

## Section 3

# Open, Save and Close

By the end of this Section you will be able to:

Open an Existing Page

Use Views

Use Preview

Close a Page

Create a New Page

Save a New Page

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## Exercise 15 - Opening a Page to Edit

### Guidelines:

Web pages can easily be opened in *Expression Web* for editing.

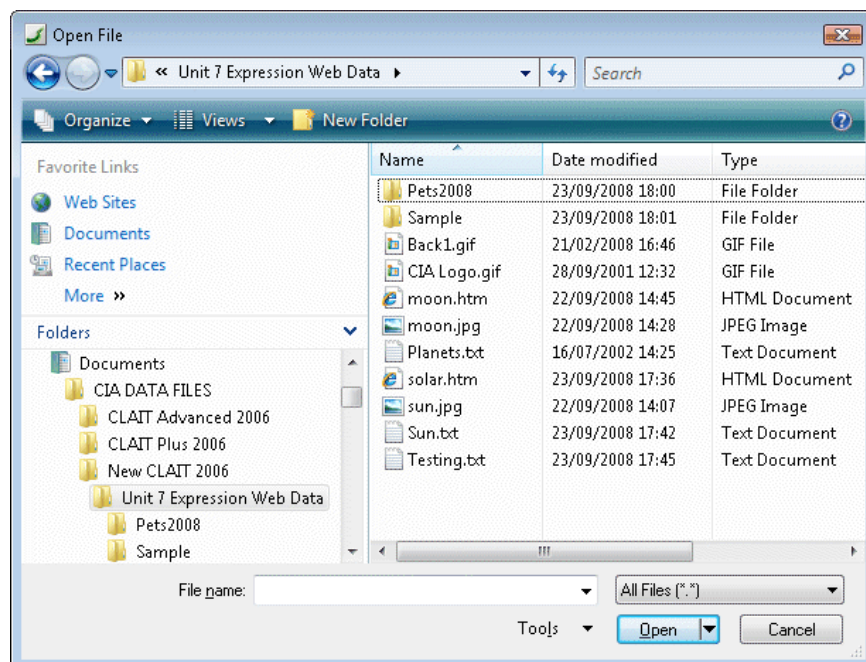
### Actions:

1. Open *Expression Web*.
2. To close the currently open page, select **File | Close** from the menus, or click the **Close** button for the page.



*Note:* If a previous site is opened, (indicated by a **Web Site** tab above the **Content Area**) select **File | Close Site**.

3. Select **File | Open** to display the **Open File** dialog box.
4. The default **Web Sites** folder is displayed. Navigate to the supplied data folder, **Unit 7 Expression Web Data**, to display a list of contents. (see *Note on Page 4*).



5. Select the page named **solar.htm** and click **Open**. The page is opened in the **Content Area**.

*Note:* The file extension **.htm** (or **.html**) is an abbreviation for **HyperText Mark-up Language**, which is common programming code for web pages.

6. Leave the page open for the next exercise.

## Exercise 16 - Views

### **Guidelines:**

When editing pages in *Expression Web*, they can be displayed in different views to assist the editing process. The views are selected using buttons at the bottom of the screen.

There are three different *Expression Web* page views, .

|               |  |
|---------------|--|
| <b>Design</b> | The default view. Allows text to be typed in and formatted, and objects to be moved and resized directly on screen.                          |
| <b>Code</b>   | Shows the underlying HTML code behind the page. Users proficient in HTML programming can make alterations to the page by changing this code. |
| <b>Split</b>  | Splits the screen in two and shows both the code and the design for the same page.   |

**Preview in Browser** is another view option available from the **File** menu or the toolbars. This shows how the page will look and behave when displayed in your web page browser application.

When a web site is being viewed rather than an isolated web page, there are further view options to show various properties and features of the overall site. Web sites are covered in the **CLAIT Plus Unit 7** guide.

### **Actions:**

1. Make sure the **solar** page is displayed from the previous exercise. Look at the **View** buttons at the bottom of the **Content Area** and make sure **Design** view is selected.
2. Content can easily be added in this view. Click just after the end of the text and press **<Enter>**.
3. Type **The Sun**. Press **<Enter>**.
4. Type **The Earth**.
5. All entries in **Design** view are immediately converted to code. Select **Code** view from the **View** buttons. The **HTML** code for the page is displayed. It is not necessary to understand the code at this level but it is useful to be aware of some of the features.

