

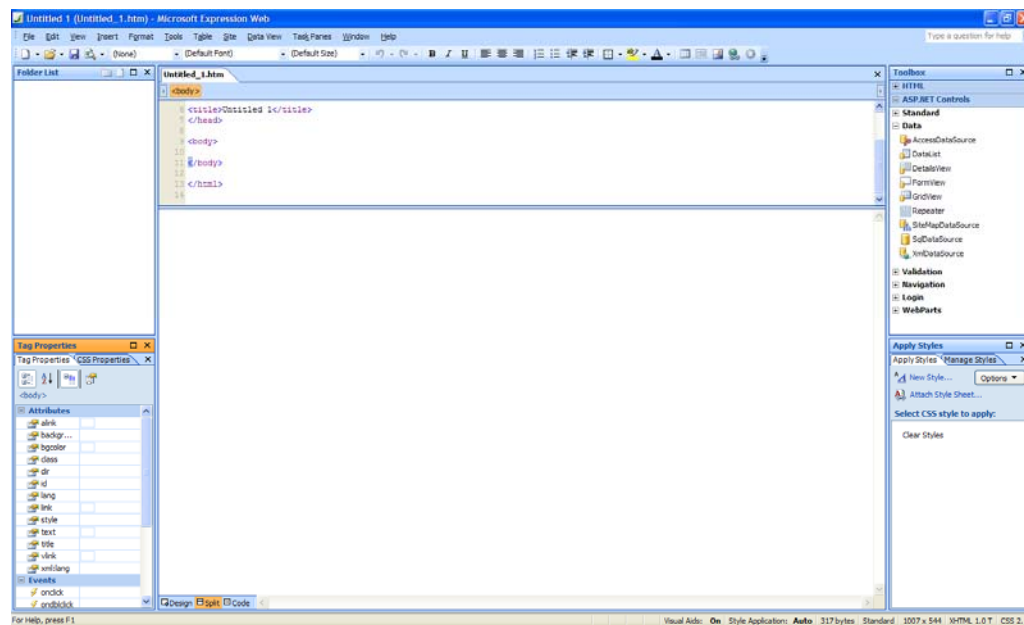
## The Expression Web Interface

If you are familiar with FrontPage, then you will find Expression Web easy to use. Like FrontPage, Expression Web includes a Folder List, the Web Site tab, Design, Code, and Split views, as well as many of the same toolbars where they were located in FrontPage 2003. However, Expression Web also has many new and powerful features that take Expression Web to the next level of Web design. To help you become more familiar with Expression Web, the following sections introduce three particular features:

