

Chapter 1

Creating a Web Site with Expression Web

In This Chapter

- ▶ Starting Expression Web for the first time
 - ▶ Exploring the workspace
 - ▶ Creating and saving a new Web site
 - ▶ Using a template to create a new Web site
 - ▶ Opening, closing, and deleting Web sites
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 - ▶ Closing Expression Web
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In this chapter, you get started with Expression Web: You get familiar with the workspace and find out how to create and save Web sites. Before you hang your shingle as a Web publisher, though, you should understand what you're really doing when you create and publish a Web site. No doubt you've already seen a Web site. Web sites are the places you visit as you make your way around the World Wide Web. In the same way as a book is made up of individual pages, a Web site is made up of individual files called Web pages. *Web pages* contain the text, pictures, and other content you see when you visit a Web site.

As you construct a Web site, you create Web pages and then string the pages together by using hyperlinks. *Hyperlinks* are the highlighted words and pictures inside the page that visitors can click to jump to a different location, page, or Web site. Hyperlinks can also initiate a download or pop open an e-mail window.

After your site is complete, you *publish* it. In other words, you make the site visible to the rest of the world on the World Wide Web (or, if you're working on an internal company site, on the company's intranet). This process isn't automatic. For a Web site to be live, you must transfer the site's files from your computer to a *Web server*, a host computer that runs special Web server software and is connected to the Internet 24 hours per day.

If you're working on an intranet site, the publishing process is similar, except that only people with a password to access the intranet can view your site.

An *intranet* is an internal company network based on the same type of technology as the Internet, with access restricted to people within that company. Intranet sites generally contain information useful to company insiders, such as policies, collaborative tools, and department announcements.

Many people gain access to a host Web server by signing up for an account with an Internet service provider (or *ISP*) that makes Web server space available to its users. Others use a Web server maintained by their workplaces or schools. Another option is to sign up with one of the many hosting companies that offer server space for free.

Starting Expression Web for the First Time

The first time you start Expression Web, you need to jump through a few basic setup hoops before you can get down to building your site.

To get started, on the Windows taskbar, choose Start⇨All Programs⇨Microsoft Expression⇨Microsoft Expression Web. Expression Web opens. What happens next varies. Here are some dialog boxes you may encounter and instructions for how to handle them:

- ✓ A dialog box may prompt you to enter your name and initials. Expression Web uses these details to identify the Web sites and pages you create and modify. If necessary, in the Name and Initials text boxes, enter your name and initials, and click OK.
- ✓ A message box prompts you to make Expression Web the default Web page editor for HTML documents, which is another way of saying "Expression Web wants to become the go-to program whenever you want to create or update a Web page. Okay?" If you want to make Expression Web your default HTML editor (and we suggest that you do), click the Yes button.

If you click No, this message continues to pester you each time you launch Expression Web unless you turn it off by deselecting the Always Perform This Check When Starting Expression Web option.

- ✓ The Privacy Options dialog box appears, prompting you to select options for tracking how Expression Web performs on your system and reporting information back to Microsoft. We suggest that you select both options. The Expression Web development team uses this information to make future versions of Expression Web better.

- ✓ A dialog box appears, prompting you to sign up for the Microsoft Update service. This service offers automatic updates for Expression Web and other Microsoft programs installed on your system. We suggest that you choose to download and install updates when they are available.

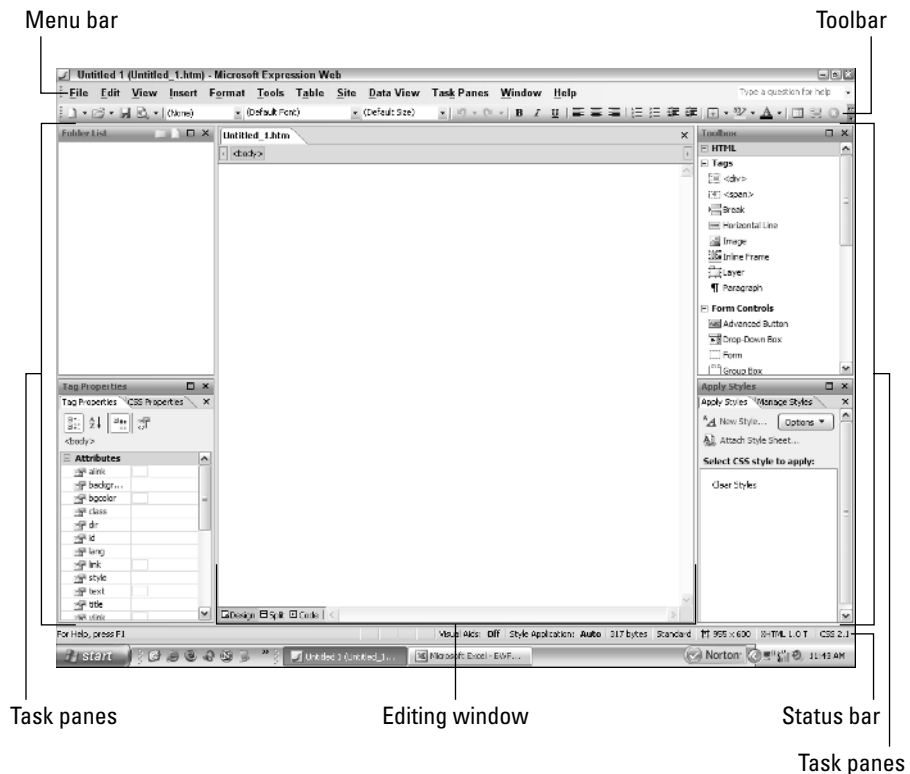
Your screen should look like the one shown in Figure 1-1. If it doesn't look like it, close the program and restart it.

