
Training - MS Expressions Web

WisDOT Basics

- Setup/preferences
- Working with existing sites
- Requesting new sites

[Greg Simonis](#), DTSD Publications Editor

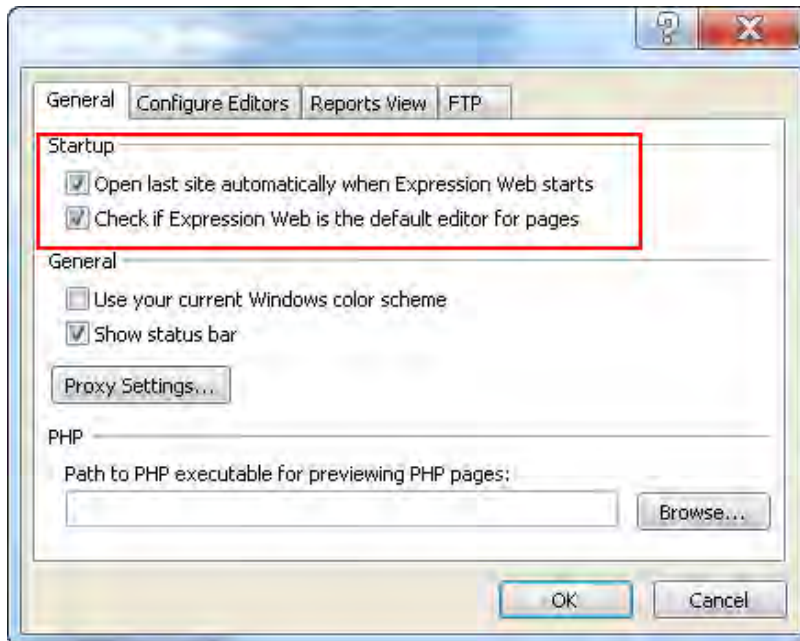
July 18, 2013 (modified May 5, 2014)

Basics

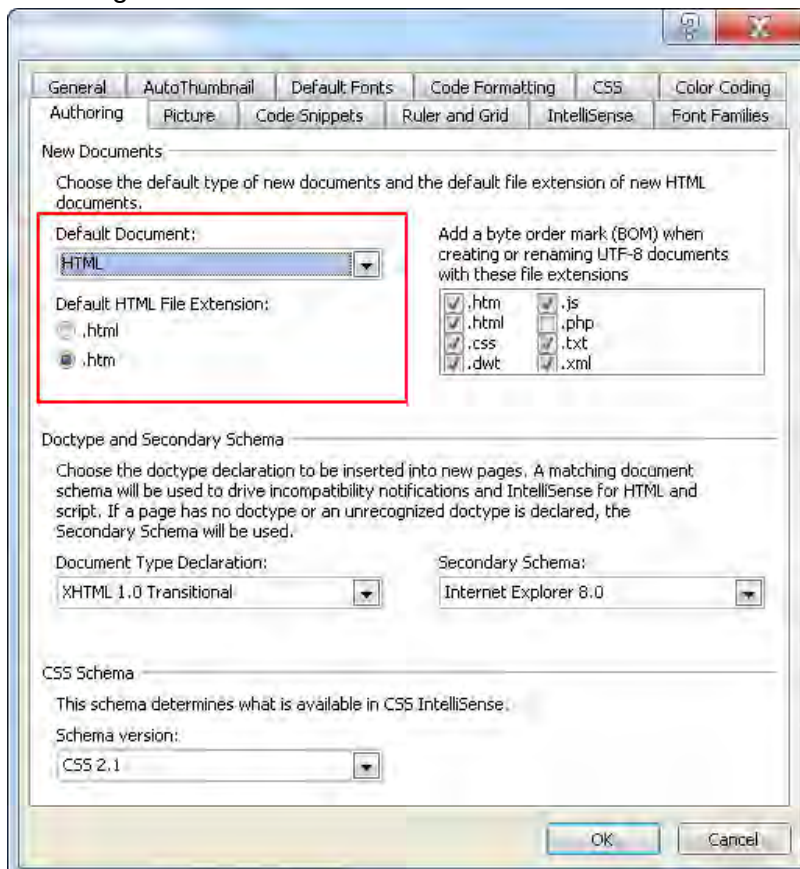
<http://dotnet/dtsd/hidden/greg/howto/ew.htm>

