

# **Expression Web**

# **Reference Guide for COMM 321**

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# **Portfolio Web Sites**

# **Open Your Portfolio Web Site for Editing**

- 1. Open Expression Web by clicking on the Start button and select All Programs -Microsoft Office – Microsoft Expression Web 3.
- 2. Click on the **Site** menu and select **Open Site**.



3. In the **Site name** field, enter the full address of your portfolio site (e.g., http://department.monm.edu/portfolio/2013portfolios/[first initial and last name]).

🎴 Open	Site	
Location:	http://department.monm.edu/portfolio/2013portfolios/jdoe	<u>B</u> rowse

- 4. Click on the **Open** button.
- 5. Log in using your Monmouth College user name and password.
- 6. Click on the **OK** button.

**Note:** The next time that you want to open your web site, click on the **Site** menu and double-click on the web site address in the Managed Sites list.

	Path	Type	Date Modified	
ortfolio	http://department.monm.edu/portf	нттр	9/21/2010 3:06:38 PM	

# Create a New Folder in Your Portfolio Web Site

1. Click on the File menu and select New – Folder.

File E	dit View	Insert	Format	Tool	s Table	Site	Data View	Panels	Windo
Nes	N				Page				
Clo	en ent Files se		Ctrl+O	•	HTML				
Sav	e e As e All		Ctrl+S		PHP CSS				
Imp	ort			,	Folder	from	Dynamic Web	Templat	10-

- 2. Enter a name for the folder. (Type the folder name in all lower-case letters and use hyphens to separate words.)
- 3. Press the Enter key.

# **Web Pages**

#### Create a New Web Page

- 1. Click on the **New Document** toolbar button.
- 2. Click on the **Save** 🛃 toolbar button.
- 3. In the **File name** field, enter a file name for the web page. (Type the file name in all lower-case letters and use hyphens to separate words.)

File name:	projects	•
Save as type:	Web Pages	•
Page t	itle: Untitled 1	

4. Click on the **Change title** button.

File name:	projects			-
Save as type:	Web Pages			•
Page 1	title: Untitled 1 Change title	6		
Hide Folders		Tools 👻 🛛	Save	Cancel

5. In the **Page title** field, enter a title for the web page. (The page title displays on the title bar of the browser window.)

Set Page Title		8 ×
Page title:		
Projects		
The title of the page i	s displayed in the title b	ar of the browse

6. Click on the Save button.

### Change the Web Page Title

- 1. Right-click on the on the web page and select **Page Properties**.
- 2. In the **Title** field, enter the new page title.

eneral Formatting Advanced Custom Language Location: http://department.monm.edu/portfolio/2012portfolios/mar Title:		-							
Location: http://department.monm.edu/portfolio/2012portfolios/mar	General	Formatting	Advanced	Custom	Language				
Title:	Lasske	-	Lu. 114	a seture as t					
Title:	Location:		01101/01/01/	nttp://department.monm.edu/portrollo/2012portrollos/marc					
( My Projects )	Locato	m:	nttp://de	parunent	monm.edu/portrolio/2012	portrollos/marc			
	Title:	яп:	My Proje	cts	monm.eau/portrollo/2012	portrollos/marc			

3. Click on the **OK** button.

# Changing the Web Page Background Color

- 1. Right-click on the web page and select Page Properties.
- 2. Click on the **Formatting** tab.
- 3. Under Colors, click on the Background down arrow and select More Colors.



- 4. Select the desired color.
- 5. Click on the **OK** button.
- 6. Click on the **OK** button.

# Change the Web Page Background Graphic

To use a file that's already in your website's graphics folder:

- 1. Write down the name of the graphic file you want to use (e.g., beige-linen.jpg).
- 2. Open the **template.dwt** file.
- 3. Right-click on the template.dwt file and select Page Properties.
- 4. On the **Formatting** tab, change the name of the graphic file. (Be sure to leave **graphics/** in front of the file name.)

Page Properties	? X
General Formatting Advanced Custom Language	
Background	
Background picture	
Make it a watermark	
graphics/parch.gif	erties

5. Click on the **OK** button.

To use a file from the Internet:

- 1. When you find a graphic file that you like, right-click on it and select **Save Picture As**.
- 2. Save the graphic file in the **Pictures** folder on your computer.
- 3. Open the **template.dwt** file.
- 4. Right-click on the **template.dwt** file and select **Page Properties**.
- 5. Click on the **Browse** button.
- 6. On the left side of the window, click on **Pictures**.



7. Select the graphic file you want to use.

- 8. Click on the **Open** button.
- 9. Click on the **OK** button.

