

Creating and Publishing a Web Page Using Microsoft Expressions A Guide for Students using the TCNJ Campus Web Server

This guide is designed for TCNJ campus community members who wish to use standard campus web server to host a web site here at TCNJ. Sites hosted in this manner have the following characteristics:

- They can be created by TCNJ Students, Faculty or Staff
- They are tied to your existing TCNJ e-mail account and your website address will be <http://www.tcnj.edu/~youremailname>

Obtaining Web Space

The TCNJ Unix account is a generic account available to all members of The College community. If you already have an e-mail address at The College, there is no need to request another account. A TCNJ Unix account is an integrated account that combines both web page publishing capabilities as well as e-mail and connectivity features.

Once you have your Unix account information handy you can request web space by doing the following:

Please note: *You only need to perform this step once during your time at TCNJ.*

1. Click on the 'Start' button in Windows and click on 'Run'.
2. Type in "telnet beast.tcnj.edu" (without quotes) into the textbox.
3. Log in using your Unix username and password (the same ones used when checking your e-mail).
4. Type "wwwsetup" (without quotes) and hit 'ENTER'.

After you have preformed the following operations, you now have web space available to you at TCNJ. Your web address should:

<http://www.tcnj.edu/~yourunixusername>

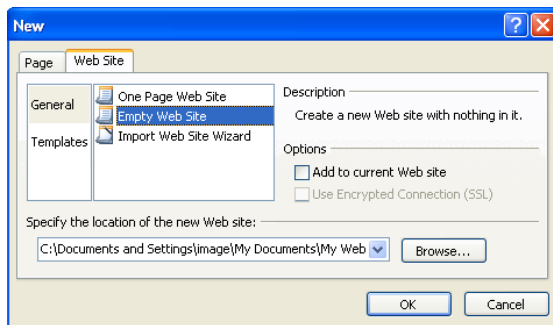
Setting Up Your Web Site with Expressions

You should ensure that you have a copy of Microsoft Expression on your computer before you continue – all TCNJ owned PC's on campus have this software installed by default.

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. Drag down to 'New' and then mouse over and select 'Web Site...!.
3. If not already open, a task pane will open in the right side of your Expressions window. Click once on the 'Empty Web' icon under the 'New' heading:

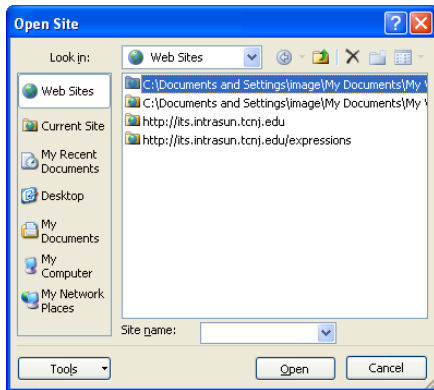


4. You must create a local directory on your hard drive (or H: Drive, Flash Drive, etc.) where you will store the files for your web page. You will open and save your work in this directory, and when all the work is finished you will upload and publish the files in this directory. Type the directory in the text box on the right side of window as seen above. Many users like to use their "H Drive" (type in "H:\myweb" (without quotes)) since it allows you to access your working directory from any computer on campus.
5. Click 'OK' to continue.

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 website:

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



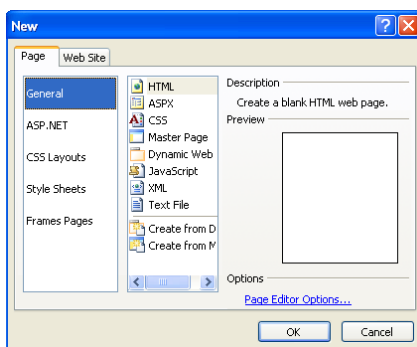
3. Click on the icon labeled 'Web Sites'.
4. Click on your website from the resulting list. Highlight the folder and then click the 'Open' button.

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. Be sure to save your changes as you work on your site!

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:



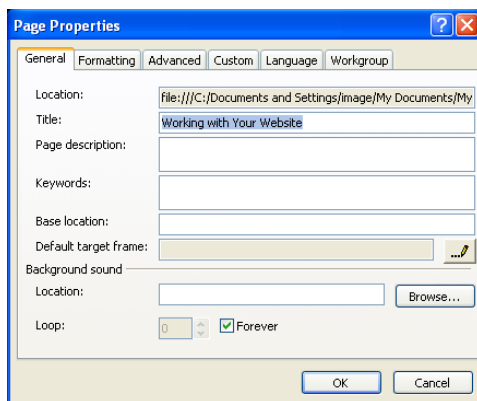
3. Expressions has a number of built-in page layouts that you may wish to use. Clicking once on any of these layouts will result in a small preview image being displayed in the area labeled Preview. Also note that you may create general and frame pages using this menu (simply select the appropriate category 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:

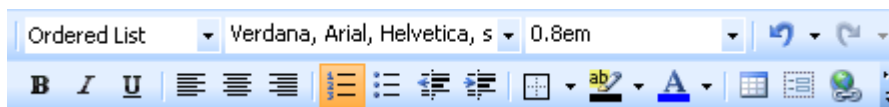
1. 'Right-click' your mouse over the background of your page and select 'Page Properties'.