Setup/preferences

- Tools/Application options
 - General tab



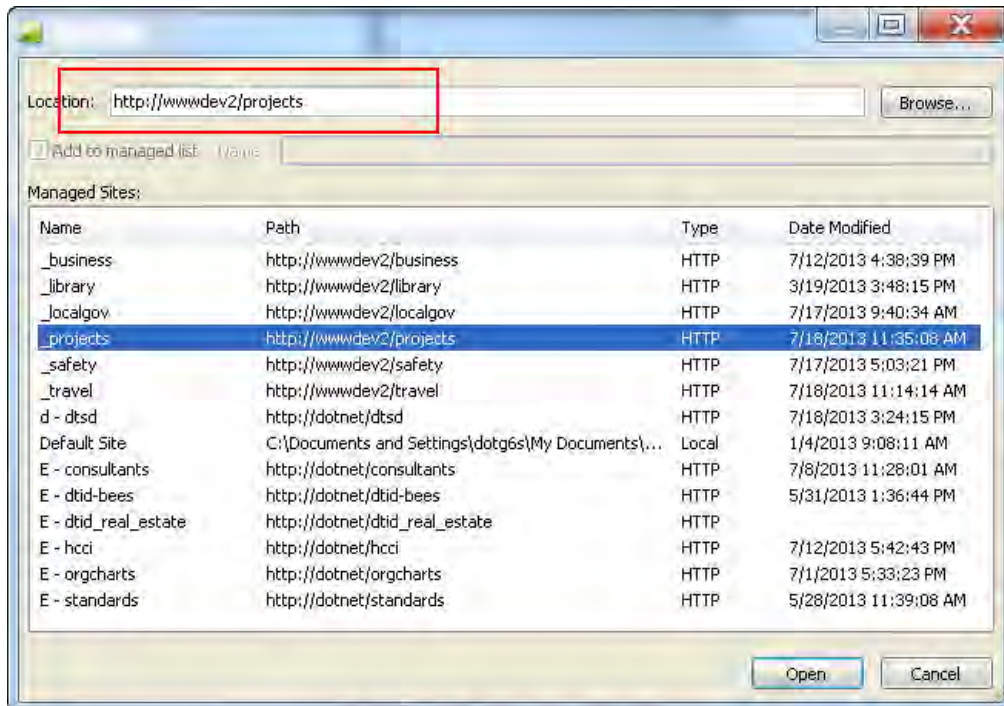
- Tools/Page editor options
 - Authoring tab



- Set up Panels
 - Make sure Folder list is selected
 - Leave the following panels open and delete the others
 - Folder list
 - Site view
 - Apply styles (hide it when not needed)
- Setup Toolbars at the top
 - Right click to the right of Help and select the following toolbars ONLY:
 - Standard
 - Formatting

Accessing webs

- Site/Open site
- Type in the location text box
 - <http://wwwdev2/projects>
 - <http://wwwdev2/business>



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Folder/file names

Note – Do not create new folders! The Publication Editor and/or the Web Content Group does this

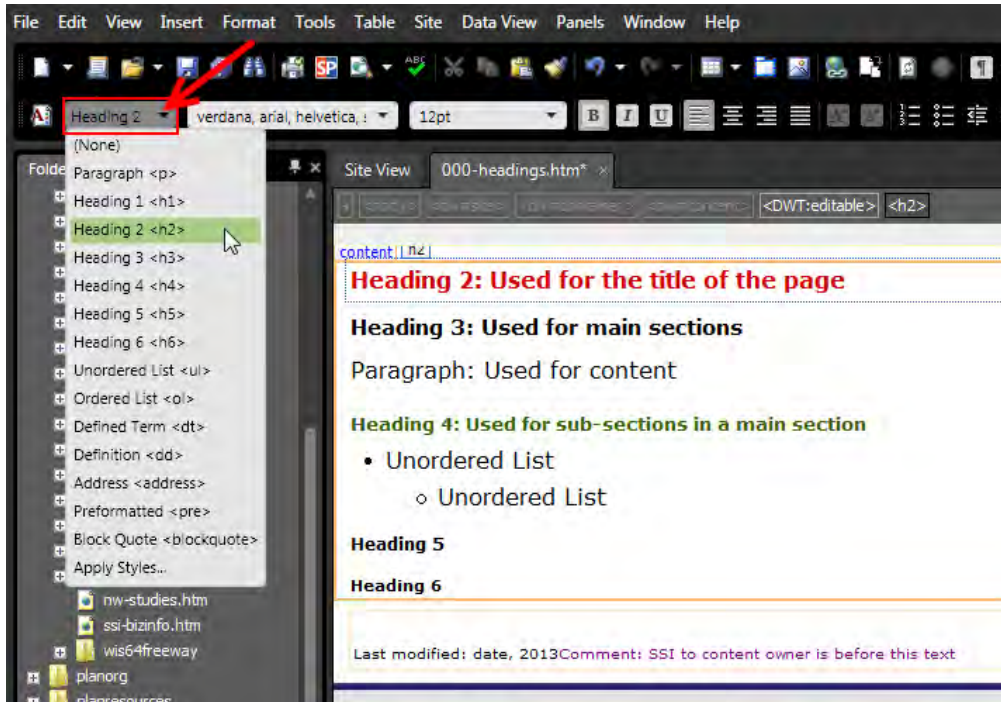
- Request new folders from the [Publication Editor \(Greg\)](#) and/or the [Web Content Group](#) (via the DOT Computer Help Desk ticket system).
- New project folder name developed by Publication Editor (Greg) after discussion with RCM/PM.
- Standard folders in project folder
 - docs - .pdf, .doc, .xls, .ppt, etc.
 - images - .jpg, .gif, .png
 - av - .mp3, .mp4, .mov, etc.
- All lower case letters

