



## A Brief Guide to Microsoft's Expression Web for Web Authoring

### Prior to Web Development

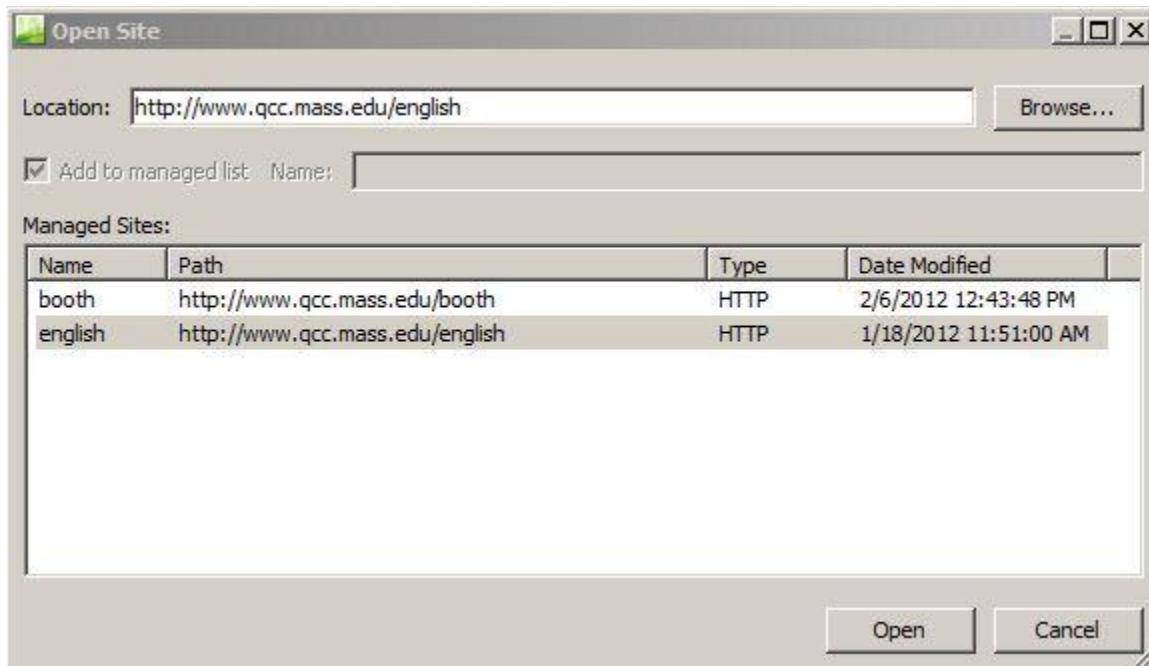
1. Email John Lefave and ask him to open an account on the QCC web server for a web site.
2. Your username and password will be the same as your QCC network login.
3. Email Help to have Expression Web installed remotely on your office machine OR request a copy of the software for home use from Network Services.

### Open Microsoft Expression Web

1. Select the **Start** button
2. **All Programs**
3. **Microsoft Expression**
4. **Microsoft Expression Web**

### Open Your Web site

1. In Expression Web, under the **Site** menu, select **Open Site** to display the Open Site dialog box.
2. Enter your URL in the Location box. This is going to be <http://www.qcc.mass.edu/jdoe> (your first initial, then last name for a faculty site OR <http://www.qcc.mass.edu/english> (the chosen department designation for a department)
3. **Click Open at the bottom right.**



3. When prompted, enter your network User name and password as you would to access your campus computer or your campus e-mail account with an important difference. **Please notice** in the “User name” box that the User name is preceded by **QCCLAN** (not case sensitive) then a \ (back-slash) followed by your user name.



## Default View

Once the site is open, you will be in the default view of Expression Web and you'll want to become familiar with the commonly used menu commands and tools of the software.

**The Menus**

This “Title bar” displays the words of the official page title as they appear in the browser window.

Use the **Panels** menu to display the **Folder** list on the left side.

Notice how many of the menu names match those in Word and they do have similar functions. In this introduction we'll use **File**, **View**, **Insert**, **Table** and **Panels**.

First open the Folder list which will appear to the left of the window; users like to display this since it's easier to organize your site with folders, and you can open them to find the files you wish to work on. Access the folders under the **Panels** menu or use the ALT + F1 keys. These tools are *toggle switches*—open and close commands.

Many of the other features under Panels are more advanced. Manage Styles and Apply Styles, for example, refer to Cascading style sheets which can be used to set the design for fonts and tables in your documents. These panels appear to the left or right of the window and may be closed either with the menu “toggle” or by using the X at the top of the panel.

