Introduction

Welcome to *Microsoft Expression Web On Demand*, a visual quick reference book that shows you how to work efficiently with Expression Web. This book provides complete coverage of basic to advanced Expression Web skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What Happened to FrontPage?

Microsoft Expression Web is not an upgrade to Microsoft FrontPage. It's new Web Development software designed to deliver standards-compliant Web sites yet still maintain the ease of use found in FrontPage. If you built a Web site using FrontPage, you can open it using Expression Web. However, there may be migration issues because FrontPage uses some nonstandard tools.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available in the back of this book and on the Web at *www.perspection.com*.

Step-by-Step Instructions

This book provides concise step-by-step instructions that show you "how" to accomplish a task. Each set of instructions include illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A "Did You Know?" provides tips and techniques to help you work smarter, while a "See Also" leads you to other parts of the book containing related information about the task.

Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the Web at *www.perspection.com.*
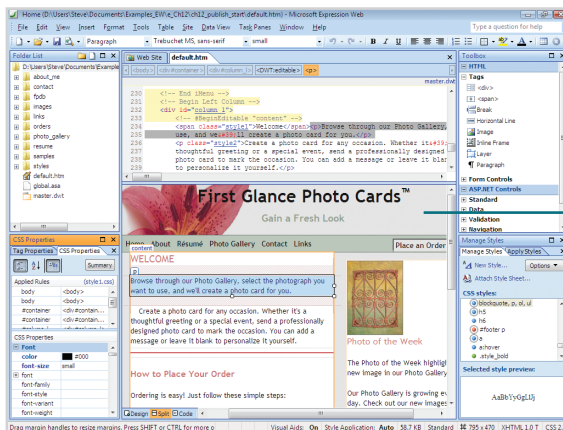
Real world examples help you apply what you've learned to other tasks.

Workshop

This book shows you how to put together the individual step-by-step tasks into indepth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The Workshop projects and associated files are available on the Web at *www.perspection.com.*

Workshop

Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy, by explaining why things work the way they do. Exploring possibilities is great fun; however, always stay grounded with knowledge of how things work.

Getting and Using the Project Files

Each project in the Workshop includes a start file to help you get started with the project, and a final file to provide you with the results of the project so you can see how well you accomplished the task.

Before you can use the project files, you need to download them from the Web. You can access the files at *www.perspection.com* in the software downloads area. After you download the files from the Web, uncompress the files into a folder on your hard drive to which you have easy access from Microsoft Expression Web.

Project 1: Creating a Web Site from Scratch

Skills and Tools: Use Expression Web tools to create a Web site

Expression Web provides the tools you need to create a professional Web site that meets industry standards, which means Web browsers everywhere can display your site.

The Project

In this project, you'll learn how to create a Web site from scratch, which includes starting a new site, creating Web pages, creating page layouts with layers, adding and adjusting layers, inserting text and graphics, linking pages and other sites, adding interactivity and navigation, creating and attaching cascading style sheets, and publishing your Web site to a remote Web server for public viewing on the Web.

The Process

1. Start Microsoft Expression Web.

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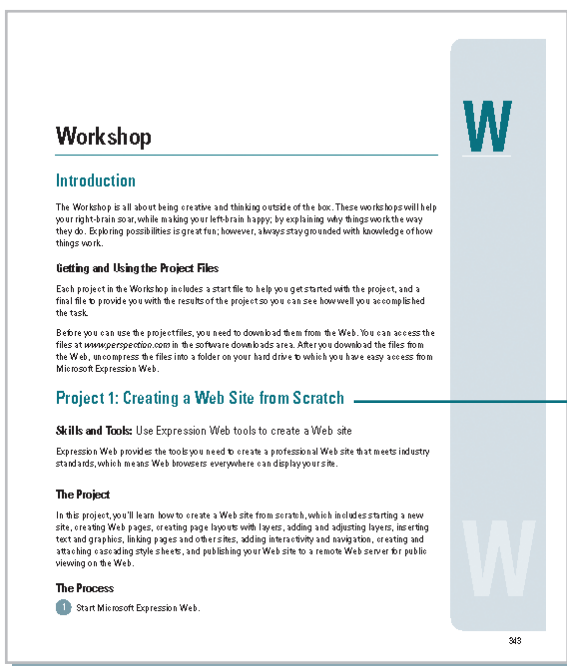The **Workshop** walks you through indepth projects to help you put Expression Web to work.

Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Expression Web. Some of the information includes:
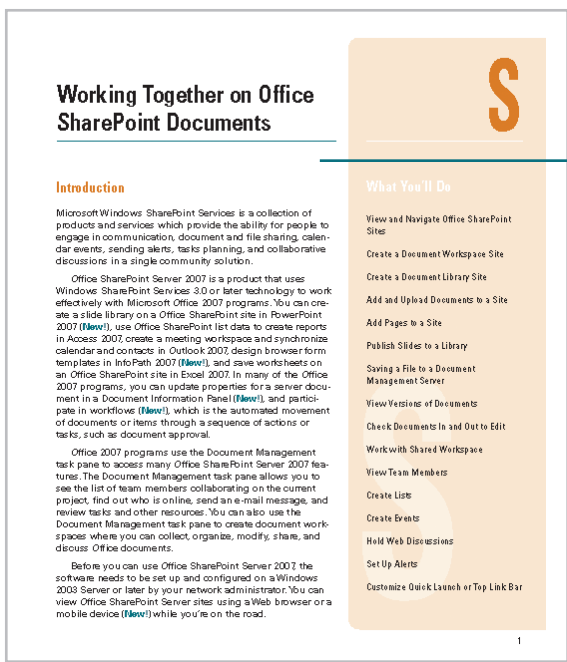
More Content

◆ **Photographs.** Download photographs and other graphics to use in your Web pages.

◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the Web at *www.perspection.com.*

## Working Together on Office SharePoint Documents

Introduction

Microsoft Windows SharePoint Services is a collection of products and services which provide the ability for people to engage in communication, document and file sharing, calendar events, sending alerts, tasks planning, and collaborative discussions in a single community solution.

Office SharePoint Server 2007 is a product that uses Windows SharePoint Services 3.0 or later technology to work effectively with Microsoft Office 2007 programs. You can create a slide library on a Office SharePoint site in PowerPoint 2007 (New!), use Office SharePoint list data to create reports in Access 2007, create a meeting workspace and synchronize calendar and contacts in Outlook 2007, design browser form templates in InfoPath 2007 (New!), and save worksheets on an Office SharePoint site in Excel 2007. In many of the Office 2007 programs, you can update properties for a server document in a Document Information Panel (New!), and participate in workflows (New!), which is the automated movement of documents or items through a sequence of actions or tasks, such as document approval.

Office 2007 programs use the Document Management task pane to access many Office SharePoint Server 2007 features. The Document Management task pane allows you to see the list of team members collaborating on the current project, find out who is online, send an e-mail message, and review tasks and other resources. You can also use the Document Management task pane to create document workspaces where you can collect, organize, modify, share, and discuss Office documents.

Before you can use Office SharePoint Server 2007, the software needs to be set up and configured on a Windows 2003 Server or later by your network administrator. You can view Office SharePoint Server sites using a Web browser or a mobile device (New!) while you're on the road.

What You'll Do

View and Navigate Office SharePoint Sites

Create a Document Workspace Site

Create a Document Library Site

Add and Upload Documents to a Site

Add Pages to a Site

Publish Slides to a Library

Saving a File to a Document Management Server

View Versions of Documents

Check Documents In and Out to Edit

Work with Shared Workspace

View Team Members

Create Lists

Create Events

Hold Web Discussions

Set Up Alerts

Customize Quick Launch or Top Link Bar

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Additional content is available on the Web. You can download a chapter on SharePoint.
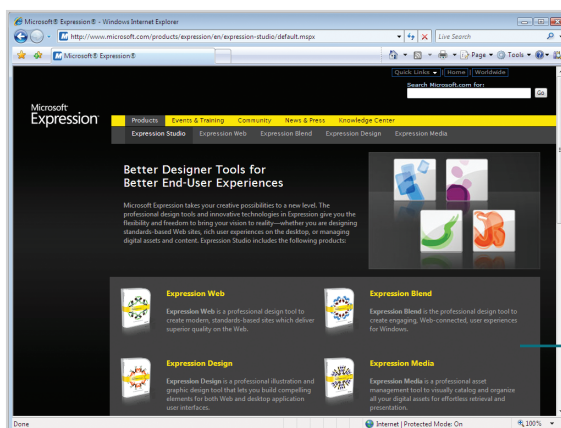
Get Updates

Like any software, it continues to change and get better with updates and patches, so it's important to regularly check the Microsoft Expression Web site at *www.microsoft.com/products /expression/*.
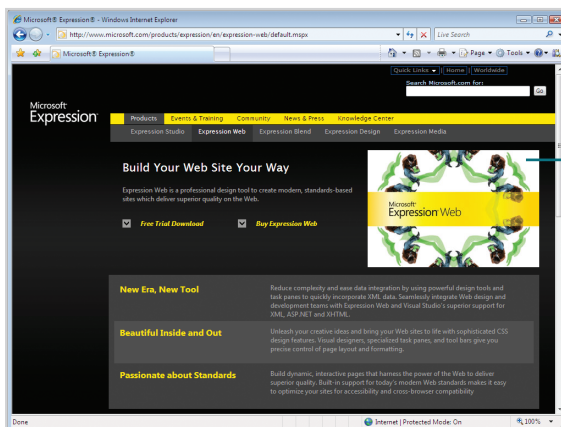
Expression Studio

Expression Web is part of the Microsoft Expression Studio, which includes Expression Design, Blend, and Media. Expression Design is a professional illustration and graphic design tool that lets you build compelling elements for both Web and desktop application user interfaces. Expression Blend is the professional design tool to create engaging, Web-connected, user experiences for Windows. Expression Media is a professional asset management tool to visually catalog and organize all your digital assets for effortless retrieval and presentation.