

Expression Web 2

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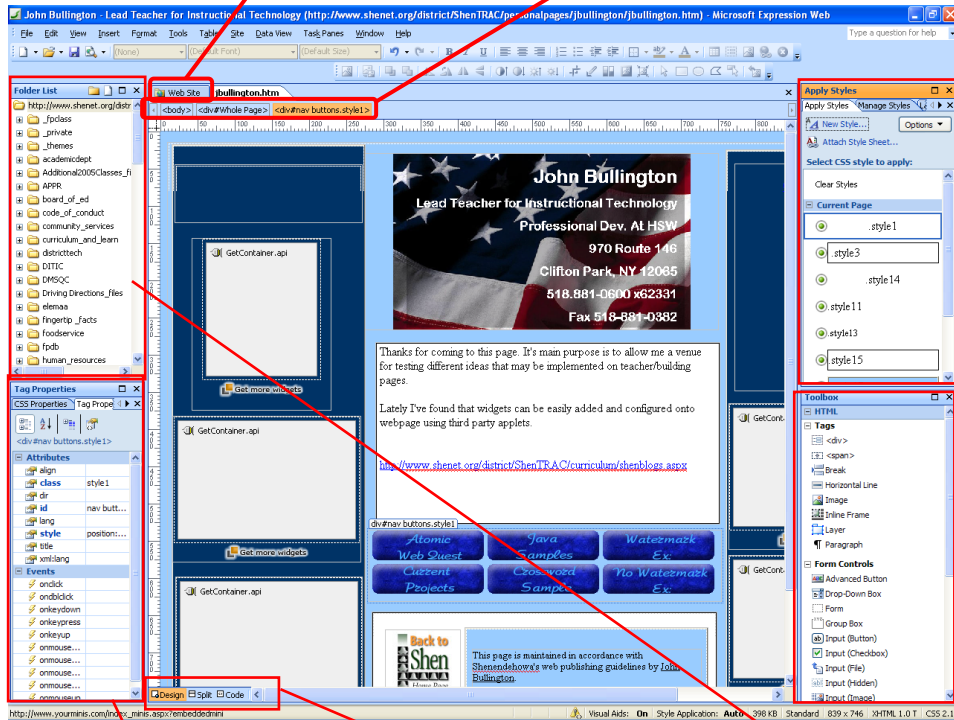


Shenendehowa
Central Schools

Expression Web Page

Website (Folder) View – click this button to navigate through your folders and to add folders/pages.

Bread Crumb Trail – this is a navigation aid to help keep track of elements within your page.



Tag & CSS Properties Pane This pane let's you edit individual properties of different tags (elements) you have added to your page. You can also edit the CSS or Cascading Style Sheet.

Views Tab – Use this tab to switch between **Design** view (where you can edit your webpage using a graphical interface), **Code** view (where you can insert html code to alter the functioning of the page) or **Split** view (which has code and design views both on the same screen)

Folder List - Use this pane to navigate through different folders that are part of your subweb. This can also be done by using the **Website** view tab. You may wish to close this tab to allow more room to work with some of the other task panes.

Styles & Layers Pane – The layers pane is not initially open. It is the 3rd tab from the left in the **Apply Styles** pane. This pane helps organize the depth of elements/layers on the page. Drag to nest layers within one another. Nested layers move together when the upper most layer is moved. Control the

Toolbox Pane – Many of the most common page elements are found here. To add an element to a page, drag it from the toolbox and drop it in the appropriate layer on your page.

Getting Started

To access ExpressionWeb, open **Internet Explorer** and type **shenapps** in the address bar. Login, then double-click the **Expression Web 2** icon. Use the **File** menu to select **Open Site**.

For **Site name**, type **http://www.shenet.org/subweb***
* Do not type "subweb"—choose a subweb from the list below (e.g. **http://www.shenet.org/high**)

Shen subwebs:

high	acadia	gowana	koda
arongen	chango	karigon	okte
orenda	shatekon	skano	tesago
	district		



-OR -

If you've previously logged in successfully, scroll down and click the last icon on the left, **My Network Places**. Double-click the shortcut to your subweb (e.g. **high** on **www.shenet.org**).

Username and Password (*NOT* your regular **SHENet ID**): New users must complete an account form and send to Kelly DeFeciani (DO). Existing users must get new credentials by calling or emailing (from your district email account) the NERIC Help Desk at 518-862-5400 or helpdesk@gw.neric.org. Remember passwords are case sensitive and the username includes **nericfs** (note the back slash).

Creating New Pages or Folders

Switch to **Web Site** view. When creating a new file or folder make sure you are in the folder where you want the new page or folder to exist. Right-click in the contents pane and choose **New>HTML** (page) or **New > Folder**. While the new file/folder name is highlighted (blue), type the name (it will replace the default name). Web pages must end in **.html** (or **.htm**) and should not include any spaces. At Shen, your main page should be named with your 1st initial + last name (e.g. **jbullington.html**). Subsequent pages should begin with your initials (e.g. **jbschedule.html**, **jblink.html**).

Setting Page Properties

Right-click anywhere on a page and select **Page Properties**. Click the **General** tab. In the **Title** box, type a name for this page (it will appear in the blue title bar at the top of the page). Click the **Formatting** tab. Choose colors for text or background. If you want a picture in the background instead of a color, check the **Background Picture** box and use the **Browse** button to navigate to the image.

