

Creating and Publishing a Web Page Using Microsoft Expressions A Guide for Faculty using the “Intrasun” Web Server

This guide is designed for TCNJ faculty members who wish to use the “Intrasun” web server to host a web site here at TCNJ. Sites hosted through Intrasun have the following characteristics:

- They can only be created by TCNJ Faculty or Staff
- They allow users to store much bigger files than a standard website
- They allow users to create unique website addresses (such as “yourname.faculty.tcnj.edu” or “yourproject.project.tcnj.edu”)

Obtaining Web Space

The first step in working with an Intrasun account is to place a formal request for web space on the Intrasun server. To get started, fill out the form at <http://intrasun.tcnj.edu/websiteform.htm> - our system administrator will contact you via e-mail when your site is ready to be used.

Connecting to your Web Site for the first time

Once you have received an e-mail from the Intrasun system administrator you may begin working with your site. You should ensure that you have a copy of Microsoft Expression on your computer before you continue – all PC’s on campus have this software installed by default, and you can obtain a free “work at home” copy for your home computer by visiting Instructional Technology Services in the New Library room 4.

You can launch Expression by clicking on START -> PROGRAMS -> MICROSOFT EXPRESSION -> MICROSOFT EXPRESSION WEB. The following directions will walk you through setting up an initial connection to your website – keep in mind that these directions only need to be performed once on your computer.

1. Click on 'File' in the upper left corner.
2. Click on 'Open Site'
3. Click on 'My Network Places'
4. Click the small folder at the top right side of the screen with the 'sparkle' on it (see below)



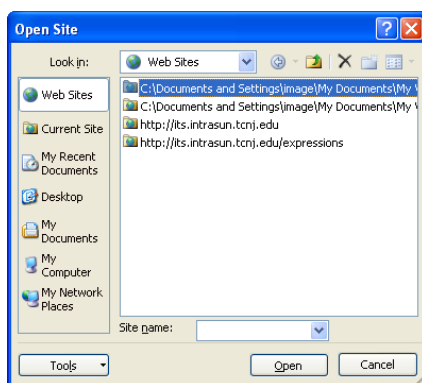
5. Click Next
6. Click Next
7. Type in your web site address in the box labeled 'Internet or network address' – you should include the leading 'http://' so that your site looks something like:
<http://testsite.intrasun.tcnj.edu>
8. Click Next
9. Type in your Expressions username and password – refer to the e-mail that you received from the system administrator for more information
10. Click Next
11. Uncheck 'Open this Network Place'
12. Click Finish
13. You should be back in Expressions – click on your new site in the listing and click 'Open'
14. Provide your username password again

Congratulations! A connection to your web site has been established!

Opening a Website

Every time you open up Microsoft Expression you must indicate which website you wish to work with. The following directions should be used every time you open up Expression to connect to your Intrasun website:

1. Click on 'File' in the upper left corner.
2. Click on 'Open Site'. The following window will appear:



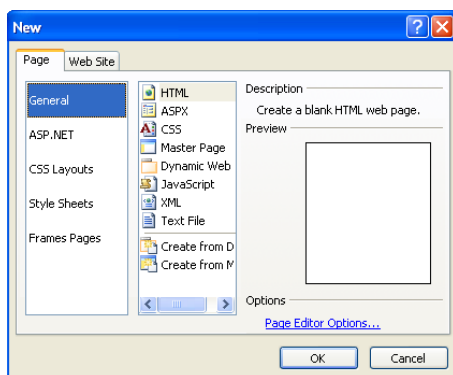
3. Click on the icon labeled 'My Network Places'.
4. Click on your website from the resulting list. Highlight the folder and then click the 'Open' button.
5. Provide your Expressions username and password.

You should now see your 'Folder List' on the left side of the screen. This listing shows all files that are currently associated with your website. To work with a file in the listing, just double click on it and it will appear in "edit mode" in the center of the screen. To save your changes and update your site, simply "Save" your page by clicking on FILE -> SAVE. You can always view the current version of your website by opening up a web browser and visiting your site (i.e. <http://yourname.faculty.tcnj.edu>)

Creating a New Web Page

This section will walk you through the basics of creating new pages for your website.

1. Click on 'File' in the top left menu bar.
2. Highlight 'New' and then click 'Page'. A menu similar to the following will appear:

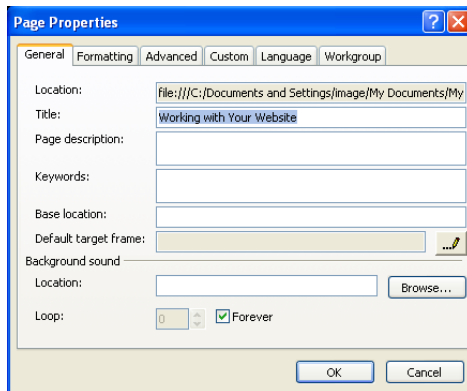


3. Expressions has a number of built-in page layouts that you may wish to use. Clicking once on any of these layouts will result in a small preview image being displayed in the area labeled Preview. Also note that you may create general and frame pages using this menu (simply select the appropriate category from the tabs at the top of the screen).
4. When you have selected your page, click the 'OK' button. Make sure to save your work often while working on your new web page.

Page Properties

Expressions allows you to edit specific page properties such as the background color, text color, hyperlink color, page title, margins, etc. To access the page properties window:

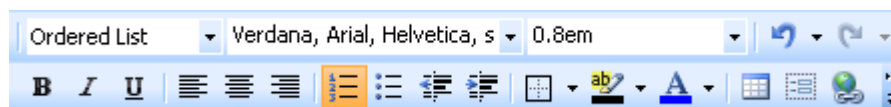
1. 'Right-click' your mouse over the background of your page and select 'Page Properties'.



