Web editing basics training

Overview

Login to website

1. Click on "Site" from your top toolbar and select "Open Site."

Development server	ftp://dev.umkc.edu/www.umkc.edu/sitename	You can test changes here before they are viewable to the public.
Production server	ftp://www.umkc.edu/www.umkc.edu/sitename	This is the live web server. Never make edits here before testing them on the development server first.

2. You will set your site up as the development server. You will be asked if you want to edit the live site – select yes.

3. After you have opened your site, go to "Site" and select "Publishing Settings." Here you will enter the production server. You will just enter the first part – ftp://www.umkc.edu/www.umkc.edu and then under Directory, you will enter /sitename.

4. It is important that your development site is up-to-date to use these settings. If not, when you publish a page from the development server to the production server, it will overwrite any newer changes that you have made just on the production server.

What you see

1. Toolbars (top)

2. Folder list (left)

    • Folders keep your files organized. Common names are images, CSS, script and documents.
    • Common document types are:

File extension	Software name	Type of software
.htm, .html, .asp, .aspx, .cfm	Various	Web pages
.jpg, .gif, .png	Various	Images
.xls	MS Excel	Spreadsheets
.pdf	Adobe PDF	Portable document

3. Views (at the bottom, only after a page is opened)

    • Keep the view on **Split** in order to see the code view and design view simultaneously.

2. Tab navigator

    • Click anywhere in a page, and the path on this bar will change, showing you what tags exist around that particular spot. If you click on a tag in the bar, it will select that entire tag in both design and code view.
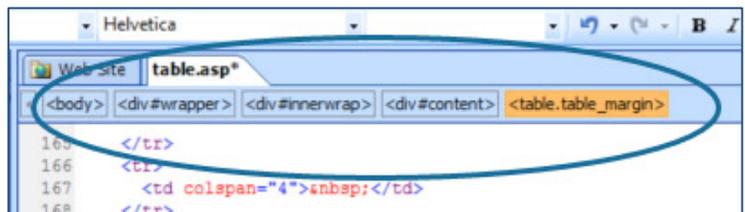
Open a page

1. Find the page.

    - Open the website in a browser (like Firefox) and find the page you want to edit. In the address bar, you'll see the name of the page.

    - The home page is usually called index or default.

2. Open the page in Microsoft Expression Web.

    - Double click the file in the folder list that matches the page name in the URL.

Edit text

Keep in mind that people do not read on the Internet. They scan. Because of this, it's a good idea to avoid long paragraphs of text and try to break information out into smaller, digestible bits.

1. Click where you want to edit or select text you want to replace. When selecting text, keep an eye on the code view to make sure you're not selecting too much.

2. Paste text from word.

    - In Word, copy the text you want on your web page

    - In Expression Web, click on the page the area where you want to paste.

    - On the Expression Web toolbar, click Edit, Paste text…select Plain text.

> **TIP: plain text**
> When copying from another document, use **Plain Text** to avoid creating extra styles that will need to be deleted later.

3. Format the text.

    - On the toolbar, you can use bold, italics and the ordered and unordered list buttons.

    - Use the enter/return key to create new paragraphs, or hold down the shift key while using the enter/return key to create a soft return, or line break.
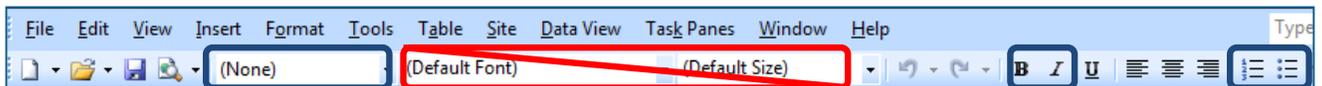
4. Change font style and size by using tags.

    - **Do not change the font style, size or color using the dropdowns!** A number of different styles have already been created for the site and are available under the first dropdown by selecting paragraph or heading tags.

Start tag	Style	End tag
<p>	Paragraph	</p>
<h1> through <h6>	Headings	</h1> through </h6>
	Unordered list (bullets)	
	Ordered list (numbering)	
	List item	
 	Break	No end tag necessary

Add an image

1. Rename files.

   - Make sure there are no spaces and avoid special characters. (Hyphens and underscores can be used in place of spaces.)

2. Resize images.

   - Images should be sized to the same size as the images on existing pages. To find an image size, right click on an image in a browser and choose **Properties** to see the **Dimensions**.