### Preview a Web Page in Internet Explorer

As you are creating or editing a web page, you may want to view the web page periodically in Internet Explorer to see how it looks.

To preview a web page, click on the **Preview** toolbar button or press **F12**. Internet Explorer opens and displays the web page.

🕌 Pr	ojects	(http://	departm	ent.monn	n.edu/p	ortfolio/	2012pc	ortfolios/mar	cie/proje	cts.html) -
File	Edit	View	Insert	Format	Tools	Table	Site	Data View	Panels	Window
	- J	I 🞽 ·	- 🔛 🗑	I 💽 🖻	- (N	one)	•	(Default F	ont)	•

#### **Refresh a Web Page in Internet Explorer**

If you make a change to a web page, save the web page, and then don't see the change in Internet Explorer, then refresh the page. (Refreshing the page causes the most recent version of the page to load in the browser.)

To refresh the page in Internet Explorer, click on the **Refresh** toolbar button.



#### **Delete a Web Page**

1. Right-click on the web page that you want to delete in the **Folder List** and select **Delete**.

#### **Rename a Web Page**

- 1. Right-click on the web page that you want to rename in the **Folder List** and select **Rename**.
- 2. Enter the new file name. (Be sure to leave the .htm extension on the end of the file name or the web page will not open.)

3. Press the Enter key.

# Text

# Keep Lines of Text Together

Whenever you press the **Enter** key after typing a line of text, Expression Web inserts a paragraph break, which is about a ½ inch of white space between lines (see example below.)

Monmouth College 700 E. Broadway

To keep lines of text together, press **Shift + Enter** at the end of a line.

# **Pictures**

# Insert a Picture from a File

- 1. Click on the page where you want to insert the picture.
- 2. Click on the Insert menu and select Picture From File.
- 3. On the left, click on **Pictures** (or other location where the picture is stored).



- Select the picture file you want to insert. (To see thumbnails of your picture files, click on the Views down arrow and select Large Icons.)
- 5. Click on the **Insert** button.
- 6. On the **Accessibility Properties** window, in the **Alternate text** field, enter a short description of the picture.

- 7. Click on the **OK** button.
- 8. If you need to resize the picture, you can either click on it and drag it by one of its corner handles or double-click on it, enter a value in the **Width** field on the **Appearance** tab, and click on the **OK** button.

Alignment:	Default	<ul> <li>Horiz</li> </ul>	ontal margin:	0	-
Border thickness:		🗘 Vertic	cal margin:	0	A V
ize	(Lidth)	400	Haisht	200	
IN THE REPORT OF A DEPARTMENT	CTIGGT:	400	) negna	300	1.44

9. When you are finished resizing the picture, click on the **Picture Actions** button and select **Resample Picture to Match Size**.



- 10. Save the web page.
- 11. If desired, on the **Save Embedded Files** window, click on the **Rename** button and enter a different file name for the picture.
- 12. If necessary, click on the **Change Folder** button and select your web site's **images** or **graphics** folder.
- 13. Click on the **OK** button.

#### **Change the Alternate Text Description**

- 1. Double-click on the picture.
- 2. In the Alternate Text field, enter a short description of the picture.
- 3. Click on the **OK** button.

#### **Resize a Picture**

- 1. Click on the picture.
- 2. Drag one of the corner handles to make it larger or smaller.
- 3. Click on the **Picture Actions** button and select **Resample Picture to Match Size**.

#### **Crop a Picture**

- 1. Right-click on the picture and select **Show Picture Toolbar**.
- 2. Click on the **Crop** + toolbar button.
- 3. Select the area of the picture that you want to keep.
- 4. Click on the **Crop** button again.

#### **Create a Thumbnail**

- 1. Right-click on the picture and select Auto Thumbnail.
- 2. Save the web page.
- 3. Click on the **OK** button.

#### **Change the Thumbnail Size or Border Thickness**

- 1. Click on the **Tools** menu and select **Page Editor Options**.
- 2. Click on the Auto Thumbnail tab.
- 3. If desired, click on the **Set** down arrow, select **Width** or **Height**, and enter a different value.
- 4. If desired, in the **Border thickness** field, enter a new value.
- 5. Click on the **OK** button.

# **Hyperlinks**

A hyperlink is a link to another web page or file. You can create hyperlinks to pages inside your web site (also know as an internal hyperlink), pages outside your web site (also know as an external hyperlink), and/or Microsoft Office (or other) files. You can also create e-mail hyperlinks.