Expression Web has found the My Documents folder on your hard drive and, inside it, has created a new folder named My Web Sites in which to store all the Web sites you build.



Although Expression Web appears to be ready for you to start adding content to the blank page that appears, please don't. You must first *create a Web site*, which is a specially designated folder in which Expression Web stores all pages associated with the site. We tell you how to create a site in the section "Creating and Saving a New Web Site," a little later in this chapter.

Figure 1-1:
Expression
Web as it
appears
the first
time you
launch the
program.



Touring the Expression Web Screen

Now that you're here, allow us to show you around the Expression Web workspace so that you can start getting comfortable.



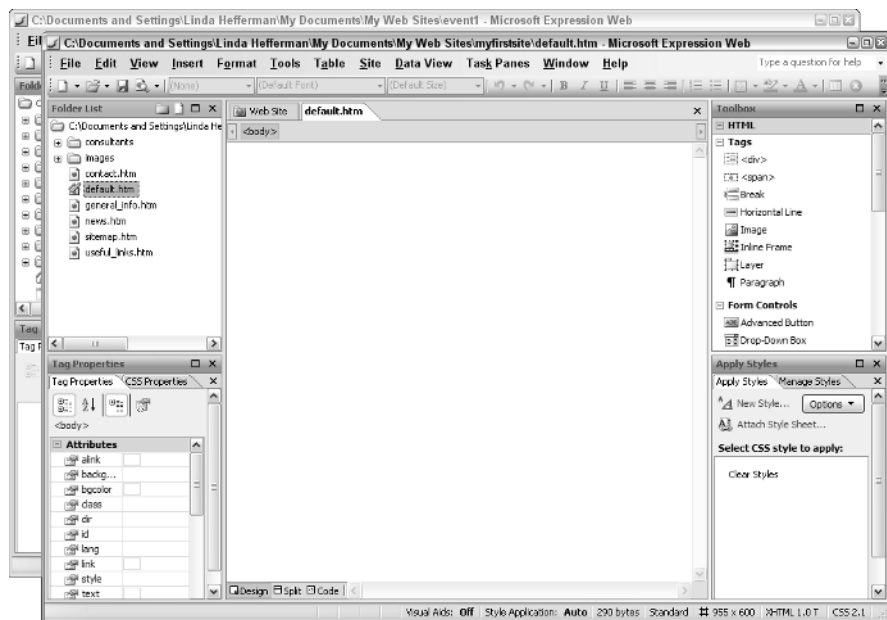
As you get used to working with Expression Web, you may want to customize the workspace so that everything you need is visible on the screen and the features you don't use are tucked away from view. You can begin with the simple tour that follows, but when you're ready, feel free to experiment with the layout of the Expression Web workspace.

To start the tour, step right this way. . .

Workspace

The *workspace* is where you build your Web site and all its Expression Web parts (refer to Figure 1-1). If you have more than one Web site open at the same time, each Web site appears in its own Expression Web workspace window (see Figure 1-2).

Figure 1-2:
Each
separate
Web site
has its own
workspace
window
with the
path and
title of the
Web site.



Menu bar and toolbars

Like most other Windows programs, the *menu bar* at the top of the workspace contains all the Expression Web commands. You find buttons for the most commonly used commands on the *Common toolbar*, located just below the menu. (Expression Web has many more toolbars, which contain buttons for commands specific to a particular function. To show other toolbars, choose View⇨Toolbars and then click the name of the toolbar you want to see.)

The Standard toolbar deserves special mention. It contains a handful of useful buttons not found on the Common toolbar — such as Spelling, Print, Cut, Copy, and Paste and the Format Painter — but doesn't have as many text formatting options. We suggest using the Common toolbar most of the time, and then popping open the Standard toolbar if you find that you need quick access to its buttons.



Because the Common toolbar contains a lot of buttons, not all of them show up if your screen resolution is set to 1024 x 768 or lower. Click the down arrow at the far-right end of the toolbar to see all the buttons.