- NO spaces, underscores, or funky characters
- Keep as short as possible (less than 12 characters NOT including the file extension (.htm, .pdf, etc.))
 - This helps keep URLs shorter, easier to remember, and easier to relay to customers.

Working with existing websites

Adding content

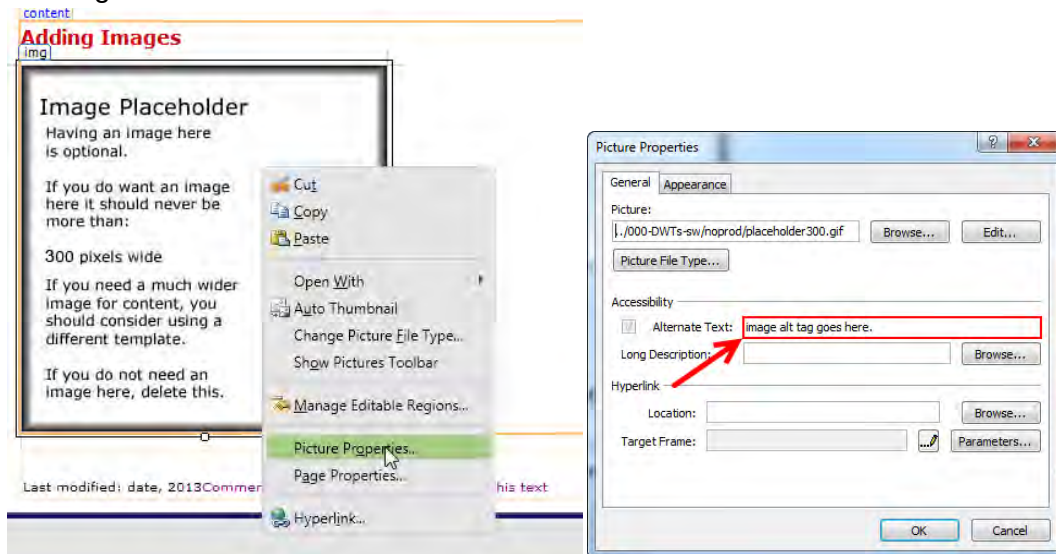
- Copy from original document and paste into Notepad
- Then copy from Notepad and paste into EW
- Heading styles



Adding images

- Image size
 - Max. 200 pixels - Top right
 - Max. 300 or 500 pixels - Main content area (with two column template)
- Resize using Irfanview (download <http://www.irfanview.com/>)
 - Free download and install
 - View [Irfanview How to document](#) 
- Copy image file from computer to the project 'images' folder
- Alt text

- o In Design view:



- o In Code view:

```
<h2>Adding Images</h2>
<p>
</p>
```

A red arrow points from the "Picture Properties" dialog box in the previous image to the `alt="image alt tag goes here"` attribute in the code view snippet.

Adding PDF files

- Copy PDF file from computer to the project 'docs' folder
- PDF guidelines <http://ftp.dot.wi.gov/dtsd/projects/docs/pdf-guidelines.pdf>
- How To <http://dotnet/dtsd/hidden/greg/howto/adobeacrobat.htm>

Templates

<http://dotnet/dtsd/hidden/greg/png4rcms.htm> *** For RCMs and their assistants ONLY ***

- Regular/full website
- Fast Facts – used for small projects, or projects with short duration, etc.