- Task panes
- Visual aids
- CSS tools

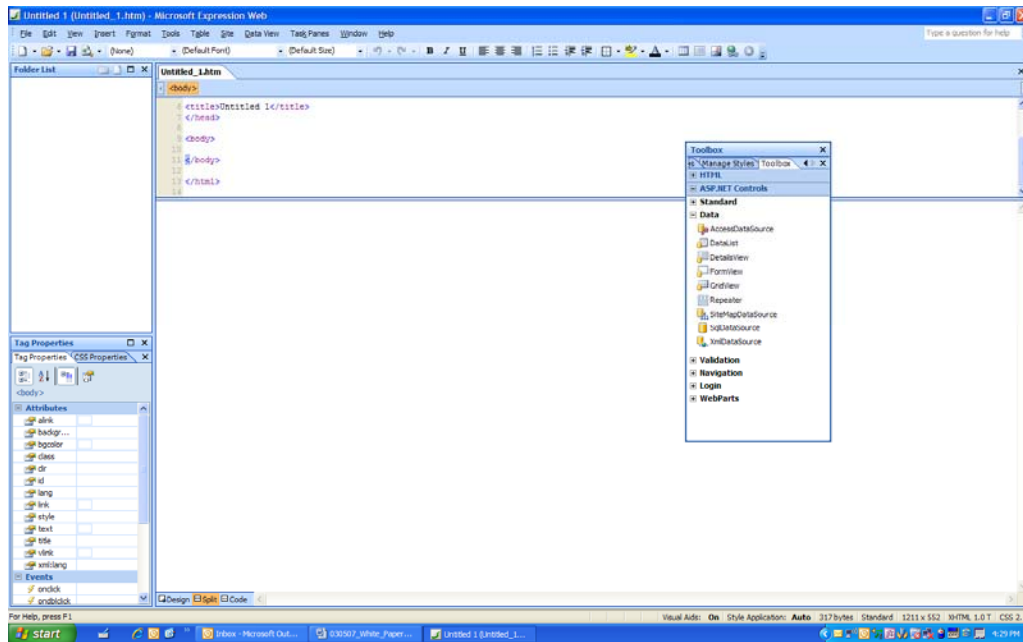
### Task Panes

FrontPage 2003 had a single task pane that displayed a variety of tools, including the clipboard, themes, new file options, and more, depending on your context. With Expression Web you can have multiple task panes open at a single time and you can change the location and size of each task pane to suit your needs. When you arrange the task panes in a layout that works for you, Expression Web automatically uses this layout the next time you start the program.

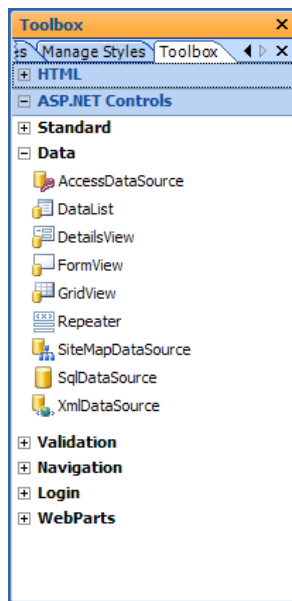


**By default, task panes are on the left and the right, with the Design surface in the center.**

In addition, task panes can be docked in the left column, right column, or below the editing pane. They can also float independently on top of your screen, or stack together with other task panes.



Task panes can be set to float anywhere in the window.



Task panes can also be stacked. For example, the Manage Styles task pane and the Toolbox task pane in this illustration are stacked.

You can find every task pane on the **Task Panes** menu. Some of the new task panes available in Expression Web include:

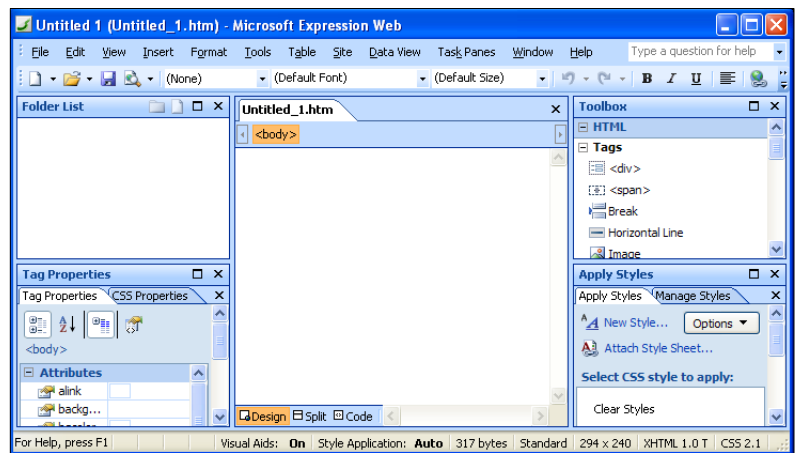
- **CSS Properties task pane:** Allows you to view and edit any CSS property that has been set for a particular element on a page.
- **Tag Properties task pane:** Allows you to view and edit any attributes of a particular element.

- **Apply Styles task pane:** Shows all of the available styles on a page's style sheets and allows you to apply them to an element with one click.
- **Manage Styles task pane:** Allows you to organize, move, rename, and otherwise manage styles defined in a style sheet.
- **Accessibility task pane:** Shows results of running the Accessibility Checker.

## Starting Expression Web

When Expression Web starts, you should get a window that might look like this:

Look at this window. There are five panes displayed in this example. The center pane is the editor area where you will type in text and insert other things to create a web page. It currently has a blank page displayed with the name "untitled\_1.htm". You can close this by clicking the close button in the pane to the right of the Untitled.htm file name tab.