You can customize Expression Web toolbars by adding or removing commands. To add a command to a toolbar, follow these steps:

1. **On the right side of the toolbar you want to customize, click the down arrow.**
2. **Choose Add or Remove Buttons⇨Customize.**
The Customize dialog box appears.
3. **If the Commands tab isn't already showing, click it.**
4. **In the Categories list box, select the menu containing the command you want to add.**
5. **In the Commands list box, click and drag the command onto the toolbar.**



As you drag, the cursor turns into an arrow pointing to a button.

As soon as you arrive at the toolbar with your command in tow, an insertion point — it looks like a capital *I* — shows you where the button for the command would appear if you were to release the mouse button.

6. **Move the cursor along the toolbar until the insertion point arrives at the spot on the toolbar where you want the button to live, and then release the mouse button.**

Voilà! The button appears on the toolbar.

7. If you want to add more buttons to the toolbar, repeat Steps 4 through 6 for each button addition. When you finish, click Close in the Customize dialog box.



To remove a button from a toolbar, drag it down and off the toolbar. Expression Web is picky about certain toolbar buttons. If you try to remove a toolbar button and it doesn't budge, you can't remove it. Expression Web always lets you remove a button you added, though.

The Expression Web menu bar and all its toolbars can be dragged around the screen as free agents or fixed in various locations (called *docking*). When you first launch Expression Web, the menu bar and Common toolbar are docked at the top of the screen.

To move a docked toolbar, follow these steps:



1. Move your cursor over the left edge of the menu or toolbar until the cursor turns into a four-pointed arrow.
2. Drag the toolbar away from its original location toward the center of the screen.

The menu bar or toolbar pops away from its location, and its title bar appears.

When you let go of the mouse button, the toolbar stays where you left it. You can move it somewhere else by dragging its title bar.

You can redock the menu bar or a toolbar on any of the four sides of the workspace window. To do so, drag the menu bar or toolbar where you want it and, when it pops into its new spot, release the mouse button.

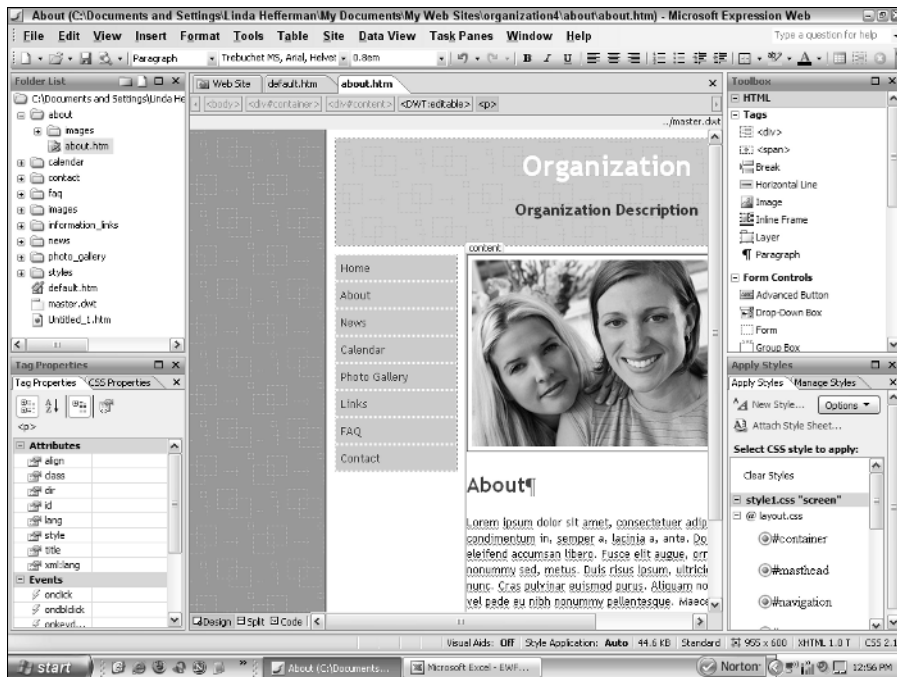


Expression Web Help tells you more about customizing the menus and toolbars. To launch Help, choose Help⇨Microsoft Expression Web Help or press F1.

Editing window

The editing window takes up the majority of the Expression Web workspace. That's where you add text, pictures, hyperlinks, and other goodies to your Web pages. The filename of each open Web page appears on its own tab. Figure 1-3 shows a Web site with two Web pages open in the editing window. You can flip between pages by clicking the pages' tabs or by pressing Ctrl+Tab or Ctrl+Shift+Tab. Expression Web points out pages that contain unsaved changes by placing an asterisk next to the filename, like this: `default.htm*`.

Figure 1-3:
This Web
site has two
pages open
in the edit-
ing window:
default.
htm and
about.
htm.



