**Theme Description**

Identifies a unique name for the theme. When naming a theme you should choose a descriptive name, such as, one based on the background image or color scheme.

Page Themes

Page themes are great way to select the look of your page all in one step. A Page Theme consist of a background image (if selected), background color, text color, link color, active link color, and visited link color.
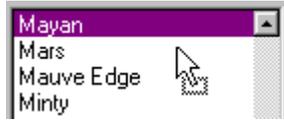
To reposition a theme in the list simply select, then drag and drop it to its new location in the list box. (Only in Page Themes Window)

Background Image

A background image can add great visual appeal to you web page. When choosing a background image it's a good idea to select one that isn't too busy. This will make reading text more difficult.

Background Image Filename

Shows the filename of the selected background image. This is automatically filled in when you select a background image with the button.

Background Color
This is the color of the background as viewed in the web browser unless a background image is used. By default the browser will display white.

Double-click to open the color picker edit the background color of the theme.

Text Color

This is the color of the text as viewed in the web browser. By default the browser will display **black**.

Double-click to open the color picker edit the text color of the theme.

Link Color

This is the color of the links as viewed in the
web browser. By default the browser will display
[blue](#).

Double-click to open the color picker edit the
link color of the theme.

Active Link Color

This is the color of the links when clicked on in the web browser. By default the browser will display red.

Double-click to open the color picker edit the active link color of the theme.

Visited Link Color

This is the color of the links *after* they have been clicked on in the web browser. By default the browser will display [purple](#).

Double-click to open the color picker edit the visited link color of the theme.

Left Margin

A left margin will create a left page indent of the number of pixels wide in the text box. Use the up/down arrows to set the desired width. This is useful when a background image has a left border. The content of the page will be place to the right of the number of pixels selected.

Page content will be placed to the right of the left margin width. Like this.

Page Title

The page title is the title of your page that appears in the title bar of the web browser.

Do not underline links

Checking this option will remove underlines from links in the web page. This would be a normal link and if you check the option link would look like this. Only Internet Explorer 3+ and Netscape 4+ support this option.

Meta Tags

Use the meta tags option to add hidden information aboutyour web site for search engines to use. An example of a meta tag is Descrption. This would be a sentence describing your web page. When a search engine indexes the page it will find the meta content and display it in the search result.

Meta Name

Selecting Description in the Meta Name drop box you would just type a regular sentence description in the Meta Content text box. Keywords are separated by commas. eg. dogs, cats, birds.

Description

A regular sentence descripting your web page.

Keywords

One word elements (separated by commas ie. guitar, music, lyrics) that describe key words in the body of your page.

Expires

Tells the browser if the page contains date specific information. Include a date.

PICS-Label

Conforms to the online rating system. This will let the web browser know whether your web page is appropriate for certain viewers.

Reply-To

Used in order for a visitor to reply to the author of the web page. Include an email address.

Meta Content
Displays the content of the meta tag.

Trash Bin

Drag a Pagelette block to the bin
to remove from it from the list.

Image Align

This drop box gives you options for aligning your image in relation to adjacent text or other blocks.

Left

Aligns the image to the left of the page wrapping text around the image starting from the top right of the image

Right

Aligns the image to the right of the page wrapping text around the image starting from the top left of the image.

Top

Aligns the image to the top of adjacent text. The bottom of the image will be at the top to the text.

Middle

Centers the image to the height of the text.

Bottom

Aligns the image to the bottom of adjacent text. The top of the image will be at the bottom to the text.

Absmiddle

Same as middle.

Image Width

Displays the width of the image in pixels. The width is automatically filled in when you select an image with the browse button. You can also edit the value to suit your taste.

Image Height

Displays the height of the image in pixels. The height is automatically filled in when you select an image with the browse button. You can also edit the value to suit your taste.

Image Filename

Displays the filename of the image. The filename is automatically filled in when you select an image with the browse ![browse button] button.

Image Preview Picture Box
Displays a preview of the selected image in the box.

Image Hint
This is a useful description of the image. If for some reason the image is a broken image, this text will appear in its place. In newer web browsers moving the mouse over the image will display a hint with the text.

¶ New Line (Paragraph)

Selecting the New Line button will ensure the *next* block will appear on a brand new line when the page is generated. Normally, if you are separating a heading from a paragraph you would select the New Line button for the heading.

Align Right

The selected Pagelette block is aligned to the right of the web page.

Align Center

The selected Pagelette block is aligned in the center of the web page. A heading would normally be centered.

Left Align

The selected Pagelette block is aligned to the left of the web page.

Heading

A heading is nice way to show separation of topics in your web page. Normally, headings are a larger font than the regular text in the page. You can set the font by pressing the *Aa* button.

Make Link Email Address

Checking is option will make the text in the Link Address text box an email address. Ideally, you would put an email address in the Link Address text box. Eg. me@xyx.com

Link Text
This is the actual underlined link text. Eg. [my link description](#)

Link Address

The web address of the link. Eg. http://www.xyz.com

Link Buttons

 Opens the open dialog box and displays the filename.

 Opens the open dialog box to the Favorites folder.

 Opens a dialog listing all links in Netscape bookmarks.
If Express can't find the bookmarks file you can browse
for it yourself.

Image Link

By adding a web address to the text box the image will be a clickable link. You can either type in the web address or use the browse

 buttons.

Bookmark List Box

List all the the bookmarks from the Netcape bookmark file. Double-click an item to select or press the OK button.

Drop Box

Checking this option will put links into a drop box.

Select your destination ▼ | Go

Drop Box Links List

This list box holds all the links that will be inserted into the drop box when Use Drop Box is checked.

To add a link, simply add the link address and descriptions as if it were a regular link then press the ➕ button. Repeat this step to add additional links to the list box.

