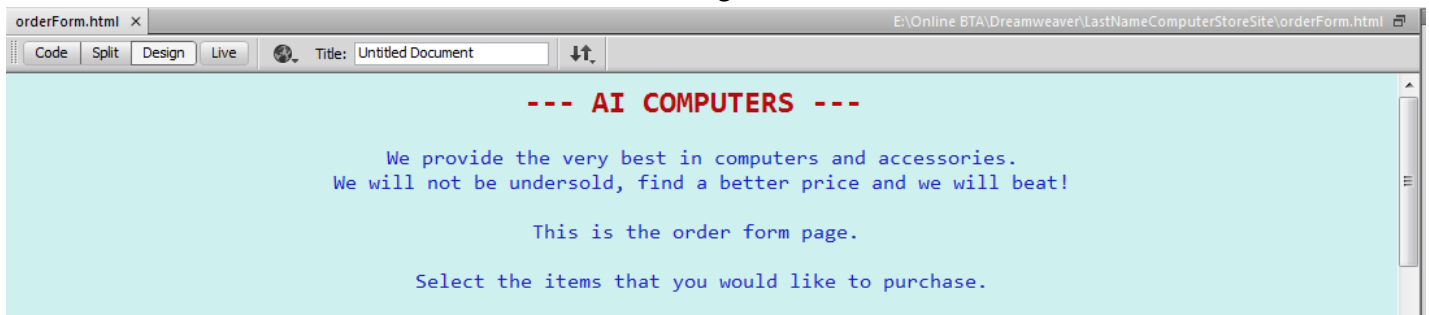


In this tutorial we are going to create a form for a website.

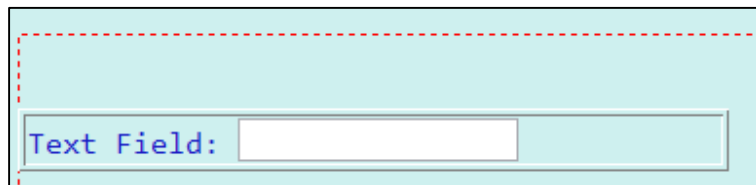
The form we create will allow the user to type in information and make selections using radio buttons and drop down lists.

After an e-business creates a form like this, they upload it to a web based server and then they write a computer program that processes the data, we won't be doing that part, we will just be creating the form.

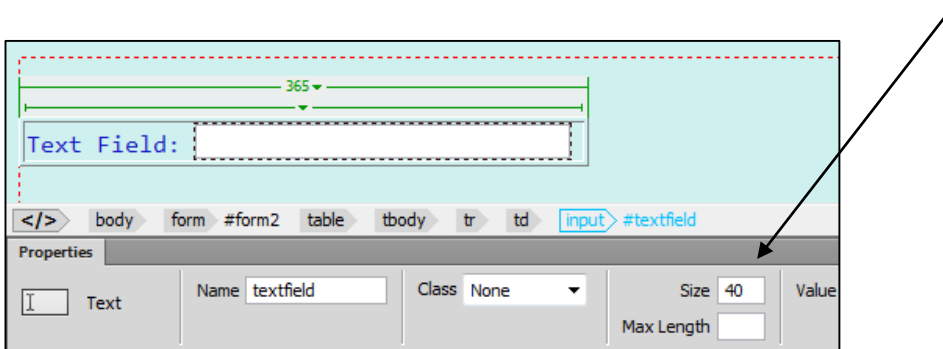
1. Create a blank html page that has the same page properties as your other pages for the site (this includes background colours, paragraph font attributes, h1 attributes, etc)
2. Save the form as orderForm.html and then add the following text:



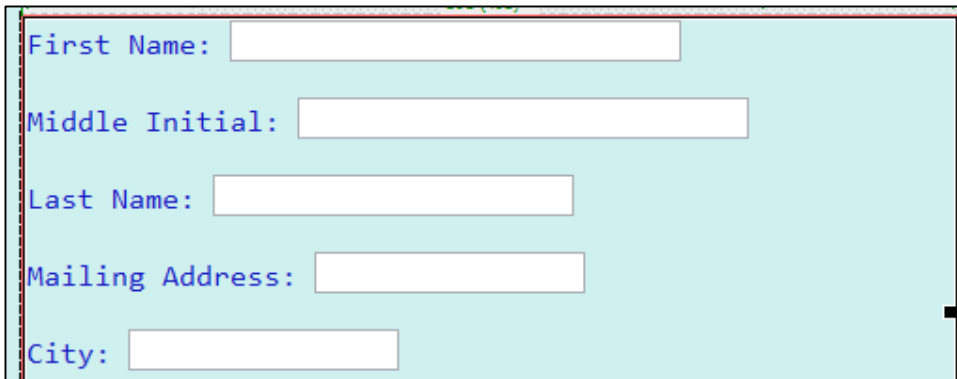
3. We are now going to add the form components to the page. Underneath the text that you have written... Click **Insert... Form... Form** There will be a red dotted line on your page now, which indicates the area where the form components can be added. Go into this area and press **ENTER** a few times so that there is room to add components.
4. Inside the red area insert a table that has **one row** and **one column** and a **border of 0**. We insert this table so that we can place things on the page with a little more ease. Inside the table click **Insert... Form... Text** This adds a text field to the form. Now stretch the table size so that it appears like this...



