

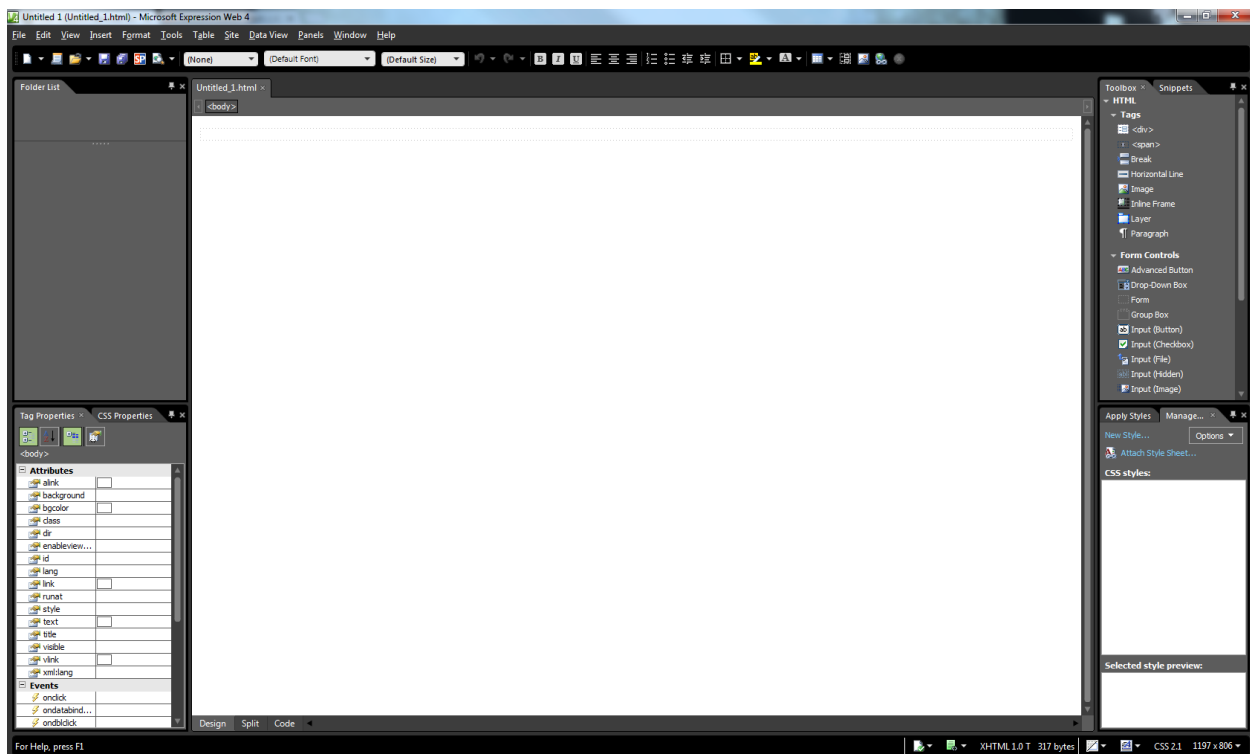
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# USING EXPRESSION WEB

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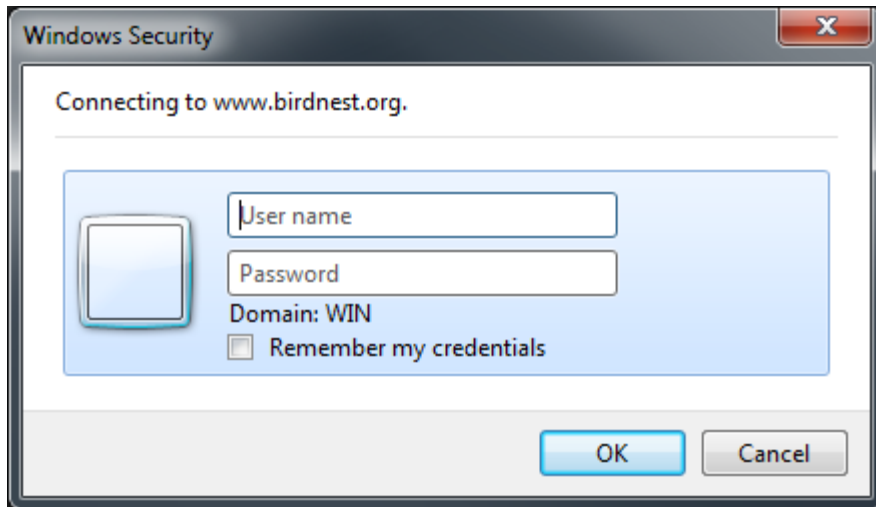
**Note:** This quick start guide is for Expression Web 4. The windows may look different on another version.