3. Publish files.

   - Copy and paste files to the images folder on the web server.

4. Insert a new image.

   - Click where you want the image to appear and then click the **Insert** menu, then **Picture, from file.** Navigate to the image you want to insert. Click **Open.**

   - When inserting images, a dialog box appears so that you can add alternate text. Use alternate text to assist the visually impaired. Be descriptive.
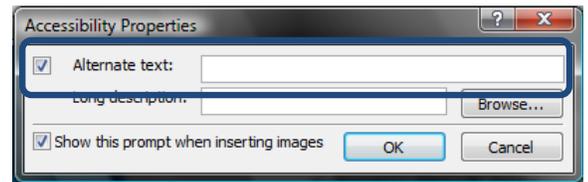
5. Replace an image.

   - Double click an existing image to replace it, select **Browse** and find the new image. Update the alternate text.
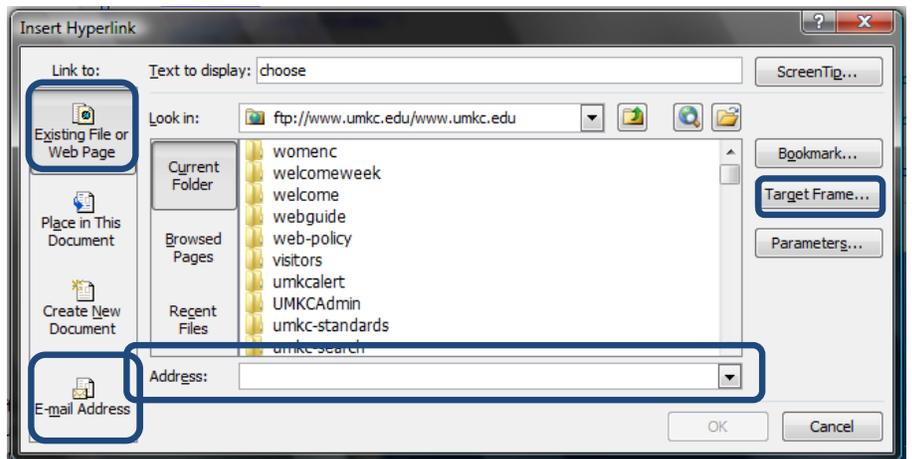
Add or edit a link

1. Select the text you want to turn into a hyperlink.

2. Hover over the selected text and right click.

3. Select **Hyperlink**.

   - Internal links: select the page from the list.

   - External links: paste the URL into the **Address** box. Links to any document or external page should open in a new window. Click the **Target Frame** button and select **New Window**.

   - Email links:
     click the **Email Address** tab and paste the email field in the **Email Address** field.

Add a page

1. Before creating a page, first consider the purpose of the page.

   • Is it needed for a long-term reason, or is it temporary (for an event)? If it's temporary, then consider adding it in a place where it can be easily removed (resources column) rather than the main navigation.

   • Is the page content longer than two pages? If so, maybe it should be a downloadable document instead of a page.

2. Find a reference page.

   • Open a page that has a similar layout to the one you want to add. Click **File > Save as**.

   • When naming the new page, keep in mind that the name should have no spaces (but you can use hyphens between words).

3. Update meta tags for the page.

   • Make sure **Split view** is selected and scroll to the top of the code. Update the tags shown below with title, keywords and description relevant to the page:

```html
<title>Communication Studies - UMKC</title>
<meta name="Description" content="Enter a brief description of the content on this page here">
<meta name="Keywords" content="Enter some keywords, relating to the content, on this page separated, by com
```

4. Update the navigation.

   • The navigation section on each page is created as an include file so that you don't have to update the list on every single page in order to make a change.

   • To find out which include file is being used on a page, click in the design view where the resources would appear. The code view will then reveal the file name of the included file.

   • Open the include file and make edits.

   • Make sure that you are updating the URLs to match the format of the other navigation items.

```html
<div id="sidebar">
  <ul>
    <li><a href="http://www.umkc.edu/future-students/"> Future Students</a></li>
    <li><a href="http://www.umkc.edu/current-students/">Current Students</a></li>
    <li><a href="http://www.umkc.edu/parents/">Parents</a></li>
    <li><a href="http://www.umkc.edu/alumni-friends/">Alumni and Friends</a></li>
    <li><a href="http://www.umkc.edu/visitors/">Visitors</a></li>
    <li><a href="http://www.umkc.edu/faculty-staff/">Faculty and Staff</a></li>
  </ul>
</div>
```

Test and publish changes

1. Click **File > Save**.

2. Navigate to the page in a browser and change the **www** in the address bar to **dev**.

3. Check to make sure everything is formatted correctly and that there are no typos.

4. If everything is correct, go to Microsoft Expression Web and click on "Window" in your top toolbar. Select "Site View." At the bottom of the page, you'll have several options for which site view you want – select "Publishing."