To delete a link, simply select the item in the list box and press the ➖ button.

To edit a link double-click an item in the list box. This fills the link address and description text boxes with the item. Make the desired changes and press the Apply Edit 📝 button to apply the changes.

Text Paragraph

This is where you can a just about anything you want to say in your web page. Type directly into the text area and/or import an existing text file using the button. This will import the contents of the text file and place it at the current cursor position.

To change to the font of the paragraph use the button. This opens the font dialog.

Font Preview
Displays a real-time preview as you make changes
to the font settings.

Font Styles

Sets the font style of the font.

B   - Sets the font to **bold**.

I   - Sets the font to *italic*.

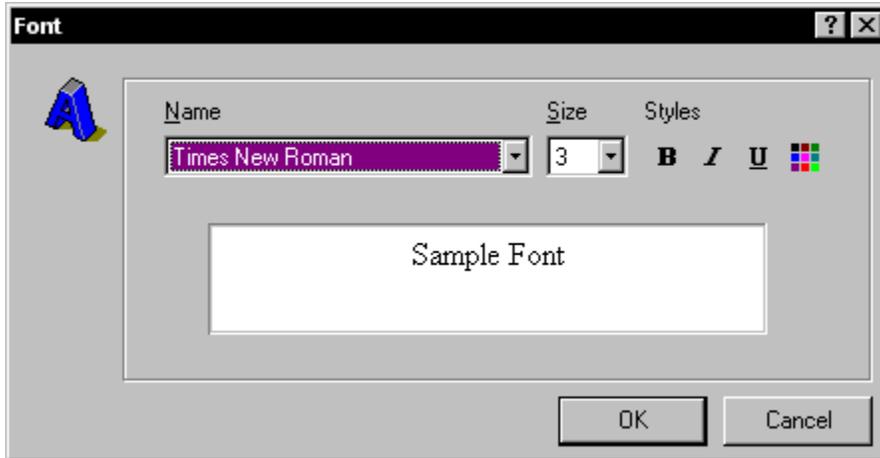<u>U</u>   - Sets the font to <u>underline</u>.

    - Opens the color picker.

Font Size
Displays the size of the font in web (HTML) units.

Font Name
Displays the name of the selected font.

Use the font dialog to set the font attributes (font name, color, bold, italic, underline, and color) of the heading or paragraph blocks. Click on the image for details.

Color Sliders
The color sliders are an easy way to adjust the color vaules in the RGB and HEX text boxes.

Color Sample
Displays a real-time preview of the selected color.

HEX (web color values)
You can set the HEX values by typing new HEX values in the selected text box. This updates the color sliders, RGB Values and the color sample.

RGB

You can set the **R**, **G**, **B** values by typing a number between 0-255 in the selected text box. This updates the color sliders, HEX Values and the color sample.

Palette Name

Express uses standard palette files (.pal) and displays the colors in the palette color box.

Color Palette

Displays the available colors from which you can choose. To pick a color just click on the color and press OK.

The color picker is a quick way to select color attributes. Click on the image for details.

Color Picker

Palette Name

Web Palette

RGB		HEX
102		66
204		CC
0		00

Sample

OK   Cancel
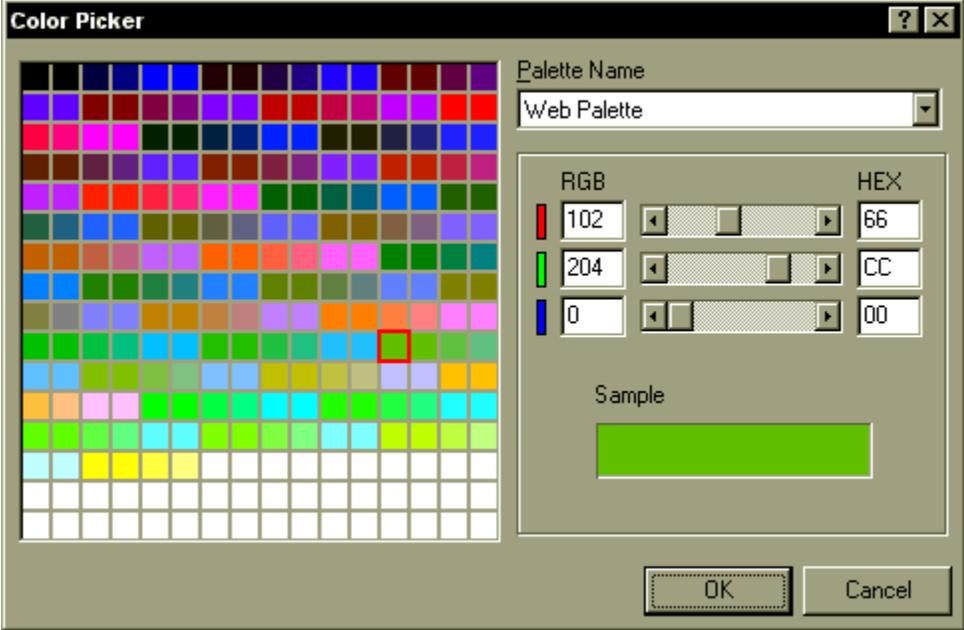
Bullet Style

You can select the bullet style of your list by selecting a style name.

- Disc
- Circle
- Square

A ABCDEF...
a abcdef...
1 123456...
i i, ii, iii, iv, v...
I I, II, III, IV, V...

Bullet List

A bullet list is a list of related item. Type directly into the text area pressing return after each list item and/or import an existing text file using the button. This will import the contents of the text file an place it at the current cursor position.

Horizontal Line Thickness
Sets the thickness of the horizontal line. 1 is
the thinnest to 6 being the thinkest.

