

GOUVERNEUR CENTRAL SCHOOL DISTRICT

Teacher Web Template

A Guide to Editing Your Website

2011

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Where Is My Website?

Your website is linked on your school's website. You can find it by rolling over "Classroom Websites" on your schools menu. If it is not linked there, please email cyoung@gcs.neric.org and it will be linked for you.

Setting Up Expression Web 2

1. Start Microsoft Expression Web 2
2. Click "File" and choose "Open Site" (Figure 1)
3. In the "Site Name" field, type <ftp://gouverneurcentralschool.org/faculty> then click "open."
4. Enter the username and password you use to logon to the school computers.
5. Click "open" on the next window.
6. Choose "Edit live Web site now" then click "Ok."

You should now see all the teacher folders at the left of the Expression Web window. (Figure 2) Find your folder and click the + sign to expand it.

What's in Your Web Folder?

Initially you should see the following files/folders: (Figure 3)

- buttons ... holds different style buttons for your left menu
- calendar ... holds your school year calendar
- css ... holds all the style/structure for your webpage
- images ... should hold all the images used on your website
- pages ... should hold all the web pages in your website
- index.htm ... main page that holds the template structure

Files You Should Never Edit

Do not attempt to edit any of the following files as it will most likely mess up the structure of your website.

1. Any files in the "css" folder.
2. "index.htm"
3. In the calendar folder
 - a. "calendar(DoNotEdit).htm"
 - b. "calendar.css"

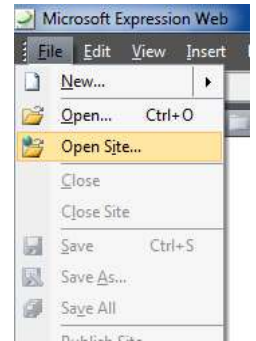


Figure 1

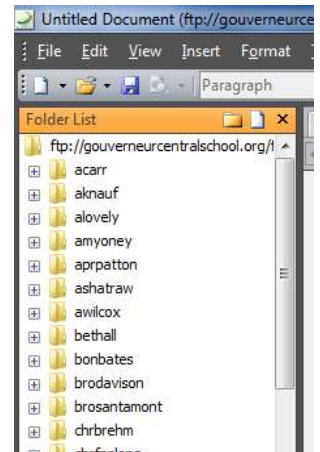


Figure 2

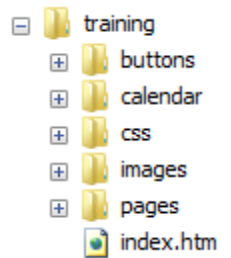


Figure 3

Error: The FTP Session Was Terminated

If you don't do anything in Expression Web for approximately 4 minutes, you will get an error that says "The FTP session was terminated." (Figure 4)

Click "ok" and exit out of any windows that may pop-up afterwards. Then repeat the last action you took.

Editing Existing Pages

1. Click on the + next to the pages folder
2. Double-click on the file you wish to edit.
3. Editing the page is similar to using Microsoft Word.
4. SAVE your file once done editing.

If you are already at your website in an internet browser, you can view your most recent changes by clicking on the refresh button. This button is located to the right of the address bar. (Error! Reference source not found.)

Create a New Page

1. Right click on the pages folder.
2. Roll your mouse over "New" and select "HTML" (Figure 6)
3. Rename the page appropriate keeping in mind the following:
 - a. Make sure you leave the .html at the end of the file name
 - b. Never use spaces in your file name
 - c. Never use the name index.html
4. Once you've renamed the file you can hit the enter key or click anywhere else on the screen to make it stay.
5. Your page is now ready to be opened and edited.

If you get the error "The FTP session was terminated" (Figure 4) while trying to create a new page, you should refresh Expression Web before trying to make the new page again. Do this by selecting "View" then "Refresh" in the top menu bar (or hit F5 on the keyboard).



Figure 4



Figure 5

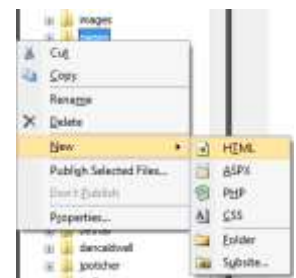


Figure 6

Making a New Link in the Left Menu

You will most likely want to create additional links in the left menu. Follow the steps below to do this.

1. In the “pages” folder open (double-click) the “links.htm” file.
2. Click to the right the link you wish to place your new link after.
3. Press the space bar once!
You should now see the cursor blinking to the left where you want your new link to be.
4. Type the text you wish to appear as the link.
5. Highlight the text with your mouse.
6. Right-click on the text and choose “Hyperlink.”

If you’re linking to a web address skip to step 11.

7. Find and double-click your web folder in the list.
8. Open (double-click) the pages folder.
9. SINGLE-click the page you wish to link.
10. Click “Ok.”

Your link is now created and ready to be used by people.

11. In the “Address:” field, type in (or copy and paste) the full address of the website you wish to link to.
12. Click on “Target Frame” to the right (**Error! Reference source not found.**)
13. Choose “New Window” from the list and click “Ok”
14. Click “Ok.”

Your link is now created and ready to be used by people.

Renaming a File

1. Find the file you wish to rename.
2. Right-click on the file and choose “Rename”
3. Type the file name you wish keeping in mind the following rules
 - a. Make sure you leave the extension at the end of the file name
an extension is the part that follows the “.” (i.e. .jpg, .html, .gif)
 - b. Never use spaces in your file name
 - c. Never use the name index.html
4. Press “Enter” on the keyboard or click your mouse anywhere but on the file you wish to rename.
5. Your file is now renamed.

