Building Faculty Web Pages with Expressions Web 3

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Preparing to Build your Web Site

- Gather materials
  - Syllabus for all courses
  - Additional course handouts
  - URLs (web addresses) to online resources
- Convert Word documents to PDFs
  - PDF is the preferred option for viewing and sharing documents
    - More secure
    - Easily accessible
    - Compact size
- Images
  - Edit and/or crop
  - Reduce file size, if possible
    - Thumbnails - 100kb or less (preview version)
    - Enlarged - 1mb or less

Photo Editing software is available in the EDC

Sample MSTC Faculty Web Sites

Sites that use the current template

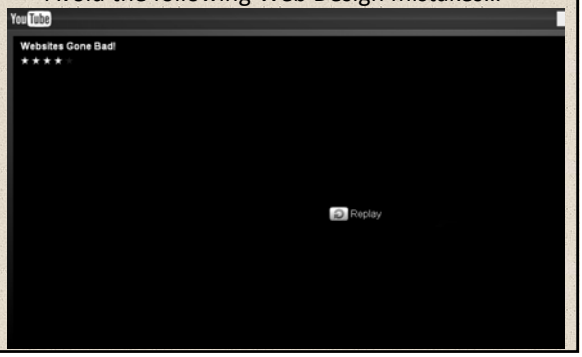
- Cindy Sebastiani
- Sarah Huibregtse
- EDC Web Site Training Intranet Site

Sites that use an older version of the template

- Melissa Nash
- Anne Dyken
- Kathy Trachte
- Sandi Taucher (single page)

Before We Begin

- Avoid the following Web Design mistakes…



MSTC Faculty Web Page Guidelines

- Use **Mid-State Technical College** and/or **MSTC** when referencing the college
- Fonts and Font Sizes (set by style sheet)
  - All fonts are defaulted to "Verdana, Arial, and Helvetica" in that order
  - Titles/Headings - default size is 16 pixels
  - Text - default size is 11 pixels
- Images File Sizes
  - Thumbnails - 100kb or less (small image)
  - Enlarged - 1mb or less
- Student Pictures
  - Verify that students have signed a Photo Release – Permission to Publish form (found on the Intranet)
- Audio Clips
  - If included, provide the user with an option to play it
  - Please do not have it start automatically
- Verify copyright requirements for any picture and/or audio files

Good & Bad Web Design Practices

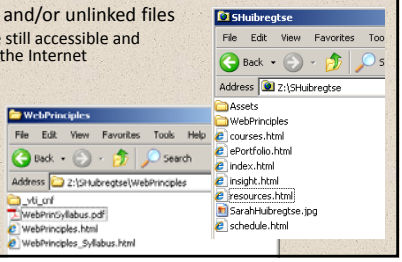
Standard Web Page Design Tips

- Use web safe colors
- Ensure foreground colors **contrast** well with background colors
- When specifying fonts, always include a generic, font type in case the user computer doesn't have your font
- Limit to 2-3 fonts
- Limit to 3-4 font sizes
- Use GIFs and JPGs files appropriately
- Provide **alternate text** for image maps (accessibility requirement)
  - This is the text that appears when you hover over the image
- Don't use too many images
- Reuse images within a web site
- Give pages within a web site a **consistent appearance** (use template)
- Include width and height attributes for all images
- Use **thumbnails** to allow users to preview large images
- View your page in a browser with images turned off
- Avoid large amounts of unnecessary white space except on the outside margins

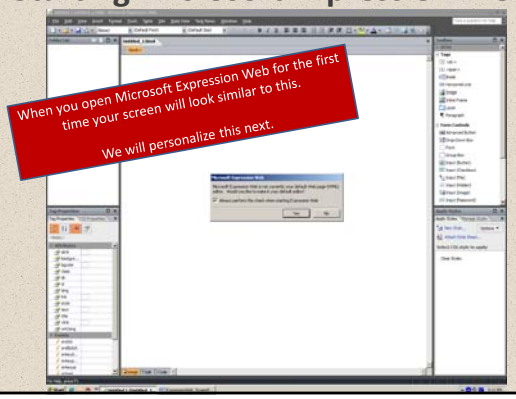
from Creating Web Pages with HTML and XHTML, by Patrick Carey, pages 159-160, Course Technology, 2006