Horizontal Line Width
Sets the width of the line in percentages. The line
is adjusted as you resize the browser window
based on the set percentage value.

Horizontal Line

A horizontal line is a great way to separate parts of your page with a line.

Splitter

The splitter lets you customize the size of the left and right sides of Express in the Create Page step.

Pagelettes List

Here are the building blocks to your web page. When the page is created it is generated from the top down. That is blocks appearing near the top of the list will be at the top of the web page.

To move a Pagelette to a different position simply select a block, then drag and drop to its new location.
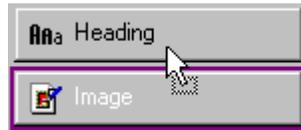
Palette Item List

Displays the available page items you can insert into your page. To insert a palette item into the Pagelettes list simply select an item then drag and drop it to the Pagelettes list.

Web Palette

The web palette displays the available items you can drag and drop into the Pagelettes list.

For specific details on a palette item...

Name of Server Profile

This is the unique name of the profile to distinguish
it from other profiles, much like naming a file.

eg. **My Profile**

Username

Your username or login name to access your server. eg. JohnDoe

Remote Port
Normally you do not need to change this. By default
21 is the port for most servers. If yours is different for
some reason you can change it accordingly.

Initial Remote Directory

This is where files will be uploaded to. Normally this will be your web directory on the server. Say for example the full web address to your web site is www.myserver.com/~myname/. Then all you would have to put in the text box is **~myname**.

On accounts that use a public_html directory just use **public_html**. This is where all your files are stored.

If you are uncertain, contact your web service provider of information.

Web Server Address

This this the web address of your server, just the www.myserver.com part.

Password
Your password to access your internet server.

Server Profiles
Displays all the available server profiles

Upload List
Lists all the file to be uploaded to the selected server.

Quick Templates and Express Files

These icons are available Templates from which you can choose. Double-clicking on templates will create a new "Untiled" express file based on the template.

These icons are the actual Express Files you have already made. To edit the file just Double-Click the icon and you're ready to edit.

Built-in web browser
Express has a build-in web browser to view existing
files or view a page as you create a new page.

Note: The internal browser is fairly basic and does
          not provide the same visual functionality as
          Netscape or Internet Explorer.

Thank you for using CoffeeCup HTML Express, the premier express web page generator. HTML Express is an Express web page creator designed for the beginner in mind. It boasts many options found in sophisticated web page design software, but no experience is needed to create a fantastic web page. Of course, the experienced user will appreciate the power of HTML Express!

Now, new and improved with the option to create web e-mail forms!

If you ever have any questions come visit us online at http://www.coffeecup.com

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Popup Menu

The popup menu provides you with the options to start a new Express file, Create a Template, open an existing Express file, Save an Express file and much more. You can right click in the Quick Templates and Express files, the Pagelettes List or various places on the window itself.
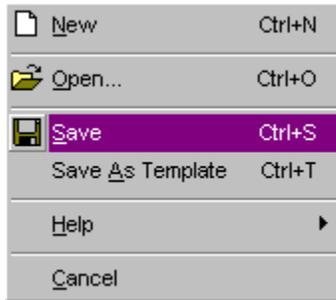
🗋	New	Ctrl+N
📂	Open...	Ctrl+O
💾	Save	Ctrl+S
	Save As Template	Ctrl+T
	Help	▶
	Cancel	

What's an Express File?

An Express File is a file that stores all the information about your web page. Once you save your page, HTML Express automatically creates an .html file for you in the **Upload** folder. This .html file is your actual web page that goes on the web.

Creating a New Page

When you first open Express you're ready to start creating a new web page. By default an Image, Link and Paragraph <u>Pagelette</u> block are added. You can also create a new page by using the ☐ New button, <u>pop menu</u> options, or by using the keyboard hotkey combination of **Ctrl+N**.

Now you'll be able to add items to the <u>Pagelettes list</u> by dragging and drop <u>Palette items</u> to it.

What's an Express File?

An Express File is a file that stores all the information about your web page. Once you save your page, HTML Express automatically creates an .html file for you in the **Upload** folder. This .html file is your actual web page that goes on the web.

Opening Express Files

You can open an Express file to edit a number of ways. Probably the easiest way is to use the Quick Templates and Express files dialog. Just click on the 📂 button to open the dialog. Clicking on an icon will display a preview of the Express File as it would be viewed in a web browser. Once you are statisfied with your selection, double-click the icon or click the OK button to load the Express File into the Create Page window.

On this dialog you may have noticed a button labeled 📂 **Browse...** With this button the standard Open dialog box opens to **ExpressFiles** folder. Then all you do is select the Express File or Template you want.

Using the keyboard short-cut **Ctrl+O** will do the same as the above.

Now your ready to start editing the Express File.

Opening Templates

Opening Templates is very similar to opening Express File. Again, probably the easiest way is to use the Quick Templates and Express files dialog. Clicking on an icon will display a preview of the template as it would be viewed in a web browser. Once you are statisfied with your selection, double-click the icon or click the OK button to create a new Express File (or Page) into the Create Page window.

What this does is create a brand new Express File based on the template structure. Using templates is advantageous when you a creating a big site where many of the buttons and links are the same thoughout, so all you'd have to do then it to change a few things and you'd have a new page in minutes.

What's an Express File?
An Express File is a file that stores all the information about your web page. Once you save your page, HTML Express automatically creates an .html file for you in the **Upload** folder. This .html file is your actual web page that goes on the web.

Saving Your Page
Once you are finished creating your web page saving is as easy as pressing the **Save Page** button or using the <u>popup menu</u> and selecting Save. You can also use the keyboard short-cut **Ctrl+S** to save. Any of these options will open the Save Dialog to your **ExpressFiles** folder. Choose a descriptive name and your done.