Using Images on Your Pages

All images used on your pages must be placed in your images folder prior to using them. The steps below outline this process.

1. Find the image you wish to use on your webpage (be aware of any copyright issues)
2. If the image is from the internet you will have to save it to your computer first.
 - a. Right-click on the image
 - b. Choose "Save picture as..."
 - c. Choose "Desktop" from the left menu
 - d. Name your file appropriately
 - e. Click "Save"
 - f. The file should now appear on your desktop
3. Once your image is located on your computer, put it in your images folder.
 - a. Locate the image on your desktop (or another location)
 - b. Right-click and choose "Copy"
 - c. Go to Expression Web and right-click on your images folder
 - d. Choose "paste"
4. Your image is now ready to be used.

Inserting Images into Your Page

1. Open the page you wish to insert the picture onto
2. Put your cursor where you want your image to be
3. From the top menu, choose "Insert"
4. Choose "Picture"
5. Choose "From file"
6. Go to your folder and open the images folder
7. Double-click the appropriate image file
8. A window will pop up asking for additional information
Alternative Text appears when a person rolls over an image and stays there. Enter a short description of your picture and then choose "ok"

Resize an Image

1. Click on the picture
2. Drag a corner in either direction. Hold "shift" if you don't want your image to squish
You can also format the image by right-clicking on it

Create a Link in a Page You're Editing

1. Highlight the text you wish to become the link
2. Right-Click and choose "Hyperlink"
3. Choose the file from your folder **OR** enter (paste) in the web address you wish to link to in the "Address:" field
4. If you are linking to a page that isn't part of your website
 - a. Click on "Target Frame..."
 - b. Select New Window
 - c. Click "Ok"
5. Click "Ok"

You have now created your link!

Changing Your Button Style

There are several different options for buttons provided to you. They are all located in the "buttons" folder. You can look at them by double-clicking on them.

There are two images that are used in the left menu. The first one is seen all the time. The second one is seen as you roll over it with your mouse. They are called button.jpg and buttonOver.jpg, respectively.

Once you've chosen the buttons you wish to use:

1. Rename the button.jpg and buttonOver.jpg in your images folder something like buttonOLD.jpg and buttonOverOLD.jpg so you don't lose them by overwriting them.
2. Click and Drag the buttons you chose from the "buttons" folder to the "images" folder.
3. Rename the first button as "button.jpg"
4. Rename the second button as "buttonOver.jpg"

Sometimes your browser won't show the new button selection unless you close your internet browser completely. This is due to your browser storing old information.

Editing the Calendar

The calendar provides a place to link notes, put up homework assignments, or add activities.

To edit the calendar:

1. Open the “calendar” folder
2. Open the “month” folder
3. Double-click the appropriate month.
4. Edit like you would any table in Microsoft Word.

Creating New Folders for Organization

1. Right-click on the folder you wish the new folder to be created in
2. Choose “New”
3. Choose “Folder”
4. Rename the folder
5. Hit enter or click anywhere else on the screen

Changing the Page Background

1. Open the file you wish to change the background of
2. Right-click anywhere on the page that doesn’t have text or an image
3. Select “Page Properties”
4. Select the “Formatting” tab at the top of the window
5. Select an appropriate color or maybe a picture you have in your images folder

Please keep in mind the following things about backgrounds

- *The darker the background, the harder to read the text*
- *White text on a dark background stresses the eyes after reading for a period of time*
- *“Busy” picture backgrounds distract from the important information on your page... the text!*

Inserting a Table

Using tables not only organizes your information, but it can also create structure on your page.

1. Open the page you wish to put the table in
2. Click “Table” from the top menu
3. Click “Insert Table”
4. Choose the amount of rows and column you initially wish to have
5. Choose “Specify Width” in percent. Most likely 100%. *(Figure 9)*
6. Choose a border and background color if you wish
7. Click “Ok”

Once your table is inserting most anything you’d want to do with it afterwards can be done by clicking and dragging the lines or right-clicking in a cell. If you’re familiar with tables in Microsoft Word, it is extremely similar. Experiment with the options they give you. You can always delete out the table and start again.

Important Points to Remember

- Remember to save often. Your webpage will not change if you forget to save changes.
- If you wish to view your changes in an opened web browser you must refresh your browser to see the new changes.
- Never name anything index.html or default.html. These names are reserved and have special functions.
- Organization is important:
 - Put all your images in the “images” folder
 - Put all pages your create in the “pages” folder
- BE CAREFUL! Certain fonts cannot be seen by every computer. If you pick a font that doesn’t come standard on computers, it will default to something else for the user. This webpage gives standard fonts for all computers.
<http://www.ampsoft.net/webdesign-l/WindowsMacFonts.html>
- When using backgrounds, keep them light. Otherwise text, the important part of the webpage, will be hard to read.

Suggestions?

If you have any suggestions for additions to this guide, please email me telling me so. If you have any troubles or questions, feel free to contact me via email.

cyoung@gcs.neric.org

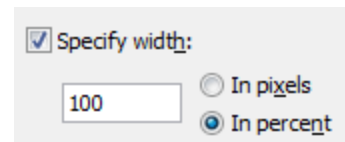


Figure 7