When Expression Web opens, you will have a blank screen, labeled Untitled\_1.html. Notice in the bottom left corner there are three tabs: Design, Split, and Code. In Design view, you can create your page without entering any HTML (Hyper Text Markup Language). As you create a page this way, the HTML code will automatically be entered, and you can click on the Code tab to see it. You can also enter HTML here if you want. To see how your page will look in a browser, click on the preview icon on the main toolbar.



There are several small windows on either side of the main window. These windows allow you to view the contents of your Web site or to quickly select different HTML elements or styles. The windows are context sensitive, so their content will change as you select or draw elements on your Web page.

The first step to creating a Web page on your Winthrop account is to go to Site > Open Site. In the Location: field, type your Web address. For example, if your username is jonesz2, you would type: <http://www.birdnest.org/jonesz2>



Then click Open. When a Windows Security box appears, type acc\username in the User Name: field and enter your user account password. For example, if your username is jonesz2, you would type acc\jonesz2 in the User Name field.

The contents of your Web site will appear in the Folder List window as well as in the main window. In the folder list, there will be two folders labeled private and images, as well as a page titled default.htm. Default.htm is your main Web page, the point of entry for your Web site. The name of this file should not be changed. From your main page, you can create links to any other pages you create within your Web site. Across the top of the Expression Web window, you will see toolbars similar to the ones in Microsoft Word, such as New Page, Open, Save and Print. Here you can also choose Bold or Italic text, change the font type, alignment and text color.

## **Tutorial**

1. Follow the instructions in the Quick Start Guide and open the default.htm page of your Winthrop Web site.
2. Type a few words at the top of your page.
3. Highlight the text you have entered and go to Format > Font. Here you can choose which font type, style, size and color you would like.

4. Now, go to Format and select Background. In the Colors section of the Formatting tab, choose a background color. You can also change the color of the text and hyperlinks on your page. In the Background section, you can click the Background picture box to select a picture for the background.
5. You can insert your own picture, or choose one from the Clip Art gallery. If you want to insert your own picture file into your page, you should first save it in the images folder. The easiest way to do this is to drag and drop it into the images folder. You can also do this by clicking once on the images folder and then going to File > Import. Click Add File. Choose the location of your file (i.e. Desktop, USB flash drive, etc.). Double-click the file you wish to import and click OK.
6. To insert a hyperlink (a link to any other page on the Internet, including other pages within your site) choose Insert > Hyperlink. In the Address field, type the address (i.e. www.yahoo.com). Click OK.
7. When you are finished editing your page, go to File > Save and save it.
8. Exit Expression Web and open Internet Explorer. 9. Type in your Web address (i.e. www.birdnest.org/jonesz2) and you can see how your page looks on the Internet. It is now accessible to people around the world.

**For more information on editing Web pages, press F1 or click on Help to access the Microsoft Expression Web Help file.**

## **Using Another Editor**

Many programs allow you to write HTML code and edit Web pages. Because of the steps involved, this process is more appropriate for someone who is already comfortable with creating Web pages. Usually, the end result is a file or a series of files stored inside a folder.

Unlike with Expression Web, your editor will not be able to directly interact with the Web server. Instead, your Web page will have to be accessed via a shared folder. Think of it as accessing the system behind the scenes. Also, you can only access that folder from on campus, but Expression Web can be used anywhere.

**\*\*Select your operating system and follow these instructions to map your assigned folder\*\***



**Step 1:** Right-click on the My Computer icon and select Map Network Drive.

**Step 2:** In the Drive box, select any letter that is not already in use.

**Step 3:** In the "Folder" box, type: \\yakima\username replacing username with your actual ACC username. For example, if your username is smithj2, you would type \\yakima\smithj2.

**Step 4:** Verify that the Reconnect at logon box is checked. This way, it will reconnect every time you turn on the computer and you do not have to follow these directions every time you want to connect.

**Step 5:** Click on the "Connect using different credentials" checkbox, and click on Finish.

**Step 6:** Enter your username as acc\username. For example, if your username is smithj2, you would enter acc\smithj2.

**Step 7:** Enter your password and click OK.



**Step 1:** From your desktop go to the **Go** menu.

**Step 2:** Select **Connect to Server**.

**Step 3:** In the address field type: smb://yakima/username replacing username with your actual username and click on **Connect**. For example, if your username is smithj2, you would type your path as smb://yakima/smithj2.

**Step 4:** Enter **acc** as the Workgroup/Domain, your **username**, and your **password**.

**Step 5:** Click OK. The folder containing your Web site will appear as a new volume on your desktop.

The first time you open that folder, it will already contain several files. Remember to only touch the files that represent your Web (like ".htm", ".css", ".js", etc.). Do not modify, move, rename or delete any of the system files that may be present.

Updating your Web is a simple matter. Open the existing files, or copy some from your local hard drive. Any files that you add to the mapped folder will be immediately visible on the Internet.