

WEB DESIGN

Expression Web 2 – Importing Files

By Ted Mitchell

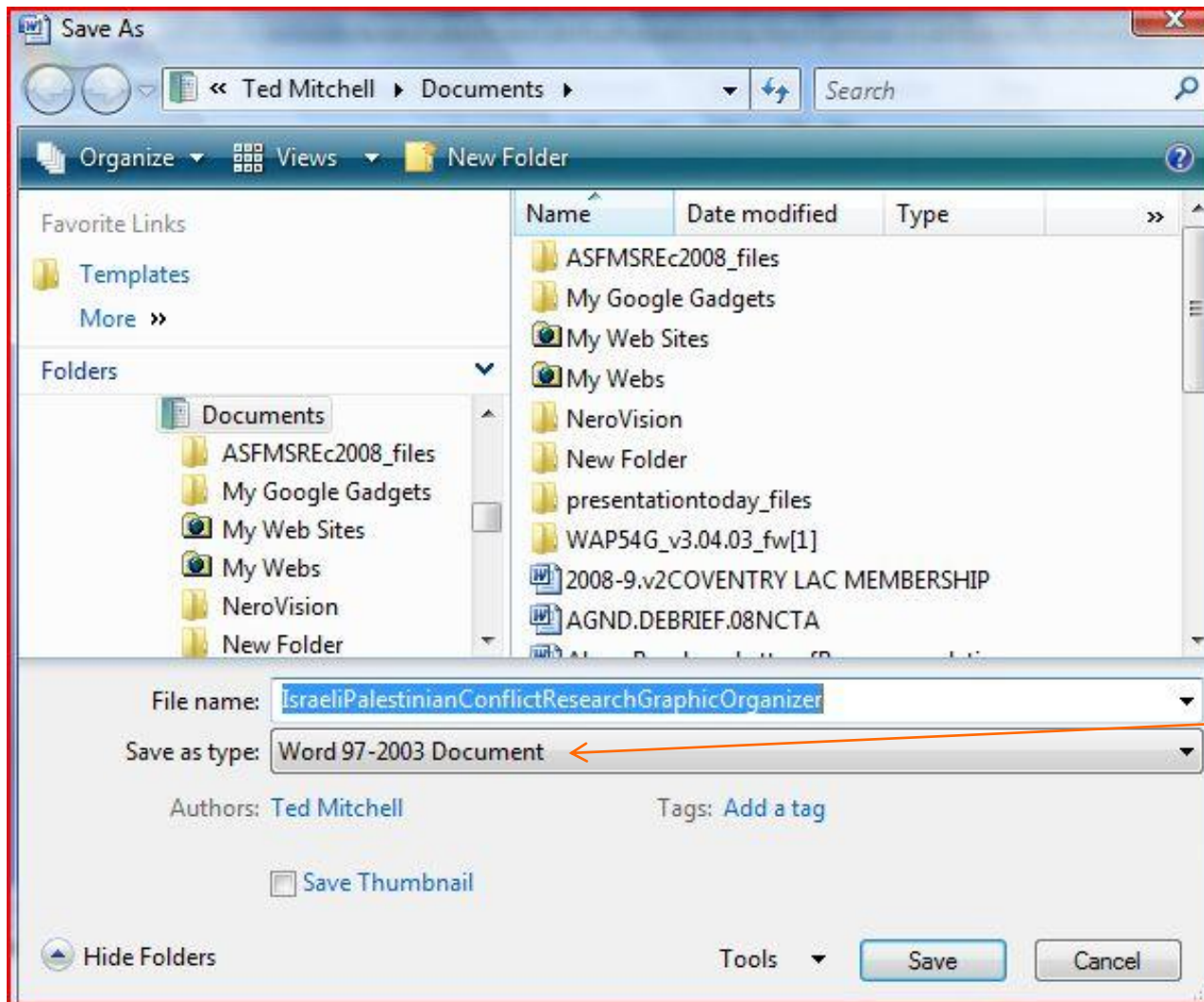
IN ORDER TO LET VIEWERS DOWNLOAD OR OPEN FILES FROM YOUR WEBSITE, YOU NEED TO IMPORT THEM AND THEN CREATE A LINK TO THE FILES. BELOW ARE THE THREE TYPES OF DOCUMENTS WE'LL WORK WITH.