Z: Drive Folder & File Organization

- Keep files organized
- Create a folder for each course
- Avoid spaces or symbols in file names
  - Underscores are commonly used
- Use PDFs to share documents, unless it needs to be edited
- Remove unused and/or unlinked files
  - Stored files are still accessible and searchable via the Internet



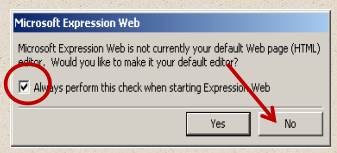
Starting Microsoft Expression Web



Starting Microsoft Expression Web

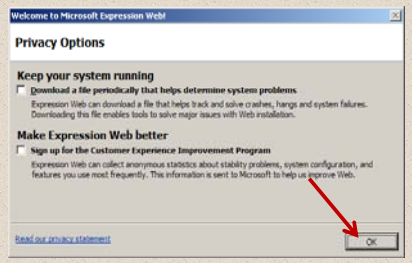
The first time you open Expression Web you will receive two pop-up windows

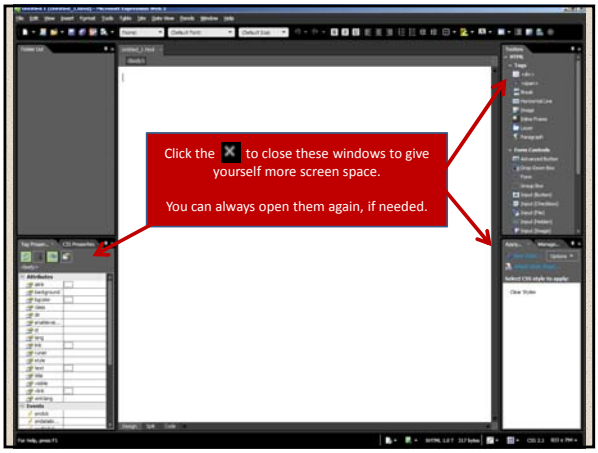
- Uncheck the box for the first one and click **No**
  - This prevents this pop-up from appearing every time you open Expression Web

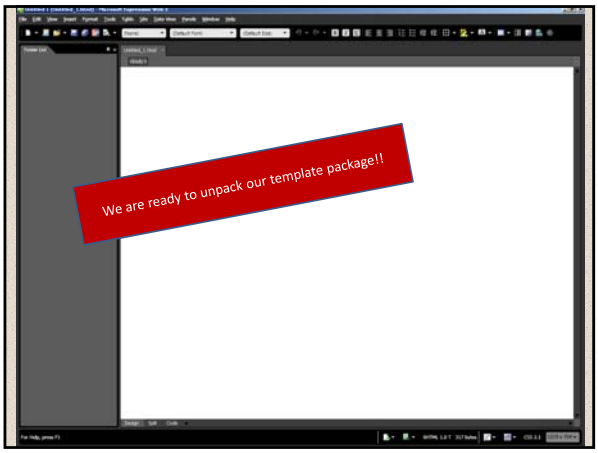


Starting Microsoft Expression Web

- Click **OK** for the second pop-up



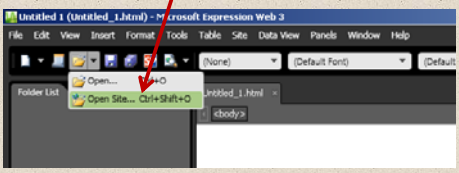




Open Your Site (Z: Drive)

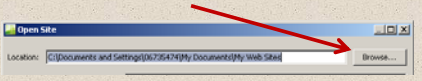
- Click on the dropdown arrow next to the open folder

- select **Open Site…**

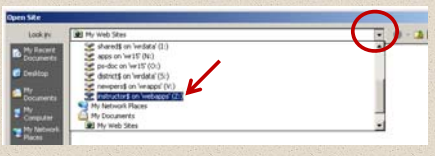


Open Your Site (Z: Drive)