5. Navigate within the development site to the page you have made changes to and make sure you have the production site in the same place. Now simply select the changed page, and drag and drop it from the development site side to the production site side.

6. Go back to your browser and change the dev to www to preview the changes.

Creating and editing accordions

1. Make edits to existing accordions.

   - Simply click and edit text. The buttons for opening and closing accordions are **h3** tags and the text inside an accordion is often wrapped by an **accordion_space** div.

2. Add a new accordion.

   - Accordions require two pieces to function, a bit of code at the top of the page and the code that is visible in the design view.

   - Copy and paste javascript.
     Scroll to the top of the page in code view and copy and paste a line like the one shown below. In this example, you would change #acc3 to #acc4. Each accordion requires a unique ID.

     ```
     <script type="text/javascript">
         $j = jQuery.noConflict(true);

         $j(function() {

             $j("#acc1").accordion({active: false,collapsible: true,autoHeight: false,clearStyle: true});
             $j("#acc2").accordion({active: false,collapsible: true,autoHeight: false,clearStyle: true});
             $j("#acc3").accordion({active: false,collapsible: true,autoHeight: false,clearStyle: true});

         });
         |
     </script>
     ```

   - Copy and paste accordion code.
     Find the accordion you want to copy and paste in the design view and then click on the **accordion** tag in the **Tag Selector** bar to select the entire div. In this example, you would copy and paste the code below and change the ID (acc3) to acc4.

     ```
     <div id="acc3" class="accordion">
     <h3><a href="#">Additional requirements</a></h3>
     <div class="accordion_space">

     <p><strong>Natural Science (8 hours)</strong><br>
       Any eight credit hours from biology, chemistry, physics, environmental science, astronomy,
     select geology, physical science, etc. Courses must include at least one laboratory component.</
     strong></p>

     </div></div>
     ```

3. Delete an accordion.

   - Delete accordion code.
     Find the accordion you want to delete in the design view and then click on the **accordion** tag in the **Tag Selector** bar to select the entire div. Note the ID for the accordion and then hit delete.

   - Delete line of javascript.
     Scroll to the top of the page in code view and the line that uses the same ID as the accordion you deleted.

Basic HTML code reference

Most HTML tags have two parts, an opening tag and closing tag. For example, a div would look like this: <div>content</div>. Tags can be nested inside of each other, but the order works like an onion. The first tag opened should be the last tag closed.

<div> </div>
This tag is used to define sections of a Web page that can be manipulated in various ways. The <div> tag can contain nearly any other tag, but cannot appear inside other tags.

<p> </p>
This tag is used to create paragraphs.

This tag is used for hyperlinks and anchors and must include an href attribute. It does not have a closing tag.

<img src="image.jpg">
This tag places an image on the page, must include a **src** attribute pointing to the image file, and should include **height**, **width** and **alt** attributes. It does not have a closing tag.

<h1> </h1> …. <h6> </h6>
These tags are used for headlines. In general, h1 is used for the most important heading on the page and h6 for the least important.

> **BASIC PAGE STRUCTURE:**
>
> **<html>**
>
> **<head>**
> This is where you will find your page title, meta tags (keywords, description) and imported files (CSS, javascript, etc). This section is not visible in the browser unless you view the source code.
> **</head>**
>
> **<body>**
> This is where all the content of your page goes. Layout, all text, images and links will go in this section.
> **</body>**
>
> **</html>**

> **<ul>**
> **
Item one
**
> **
Item two
**
> **
Item three
**
> **
**

ul, ol, li
These tags are used for creating lists. If you want a list of bullets, you would use a <ul> tag around the entire section, and <li> tags between each bulleted item. You could do the same thing with a numbered list, or ordered list, by using the <ol> tag instead.

id, class
These attributes are used to label tags and can be used with CSS to apply a style or modify the appearance and layout of any tag. Ids should only be used once per page, but classes can be used as many times as needed on a single page.