Inserting Hyperlinks

When clicked, a hyperlink takes the user to another page or location within the website or to an external site. A hyperlink can also link to an email address. The link itself can be in the form of text, a button or a picture.

Highlight the text or picture you want to make a hyperlink. Use the **Insert** menu (or right-click directly on the selected text/image) and choose, **Hyperlink** (Ctrl +K). On the **left** side of the window click "Existing File or Web Page" (unless it's an email link). In the URL box, type (or copy/paste) the full address of the desired site. If it's a page within your own site, navigate to the page (in your web folder) and double-click it.

A special type of hyperlink is a **mailto** link. When clicked, a mailto link loads the user's email program and puts your email address in the TO: field. To set a mailto link, follow the steps above for a hyperlink, but choose **Email Address** (rather than Existing File/Web page). Type an email address in the designated field. Mailto: automatically appears before the address.

Shen Requirements: Shen's Web Publishing Guidelines require that every web page have a hyperlink back to www.shenet.org as well as the following statement:

This page is maintained in accordance with Shenendehowa Web Publishing Guidelines by <insert name with hyperlink to email address>.

Inserting Pictures, Buttons & Media

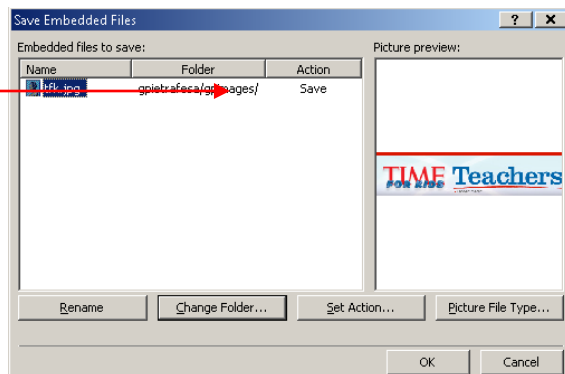
Click to set the cursor where you want the image, button or media to appear. Use the **Insert** menu to select...

Picture > From File: Navigate to an image you previously imported to your web folder (see Import section) or navigate to the location of an image on your F: drive. You will be prompted to enter "alternate text" – this allows visually impaired users who utilize screen readers to "read" your images. Clipart is **no** longer available in expressions web.

If you insert an image that was not previously imported to your web folder (or if you copy/paste an image directly onto your page), when you SAVE, you will be prompted with the Save Embedded Files dialog box (below). It is important to name the file logically (make sure it ends with .jpg, .gif or .png). Use the **Change Folder** button (if necessary), to navigate to your **images** folder so all web images are organized in one folder.

Interactive Button: Scroll to select the desired button style. Type the text to appear on the button. Make adjustments with either the **Font** or **Image** tab. The **Image** tab allows you to set height and width of the button.

Media > Windows Media Player: Navigate to a .wmv file and click **Insert**. By default, the video will automatically start every time the page is opened/refreshed. To disable auto start, right-click on the video player, choose **ActiveX Control Properties** and uncheck the autostart box. Click **OK**.



Previewing your Website

You cannot quick preview your website like in FrontPage. To preview the currently open page, click the **F12** key (above the number keys). This opens a copy of Internet Explorer at your default resolution. If you wish to open it in a different resolution (or browser) use the **Preview in Browser** button just to the right of the save button on your toolbar.

Importing Files to Your Web Folder

Click the **Web Site** tab and make sure you are in your folder. Then use the **File** menu to select **Import**. When the **Import Files** dialog box appears, click the **Add Files** button. Navigate to the file(s) you want to import, then click **OPEN**. This returns you to the Import Files box. Click **OK** to begin uploading your files to the BOCES server. This will take a while depending on how many files you import. The box will disappear when it is done and your files should be in the folder you were last in. You may now add them to web pages as needed.

Setting a default style/font

To change the default font used when creating webpages in expressions web go to Tool > Page editor option> click on the default fonts tab. In the design view tab, change the proportional font and the fixed width to appropriate choices.

Using Layers

Layers allow you virtually unlimited control of content placed on a page. Layers can be placed within other layers to add depth to a page.

Adding a layer:

When designing a page start with a base layer and name it whole page. To add a layer drag it from the toolbox to your page and let go. It's best if as you add a layer you change it's tag properties to describe what that layer should be used for (e.g. whole page). In the attributes section of the tag properties change the id name. Go to the bottom left hand corner of that layer and drag it until the pixel size matches the size you would like the page to be. A good suggestion is no larger than 1004x598 if you do not want the typical user to scroll. From this point add layers to that base page as needed.

Positioning a layer:

To move a layer go to its upper left hand corner and the cursor will turn to a 4 sided arrow, click and hold the mouse and drag that layer to wherever you would like on the page. You can also change the depth of the layer by adjusting its z index in the layers pane. The higher the Z index the closer to the top of the stack that layer will appear.

Nesting a layer:

In the currently selected layer you can drag a new layer into it and drop it to nest this layer. A layer can have as many sub layers as necessary, and those sub layers can have additional subordinate layers. The advantage of nesting layers is that you can now move all of these layers by just selecting the base layer and dragging it to the new location, sublayers will move with it and keep their position.