When you open a Web site, a Web Site tab also appears in the editing window. This tab shows you the site's list of files and folders or the contents of the folder selected in the Folder List task pane. Chapter 13 gives you detailed information about this tab. (In Chapter 2, we cover how to add and organize Web pages). To close an open Web page, click the X button in the right-hand corner of the editing window.

The editing window contains three different views: Design, Code, and Split:



- ✓ **Design view** shows you a rough idea of what your Web page will look like to your visitors, and you're likely to spend much of your time here.

Design view only *approximates* how your pages will look when viewed with a Web browser, such as Internet Explorer, Mozilla Firefox, or Netscape. How your page looks to your visitors depends on their individual browser settings, which can vary from person to person. We tell you how to pre-view your pages in different browsers in Chapter 2.

- ✓ **Code view** displays the page's underlying HTML code. No matter whether you know HTML, you can rest assured that the Expression Web code tools

are superb. (The same could not be said of its predecessor, Microsoft FrontPage.)

- ✓ **Split view** is the best of both worlds. A moveable bar divides the editing window, with Code view on the top and Design view on the bottom. Using Split view, you can work in the comfort of Design view while watching the page's underlying code change in real time. (And vice versa: If you make changes to the code, you can press F5 to see the results in Design view.) To change the size of each view, click the divider bar and drag it up or down.

Switch between views by clicking the buttons at the bottom of the editing window or by pressing Ctrl+PgUp or Ctrl+PgDn.



Split view might indeed be one of the strongest Expression Web features, especially if you're an HTML newbie. Expression Web writes such clean, by-the-book code that if you pay attention as you build your Web pages, you pick up HTML almost painlessly. Why learn to use HTML? As powerful a program as Expression Web is, as you become experienced with Web design, you find that it's often easier to tinker with code than to wade through commands and dialog boxes. We gently introduce you to bits of code so that your introduction to HTML feels more like stepping into a kiddie pool than plunging headlong into the icy deep end.

Quick Tag Selector bar

Look beneath the tabs in the editing window: That's the Quick Tag Selector bar. Click anywhere on your Web page, and the Quick Tag Selector bar shows you all the HTML tags that apply to the item you clicked. You can click a tag to select the element. For example, click `<p>` to select the whole paragraph in Design view or Code view (or in both if you're in Split view). Click the down arrow next to a selected tag for more options. We cover using the Quick Tag Selector bar in more detail in Chapter 14.

Task panes

Surrounding the editing window on either side are *task panes* for working in detail with various aspects of your Web pages. They become useful as you begin building and refining your site. When you launch Expression Web, the Folder List task pane appears in the upper-left corner; the Tag Properties and CSS Properties task panes are located below it, in the lower-left corner. On the other side of the editing window, the Toolbox is in the upper-right corner, with the Apply Styles and Manage Styles task panes in the lower-right corner.

Expression Web has many other task panes for working with other controls. All are listed on the Task Panes menu. Depending on what kind of Web site you're building, you use some task panes more than others, but you will find the Folder List task pane invaluable for managing your site's folders and files. And the style-related task panes (Apply Styles, Manage Styles, and CSS Properties) become your best friends as you format your pages to look the way you want. (We get into detail about styles in Chapter 7.)

As with the menu bar and the toolbars, you can move and dock task panes. For example, if you want more screen real estate for the editing window, move all your task panes to one side or close the ones you aren't using.

To move a task pane, follow these steps:

- 1. Move your cursor over the task pane's title bar until the cursor turns into a four-pointed arrow.**

You can also right-click and, from the pop-up menu that appears, choose Float.

- 2. Drag the task pane away from its original location toward the center of the screen.**

The task pane pops away from its location.

- 3. Keep the mouse button down (and don't let go) until the task pane is where you want it (and *then* let go).**

If the task pane ends up in entirely the wrong place, don't worry. Simply grab hold of its title bar and drag it again.



Task panes are friendly screen elements that like to hang out with other task panes more than they like floating around the screen by themselves. This characteristic can be frustrating when you first start moving the task panes around the workspace window.

You might notice this behavior. If you move a task pane on top of another task pane, they join together into one big task pane family. Although this behavior can be aggravating if that isn't what you want, it's actually a feature. In Figure 1-4, we dragged the Tag Properties (with CSS Properties in tow) into the Apply (and Manage) Styles task pane. (We made it a little bigger so that you can see all the tabs.)

In a task pane group, click the right and left arrows to scroll through the different task panes. Each task pane's name appears on a tab. The active task pane's tab sits on top of the other tabs, and its name appears on the group's title bar.