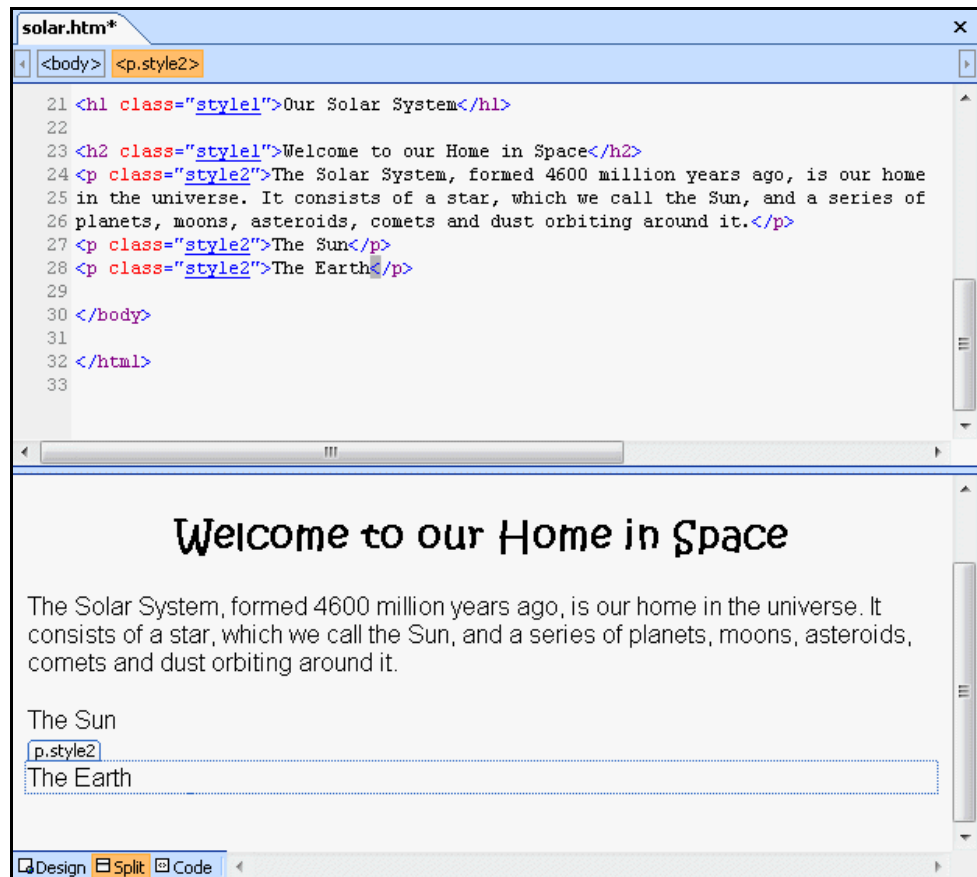
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## Exercise 16 - Continued

6. Select **Split** view. The lines of **HTML** code are displayed in the upper half of the screen and the design view in the lower.
7. If necessary, scroll down the lower part of the screen to see the last line.



8. Click and drag to highlight the word **Earth**. The corresponding part of the code is also highlighted.
9. Type **Moon**. The text in both parts of the screen is changed.
10. Select **Design** view. Notice that the page tab includes an asterisk, **solar.htm\***, indicating that there are unsaved changes on the page.
11. Leave *Expression Web* open for the next exercise.

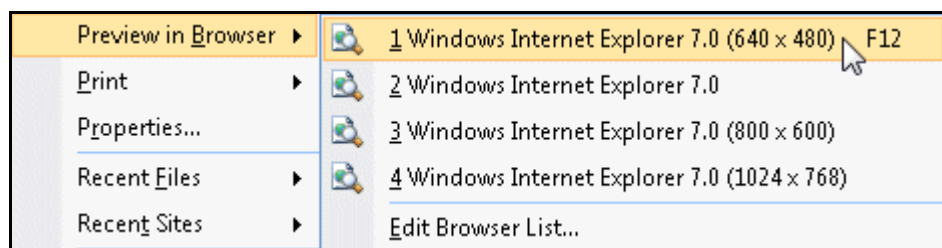
## Exercise 17 - Preview


### Guidelines:

Pages can be previewed in your web browser to see how they will appear and behave when viewed by others. Before previewing, all outstanding changes to the page must be saved.