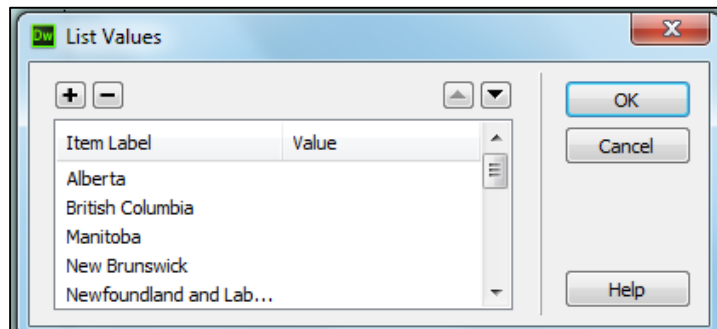
5. Click on the white text box and then in the properties window change the **Size** value to 40



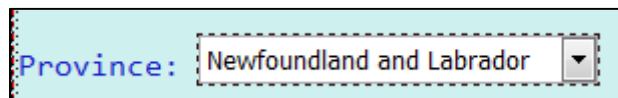
6. You will now add five more text fields.
The end result should look like this (try to adjust the sizes so that they appear similar):



7. We are now going to add a drop down menu where the user can select their province.
Click **Insert... Form... Select...**
Change the words **"Select:"** to **"Province:"**
Click on the drop down box and then in the properties window **select List Values...**
In the window, add the names of all of the provinces and territories in alphabetical order, then click OK.



It should now look like the following:

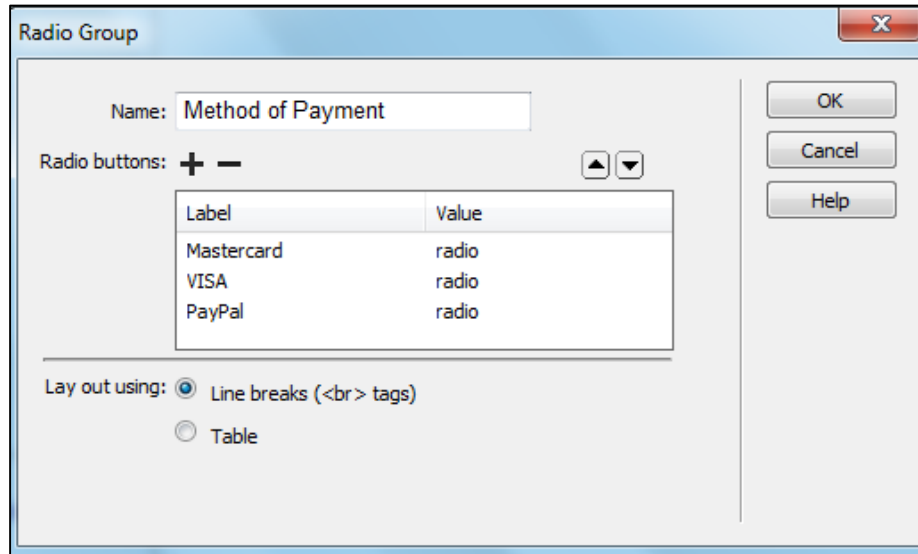


8. Below the province selector add another textbox to hold Postal Code.

9. We are now going to add some radio buttons so that the user can choose their method of payment.

Below the postal code textbox click **Insert... Form... Radio Group...**

Change the name to **Method of Payment** and add three Radio Buttons, then click **OK**.



Your form components should now look like this:

First Name:

Middle Initial:

Last Name:

Mailing Address:

City:

Province: Newfoundland and Labrador

Postal Code:

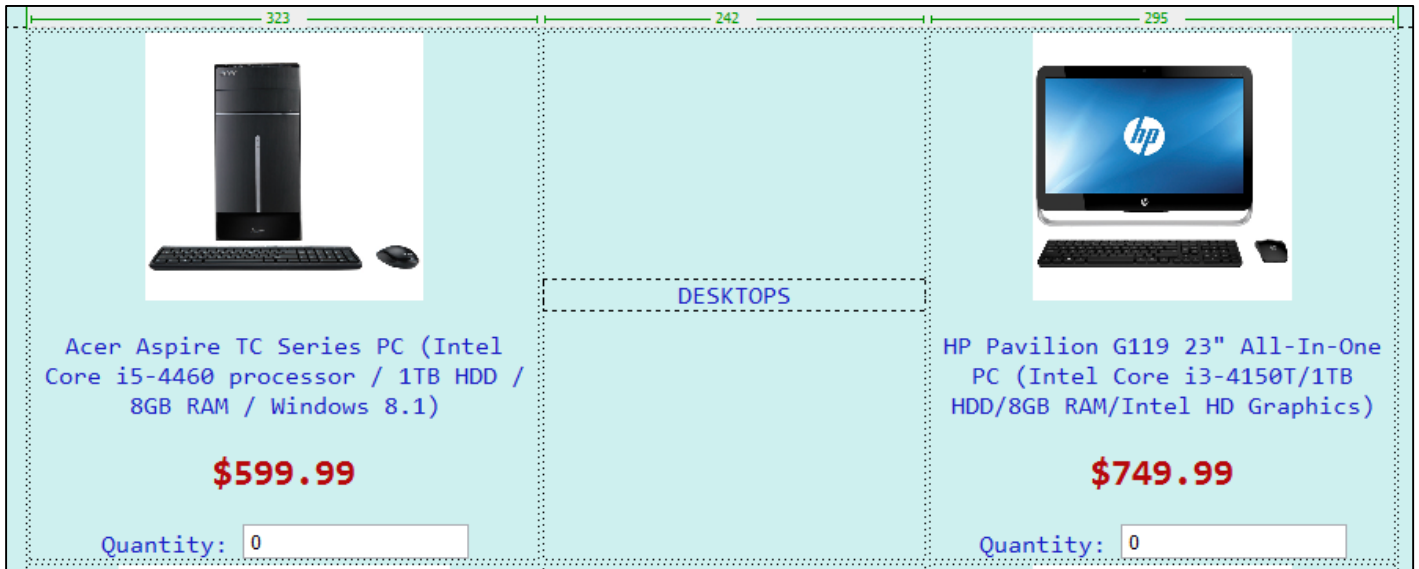
Method Of Payment: Mastercard VISA PayPal

10. We will now create a table with **3 rows** and **3 columns** and a **Border of 0**.

This table will hold the products that we sell and will allow the user to select what they would like to buy. We will insert the table above the form components that you have already entered. Just above the text box for the **First Name**: click Enter a few times to get some space. Be sure that your cursor is still inside the red box, which indicates where form components can be added.

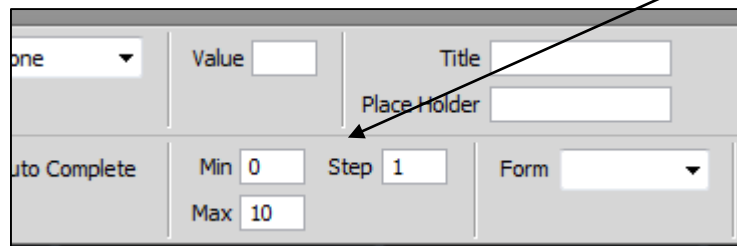
Create the table and then add images and details for your desktop computers.

It should resemble the following:



* To add the **Quantity** component, click **Insert... Form... Number...**

*Then, with the **Quantity box** selected, in the Properties window change the **min, max** and **step** to the following:



Add to the table a place for the user to purchase laptops and tablets as well. It should resemble the following:

 <p>ASUS X Series 15.6" Laptop - Black (Intel Pentium N3530 / 750GB HDD / 8GB RAM / Windows 8.1)</p> <p>\$399.99</p> <p>Quantity: <input type="text" value="0"/></p>	LAPTOPS	 <p>HP Envy 15.6" Laptop - Silver (Intel Core i7-4710HQ / 1TB HDD / 12GB RAM / Windows 8.1)</p> <p>\$899.99</p> <p>Quantity: <input type="text" value="0"/></p>
 <p>Apple iPad Air 2 16GB With Wi-Fi Silver</p> <p>\$549.99</p> <p>Quantity: <input type="text" value="0"/></p>	TABLETS	 <p>HTC Nexus 9 8.9" 32GB Android 5.0 Tablet With nVidia Tegra K1 Dual-Core Processor - White</p> <p>\$529.99</p> <p>Quantity: <input type="text" value="0"/></p>

11. The only thing left to do now is to add two buttons and some finished text.

Adding buttons:

One button will be the SUBMIT button which will allow the user to submit their order.

The other button will be a RESET button which will allow the user to clear the form and start all over again.

In order to insert a submit button click **Insert... Form... Submit button**

In order to insert a reset button click **Insert... Form... Reset button**

Finishing Text:

Be sure to have some type of text at the bottom of the form thanking the customer for shopping with you.