
Training - MS Expressions Web (EW)

Tips n Tricks

- Working with DWTs
 - Bullet points
 - Inserting images
 - Blank spaces
 - Editing code
- General (basics)
 - Adding text
 - Heading styles



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Working with Dynamic Web Templates (DWTs)

Bullet points

Creating bullet and sub-bullet lists

Note – EW does not allow you to use the return key to go from a sub-bullet back to a main bullet.

- If a bulleted list with sub-bullets is needed:
 - Add the main bullet points first using 
 - Then go back in and add the sub-bullets using the tab key or 
- If a sub-bulleted item/list is already created, and there is a need to put a main bullet underneath it:
 - Go to the main bullet above the sub-bullet
 - Place your cursor at the start of the text and hit return. This should create a new main bullet point.
 - Select the sub-bulleted item/list and drag it to the new main bullet point just created.

Putting a paragraph/heading item under a bulleted list

Note – EW does not allow you to use the return key to add a paragraph/heading item under a bulleted item.


- If there is a bulleted item/list and the need to put a paragraph/heading item underneath it:
 - Go to another part of the page with a paragraph/heading item
 - Place your cursor at the end of the text and hit return. This should create a new paragraph/heading item.
 - Select the bulleted item/list and drag it to the new paragraph/heading item just created

Creating a space after a bulleted list

Note – EW does not create a space between a bulleted list and a paragraph when viewed in the browser

- In order to create the space, go to Code view and find the end of the bulleted list
- Then after the closing unordered list tag ``, add a break tag `
`

```
</ul>  
</li>  
</ul><br />  
<p>Thank you for your interest and assistance with this important  
project.</p>
```



Inserting images

Note – Place any images that are used in the images folder

Code snippets

You will use code snippets to insert images. Import the custom code snippets by following the directions at:

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

Adding an image in the top right corner

Note – Images in the top right corner can be no more than 200 pixels wide

- In code view:
 - Find the closing Heading 2 tag (`</h2>`) at the end of the page title, then place your cursor at the end and hit return
 - On the keyboard, press 'Ctrl' 'Enter', and the code snippet list should appear
 - For images that do not need to be visible in mobile view:
 - Select **0add image TR visible mobile NO** Add image to TOP RIGHT, NOT visible in mobile view
 - For images that should be visible in mobile view:
 - Select **0add image TR visible mobile YES** Add image TOP RIGHT, IS visible in mobile view
 - Edit `src="images/000.gif"` with the path to the image file and `alt="000"` with a description of the image

Adding an image in the body

Note – Images in the body can be no more than 300 pixels wide

- In code view:
 - Locate where the image will go
 - On the keyboard, press 'Ctrl' 'Enter', and the code snippet list should appear
 - For images that do not need to be visible in mobile view:
 - Select **0add image BODY VisibleMobile N** Add image BODY, IS NOT visible in mobile view
 - For images that should be visible in mobile view:
 - Select **0add image BODY VisibleMobile Y** Add image BODY, IS visible in mobile view
 - Edit src="images/000.gif" with the path to the image file and alt="000" with a description of the image

Blank spaces

Note – Do not delete any blank spaces or the purple comment tags associated with them

- Mobile navigation:
 - There is a blank space on the template homepages that contains code that allows the navigation to be visible in a mobile view.
- Correct browser spacing:
 - There might be blank spaces that are needed for correct browser spacing

Editing code

Do not edit/delete the code that is highlighted in pale yellow. This code is part of the DWT template and needs to remain as is.

```
<body>
<div id="site">
  <div id="header">
    <!--#include virtual="/projects/header.htm" -->
  </div>
```

General (Basics)

Adding text

Note – If text is copied from a document and pasted directly into EW, a lot of junk code is added.

Example: Copied directly from document:

```
<div>
  <h2>General (Basics)<span><o:p></o:p></span></h2>
</div>
<h3>Adding text</h3>
<p class="MsoNormal">Note - If text is copied from a document and
pasted directly into EW, a lot of junk code is added.</p>
```

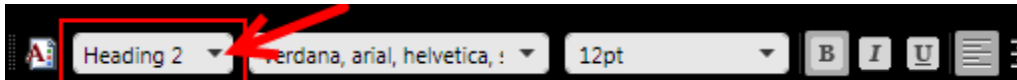
Example: Copied from document into Notepad then into EW:

```
<p>General (Basics)<br />
Adding text<br />
Note - If text is copied from a document and pasted directly into
EW, a lot of junk code is added.</p>
```

- When copying text into EW:
 - Copy and paste text into Notepad
 - Copy from Notepad and paste into EW

Heading styles

There are several heading styles to choose from:



- Heading 2 (<h2>) is used for the title of the page – Red, bold

Heading 2

- Heading 3 (<h3>) is used for sections – Black, bold

Heading 3

- Heading 4 (<h4>) is used for sub-sections – Green, bold

Heading 4