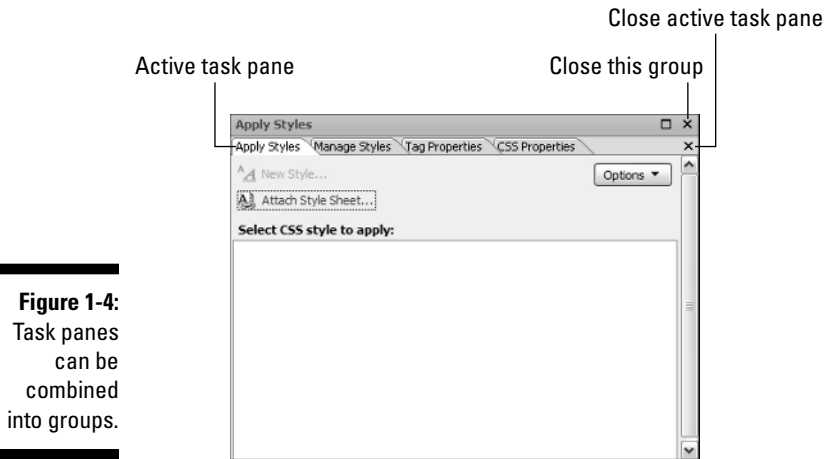


Figure 1-4:
Task panes
can be
combined
into groups.

To make a task pane active, click its tab. To close the active task pane, click the X on the tab bar. To close a whole group of task panes, click the X on the group's title bar.



If you don't like your new task pane arrangement and you want to go back to the way Expression Web placed them, choose Task Panes⇨Reset Workspace Layout.

Status bar

The bottom edge of the workspace window contains a few more useful goodies, such as the page size dimensions now displayed in Design view and which version of HTML Expression Web is using to write your Web page's code. (The default is XHTML 1.0 Transitional.) This may not mean much to you now, but you find out more about setting the Design view dimensions in Chapter 8, and we talk about HTML versions in a sidebar in Chapter 14.

Creating and Saving a New Web Site

If you already read the first part of this chapter and did enough idling, it's time to rev the engines and create your first Web site.

Here's how to create and save a Web site with one page: the default home page.



The care and naming of Web sites

Because you most likely will create and save more than one Web site, you should think about how you want to organize your sites' files and folders now, when you're just getting started. If you don't have any other Web sites in your My Documents folder, Expression Web saves your first Web site's files in the folder `My Documents\My Web Sites\mysite`. When you create another new Web site, Expression Web adds another Web site folder inside `My Documents\My Web Sites`, named `mysite2`, and places your new site's files there. The next folder is named `mysite3`, and so on. Left to its own devices, Expression Web creates a folder-and-file structure for each new site inside the My Web Sites folder.

Although this method does keep everything nice and tidy and separate, the problem is that it doesn't scale well if you create more than a few sites. Is the site you created for Aunt Martha's knitting club `mysite6` or `mysite16`? We suggest that you choose intuitive names for your Web sites that indicate what the sites are about (like `knitclub` or `marthaknit`). We also suggest that you store all your Web sites inside the My Web Sites folder, which keeps them separate from the morass of files in My Documents, sequestered in their own little Web site world.

To create and save your first Web site, follow these steps:

1. With Expression Web running, choose **File**⇨**New**⇨**Web Site**.



You can also click the drop-down arrow to the right of the New Document button on the Common (or Standard) toolbar and choose Web Site.

The New dialog box appears with the Web Site tab displayed, as shown in Figure 1-5. The General and One Page Web Site options are selected. The Description box displays a helpful little blurb about what the selected options do.

The Specify the Location of the New Web Site text box displays the full path and default folder name of the Web site. If you have no other Web sites in My Documents, Expression Web assumes that you want to create a unique folder for your Web site within the My Web Sites folder. In this case, the path probably looks something like this: `C:\Documents and Settings\your user name\My Documents\My Web Sites\mysite` (or `mysite2` or `mysite3`, for example).

Note: If you share a computer with other people and use the Windows system of users and passwords to maintain separate settings, the My Documents folder is located inside the Documents and Settings folder, in a subfolder identified by your username.

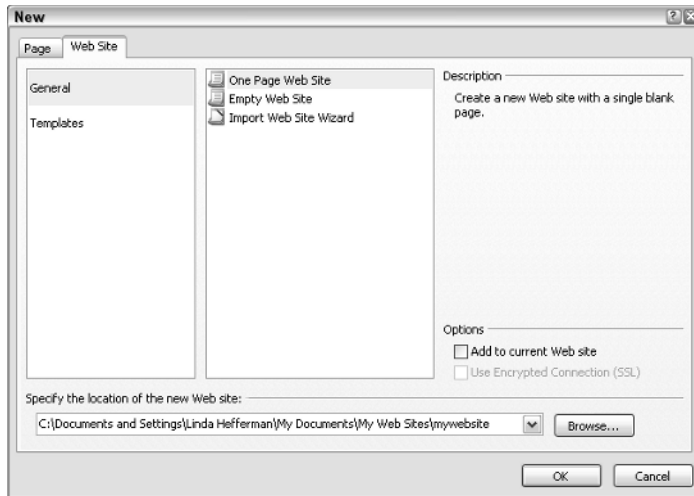


Figure 1-5:
The New
dialog box.