## Creating a Web Page

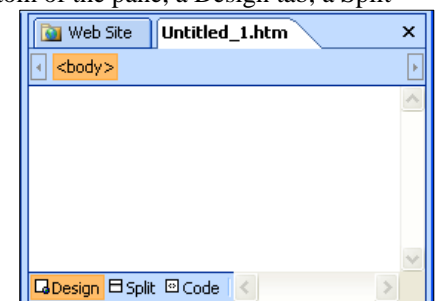
A fundamental function of Expression web is to allow you to create a web page. To create a new web page, you can click **File** and then **New** and then select **Page** from the menu, or alternatively, click the New Page icon on the right of the tool bar.



You will have a blank page displayed. The editor pane has three tabs along the bottom of the pane, a Design tab, a Split tab and a Code tab.

Currently, the Design tab is selected and so you are looking at the page in design view. This is the commonly used view since it allow you to simply begin typing the text and inserting things that you want displayed in the web page when someone views it over the Internet. It is the easiest to use.

The editor pane should look like this. The little "p" and the box around the line of text indicates that you have created a "paragraph" in the web page.



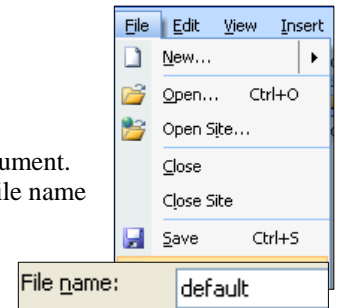
If you press the Enter key, then the editor pane will become like this, showing that you are now creating another paragraph. Paragraphs in the web page are separated by a blank line

## Saving the Web Page

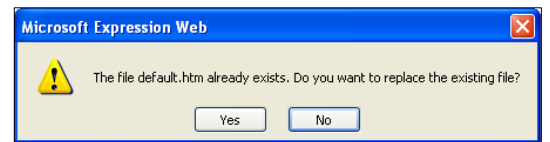
You can save to web using the File, Save As options of the main menu bar.

The Save As window probably will specify a file name based on the first line of text in the document. For example, the Roger Smith home page document might have this filename included in the file name box

Instead, save this as the Default.htm file, so type this file name in the file name box:



Notice that you do not have to actually include the “.htm” extension on the filename since it will be added for you. If you already have a Default.htm file, then you will get a message asking you if you want to replace it, so click Yes.

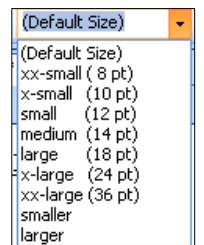


## Formatting

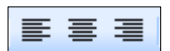
**Boldface, Italics and Underline:** You can boldface, italicize or underline any text by highlighting the text (drag the mouse across it) and then click the appropriate icon on the button bar, or using the Format, Font option.



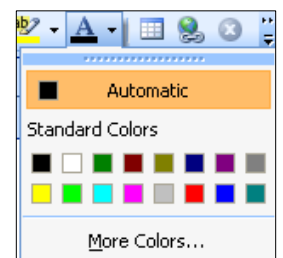
**Font size:** There are many different font size possible for the font you are using. You can change the font size of the text to the next larger size by highlighting the text and clicking once on the font size drop-down menu box which by default contains the words “Default size”, and selecting a font size.



**Justification:** There are the three usual buttons available for left, center and right justification of the highlighted text.



**Color:** You can color the text by clicking one the color button drop-down box arrows, one for the highlight color and one for the font color, and then clicking one of the colors in the palette displayed.



**Numbering and bullets:** The lines of text can be automatically numbered or bulleted as you type them by clicking on either the number or bullet buttons. Each time you press Enter, the next line starts with the next number or with a bullet.



**Hanging indent:** Two buttons at the right side of the button bar allow for increasing the hanging indent one more position to the left or to the right.