2. The 'General' tab allows you to edit the 'Title' of your website.
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.

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.




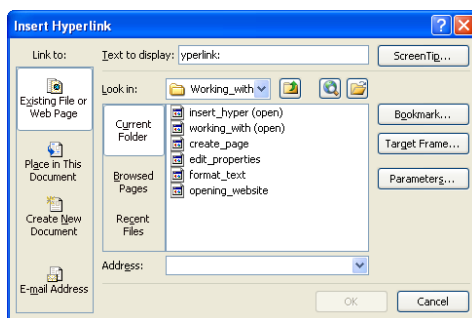
1. To change the font face, click on the second dropdown menu from the left. Select the font you wish to use.

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:

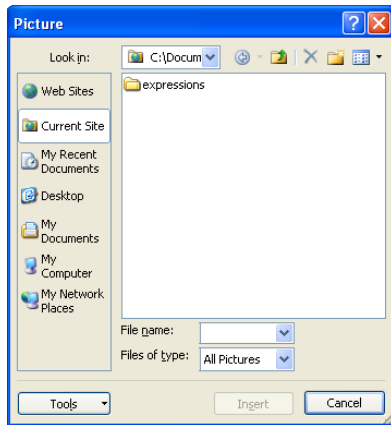


3. If you would like to insert an external hyperlink, type in the full address into the address bar (example: <http://www.google.com/>).
4. If you would like to insert an internal hyperlink, select the page from the list.
5. If you would like your hyperlink to open in a new window (default is to replace 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.
7. 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**'.
8. 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:

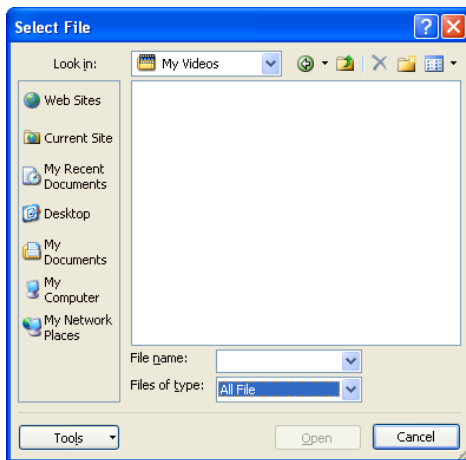
1. Click on the image you would like to manipulate.
2. To resize an image, locate the anchors on the corners of your image (small white squares). Drag the squares inward or outward to perform the resize.
3. You can also click the icons on the "Picture Toolbar" to change other images related attributes. 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:

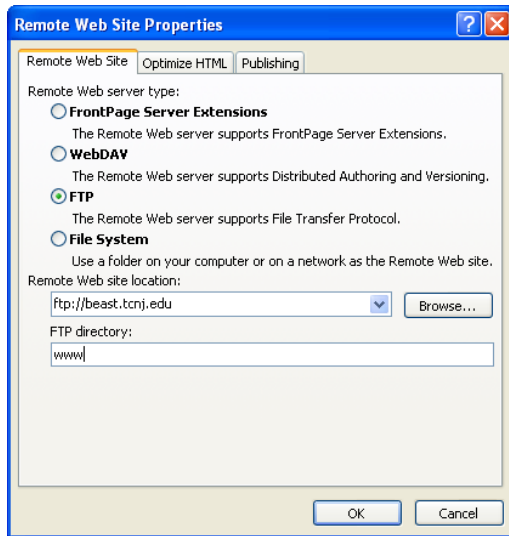


3. Browse and select the video you would like to insert into your webpage.
4. When you have finished, click the 'Open' button.

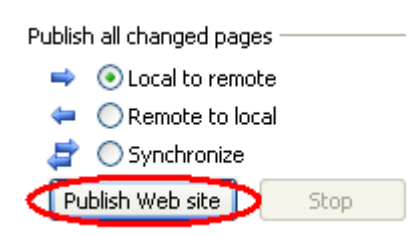
Publishing Your Website

Before your website is visible on the web, you must first "publish" it to the campus web server. These instructions will walk you through the process of publishing your site for the first time:

1. Click on '**File**' in the upper left corner and select '**Publish Site...**'. The following window will appear:



2. Select FTP as your Remote Web server type.
3. Your Remote Web Site location is ftp://beast.tcnj.edu
4. Your FTP directory is “www”
5. Click the OK button
6. Another window should appear that will ask for your username and password – this is the same as your TCNJ e-mail account information.
7. Finally, click the '**Publish Web Site**' button at the bottom right corner.



(The first time you publish your website, click '**Yes**' to any prompts that appear during the publishing process).

Congratulations! You now have published your own website!