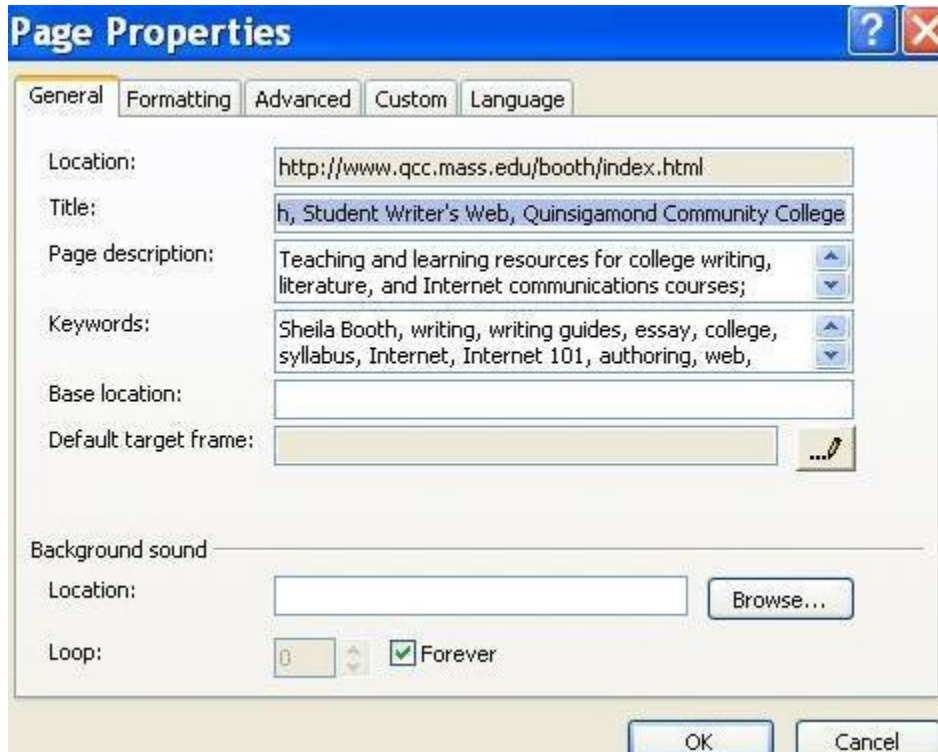
## The File menu

### File menu>New Page

Use the File menu (as in MS Word) to open a blank page to work on.

### File menu>Properties

The Properties command leads you to identify your page title and description in the General tab and colors of links and size of margins in the Formatting tab. The official page title is important to identify your site to web search services.



## Open a File -- in the file list on the left or under File menu> Recent files.

1. If your site is newly created you can double-click on the file you would like to work on in the list at the left, remembering that **default.htm (or index.html)** is your home page. If you've been working on a file you may access it quickly under the **File** menu>Recent files.
2. At the bottom of the screen there are three buttons that allow you to change the view.



- a. **Design** view is like working in Word (What You See is What You Get a.k.a. WYSIWYG).
- b. **Split** view lets you see both the design view and the Code view at the same time. You can use this view to edit the HTML code while being able to see where you are on the page.
- c. **Code** view shows only the HTML code. You can edit the code directly here.

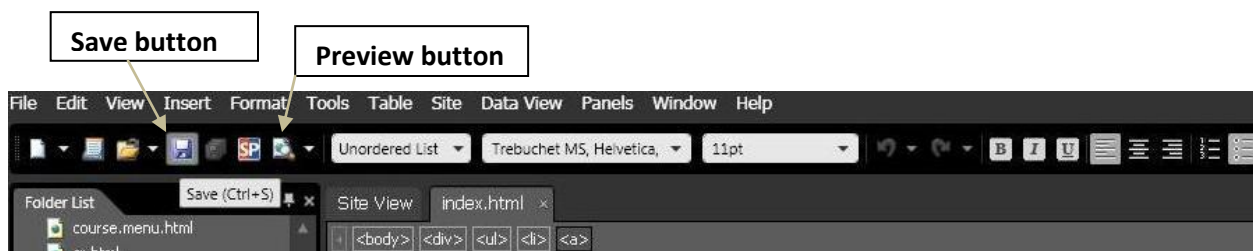
## Formatting Your Text

1. First select the text by highlighting, and then click your choice of buttons in the Formatting Toolbar. Hover your cursor over a button to display an explanation of what that button will do. Toolbar buttons let you change font face, font size, and text color. You can also make the text **bold**, *italics*, or underlined. Most people think underlined text is a link, so use underlines as little as possible.

