

CREATING WEB PAGES



Expression Web

Quick Start Guide

To edit a Web page from your own computer, you must have purchased Microsoft Expression Web (Winthrop University does not provide this software). However, all ACC computer labs are outfitted with Expression Web.

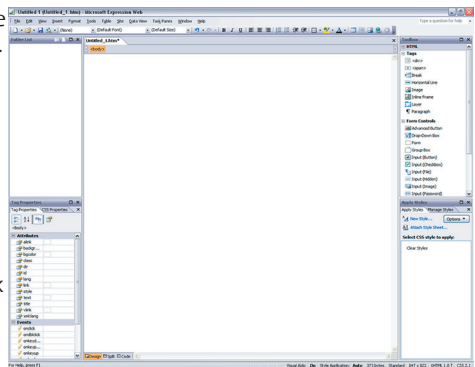
Note: Winthrop's servers also support Microsoft FrontPage. If you have a copy of FrontPage, you can create and edit a Web page as easily as with Expression Web. Although

the following instructions explicitly refer to Expression Web, they can generally be used with FrontPage with a few exceptions.

Before you can edit your Web, you must create it. To do this, go to www.birdnest.org. Follow the prompts to have a blank Web created. Once it is created, you can edit your Web with Expression Web.

To start Expression Web, go to Start > Programs > Microsoft Expression Web

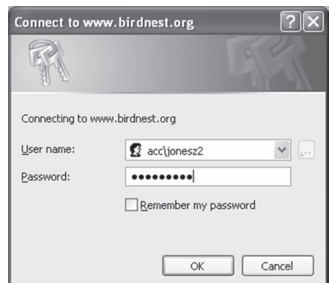
When Expression Web opens, you will have a blank screen, labeled **new_page_1.htm**. Notice in the bottom left corner there are three tabs: **Design**, **Split**, and **Code**. In **Design** view, you can create your page without entering any HTML (Hyper Text Markup Language). As you create a page this 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 Website 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 **File > Open Site**. In the **Site Name**: 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 **Name and Password**



Required 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 Website 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 Website. 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 Website. 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**. In the **Look In:** field, choose the location of your file (i.e. Desktop, 3 1/2 Floppy (A:), 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.