Remember, once you save your page, HTML Express automatically creates an .html file for you in the **Upload** folder. This .html file is your actual web page that goes on the web.

Express will also prompt you to save, if page is modified, when you press the **Send to web** button, creating a new page or open a existing page.

To create a template based off an Express File or from the <u>Pagelettes</u> you have loaded into the Create Page window, simply choose the 🟩 **Save As Template** button, the item from the <u>popup menu</u> or use the keyboard short-cut **Ctrl+T**. This will open the Save Dialog to your **Templates** folder. Select a name and you're done.

Before creating a template, be sure you actually have some <u>Pagelettes</u> in your page, otherwise you'll have a completely blank template. See below.

Basic Concept of Templates
The idea of templates is to create a basic framework from which to build many web pages. The best place to start is with a new <u>Express File</u>. Build your page with some <u>headings</u>, <u>horizontal lines</u>, etc... Once you are satisfied with the page you have created. Select **Save As Template** and Presto! you have a standard page layout from which you can make other pages.

The Web Page Details Pagelette block is always visible and cannot be moved from its place in the block list. Here you can set many options for you web page.
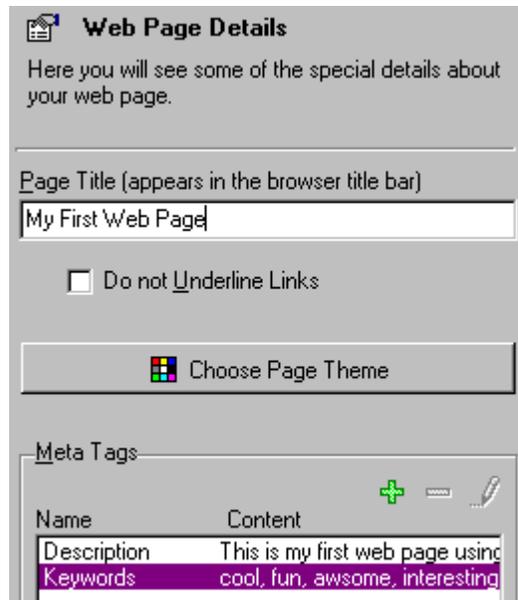
Page Title
The page title is the title of your page that appears in the title bar of the web browser. You can make this anything you want.

Do not Underline Links
Checking this option will remove underlines from links in the web page. This would be a normal link and if you check the option the link would look like this. Note: when viewing a page with the internal browser this option will not be visible. Only Internet Explorer 3+ and Netscape 4+ support this option.

Choose Page Theme
This opens the Page Themes Dialog. Here you'll be able to select the color scheme of your page, including the backrground image.

Meta Tags
Use the meta tags option to add hidden information about your web site for search engines to use. An example of a meta tag is Description. This would be a sentence describing your web page. When a search engine indexes the page it will find the meta content and display it in the search result.

Adding Items
To add a new meta tag, press the 📂 button to open the meta dialog.

Removing Items
To remove an meta tag from the list, simply select the item you want to remove and press the 📂 button.

Editing Items
To edit an existing meta tag, simply select the

item you want to edit and press the button or double-click on the item to open the meta dialog.

Pagelettes are the building blocks of Express. There are six different Pagelettes you can insert into your page. Just drag and drop from the <u>palette</u> to the Pagelettes list. It's just that simple!

Aa

 Drag and drop items from the <u>palette</u> to the Pagelettes block list to insert a new piece to your web page. Here the picture dislays a Heading block being dragged and dropped into the Pagelette list.

A heading is nice way to show separation of topics in your web page. Normally, headings are a larger font than the regular text in the page. You can set the font by pressing the Aa button. You will notice the after changing the font the text box where you typed your heading will match that font change.
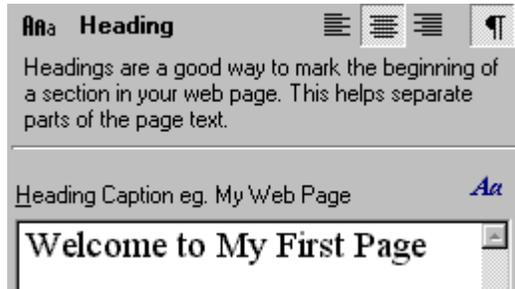
You may have noticed the block alignment buttons (Left, Center, Right) at the top-left of the window. These buttons let you set where on the web page the selected pagelette block will be aligned in your web page. There is also the Aa button which ensures the following block will start on a brand new paragraph line in your web page.

Every web page needs a good image or two. Express makes adding images a snap. You can customize how the image will look on your web page.

Inserting an Image

Simply press the **Aa** button and the open dialog will be opened to your **Images** folder. Once you select the image it is displayed in the preview window. The Image Name and dimensions are also displayed with the default Height and Width values of the image. If you prefer to change the display size of image in the web page, change pixel values you want in height and width text boxes. If the image you selected is not already in the **Images** folder, Express automatically copies it to the folder for future convenience.

Align

The Align drop box lets you customize how text will be positioned in relation to the image. This is useful if you want an image to be aligned LEFT so text wraps around it. Something like this

Text will start at the top left of the image if you select LEFT. Notice how the text wraps along the right side of the image. Eventually, the text will finally wrap to the bottom of the image. It all depends how much text there is. Give it a try! Setting the alignment of an image can make a world of difference.

Image Hint

Including an image hint (or ALT text) is a good idea. This gives your image a meaning full name or description, such as Click On Me or My Family Photo.

Make the image a link
No only text can be a link but images can be too! Wouldn't it be great if you have a button image that takes you to another web page? Well, Express makes it easy. Just type in the web address of the link you want the image to link to or use the browsing buttons and you have an instant image link!