- Click the **Browse…** button

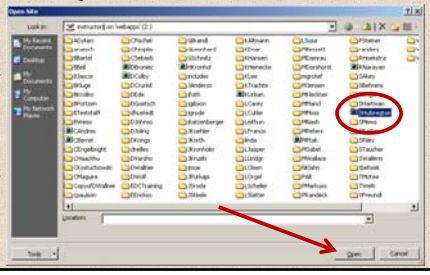


- From the Look in dropdown select "**instructor$ on 'webapps' (Z:)**"



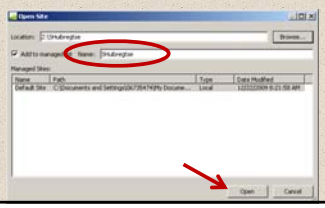
Open Your Site (Z: Drive)

- Single click your Web Site folder
- Click **Open**



Open Your Site (Z: Drive)

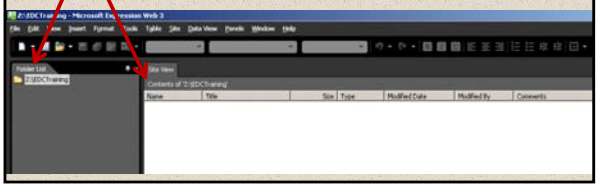
- Your **Z: Drive** is now the Site Location
- By default the "Add to managed list" will be checked
  - Change the **Name** of your site for future reference, if necessary
  - This option makes it quick and easy to access your site the next time you open Expression Web
- Click **Open**



Open Your Site (Z: Drive)

- Your **Web Folder** will now display in the following locations:
  - Folder List
  - Site View Window

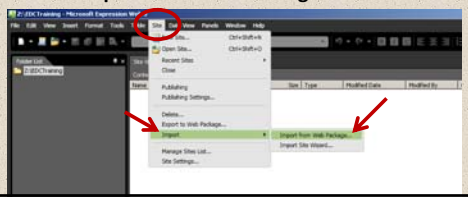
Note that at this point your folder will most likely be empty!



Open Faculty Web Template Package

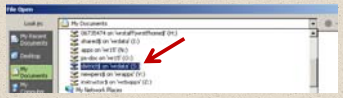
All the necessary files for you to begin your MSTC Faculty Web Site have been packaged for you. Let us unpack them…

- Click **Site** on the menu bar
- Hover over **Import**
- Select **Import from Web Package…**

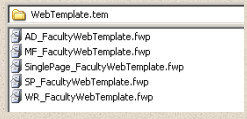


Open Faculty Web Template Package

- Select the **S: Drive** from the dropdown

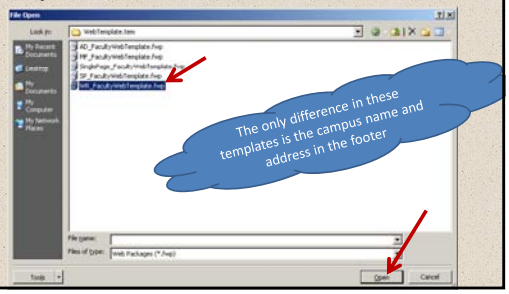


- Navigate to the **WebTemplate.tem** folder



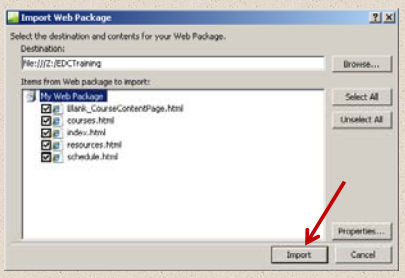
Open Faculty Web Template Package

- Select the package (**_**_FacultyWebTemplate.fwp)** file for your campus location
- Click **Open**



