**Expression Web Email Form - .htm page**

**Have the teacher send you exactly what they want in an email:**

![Email Example](image)

**Sometimes you need additional information from the teacher:**

> Amy,
> I need a short paragraph explaining the camp for the visitor.

1. Click on the New Page button

2. Name it and keep it in your root files (not inside a folder)

3. Notice if it threw out a second copy of EW. If so, follow the instructions I gave you and after you attach the template, close the latest copy of EW.

4. Insert a table for margins away from your border to type the text and to create rows for your form
   a. Table, Insert Table,
   b. You will place the title in Row 1, the explanation in Row 2 and drag the Form Control Box into Row 3
5. Open your Toolbox if it is not already open
   a. Click TaskPanes on the menu, Toolbox
   b. This pane appears

6. Drag the Form Control into Row 3

7. If you want your boxes to line up on the form, insert a table inside the form area

8. Click inside the form area, Table, Insert Table - 8 Rows, 2 Columns, 8 Cell Padding
   1 row for each field requested and a row for the Submit Button

9. You can tell if your table is inside the form by clicking the Form Tag

10. The 1st column will be wider, you can drag to the size you want.
11. Highlight Column A

12. Format your text and then right-click inside the highlighted column

13. Click the Right-align button on the Formatting Toolbar

14. You will begin to drag your controls into Column B
   On this form there will be 5 Input(Text), 1 Text Area, 1 Drop-Down

15. Double-click each box and name them (no spaces in the name – use underscore key)

16. See instructions for Drop-Down box on next page
17. Drop-Down Box
   a. Name the box like you did the others, click the first Choice in the box (has No in it) and click the Modify Button
   b. Type Select A Session
   c. Click OK
   d. Click the Add Button
   e. For choice type details of Session 1 (or Copy and Paste from the email)
   f. Click the Add button and add all sessions
   g. Click OK

18. Drag the Submit button into the last row

19. Set the email properties for the form – right-click inside the form and select Form Properties

20. Click the top circle and type the name of the email recipient

21. Click the Options button, E-mail Results Tab

22. Type the Subject Title for emails that will be received and type email in the Reply-to-line box

23. Click OK, OK

24. Say NO to this window

25. Save your form and publish