### Create a Hyperlink to a Web Page in Your Portfolio Web Site

- 1. Create and save the web page to which you want to link (this can be a blank page).
- 2. Select/highlight the text on the web page that you want to make into a hyperlink.
- 3. Right-click on the highlighted text and select **Hyperlink**.



4. Select the web page that you want to link to.

nsert Hyperlink				8 - X
Link to:	Text to displ	ay: Projects		ScreenTig
	Look in:	http://department.monm.edu/portfolio/2012pc		
Web Page	Cyrrent	e goals.htm ndex.htm	-	Bookmark
	Folder	internship.htm     objectives.htm		Target Frame
Document	Browser	el projects.html		Parameterg
1000	1/2221260	template dust	100	

5. Click on the **OK** button.

# Create a Hyperlink to a Web Page in Another Web Site

- 1. Select/highlight the text on the web page that you want to make into a hyperlink.
- 2. Right-click on the highlighted text and select Hyperlink.



3. In the **Address** field, enter the full address of the web page to which you want to link (e.g., http://www.monm.edu).

Create New Document	Regent Files	<ul> <li>backgrounds.htm</li> <li>goals.htm</li> <li>index.htm</li> <li>index.htm</li> </ul>	-	
	Address:	http://www.monm.edu	۲	
-mail Address			ОК	Cancel

4. Click on the **OK** button.

# **Create an E-Mail Hyperlink**

You can create an e-mail hyperlink by typing an e-mail address on a web page. If you want to create an e-mail hyperlink out of other text, such as Contact Me, then follow the directions below.

To create an e-mail hyperlink out of text:

- 1. Select/highlight the text on the web page that you want to make into an e-mail hyperlink.
- 2. Right-click on the highlighted text and select Hyperlink.



3. Under Link to select E-mail Address.

Document		
	<b>~</b>	
E- <u>m</u> ail Address	OK	Cancel

4. In the E-mail address field, enter the e-mail address (e.g., idoe@monm.edu).

sert Hyperlin			8 -2
Link to:	Text to display: Contact Me		ScreenTig
0	E-mail address:		
Existing File or Web Page	mailto:jdoe@monm.edu		
	Sybject:		
Place in This	Regently used e-mail addresses:		
Document	mailto:jdoe@monm.edu	_	Parameterg

5. Click on the **OK** button.

#### Create a Hyperlink to a PDF File

**Note:** To create a PDF file in a Microsoft Office 2010 program, such as Word or PowerPoint, click **Save As** on the **File** tab and select PDF from the **Save as type** drop-down list.

1. If the PDF file is located on your F: or C: drive (or other drive), then copy it and paste it in your web site. (Right-click on the PDF file and select **Copy**. Then, in Expression Web, right-click on the first folder in the **Folder List** and select **Paste**.)

**IMPORTANT!** Do not link directly to a PDF file that's on your F: or C: drive (or other drive). The file that you link to must be in your web site, or your site visitors will not be able to access it.

- 2. If the PDF file name contains any spaces or capital letters, then right-click on it and rename it. (Be sure to leave the .pdf extension on the end of the file name.)
- 3. Select/highlight the text on the web page that you want to make into a hyperlink.
- 4. Right-click on the highlighted text and select **Hyperlink**.



5. Select the file that you want to link to.



6. Click on the Target Frame button and select New Window.

Current frames page	Common targets
	Page Default (none) Same Frame Whole Perce
	New Window
(none)	Parent Frame

- 7. Click on the **OK** button.
- 8. Click on the **OK** button.

#### **Change the Hyperlink Colors**

- 1. Right-click on the web page and select **Page Properties**.
- 2. Click on the Formatting tab.
- 3. Click on the **Hyperlink**, **Visited hyperlink**, and **Active hyperlink** down arrows and select the desired colors.
- 4. Click on the **OK** button.

# Tables

When you type text on a web page without using a table, the text will run across the entire with of the browser window, which can be hard to read, especially when the browser window is maximized (see example below).



To limit the text width, you should use a table that is 600 pixels wide to hold and center the page content (see example below).



Tables also are used to control the layout of text and pictures on web pages. The number of rows and columns your table will need depends on the layout that you want to achieve. For example, if you want your web page to have a header, footer, and vertical navigation bar, then you may want to use a table that has three rows with the middle row split into two columns (see example below.)