You may have noticed the block alignment buttons (Left, Center, Right) at the top-left of the window. These buttons let you set where on the web page the selected pagelette block will be aligned in your web page. There is also the *Aa* button which ensures the following block will start on a brand new paragraph line in your web page.

Note, if you want text to wrap around the image as explain above in Align make sure the *Aa* button is **not** selected, otherwise the next text block will be on its own line and the text paragraph block will be on its on new line.

Links are the way of the web. A link will let a visitor to jump to another document or web site with a simple click of the mouse.

Link Address
The link address text box is where you type in the web address of your link. You'll have to add the full web address, that means **http://www.my-cool-link.com**. You can also use the link browse buttons to find a link as well. If you want the link to be an email address type in an email address, such as, **my-email@xyz.com**. Also make sure you check the Make link an email address box. See below.

Link Text
This is the actual text you will see in the web page. Normally this is the underlined text of the link. ie. This is my link!

Make link an email address
Checking this option will make the link an email address. When you check this option make sure you add an email address, such as, **my-email@xyz.com** in the Link Address text box. This option is only available if Use Drop Box is *not* checked.

Adding Links to the Drop Box Links List
This list box holds all the links that will be inserted into the drop box when Use Drop Box option is checked.

To add a link, simply add the link address and descriptions as if it were a regular link then press the *Aa* button. Repeat this step to add additional links to the list box.

To delete a link, simply select the item in the list box and press the *Aa* button.

To edit a link double-click an item in the list box. This fills the link address and description text boxes with the item. Make the desired changes and press the Apply Edit *Aa* button to apply the changes.

You may have noticed the block alignment buttons (<u>Left</u>, <u>Center</u>, <u>Right</u>) at the top-left of the window. These buttons let you set where on the web page the selected pagelette block will be aligned in your web page. There is also the Aa <u>button</u> which ensures the following block will start on a brand new paragraph line in your web page.

You may have noticed most web pages have some kind of text in it. This is where you say what you want to say. The text paragraph inserts a brand new paragraph block into your web page.
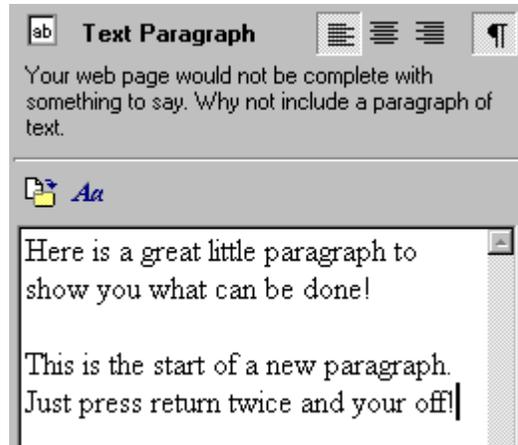
Adding a Paragraph

Type directly into the text area and/or import an existing text file using the *Aa* button. This will import the contents of the text file and place it at the current cursor position.

One nice feature of the text paragraph block is that when you want to start a new paragraph within the text area just press the Return (Enter) key twice. See the above graphic. This creates a new paragraph inside this block so you don't have to constantly add a new text paragraph block to make another paragraph.

Paragraph Font

To change to the font of the paragraph use the *Aa* button. This opens the font dialog. Afterwards, the text area will reflect the change in font to give you an idea what the text paragraph block will look like in your web page.

You may have noticed the block alignment buttons (Left, Center, Right) at the top-left of the window. These buttons let you set where on the web page the selected pagelette block will be aligned in your web page. There is also the *Aa* button which ensures the following block will start on a brand new paragraph line in your web page.

Bullet lists are an ideal way of emphasizing a particular set of items. You can have just about an unlimited number of bullet items in a list for you web page.
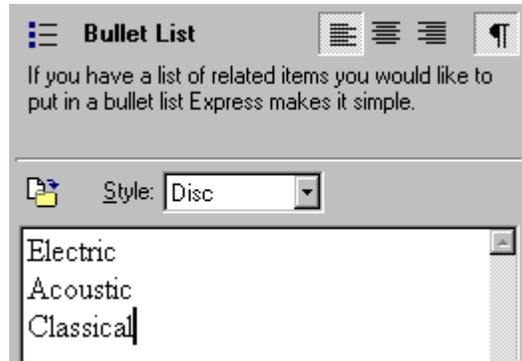
Adding Items
It's as easy as typing in one list item per line in the text area and/or importing an existing text file using the ![Aa] button. This will import the contents of the text file and place it at the current cursor position.

Bullet Style
You can select the style of your bullet list by choosing the style in the drop box.

You may have noticed the block alignment buttons (Left, Center, Right) at the top-left of the window. These buttons let you set where on the web page the selected pagelette block will be aligned in your web page. There is also the ![Aa] button which ensures the following block will start on a brand new paragraph line in your web page.

A server profile is a collection of information about a web server the built-in Upload feature in Express uses to send your page and images or other files.

Adding a New Profile

To add a new profile simply press the Aa button. This brings the Profile settings window up.

Deleting a Profile

Select a profile icon in the list and press the Aa button. This completely removes the profile from Express.

Editing a Profile

To edit a profile icon in the list and press the 🖊 button or double-click the profile icon. This brings the Profile settings window up.