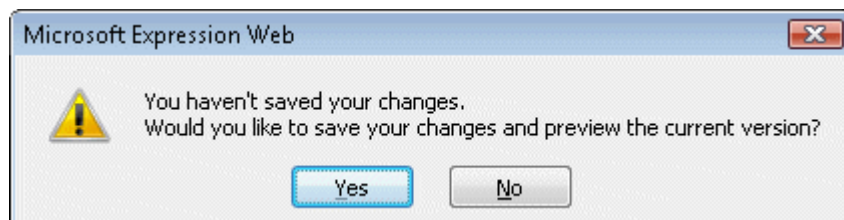
### Actions:

1. With the **solar** page still open in **Design** view, select **File | Preview in Browser**, and select the top option from the list.



*Note:* Your options may be different to those shown. Clicking the **Preview** button, , or pressing <F12> will produce the same effect.

2. A prompt to save the changes will be displayed.



3. Click **Yes**. The page will be saved with its existing name, into its original folder. Your default web browser application will open, displaying the **solar** page.
4. Close the browser window.
5. Leave the **solar** page open for the next exercise.

## Exercise 18 - Creating a New Page

### **Guidelines:**

Creating a single web page allows information on a single subject to be held in one easily accessible location. Text, photographs and graphics can be included to give more information. Enhancements, like graphics and a background, add interest to the site. All the information is easily available by scrolling up and down the page or by using bookmarks to jump to specific places. The page can be any length.

It is possible to create links on the page to other associated pages, and several pages can be gathered together into one web site. Web sites are covered in the **CLAIT Plus Unit 7 Web Site Creation** guide.

### **Actions:**

1. With **solar** still open, and in **Design** view, select **File | New** to display the **New** dialog box. Make sure the **Page** tab is selected.
2. Without changing any settings, click **OK** to accept the default options of **General** and **HTML**. A new blank page, **Untitled\_1 .htm** is created.

*Note:* Another way to create a blank **HTML** page is to click the **New Document** button



, on the **Standard** toolbar.

3. Make sure the cursor is at the top left of the new page and type **The Sun**.
4. Notice there are two tabs at the top of the **Content Area** indicating that two pages are currently open.



5. Click on the **solar** tab to display that page.
6. Click back on **Untitled\_1.htm**.
7. Leave these pages open for the next exercise.