The screenshot shows a web editor interface. On the left is a 'Folder List' pane showing a directory structure under 'F:\ExpressionWebTutorial\Pow'. The files listed include folders like '_private', 'cgi-bin', 'images', 'pdf_documents', 'powerpoints', and 'word_documents', along with various HTML and PHP files such as '400.shtml', '401.shtml', '403.shtml', '404.shtml', '500.php', '500.shtml', 'class_assignments.htm', 'class_syllabus.htm', 'fastphp.ini', 'index.htm', and 'php.ini'. The main editor area shows the 'class_assignments.htm' file open, with a code editor at the top displaying tags like `<body>`, `<p.style1>`, and ``. Below the code editor is a preview window showing a yellow background with the heading 'Class Assignments' and three links: 'PDF Document', 'Word Document', and 'PowerPoint Document'. A dotted box in the preview highlights the 'PowerPoint Document' link, with a label 'p.style1' pointing to it.



IMPORTING A MICROSOFT WORD DOCUMENT: YOU NEED TO SAVE THE WORD FILE AS A 2003 DOCUMENT IF IT ISN'T ALREADY. THE 2007 VERSION WILL NOT OPEN CORRECTLY FOR VISITORS TO YOUR SITE.

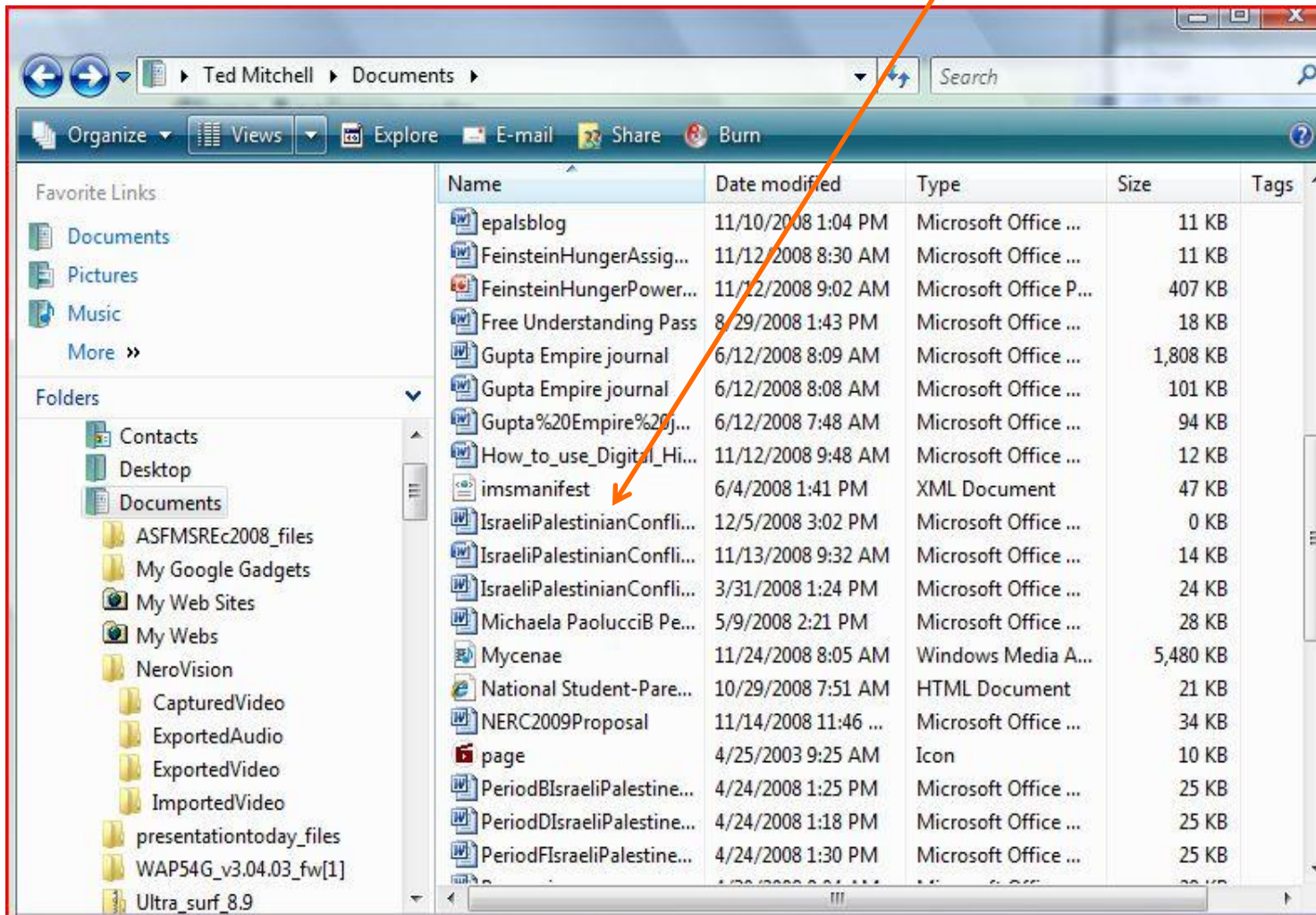
Also make sure you get rid of any spaces within the title of your file's name.