Open Faculty Web Template Package

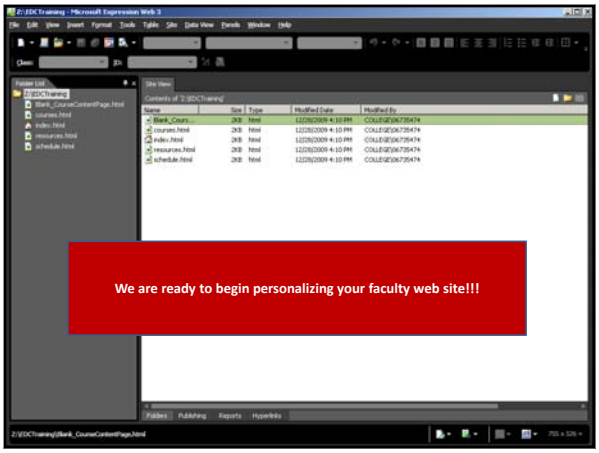
- The Import Web Package pop-up will appear
- Click **Import**



Open Faculty Web Template Package

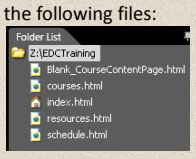
- Click **Run** for the Security Warning

- When the package is ready click **OK**



Faculty Web Site Files

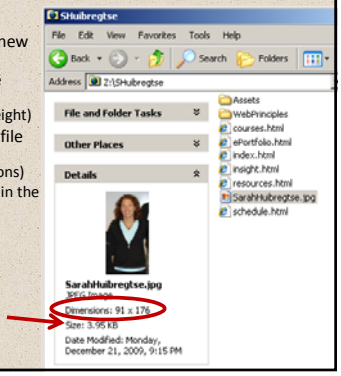
The Faculty Web Template package includes the following files:



- index.html
  - Home/default web page
- schedule.html
  - A table has been added for you to use or you can copy and paste your schedule from another document
- courses.html
  - Great place to list the courses you teach and provide links to your syllabus, course information, PDF and Word files, web resources, etc.
- resources.html
  - Place for you to provide additional resources and/or links
- Blank_CourseContentPage.html
  - This page is provided for you to create separate pages for courses
  - Rename the file to match your course title and/or number

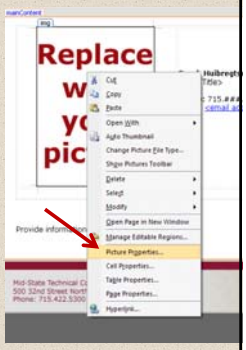
Replace the Picture

- Find the dimensions of your new image
  - Write these down for future reference
  - Mine is 91 x 176 (width x height)
- Verify the size of your image file
  - Mine is 3.95 KB (located below the dimensions)
  - We have software available in the EDC to help reduce the size
- MSTC Image Size Guidelines
  - Thumbnails - 100kb or less
  - Enlarged - 1mb or less



Replace the Picture

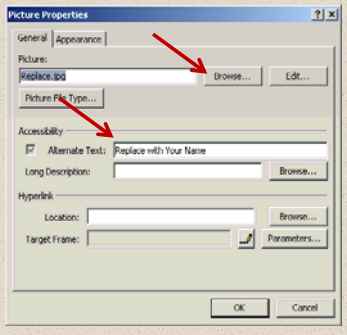
- Right click the **image**
- Select **Picture Properties…**



To add a new picture
- Click **Insert** the menu bar
- Select **Picture**
- Click **From File…**