Profile Settings Window (click on the image for details)
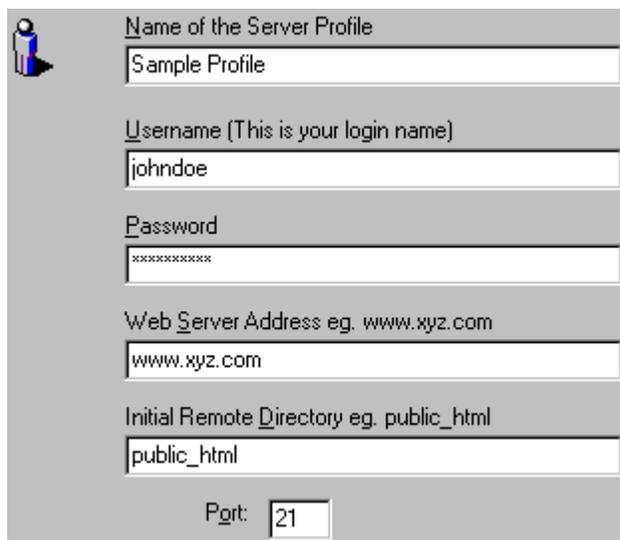
First Things First!
Once you have created and saved your page you just about ready to send to the web.

Before you send any files to your web site, **make sure you are already connected** to the internet before sending any files, otherwise the Upload feature will not do anything.

Next, select a profile icon you want to upload your files and press the upload button to bring up the upload window. Here you will see a list box with all the files that will be upload to your server.

Upload Files List Box

```
F:\EXPRESS3.0\APP\Upload\backgrounds\bckgrnd17.jpg
F:\EXPRESS3.0\APP\Upload\images\out_guy.gif
F:\EXPRESS3.0\APP\Upload\CoolWebPage.html
```
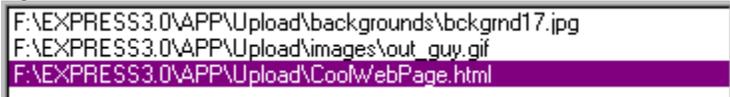
You can add and remove files if you wish by pressing the and buttons.

Ready to upload!
After all the above steps have been completed, simply press the Send files to the web button to begin the file upload. Once the files have been successfully sent to your server you can close the Upload Dialog window and start another new page or open an existing Express file.

A horizontal line is a great way to separate parts of your page with a line divider. You can customize the appear of the line however you would like.
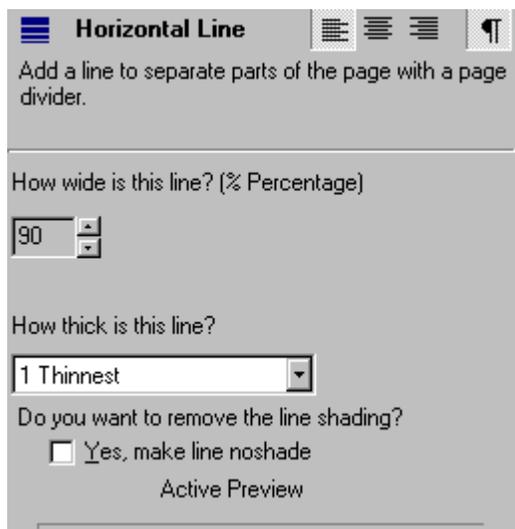
Horizontal Line Width
Sets the width of the line in percentages. The line is adjusted as you resize the browser window based on the set percentage value.

Horizontal Line Thickness
Sets the thickness of the horizontal line. 1 is the thinnest to 6 being the thinkest.

Noshade
If you want to remove the sunken look of the line and make it simply a dark line, select this option.

You may have noticed the block alignment buttons (Left, Center, Right) at the top-left of the window. These buttons let you set where on the web page the selected pagelette block will be aligned in your web page. There is also the *Aa* button which ensures the following block will start on a brand new paragraph line in your web page.

Express has a build-in web browser to view existing files or view a page as you create. The advantage of this feature is that you can always see what you changes will look like. Next to the browser window on the left are available <u>Page Themes</u>. This gives you quick access to <u>Page Themes</u> to easily change the look of the page.

Note

The internal browser is fairly basic and does not provide the same visual functionality as Netscape or Internet Explorer. So if you have selected the <u>Drop Box Links</u> or <u>Do not underline links</u> options they will not appear in the internal browser. It is recommended you press the button to open the page in your computer's default web browser.

Page themes are great way to select the look of your page all in one step. A Page Theme consist of a background image (if selected), background color, text color, link color, active link color, and visited link color.

To Add a new Page Theme press the Aa button.
To Remove an existing Page Theme select an item in the list on the left and press the Aa button.
To Edit an existing Page Theme select an item in the list on the left and press the Aa button.

Page Themes Dialog Window (Click on image for details)
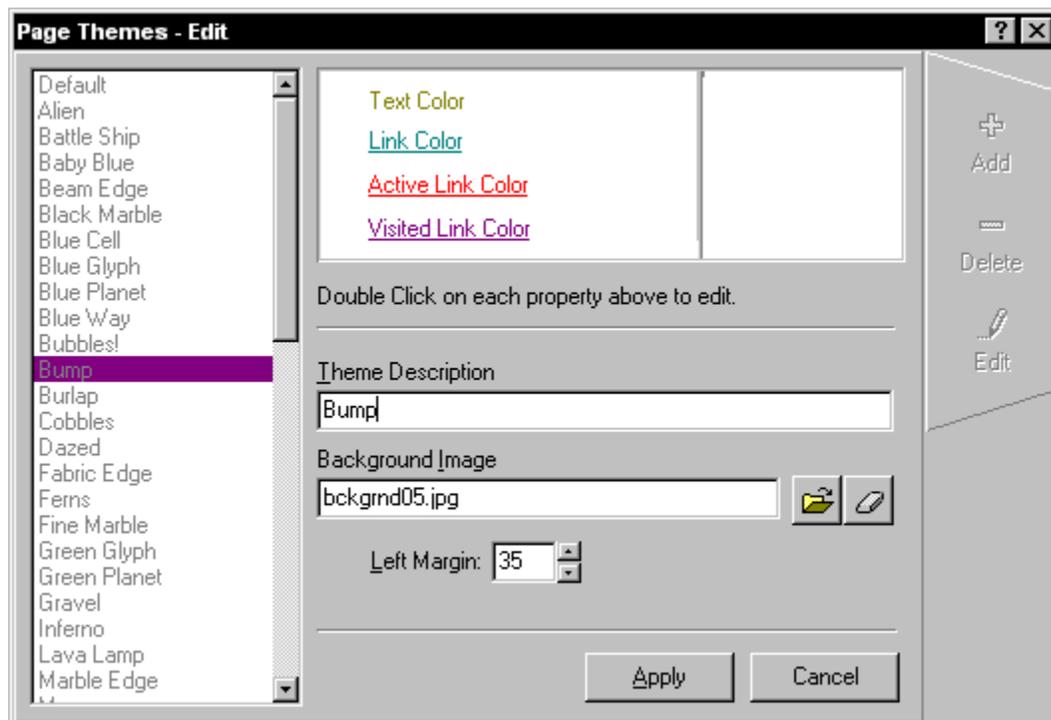
Take advantage of the keyboard short-cuts in Express to perform the same actions as using the <u>popup menu</u>.