2. The 'General' tab allows you to edit the 'Title' of your website. This title shows up at the top of the web browser window whenever someone visits your page.
3. The 'Background' tab allows you to edit the background color of your website as well as any text or hyperlink colors.
4. When you have finished making changes, click the 'OK' button. Make sure to save your page in order to publish your changes to your site.

Formatting Text

Expressions makes creating text on your web page as easy as typing in Microsoft Word or any other word processor. To change the text attributes, highlight the words or paragraphs you wish to modify then pick an operation from the toolbar at the top of the screen.




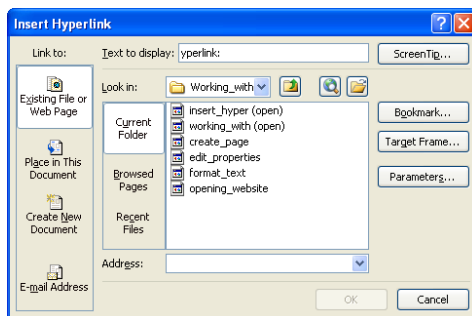
1. To change the font face, click on the second dropdown menu from the left. Select the font you wish to use.
2. To change the font size, click the third dropdown menu from the left, and drag the menu down to the size you would like.
3. To change the font style, click on any of the three buttons (B, I, or U) for these functions in the text attributes toolbar.

4. To change the font color, click on the icon of the letter with a color bar under it.
5. To change the font alignment, click on any of the four left, center, right or justify icons.
6. To change the style of the font to coordinate with the rest of your site you can select the options from the first dropdown menu.

Inserting Hyperlinks

Hyperlinks are used to connect pages together on the Internet. You can create two types of hyperlinks in Expressions. The first type, an external hyperlink, allows you to link to a page outside your website, such as <http://www.google.com>. The second type, called an internal link, allows you to link to other pages that you have authored within your website (such as a homepage, contact, etc). To insert a hyperlink:

1. Highlight the text or image that you would like to turn into a hyperlink.
2. Click on 'Insert' in the top menu bar and select 'Hyperlink...'. The Insert Hyperlink window should now appear. You can also click on the Insert Hyperlink icon () in the toolbar to open the same window below:

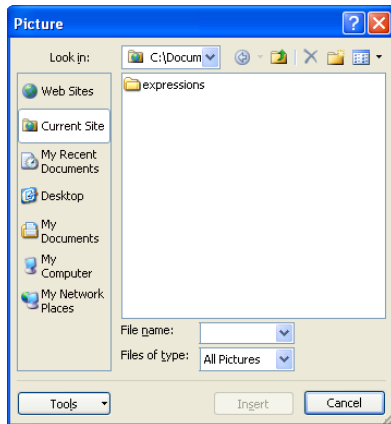


3. If you would like to insert an external hyperlink, type in the full address into the address bar (example: <http://www.google.com/>).
4. If you would like to insert an internal hyperlink, select the page from the list.
5. If you would like your hyperlink to open in a new window (default is to replace in the existing window), click on the 'Target Frame...' button and choose 'New Window'. Then click 'OK'.
6. When you are finished with the hyperlink, click the 'OK' button.

Inserting Images

To insert an image into Expressions, you must first save or scan the image into a folder on your hard drive. To place the saved image into Expressions:

1. Place the cursor where you would like the image to appear.
2. Click on 'Insert' in the top menu bar and scroll down to 'Picture' and select 'From File...'. The 'Insert Image' Window should now appear:



3. Browse and select the image you would like to insert into your webpage.
4. When you are finished, click the 'Insert' button.

Modifying Images

Expressions allows you to perform some basic photo manipulation (resizing, brightness/contrast, cropping, etc.) after an image has been placed onto your webpage:

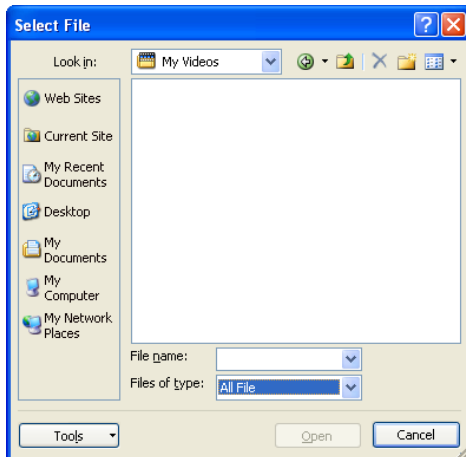
1. Click on the image you would like to manipulate.
2. To resize an image, locate the anchors on the corners of your image (small white squares). Drag the squares inward or outward to perform the resize.
3. You can also click the icons on the "Picture Toolbar" to change other images related attributes. This toolbar appears when you click on an image inside Expressions – if you cannot find it, make sure that the Picture Toolbar is turned on via the VIEW -> TOOLBARS -> PICTURES menu item.



Incorporating Video into Your Website

To insert a video into Expressions, you must first save the video onto a folder in your hard drive. After you have saved the video you can do the following to incorporate the video into one of your pages:

1. Place the cursor where you would like the video to appear.
2. Click on 'Insert' in the top menu bar and scroll down to 'File...' and select 'My Video...'. The 'Select File' window should now appear:



3. Browse and select the video you would like to insert into your webpage.
4. When you have finished, click the 'Open' button.