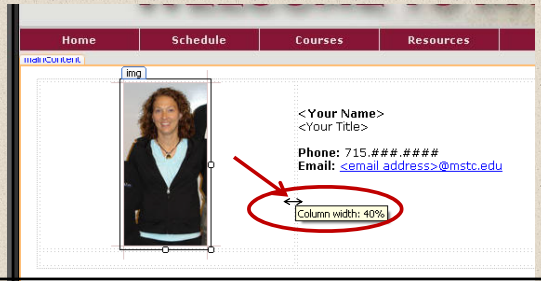
Replace the Picture

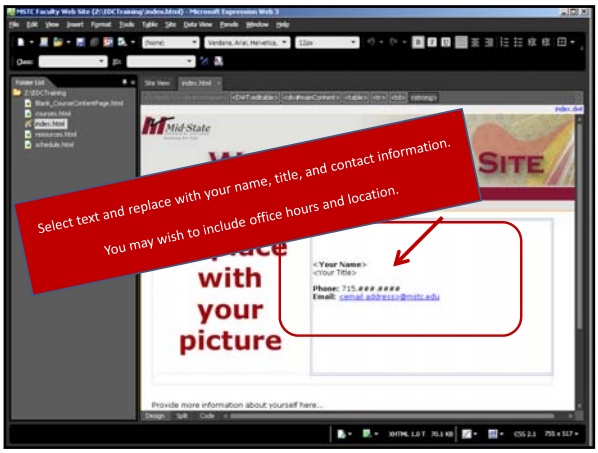
- **Browse** to your picture on the Z: Drive
- Add **Alternate Text**
  - this is the text that displays when you hover over the image
- Click **OK**
- Click the resizing handles to adjust the display size of your picture as needed



Adjust the Column Width

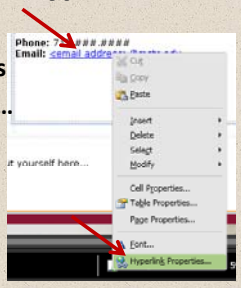
- Drag the dotted line to adjust the column width to better align your picture and text





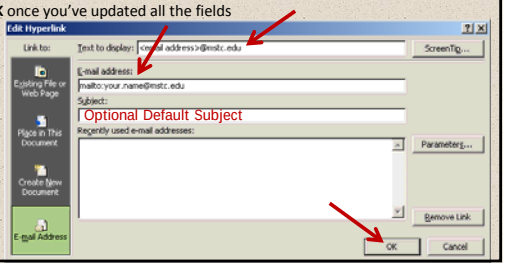
Update/Edit Email Hyperlink

- Right click the **email address**
- Select **Hyperlink Properties…**



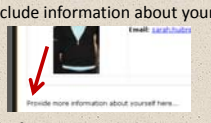
Update/Edit email Hyperlink

- In the "Text to display" field, replace **<email address>** with the first half of your email address (your name)
- In the "E-mail address" field replace ONLY **your.name** with your first and last name
  - **Example:** mailto:sarah.huibregtse@mstc.edu
- Include a default "subject" if you'd like
- Click **OK** once you've updated all the fields



Add "About Me" Information

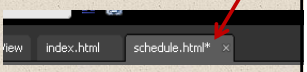
- You may wish to include information about your background and experience below



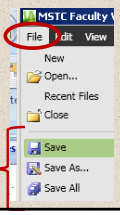
- Common pieces of information included
  - Education
  - Teaching and/or work experience
  - Courses taught
  - Certifications
  - Professional Interests
  - Favorite quotes
  - Information about family, hobbies, interests, etc.
    - be careful about how much personal information you share
- Try to make content general enough, so you aren't required to update it regularly

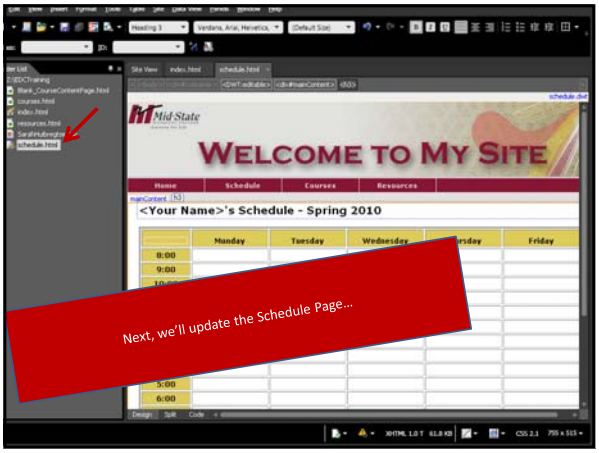
Don't Forget to SAVE Often!!!