Ctrl+N Creates a <u>new Express</u> document.
Ctrl+T Creates a <u>new Template</u> based of the the <u>Pagelettes</u>
        in the Create Page window.

Ctrl+O Opens an existing <u>Express File</u> or <u>Template</u>.
Ctrl+S Saves the <u>current page loaded</u> in Express.

F1   Pressing F1 will display popup help for the focused item.

Express uses What's This? help popups throughout. If you need help finding out what something does in Express, simple right-click on the item to popup the What's This? menu.

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You can always get a hold of CoffeeCup Software online at http://www.coffeecup.com or help@coffeecup.com. You'll also find a whole slew of other great software and online help.

Your E-mail Address

Enter the e-mail address where you want the form information delivered. For example, to your personal inbox, me@mysite.com.

E-Mail Subject

The subject you want included in the delivered e-mail message.

Redirect URL

After a visitor has pressed the Submit button on the web page form you can have them automatically redirected to a new web page address. For example, your home page address.

Web e-mail forms allow visitors to fill out comment forms, order forms, or even survey forms that are e-mailed directly to your e-mail account. Imagine starting up your own e-commerce web site in just a few minutes!

Your E-mail Address
Enter the e-mail address where you want the form information delivered. For example, to your personal inbox, me@mysite.com.

E-Mail Subject
The subject you want included in the delivered e-mail message.

Redirect URL
After a visitor has pressed the Submit button on the web page form you can have them automatically redirected to a new web page address. For example, your home page address.

Advanced Options Button
See Advanced Options...

Adding New Form Fields
To add a new form field, such as a text box or check box field, click the **Aa** button. Then a menu with choices of form fields will pop up and select the desired form field. A new Form Fields dialog box will open where you can enter the field information. See **Form Fields** folder in the Help.

Removing Fields

To delete a form field from the list, simply select the field in the list and press the Aa button.

Editing Existing Fields

To edit an existing form field in the list, select the field in the list and press the Aa button. This will open the Form Fields dialog box. Then simply change any values you wish.

Moving Fields Up/Down in the List

The list of form fields is in top to down priority. That means they will appear in the same order as in the web page form as they do in the field list.

Common Fields Button

To simplify the building of web forms you can select to load the Common Fields you use most often to rapidly get you started on the basic field elements in a web e-mail form.

Clear All Button

Simply clears all the form fields in the list for a fresh start.

The Text Box field is ideal for accepting any text information you want a visitor to fill out. For example their name, address, phone number, age, etc...

Webpage Text

This is the Text on the web page to the left of the text box field. For example, in the above, E-Mail will be to the left of the text box.

Name

The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this:

```
E-Mail: visitor@address.com
```

Value

The Value attribute is to include any default information the field should include. Here entering a value for a text box field will place the text in the form field text area.

Size

The Size attribute determines the width of the text box field on the web page form.

Form Field (Text Box) - E-Mail

Field Options

Webpage Text: `E-Mail`

Name: `E-Mail`

Value: `your_email@you.com`

Size: `30`

Here is a sample of:

Webpage Text   `your_email@you.com`

[OK]   [Cancel]

The Text Box field is ideal for accepting any text information you want a visitor to fill out. For example their name, address, phone number, age, etc...

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, E-Mail will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this:
`E-Mail: visitor@address.com`

Value
The Value attribute is to include any default information the field should include. Here entering a value for a text box field will place the text in the form field text area.

Size
The Size attribute determines the width of the text box field on the web page form.

Form Title
If you would like to include a caption for you web form add a title to the text box.

Include Footer
Checking this will add a footer the web form where the visitor can e-mail if there is a problem in submitting the form.

Use Table Border
Checking this will add a small visible border around the web form.

E-Mail Address/Subject
Checking these will by default place the e-mail address and subject in the header of the email, but this allows the two items to be printed in the body of the email alongside the other field objects.

IP Address/Hostname/Browser Used
Checking these will include the IP Address of the visitor (ex. 129.24.66.4), Hostname (ex. www.thevisitorURL.com), and Browser Used (ex. Netscape 4.0).

Display Blank Fields
Checking this will include all of the web form fields in the body of the e-mail whether the visitor filled in a value for the field.

Sort Fields
Checking this will sort the form fields in alphabetically order.

E-mail Form Advanced Options

Table Properties

Form Title

My Web Form Questionnaire

☑ Include Footer

☐ Use Table Border

Display the following items in the e-mail

☑ E-Mail Address

☑ E-Mail Subject

☐ IP Address

☐ Hostname

☐ Browser Used

☐ Display Blank Fields in Message Body

☐ Sort Fields in Alphabetic Order

Form Title
If you would like to include a caption for you web form add a title to the text box.