In Word 2007, click the Office Icon (top left corner) and “Save As” Then select “Word 97-2003”



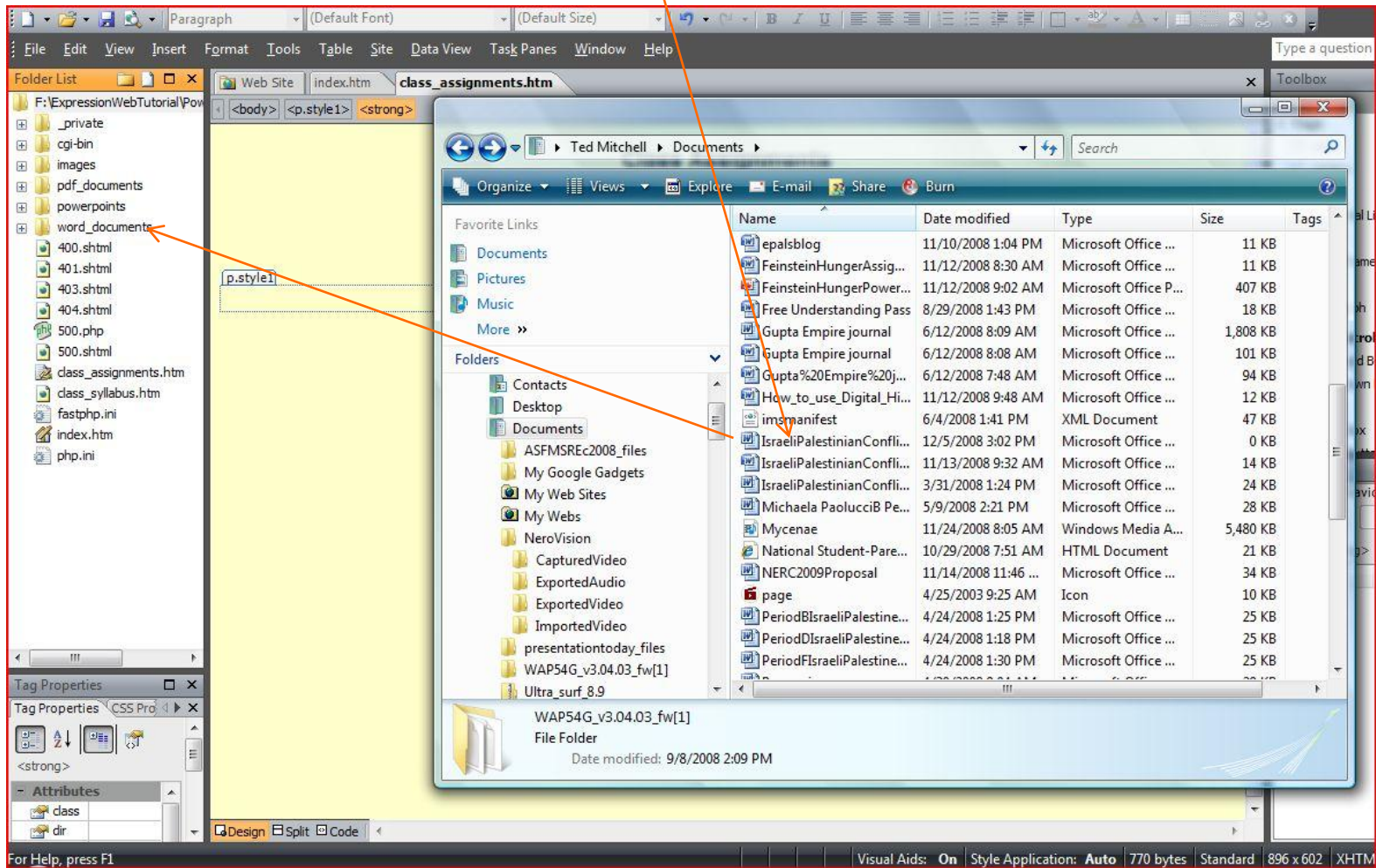
OPEN MY COMPUTER (START BUTTON, THEN SELECT) FIND YOUR WORD DOCUMENT AND CLICK IT. I'M GOING TO IMPORT "ISRAELI-PALESTINIANCONFLI..."