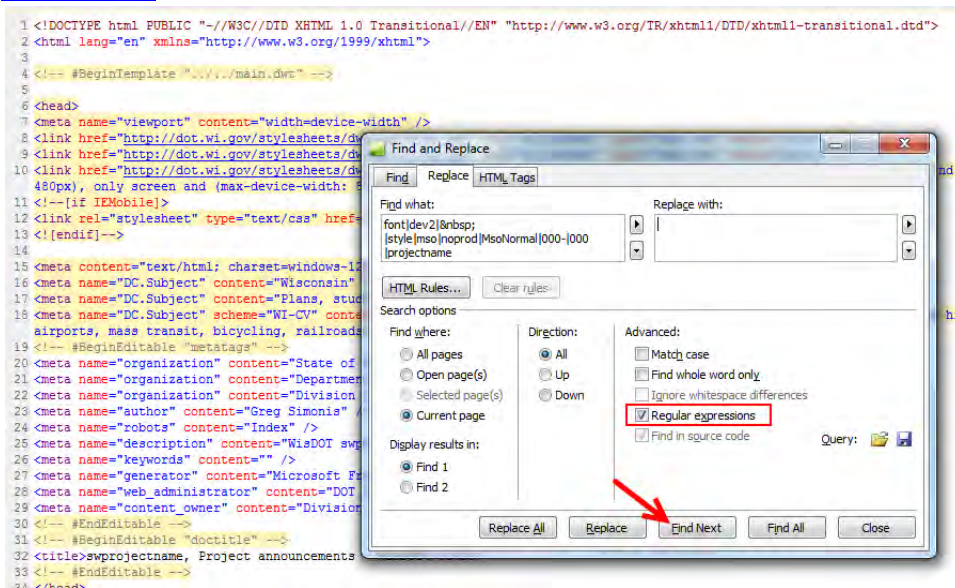
Adding new pages to an existing site

- Email request to [Publication Editor \(Greg\)](#), and/or the [Web Content Group](#) (via the DOT Computer Help Desk ticket system) and we will add it in and fix the navigation file.

Prep for staging

- Spell check

- [Code check](#)



- Preview in browser
 - View on development server – <http://wwwdev2/projects/index.htm>
 - Live server – <http://www.dot.wi.gov/projects/index.htm>
 - Check image alt tags
- Check PDF formats
- Update last modified footer date ONLY when content changes occur

Request staging

- Create email to **DOT Computer Help Desk** using template <http://dotnet/dtsd/hidden/greg/docs/sr-pnp4rcms.off>
 - OR create email to [Greg Simonis](#), DTSD Publication Editor, and put 'Please stage' in the Subject line
- Copy the URLs of the pages, files, and images into the body of the email

Requesting new websites

- Fill out new website request online
<http://2.selectsurvey.net/WisDot/TakeSurvey.aspx?PageNumber=1&SurveyID=ml3L558&Preview=true>
*** For RCMs ONLY ***

- Folder set up

Note – Do not create new folders for projects without permission from the Publication Editor

- Project folder name set by Publication Editor (Greg) after discussion with RCM/PM as needed
 - Standard (main roadway name)
 - Ex. – 12, 32, 3990, etc.
 - Non-standard – Special folder name requested by RCM due to special case/business reasons
 - Ex. – madisonbeltline, 3990project, etc.
 - Note – Send non-standard folder name requests to Greg Simonis

Templates

<http://dotnet/dtsd/hidden/greg/pnp4rcms.htm> *** For RCMs and their assistants ONLY ***

- Regular/full website
- Fast Facts website

End of training

This lesson was designed to provide a quick introduction to **Expression Web** and cover:

- Basic software setup
- Basic page editing features/standards
- Where to find additional help/support

Helpful tools

- Greg's EW training/info. pg. <http://dotnet/dtsd/hidden/greg/howto/ew.htm>
- dotnet EW training/info. pg. <http://dotnet/ew/>
- Useful web info. for RCMs/PM <http://dotnet/dtsd/hidden/greg/psp4rcms.htm>
- Web author support pg. Internet <http://dotnet/webauthor/mainnav/internet.htm>
- Internet Standards and Guidelines http://dotnet/webauthor/internetsg/internet_sg.pdf

Future training opportunities

- EW details
- PDF file creation for the web
- Image resizing
- Others?