**Note:** Common “web-safe” fonts are: Arial and Verdana. Common font sizes are: 8pt, 10pt, 12pt and 14pt.

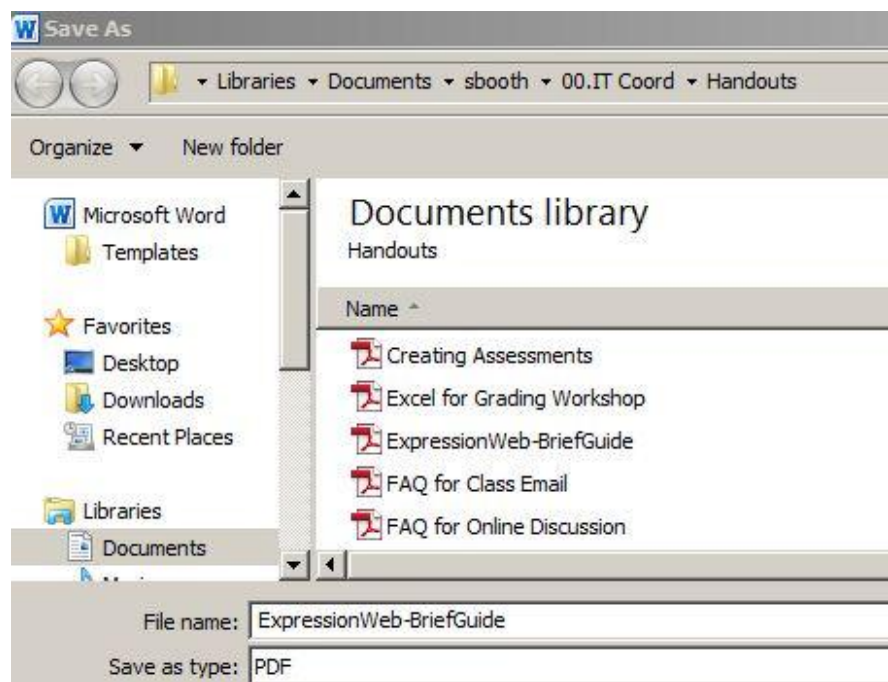
2. Use **Shift + ENTER** to go to the next line, single spaced, or press the **ENTER** key for double spacing.

3. As with any writing, it’s important to save frequently; the Save button should be next to the open folder button. Click that button and then **Yes** if prompted whether you would like to save. **Save Often! You are working LIVE!** You don’t want to lose unsaved work. In web authoring we also need to preview the page in the web browser. The **Preview** button is next to the SP button (an advanced feature) on the toolbar. Once the browser has opened, you should click the **Refresh** button to view the latest saved version.



## Saving and Publishing PDF files

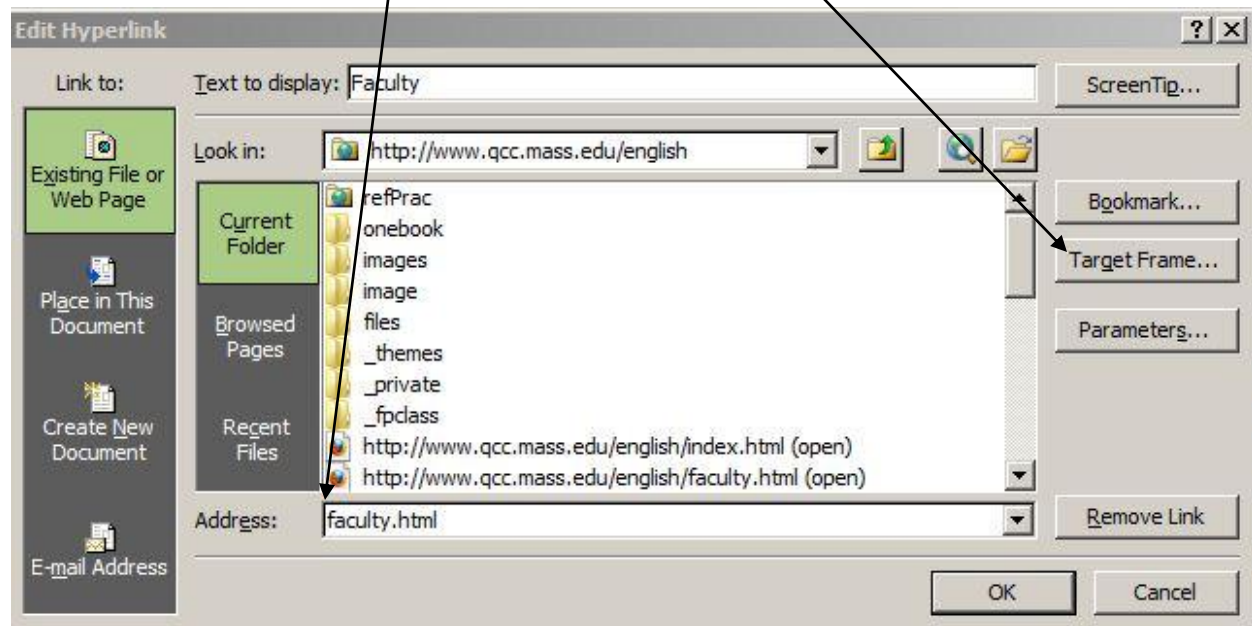
With the Save as command in Word 2007 or Word 2010 you may save your Word files as PDF and publish them on your web site. This works very well for files with extensive text or forms that users may want to print. You must, however, keep the original word file if you want to make changes; you cannot create or edit the PDF file with Expression Web.