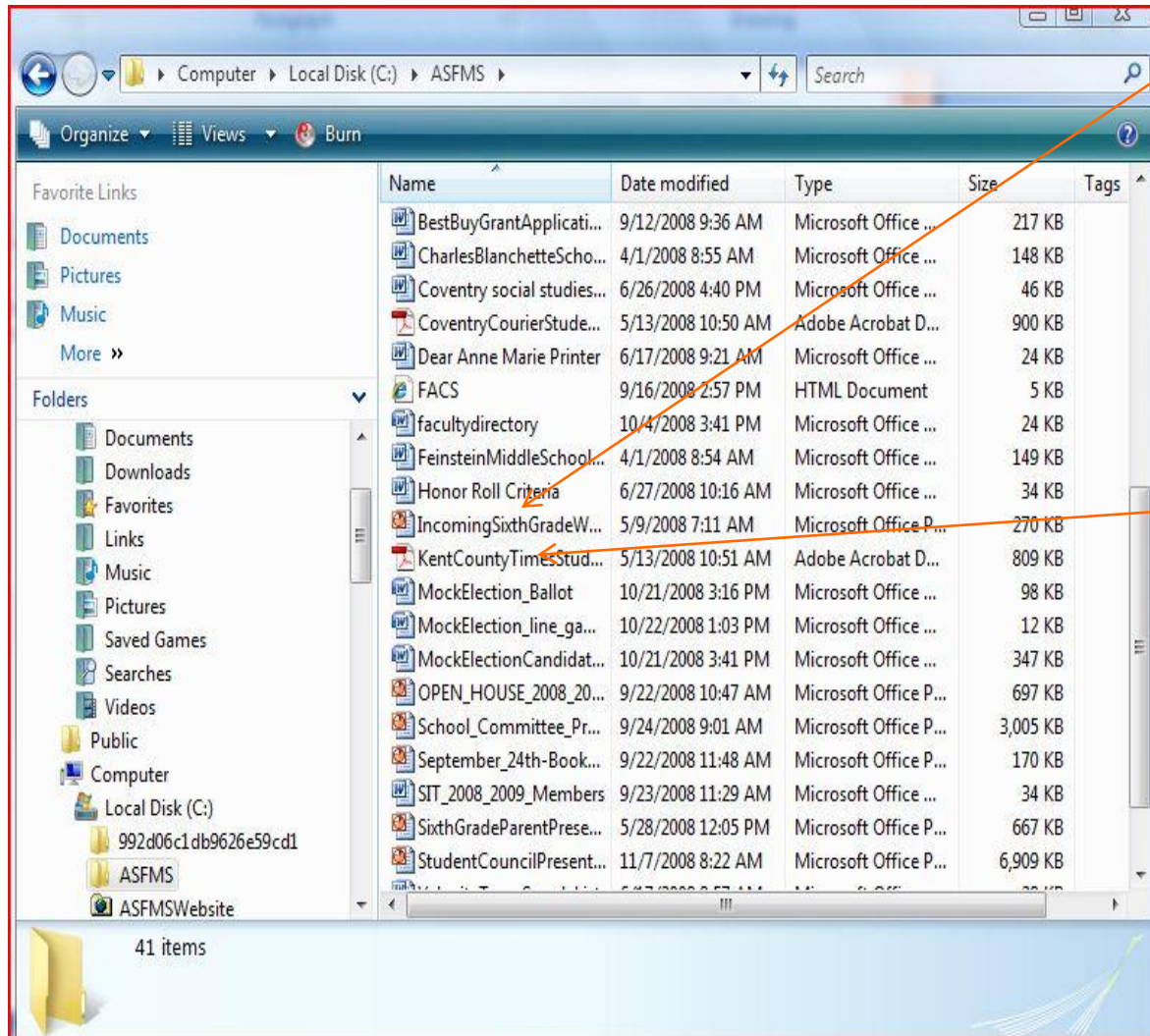
Word 2007 files have .docx that follows them. Whereas, 2003 files are followed by .doc In addition, their icons in My Computer are different.



THEN YOU WANT TO DRAG YOUR FILE INTO A FOLDER IN YOUR SITE.



TO IMPORT OTHER KINDS OF FILES, FOLLOW THE PREVIOUS FORMAT OR YOU CAN CLICK “FILE” THEN “IMPORT” OR YOU COULD SAVE THE FILES DIRECTLY INTO YOUR SITE. YOUR CHOICE.



PowerPoint 2007 files act the same way Word 2007 files behave. So, save it as a 2003 version.

Importing PDF documents are simple..no issues.





THE END

Remember that you need to publish the files you import to the server, so that all can access them. See publishing tutorials to see how to do this.