2. **Type over the default folder name that Expression Web has assigned for the Web site, and enter your own, unique folder name.**

The easiest way to do this is to click twice at the end of the path shown in the Specify the Location of the New Web Site text box and press the Backspace key to erase the default folder name (leave the \ in place). Then type a name for your Web site folder.



When naming folders, try to use only lowercase letters and underscores (_) rather than spaces. Current standards require that filenames and pathnames be in all lowercase; whenever you are working with anything Web related, it just makes good sense to follow this simple rule. Also, try keeping your folder names short. See the earlier sidebar “The Care and naming of Web sites” for more information.

The full path should now look something like this: C:\Documents and Settings\your name\My Documents\My Web Sites\folder_name, where folder_name is your Web site name.

3. **Click OK.**

The dialog box closes, and Expression Web opens a new workspace with your Web site and its default.htm home page (if you chose to create a one-page Web site).

To create additional Web sites, follow these steps again. Each new site opens in its own workspace window.



When you launch Expression Web, it opens the last Web site you were working on, to the last page you had open.

Congratulations — you created your first Web site! You're now ready to take the next step, which could be in any number of directions:

- ✓ If you want to get to work adding content to your new home page, go to Chapter 3, which talks about text, that most fundamental element of most Web pages.
- ✓ To add more Web pages to your Web site, go to Chapter 2.
- ✓ If you're not sure where to go from here, read on.

Creating a New Web Site from a Template

Templates are a good place to start if you need to throw together a Web site quickly, or if the prospect of building a site from scratch seems daunting. Expression Web comes with templates for several types of sites. Use the template that most closely approximates the site you want, and then tweak it to your heart's content:

- ✓ **Organization:** Use one of these templates to design a Web site for your professional organization or club. Visitors can read news, look at photos, view an FAQ (frequently asked questions) page and find out how to contact you.
- ✓ **Personal:** Use one of these templates as a springboard for designing your own, personal Web site. You can add your résumé and contact information, as well as a photo gallery of your work or a page listing downloadable documents or links.
- ✓ **Small Business:** These types of templates are ideal for quickly building a Web site for your small business. They contain predesigned pages for news posts, press releases, products, services, and promotions; a links page for more information; a site map; and contact information.



Even if you don't end up using a template as the basis for your Web site, you may want to take a look at what pages the Expression Web templates contain and how they're organized, to get ideas about how to put together your own site.



All Expression Web site templates use a *Dynamic Web Template (DWT)*. A DWT contains common elements (such as logos and navigation links) that appear on every page in the Web site so that it looks cohesive. A DWT can save you a lot of time because after you build the template and apply it to a new page, all you need to add is the content specific to that page. We talk about Dynamic Web Templates in Chapter 11.

To create a new Web site by using a template, follow these steps:

1. With Expression Web running, choose File⇨New⇨Web Site.

2. Click Templates.

A list box appears, showing variations on the different types of templates. When you click a template name, Expression Web shows you a picture of what the Web site template looks like in the Preview area.

3. In the list box, click the template you want to use.

4. In the Specify the Location of the New Web Site text box, enter the name of the new Web site folder or accept the default given by Expression Web.

We describe how to change the Web site folder name earlier in this chapter.

If you want Expression Web to store the Web site's files in another location, click the Browse button and, in the New Web Site Location dialog box, navigate to the folder you want and click the Open button. The dialog box closes, and you return to the New dialog box. The path you chose appears in the Specify the Location of the New Web Site text box.

If you want Expression Web to place the template in the Web site you have open, select the Add to Current Web Site check box in the Options area of the New dialog box.

5. In the New dialog box, click OK.

If another Web site is already open in Expression Web when you create a Web site from a template, the Web site you just created appears in a new workspace window.

After Expression Web creates the new Web site, a bunch of folders unfurl in the Folder List task pane and on the Web Site tab. You see a file named `default.htm` marked with a little house icon — that's the site's home page. (We talk more about home page filenames in Chapter 2.) You also see a file named `master.dwt`, which is the site's Dynamic Web Template. It contains the design elements common to all the pages in the site.



Building your site from one of these templates can be confusing if you're new to using CSS styles to format and position page elements, or if you've never worked with Dynamic Web Templates. But the templates are great examples of how these technologies work together to build a Web site. (In Chapter 9, we walk you through a template's code step by step.) If tinkering with actual changes seems too daunting, just create a site from a template and have a look around. At the very least, you will probably come away with some ideas.

Opening an Existing Web Site in Expression Web

You can open most Web sites regardless of whether they were created in Expression Web. Use the Open Site command to open Web sites whose files are stored on your computer's hard drive or on a network drive.

To open a Web site located on your hard drive or on a network drive, follow these steps:

1. With Expression Web running, choose **File**⇨**Open Site**.



You can also click the arrow next to the Open button on the Common toolbar and choose Open Site.