## Add Hyperlinks to Your Page

To link to a file or another web page

1. Highlight the text you want to have the link associated with.
2. Then **right-click** on the highlighted text and select **Hyperlink** from the menu, or select **Insert > Hyperlink** from the menu bar to open the dialog box.
3. To link to an external web page, navigate to that page in the browser, select the link (the complete address including `http://`); copy it; then go back to the link dialog box and paste the URL into the **Address** box.
4. To link to a file, click on the file you want to link to. If you want to link to an e-mail address, click on the **E-mail Address** button to display the dialog box.
5. To open a link in a *new window*, click on **Target Frame...** in the Insert Hyperlink dialog box and select **New Window**. Then click **OK**.



## Images for your site may be found in Google's Advanced Image Search.

Hundreds of clip art images are in public domain, but for others you need to pay attention to copyright. Once you find a suitable image, right click on the image, select "Save picture as" and then save the file to a folder on your desktop. You may then copy and paste the file to the images folder in you web site.

You may change the name of the file you save but not the file extension— usually .JPG, .GIF, or .PNG

Access <http://images.google.com/> and then select *Advanced Image Search*.

## Insert an Image

1. Click on the image file in the Expression Web **Folder List** (it should be in the folder named **images**), then drag and drop it onto your web page where you want it.
2. Type a brief description of the image in the **Alternate text** field. This is required for accessibility.

## Use Tables for Page Layouts

### Insert a Table

When you want text blocks or graphics to show up in a particular place, insert a table and place all the text or graphics within cells of the table. This will also enable your pages to “size” or “float” to whichever size monitor screen your viewer is using.

1. Make sure your insertion point is where you want the table to be and go to the Table menu:

#### Table > Insert Table

2. From the Insert Table dialog box, enter the table size you want, as measured by the number of rows and columns. **Specify width** in percentages (80% works well), not pixels, and then click the OK button.

3. Enter text into the table either by typing or copying and pasting from a Word Document into the cells you wish to use.

### Edit Table Properties

To edit the table’s properties, **right-click** on the table and select **Table Properties** from the pop-up menu. From the Table Properties dialog box (the same as the Insert Table box shown on the previous page), you can change the cell padding and spacing, border sizes and add a background color. Use the **Apply** button to preview any action before making it permanent.

Other options for tables can be found using the **Table** menu item, where you can split a cell, merge two or more cells into one, delete cells, or add more cells. Remember, as with tables, cells will grow dynamically as data is placed in them.

### **Edit Cell Properties**

You can also change the properties of an individual cell by right-clicking in the cell and selecting **Cell Properties** from the pop-up menu. From the Cell Properties dialog box, you can add a border and change its color, and add background or fill color to that cell.

## **Creating and Using Bookmarks (or bookmark links)**

Bookmarks assist in navigating around a web page by allowing the user to click a link to go to a particular place in the page and avoid scrolling to find something.

1. Place your cursor at the place in the document where you want to assign a bookmark. This is usually a topic heading or the beginning of a new subject matter or page. From the menu bar, go to **Insert > Bookmark** to open the Bookmark dialog box.
2. Give your new bookmark a name—on that identifies this marker for you, the author. **Note:** Don't put spaces or funny characters in bookmark names. Then click the **OK** button. You now have a bookmark that you can link to from within this page, or from other web pages.
3. Next you will select the text that will contain the link to the bookmark, then **right-click**. From the pop-up menu, select **Hyperlink**.
4. Once the Hyperlinks Properties box opens, click on the **Bookmark** button located at the upper right.
5. The **Select Place in Document** dialog box will appear. Highlight the bookmark you want to the link to point to and click the **OK** button.

## **Reminders about previewing, saving your work, and closing your account**

1. Click on the **Preview** button in the toolbar to see how your pages will look to your audience. Remember to always click the **Refresh** button in your browser to see the most recently saved version of your page.

2. **Save Often!** Avoid losing your work by remembering to save frequently, especially when working live on the server.

3. **Close your site**

When working live on the college server and you're ready to quit, you should close the program by going to **File > Close** and then respond if you're prompted to save and close Expression Web with the **X** (rather than just clicking on the X without using the File menu).