Include Footer
Checking this will add a footer the web form where the visitor can e-mail if there is a problem in submitting the form.

Use Table Border
Checking this will add a small visible border around the web form.

E-Mail Address/Subject
Checking these will by default place the e-mail address and subject in the header of the email, but this allows the two items to be printed in the body of the email alongside the other field objects.

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Checking this will include all of the web form fields in the body of the e-mail whether the visitor filled in a value for the field.

Sort Fields
Checking this will sort the form fields in alphabetically order.

Commonly Used Fields is a fast way to build a web form with default form fields you use often.
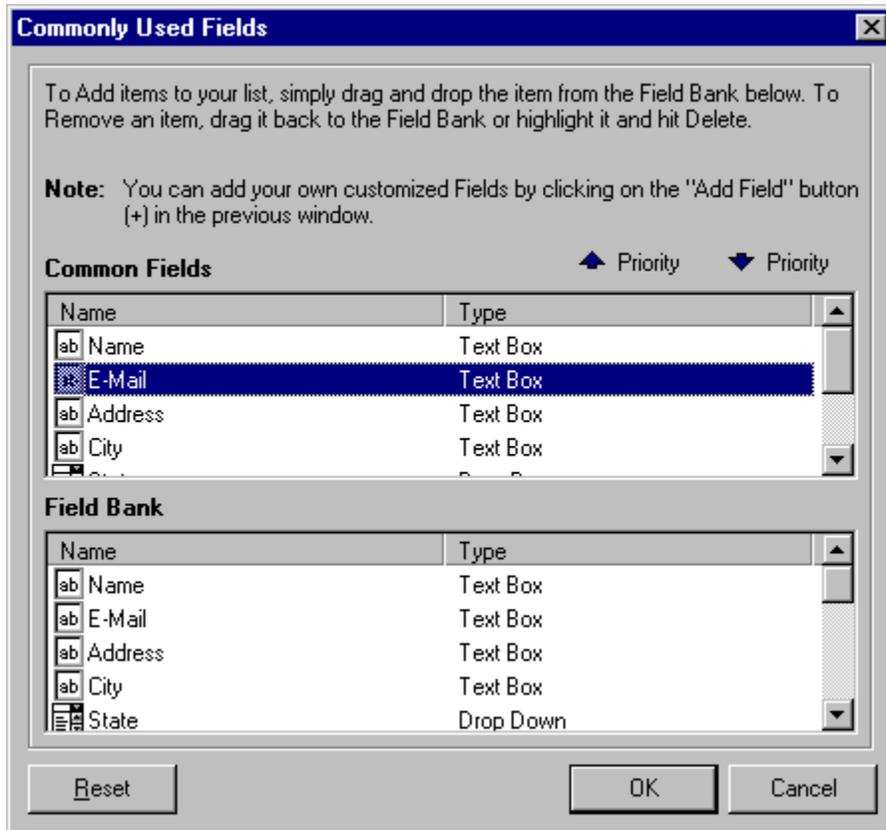
To add items to the Common Fields list find a field in the Field Bank then drag 'n drop it into the Common Fields list. To remove a field from the Common Fields select a field and press delete or drag 'n drop it back into the Field Bank list.

The priority buttons will move the selected field in the priority you want it to appear.

Commonly Used Fields is a fast way to build a web form with default form fields you use often.

To add items to the Common Fields list find a field in the Field Bank then drag 'n drop it into the Common Fields list. To remove a field from the Common Fields select a field and press delete or drag 'n drop it back into the Field Bank list.

The priority buttons will move the selected field in the priority you want it to appear.

The Text Area field is used for accepting large amounts of text, such as for comments or messages within the e-mail form.

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, Comments will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this: `Comments:` `These are comments left by the visitor.`

Rows
Sets the height of the Text Area.

Cols
Sets the width of the Text Area.

Form Field (Text Area) - Comments ☒

Field Options

Webpage Text: `Comments`

Name: `Comments`

Value: ` `

Rows: `15`   Cols: `30`

Here is a sample of:

Webpage Text

[OK]   [Cancel]

The Text Area field is used for accepting large amounts of text, such as for comments or messages within the e-mail form.

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, Comments will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this: `Comments:` `These are comments left by the visitor.`

Rows
Sets the height of the Text Area.

Cols
Sets the width of the Text Area.

The Check Box field is used to gather information on a group of items which can be selected on an individual basis.

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, Life Style will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this:
```
Life_Style_Eat_Food: Eat Food
```

The Check Box field is used to gather information on a group of items which can be selected on an individual basis.

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, Life Style will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this:
`Life_Style_Eat_Food: Eat Food`

The Radio Button is used to gather information on a group of related items. Here only one of the three choices can be selected.

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, Rate Me will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this: `Rating: Very Good`

The Radio Button is used to gather information on a group of related items. Here only one of the three choices can be selected.

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, Rate Me will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this: `Rating: Very Good`

The Drop Down field is used to hold large amounts of related information, such as Credit Card Type, States, Countries, etc...

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, State will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed. Here when you receive the e-mail results you should see something formatted like this: `State: Alabama`

Form Field (Drop Down) - State

Field Options

Webpage Text: State

Name: State

Items:

Value	Text
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas

Here is a sample of:

Webpage Text   Alabama

OK   Cancel

The Drop Down field is used to hold large amounts of related information, such as Credit Card Type, States, Countries, etc...

Webpage Text
This is the Text on the web page to the left of the text box field. For example, in the above, State will be to the left of the text box.

Name
The Name is a *Unique* attribute used to identify the form field when the e-mail results are processed.
Here when you receive the e-mail results you should see something formatted like this: `State: Alabama`