The Open Site dialog box appears, with the Web Sites location listed in the Look In text box.

What about ASP.NET?

As we're sure you've already discovered, Expression Web is a complex program, full of features that the beginning-to-intermediate Web designer (that's you!) are likely never to use. For example, in Expression Web you can create two types of Web pages: regular Web pages, also known as *HTML pages*, and *ASP.NET* pages.

An ASP.NET page looks, to the casual Web surfer, like any other Web page. But from the Web designer's perspective, ASP.NET pages are vastly more powerful and complicated to build. ASP.NET pages can interact with Web server-based databases and other sources of live data and have specific hosting requirements. (They must eventually be published on a Web server that supports ASP.NET 2.0.) As such, they fall into the intermediate-to-advanced category, which is outside the scope of this book.

That isn't to say that you shouldn't try your hand at creating ASP.NET pages. If your Web hosting provider supports ASP.NET 2.0 and you're feeling

adventurous, go ahead and experiment with the Expression Web ASP.NET tools. The nice thing is that the features are there if you need them but don't get in your way if you don't.

If you think that you want to give ASP.NET a spin, here are a few resources for finding out more:

- ✓ Wikipedia, at <http://en.wikipedia.org/wiki/Asp.net>, clearly describes what ASP.NET is all about.
- ✓ Expression Web Help covers the basics of creating ASP.NET pages in Expression Web, as well as how to use the different ASP.NET task panes and tools. The Help feature also explains the different ASP.NET controls and how to add them to `.aspx` pages. Choose Help⇨Microsoft Expression Web Help and then click ASP.NET.
- ✓ Visit the Microsoft ASP.NET Developer Center at <http://msdn.microsoft.com/asp.net> to find out about ASP.NET and the tools that use it.



The Web Sites location is sort of a virtual bookmarking list for Web sites that have been opened in Expression Web, regardless of whether they were originally created in Expression Web. For example, if you open a site created in Dreamweaver or FrontPage in Expression Web, it appears in this list.



If you delete or move a Web site in Windows Explorer, the reference to it still appears in the Web Sites list. It doesn't mean that the site is still there; it just means that Expression Web remembers that the site *was* there once upon a time in recent memory. If you try to open the site and the location is out of date, you get an error message. For this reason, you should always delete a Web site from within Expression Web. (We tell you how, later in this chapter.) To remove an outdated Web site pointer from the list, right-click and choose Remove.

If you don't see the Web site you want to open, find it by using the shortcuts on the left side of the dialog box.

2. Double-click the Web site, or click to select it and then click Open.

The Web site opens in a new workspace window.

Adding Existing Files to a Web Site

Let us compare a Web site to a manila file folder for a minute — any container that can hold a bunch of stuff related to a particular project. If you're redesigning your son's bedroom, for example, your file folder might contain a random assortment of bits and pieces: fabric swatches, paint chips, pages torn from magazines, and rough sketches of the furniture layout.

Think of your Web site folder in a similar way. It should contain all the random files you will use for your Web site, regardless of whether you include them in their final form. For example, you may have written some brainstorming notes about the text for certain Web pages in Microsoft Word. (We talk about pasting text into Web pages in Chapter 3.) Or, you might have created some PDF files that you will make available for download. You also might have created a logo and some icons and cropped and sized a collection of photos in your graphics program. (We cover including pictures in a Web site in Chapter 5.)

All these files can and should go into your Web site folder, by either dragging them directly into your Web site's Folder List task pane or importing them. There are two reasons for this:

- ✓ If you're going to use the file in its final form (such as a picture file or a downloadable PDF), Expression Web needs to have the file in the Web site so that it can create and maintain working links to that file. This ensures that when you publish your site on the Internet, all the files for the Web site get copied to the host server correctly. (You can exclude

files you don't need in their final form, such as text documents, when you publish your Web site. We show you how in Chapter 12).

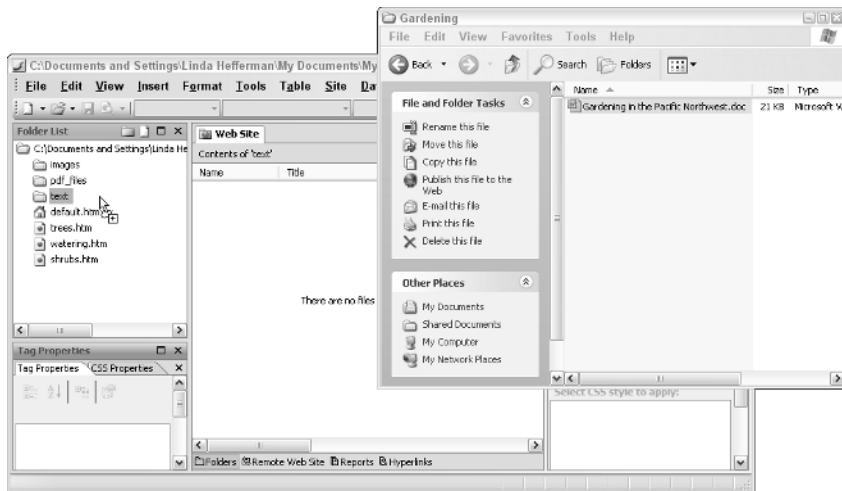
- ✓ Keep everything in one place so that you don't have to remember where all your stuff is.