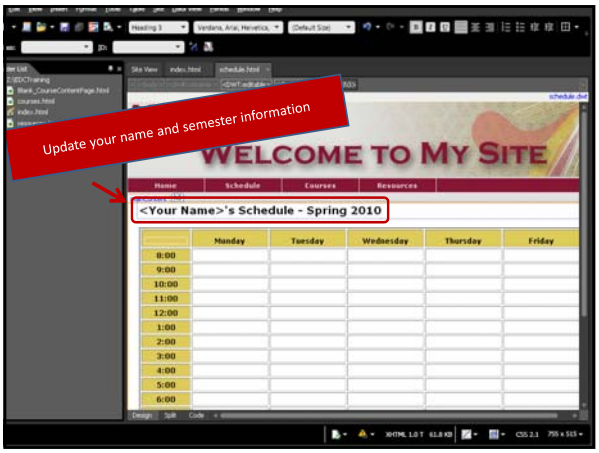
- The asterisk lets you know that you haven't saved your web page



- To save do **ONE** of the following
  - Click the **Save** icon
  - Press **CTRL** + the letter "**S**"
  - Click the **Save All** icon
  - Click **File** on the menu bar and select
    - **Save**
    - **Save As…**
    - or **Save All**



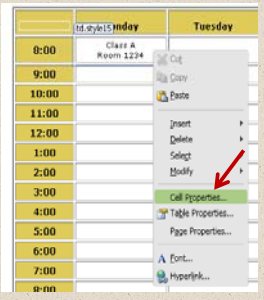




Adding Your Schedule

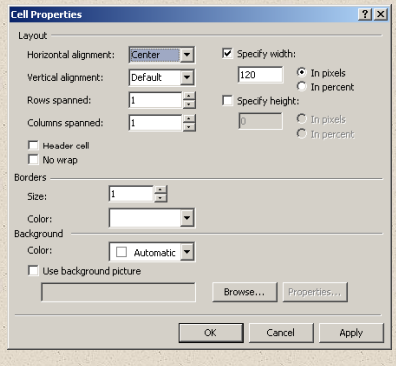
The table features of Expression Web works similar to those in Microsoft Word

- Type your text in a field
- Right click in the cell and select **Cell Properties…**



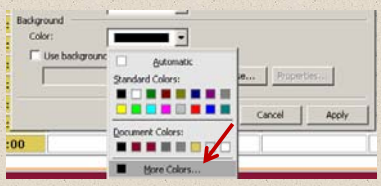
Adding Your Schedule

- Adjust the properties as needed. Common changes include
  - Horizontal alignment
  - Vertical alignment
  - No wrap
  - Background Color (see next slides)



Adding Your Schedule

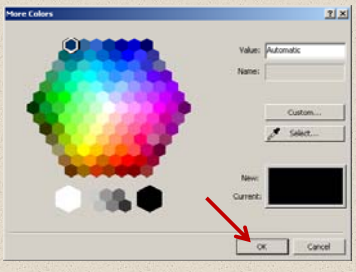
- To change the Background color of a cell
- Right click the cell and select **Cell Properties…**
- Click the dropdown under **Background Color** and select **More Colors…**



Adding Your Schedule

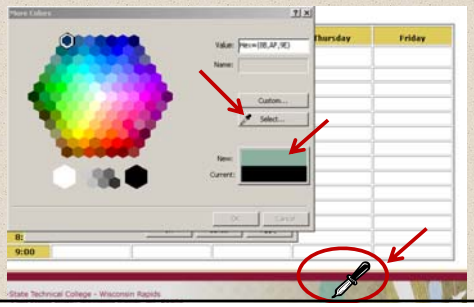
- Select an available color
- Click **OK**

OR….



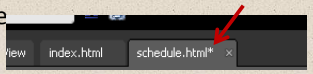
Adding Your Schedule

- Click the **Select** button
- Use available images to select a new color with the color picker (eye dropper)