## Creating a hyperlink to a document or page

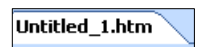
An important feature of the internet / world-wide-web is the ability to move from one page to another by clicking on something in the first page that automatically links to the second page. Such a connection is called a hyperlink, or just link. To link two documents, you have to know the web address (URL) of the second document. If you have a second page in your directory, then Expression Web will supply the URL for it for you. The link in the first document must be associated with something visible in the document, usually a word such as 'Go', or a phrase such as 'Click here', but also images can be used. To create a hyperlink, highlight the word, phrase or whatever that will be the clickable item, and then click on the Create-Hyperlink button (a picture of the world + a chain link).

The **Insert Hyperlink** window appears, displaying the files in your web directory, and placing the cursor on the URL: text entry box. If you want to link to one of these files, click on that file and Expression Web creates the link. Otherwise, you will have to determine the URL for the document you want to link to and enter that URL in the URL: box. When you click OK or press Enter, the link is created and the highlighted word or phrase is now displayed in your web page with a different color.



## Creating a new page

To create a link from one page to another, you have to have the two pages existing as files, and so the issue is how to create a new page. To create a new page, you can click **File | New | Page**, or click the "New Page" button on the button bar, and then a new web page file is created in the right-hand pane of the window, with the file name "Untitled\_1.htm" and a blank pane. After you have typed into this edit pane and saved the new page in a new file, then you have created a new web page.



You can be editing more than one web page at the same time and switch between the edit "windows" for the individual pages by clicking in the **Window** button on the main menu bar to get the drop-down list of edit windows that are currently in effect, and then click on one of them to have it displayed in the edit pane.

## Inserting images in a web page

An image is a special type of file that a web browser can read and display as a graphic image on your computer screen. Two types of image files, or image file formats, are GIF(.gif) files and bitmap (.bmp) files, but there are many other types of image file formats. It's not really important to you to know about the different types, but you should be aware of the meaning of the different file extensions used for image file formats.

You can insert an image in several ways, depending on where the image (file) is coming from. One source of images is the collection of "clipart" images that are available in FrontPage. You can insert a clipart image by clicking the menu bar sequence **Insert | Picture**, and get the Clip Art Gallery window. Alternatively, you can press the "Insert Picture from File" button which displays the "Picture" window and at the bottom of this window is a ClipArt button.

Both methods can be used to get the clipart window, the top of which is illustrated below. In this "clip gallery", you can see that not only are clipart images available, but also pictures, sounds and videos are available and insertable. Scroll down the clipart image display window and click on the image you want to insert, then click on the "Insert" key. The image (or sound or video) will be inserted into your web page file.

If you want an image that is somewhere on the web, you will have to find the URL of the image and you can type in this URL in the URL: box of the Image window, and then click OK.

## Creating Tables

1. Place your cursor on your web page where you want the table to be.
2. Go to **Table/Insert Table**. You will get the dialog box below.
3. Set the number of rows (across) and columns (down) you want, if you want it aligned left, right or center and how thick you want your outlines to be (Border Size). Note: Setting your border size to zero will make the borders of the table invisible.
4. Click OK. Your table should now be placed on your web page.

## Connecting to Your Personal Web Space

STEP 1: Click File -> Open Site.

STEP 2: Enter the appropriate website address, then click Open.

Personal: <http://www.webpages.ttu.edu/ERAIDER> (ERAIDER is your username, e.g. jdoe)

Departmental: <http://www.depts.ttu.edu/FOLDER> (FOLDER is the name of the departmental web folder)

Organizational: <http://www.orgs.ttu.edu/FOLDER> (FOLDER is the name of the organizational web folder)

STEP 3: Log in with your eRaider username and password, click OK.

NOTE: You must put enter your username as follows: ttu\eRaider (Where eRaider is your eRaider username.)

**Connection Information located at the It Help Central Site:**  
**[http://www.depts.ttu.edu/ithelpcentral/solutions/myweb/expressionweb/expression\\_sharepoint.php](http://www.depts.ttu.edu/ithelpcentral/solutions/myweb/expressionweb/expression_sharepoint.php)**