### Add a Table

- 1. Click on the web page where you want to insert the table.
- 2. Click on the Table menu and select Insert Table.
- 3. Under **Size**, in the **Rows** and **Columns** fields, enter the desired number of rows and columns.
- 4. Under **Layout**, click on the **Alignment** down arrow and select the desired alignment option. (Select **Center** if you are using the table to frame the page content.)
- 5. In the **Cell Padding** and **Cell Spacing** fields, enter **1** or **2**.
- 6. Click on the **Specify width** checkbox and specify the desired width. (Enter **600 pixels** if you are using the table to frame the page content.)
- 7. Under **Borders**, in **Size** field, enter the desired value. (Enter **0** if you do not want the table borders to be visible in the browser window.)
- 8. Click on the **OK** button.
- 9. Select the entire table and change the vertical cell alignment to top.

# **Change the Vertical Cell Alignment**

By default, if you resize a row to make it taller, then the cursor will appear in the middle of the row (see example below). To move the cursor to the top of the row, you have to change the cell vertical alignment.



To change the vertical cell alignment for the entire table:

- 1. Select/highlight the table.
- 2. Right-click on the table and select **Cell Properties**.
- 3. Under Layout, click on the Vertical alignment down arrow and select Top.
- 4. Click on the **OK** button.

### Change the Table or Cell Background Color

- 1. Right-click on the table or cell and select **Table Properties** or **Cell Properties**.
- 2. Under **Background**, click on the **Color** down arrow and select **More Colors**.
- 3. Click on the desired color.
- 4. Click on the **OK** button.
- 5. Click on the **OK** button.

#### Insert a Column or Row

 Right-click on the column to the right of or the row below where you want to insert a new column or row and select Insert – Column to the Left, Column to the Right, Row Above or Row Below.

# Merge Cells

- 1. Select/highlight the cells that you want to merge.
- 2. Right-click on one of the highlighted cells and select Modify Merge Cells.

#### Remove the Border from a Table

- 1. Right-click on the table and select **Table Properties**.
- 2. Under Borders, in the Size field, enter 0.
- 3. Click on the **OK** button.

### Split a Cell

- 1. Right-click on the cell that you want to split and select **Modify Split Cells**.
- 2. Specify the number of columns or rows into which you want the cell to be split.
- 3. Click on the **OK** button.

# **Horizontal Lines**

# Add a Horizontal Line

- 1. Click on the web page where you want to insert the horizontal line.
- 2. Click on the Insert menu and select HTML Horizontal Line.

# **Change the Horizontal Line Color or Height**

- 1. Right-click on the horizontal line and select **Horizontal Line Properties**.
- 2. If desired, click on the **Color** down arrow and select a different color.
- 3. If desired, in the **Height** field, enter a new value.
- 4. Click on the **OK** button.

# **Dynamic Web Templates (DWTs)**

# Create a DWT

- 1. Click the **New Document** toolbar button.
- 2. Click on the **Save** 🛃 toolbar button.
- 3. In the File name field, enter template. (Type the file name in all lower case letters.)

File name:	template	~
Save as <u>t</u> ype:	Web Pages (*.htm;*.html;*.shtml;*.shtm;*.stm;*.asp;*.aspx;*.master;*.dwt;*.htt;*	'.inc;*.hta;*.h
Page title:	Untitled 1	⊆hange title
Tools •		Save Cancel

4. Click on the Save as type down arrow and select Dynamic Web Template.

	File name: template.dwt	~
	Save as type: Dynamic Web Template (*.dwt)	~
Tools		Save Cancel
	J	

5. Click on the Save button.

# Add an Editable Region to a DWT

The editable regions of a DWT are the areas that will change from page to page, such as the page title and content areas.

To add an editable region to a DWT:

- 1. Click on the DWT where you want to add the editable region.
- 2. Click on the Format menu and select Dynamic Web Template Manage Editable Regions.



3. In the **Region name** field, enter a name for the editable region (e.g., pagetitle).

Editable Regions	? ×
Region name:	
pagetitle	
Other regions on this page:	
Name	
doctitle	

- 4. Click on the Add button.
- 5. Click on the **Close** button.
- 6. Repeat steps 1 5 for each editable region that you want to add to the dynamic web template.
- 7. Click on the **Save** 🛃 toolbar button.

#### Attach a DWT to a Web Page

- 1. Open the file to which you want to attach a DWT.
- 2. Click on the Format menu and select Dynamic Web Template Attach Dynamic Web Template.

3. Click on the **File name** down arrow and select the dynamic web template file that you want to use.

<ul><li>Pictures</li><li>Videos</li></ul>		reflections File folder
Normal Computer		
File nan	e: template.dwt	Dynamic Web Template
		Tools   Open Cancel Cancel

- 4. Click on the **Open** button.
- 5. If you receive a message that says, "The content outside the <html> tag in the attached page will be erased....", then click on the **Yes** button.
- 6. Click on the **Close** button.