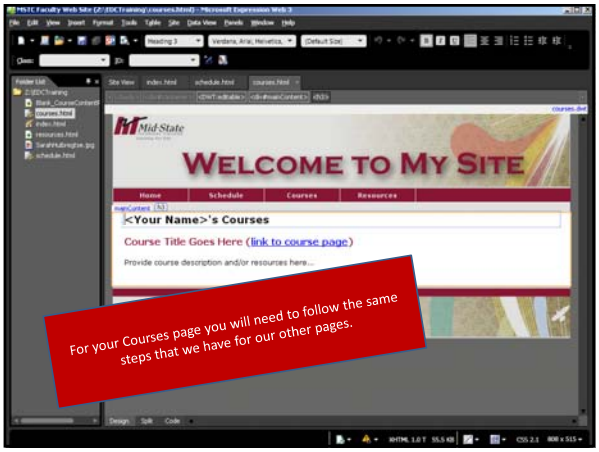


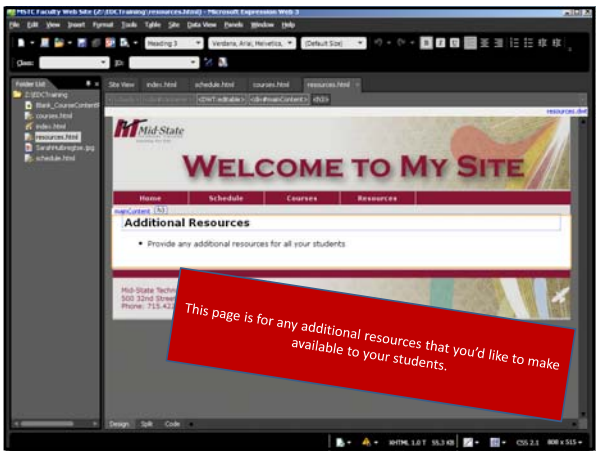
Have you SAVED lately?

- The asterisk lets you know that you haven't saved your web page



- To save do **ONE** of the following
  - Click the **Save** icon
  - Press **CTRL** + the letter **"S"**
  - Click the **Save All** icon
  - Click **File** on the menu bar and select
    - **Save**
    - **Save As…**
    - or **Save All**

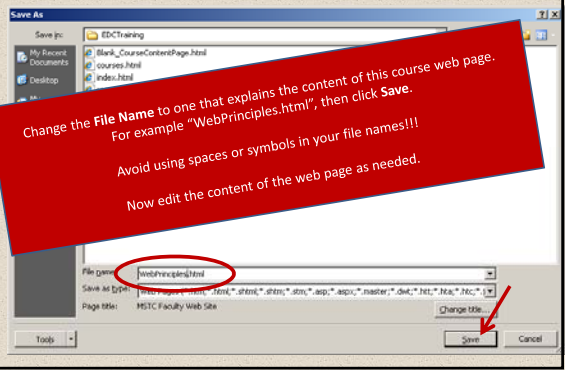




Creating Course Web Pages

- Click **File** and select **Save As…**

Creating Course Web Pages



Additional How-To Directions

- Expression Web Toolbars Explained
- Add a Hyperlink
- Apply the available CSS Styles
- Setting Picture Properties

Expression Web Toolbars Explained

Menu Bar

File Edit View Insert Format Tools Table Site Data View Panels Window Help

Toolbar Options

- New Document
- New Site
- Open Site
- Save
- Save All
- Display in Super Preview
- Preview in Internet Explorer

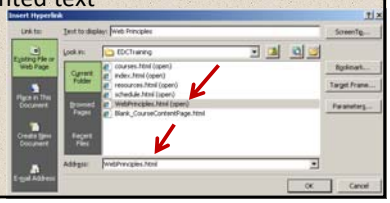
Expression Web Toolbars Explained

Style Font Font Size

- Undo
- Redo
- Bold
- Italic
- Underline
- Align Text Left
- Center
- Align Text Right
- Numbering
- Bullets
- Decrease Indent Position
- Increase Indent Position

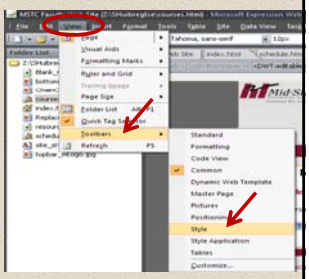
Create a New Hyperlink

- Select Text to be hyperlinked
- Right click
- Select **Hyperlink**
- Select the file or type in the web Address
- The "Text to display" will be automatically filled in with the highlighted text
- Click **OK**