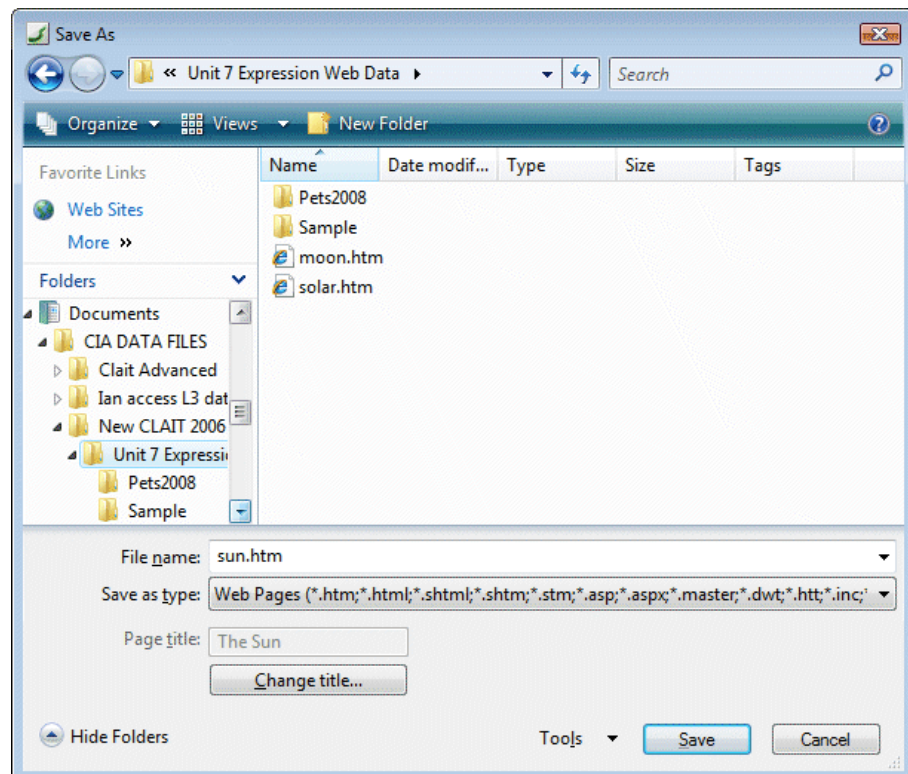
## Exercise 19 - Saving a Web Page

### Guidelines:

All changes to a web page must be saved before the page is closed (or previewed) or they will be lost. *Expression Web* will always prompt the user to save an unsaved page before previewing the web site.

### Actions:

1. Right click on the **Untitled\_1.htm** tab and select **Save**.
2. Because this page has not been saved previously, the **Save As** dialog box will be displayed.
3. The location may default to the **My Web Sites** folder. Do not save here. Navigate to the original data files folder.
4. This new page is to contain information on the sun. Change the **File name** to **sun.htm**.



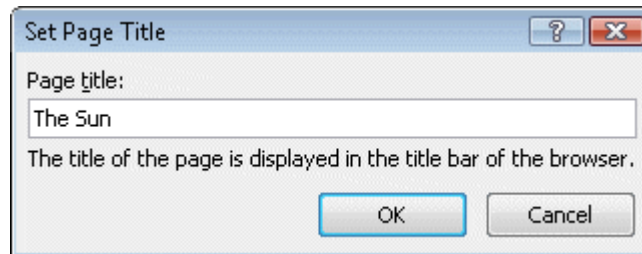
5. The **Page title** that appears at the top of the page when it is displayed in the browser, can be changed now. Click **Change title** to display the **Set Page Title** dialog box.

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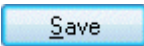
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## Exercise 19 - Continued



6. By default, the title is set to the first line of text on the page. Change this text to **Our Sun** and click **OK**.

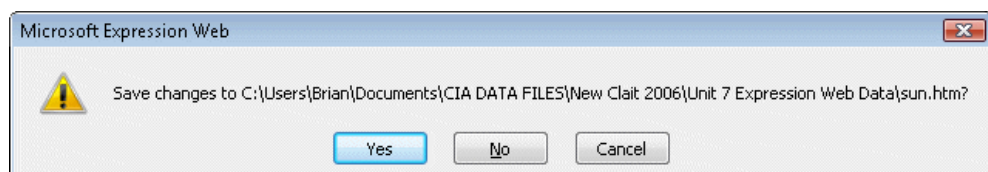
7. Click the  button to save the page with its new name.

*Note: If a file with the same name exists already, a message will appear asking if it is to be replaced. Selecting **Yes** will overwrite the original file.*

8. The page tab changes to show the new file name and the asterisk is removed. On the page change the text to **Our Sun**. The asterisk is displayed again.
9. Right click on the **sun** tab and select **Save**. The page is saved to the same folder with the same name with no further prompts.

*Note: To save using the **Save As** dialog box again, select **File | Save As** instead of right clicking on the page tab.*

10. Change the text on the page to **Our Big Sun**.
11. Select **File | Close**. As there are unsaved changes, a prompt will be displayed.



12. Click **No**. The page will be saved without the last changes.
13. Close the **solar** page using **File | Close** or the **Close** button.

## Exercise 20 - Revision

1. *Expression Web* should be open, but with no pages displayed. From the **Pets2008** folder, open the **pets.htm** page.

*Note: This folder was renamed from **Pets** in **Exercise 14** (revision exercise).*

2. Create a blank, new page.
3. Save the page to the **Pets2008** folder and change the **File name** to **dogs.htm** and the **Page title** to **DOGS**.
4. Close both of the open pages.
5. Close *Expression Web*.