You can open documents and work on them in their original programs from within Expression Web. For example, if you import a Microsoft Excel spreadsheet into your Web site, double-click the file's icon in the Folder List task pane to open it in Microsoft Excel.

If you have one or two files to bring into your Web folder, it's a snap to drag them from a folder on your computer or network into your Web site's Folder List task pane directly into a specific folder, as shown in Figure 1-6.

Figure 1-6: Drag files from your computer into the Expression Web Folder List task pane.



If you have several files in different locations, or if you want to bring in entire folders, you can load everything into the Import dialog box and import everything in one fell swoop. When you import a file, Expression Web places a copy of the file inside the open Web site and leaves the original file and its location unchanged.



In this section, we show you how to add existing files to the Web site that's open in Expression Web. To import an entire Web site from the Internet into Expression Web, take the Import Web Site Wizard for a spin. (We explain how later in this chapter.)

In the following steps, we show you how to import single files from your computer or local network into the Web site that's open in Expression Web. At the end of this set of steps, we tell you how to import entire folders.

1. With a Web site open in Expression Web, choose File⇨Import.

(If the File⇨Import menu item is grayed out, in the Folder List task pane, click the Web site's top-level folder to select it, and then choose File⇨Import again.)

The Import dialog box appears.

2. In the dialog box, click the Add File button.

The Add File to Import List dialog box appears. You use this dialog box to poke around your hard drive or local network to find the files you want to import.

3. Navigate your hard drive or local network and select the files you want to import.

To select multiple files, press and hold down the Ctrl key while clicking file icons in the Add File to Import List dialog box. To select a range of files, press and hold down the Shift key while clicking the first and last file icons. If you don't see the file you want to import, from the Files of Type list box, choose All Files (*.*) .

4. Click the Open button.

The Add File to Import List dialog box closes, and the file appears in the import list in the Import dialog box.

5. To add another file to the import list, repeat Steps 2 through 4. When you're finished, click OK to close the dialog box and import the files.

If you would rather put off importing the files, click the Close button in the Import dialog box. Expression Web saves the import list and closes the dialog box, which you can later access by choosing File⇨Import.

To import a folder into your Web site, in Step 2 of the preceding list, click the Add Folder button. The File Open dialog box appears, enabling you to choose the folder you want to import. Click the folder and then click the OK button. The File Open dialog box closes, and the folder's contents appear in the import list.

Deleting a Web Site

If you have old Web sites lying around on your computer or network and taking up precious storage space, feel free to get rid of them. May we suggest, however, that you take a good look around *first*? You might have used a particularly nice combination of colors or a page layout that you want to hang on to for future reference.



Although you *can* delete a Web site by using Windows Explorer, we recommend doing all your Web site file cleanup from inside Expression Web. This way, Expression Web stays in the loop about your site's whereabouts.



Okay, there's *one* advantage to using Windows Explorer to delete a Web site: The site's files get thrown into Recycle Bin, giving you a chance to retrieve them if you have a change of heart. But Expression Web gives you another option, which we explain in the following instructions.

To delete a Web site that's open in Expression Web, follow these steps:

1. **In the Folder List task pane, click the Web site's top-level folder and then press the Delete key.**

Alternatively, in the Folder List task pane, right-click the Web site's top-level folder and, from the pop-up menu, choose Delete.

The Confirm Delete dialog box appears and warns you that deleting a Web site is a permanent action. It also gives you two options:

- *Delete only hidden metadata files from this Web site, preserving all other files and folders.* This option tells Expression Web to pretend that the Web site doesn't exist when listing Web sites in the Open Site dialog box, but doesn't delete the files and folders. This choice is a good one if you think that the Web site contains some elements that you might want to use in the future.
- *Delete this Web site entirely.* This option is a one-way street. After you select it and click OK, the Web site is toast.

2. **In the dialog box, select the Delete This Web Site Entirely option and then click OK.**

The dialog box closes, and Expression Web deletes the Web site.

Closing a Web Site and Closing Expression Web

Closing a Web site is easy. You can use either one of these methods:



- ✓ Click the X in the right-hand corner of the workspace window. If you have only one Web site open, this method also closes Expression Web.
- ✓ Choose File⇨Close Site. Use this option if you want to close the current Web site but keep Expression Web running.



To close Expression Web, close the last open Web site or choose File⇨Exit.

If you haven't saved your files yet, Expression Web prompts you with a friendly reminder to do so before closing.