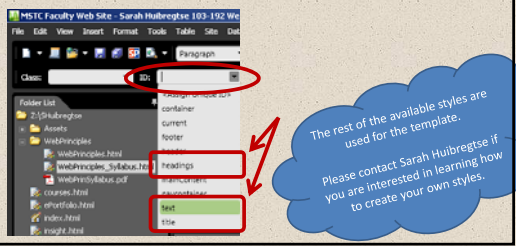
Apply Available CSS Styles

- To display the **Style Toolbar** click **View** on the menu bar
- Hover over **Toolbars**
- Select **Style**



Apply Available CSS Styles

- Highlight the text you would like to format
- Click the **ID** dropdown arrow
- Select one of the available Styles



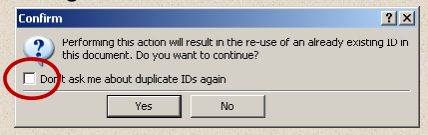
Apply Available CSS Styles

- The available Styles appear as follows

  - The **title** style makes text appear like "Additional Resources"
  - The **headings** style makes the text appear like "Web Page Design Tips"
  - The **text** style makes the text appear like "from Creating Web Pages…"

Apply Available CSS Styles

- If you apply the same style multiple times on your web page you will receive the following message



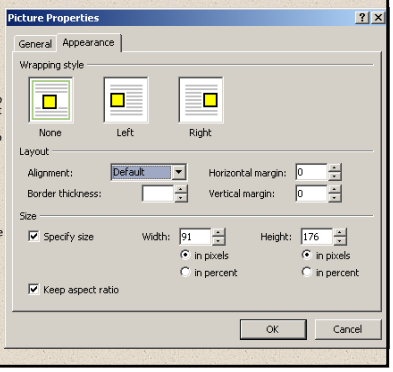
- Check the box if you wish to not receive the warning message again
- Click **Yes** to apply the style

Setting Picture Properties

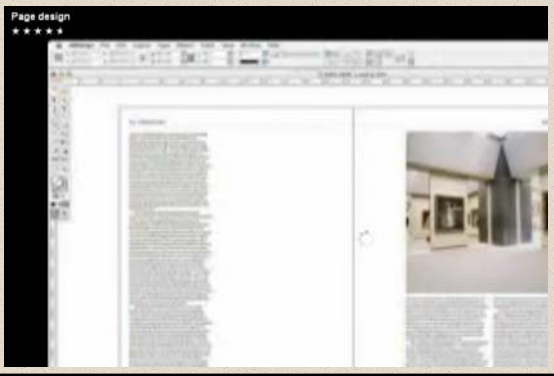
Wrapping Style
- Sets how the text will flow around the image

Layout Options
- **Alignment** – sets how the text will align on the side of the image
- **Border thickness** – if you choose to have a border (zero needs to be set if you are hyper linking the image)
- **Horizontal margin** – white space to the left and right of the image
- **Vertical margin** – white space on the top and bottom of the image

Size
- **Specify size** allows you to adjust the actual size of the image
- **Keep aspect ratio** keeps the picture at the appropriate proportions as you enlarge or shrink your image
- **Width** and **Height** allows you to change the size of your image by **pixels** or **percent**

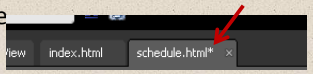


Experiment As You Setup Your Pages

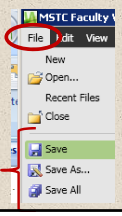


SAVE, SAVE, SAVE!!!

- The asterisk lets you know that you haven't saved your web page



- To save do **ONE** of the following
  - Click the **Save** icon
  - Press **CTRL** + the letter **"S"**
  - Click the **Save All** icon
  - Click **File** on the menu bar and select
    - **Save**
    - **Save As…**
    - or **Save All**



Additional Expression Web Resources

- Expression Web Tutorials and Templates
  http://www.expression-web-tutorials.com/
- Any Expression Design
  http://any-expression.com/
- Microsoft Expression: Learn Expression Web
  http://expression.microsoft.com/en-us/cc197140.aspx

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