# Detach a DWT from a Web Page

- 1. Open the page from which you want to detach a DWT.
- 2. Click on the Format menu and select Dynamic Web Template Detach from Dynamic Web Template.
- 3. Click on the **Close** button.

# **Cascading Style Sheets (CSS)**

# Overview

To understand how CSS works, it is helpful to understand a little bit about how HTML (Hypertext Markup Language) works.

HTML is the code used to create web pages. It looks like this:

📔 Web Site	default.htm	×
	table#table1>	Þ
		template.dwt
1 DOC<br 2 <html 3 4 <!--<br-->5 6 <head 7 <meta 8 <meta 9 <!--<br-->10 <titl 11 <styl 13 t 14 } 15 </styl 16 <!--<br-->17 <link 18 <th><pre>TYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" " 1 xmlns="http://www.w3.org/1999/xhtml" xmlns:m="http://schem #BeginTemplate "template.dwt"&gt; D a http-equiv="Content-Language" content="en-us" /&gt; a http-equiv="Content-Type" content="text/html; charset=wind #BeginEditable "doctitle"&gt; le&gt;Untitled l le&gt;Untitled l le type="text/css"&gt; le&gt;Untitled l le type="text/css"&gt; felditable "doctitle"&gt; if tel="stylesheet" type="text/css" href="main.css" /&gt; d&gt; </pre></th><th>"http://www.w3.c mas.microsoft.cc lows-1252" /&gt;</th></link </titl </meta </meta </head </html 	<pre>TYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" " 1 xmlns="http://www.w3.org/1999/xhtml" xmlns:m="http://schem #BeginTemplate "template.dwt"&gt; D a http-equiv="Content-Language" content="en-us" /&gt; a http-equiv="Content-Type" content="text/html; charset=wind #BeginEditable "doctitle"&gt; le&gt;Untitled l le&gt;Untitled l le type="text/css"&gt; le&gt;Untitled l le type="text/css"&gt; felditable "doctitle"&gt; if tel="stylesheet" type="text/css" href="main.css" /&gt; d&gt; </pre>	"http://www.w3.c mas.microsoft.cc lows-1252" />

HTML code consists of markup tags (keywords surrounded by angle brackets) that your browser reads and uses to display text and pictures on a web page. (For example, to have the browser display a new paragraph on a web page, paragraph text needs to be inserted within the and tags, like this: Welcome to my home page!.)

Common HTML tags are listed below.

HTML Tags	Description
	Used to create a new paragraph
<h1></h1>	Used to create different heading levels (h1 is the largest)
<h2< td=""><td></td></h2<>	
<h3></h3>	
<hr/>	Used to create a horizontal line
<ul></ul>	Used to create an unordered (bulleted) list
<ol></ol>	Used to create an ordered (numbered) list
<a></a>	Used to create hyperlinks
	Used to create a table
<img/>	Used to insert a picture

When you create a CSS, some of the styles you define are for selectors that correspond to HTML tags, such as the p, h1, and ul selectors.

### **Types of CSS Styles**

There are three main types of CSS styles that you can create: element-based, class-based, and id-based. Descriptions of each style are listed below.

Туре	Description
Element-Based Styles	An element-based style is used to define the appearance of <b>all</b>
	instances of an HTML tag (e.g., , <h1>,<ul>, etc.).</ul></h1>

Т

Г

	For example, if you want all text contained within  tags to be Arial, then you would create an element-based style for the <b>p</b> selector.
Class-Based Styles	A class-based style is used to define the appearance of <b>one or more instances</b> of an HTML tag.
	For example, if you want to have one paragraph of text in a different color, then you would create a class-based style for the color and apply it to the text where desired.
	Class-based styles always begin with a period (e.g., <b>.footer</b> ).
ID-based Style	ID-based styles are similar to classes in that they define a special case for an HTML tag. ID-based styles should be used when there is only one occurrence per page (such as a table).
	ID based-styles always begin with #.

### Create a New CSS Style Sheet and Attach it to a Web Page

1. On the Apply Styles pane, click on New Style.



2. Click on the **Selector** down arrow and select the desired HTML element or enter the name of a class style beginning with a period (e.g., **.pagetitle** or **.footer**).

New Styl	le			?
Selector:	P	~	Apply new style to document selection	
Define in:	New style sheet	~	URL:	Browse

3. Click on the **Define in** down arrow and select **New style sheet**.

New Style					?
Selector:	p	~	Apply new style to document selection		
Define in:	New style sheet	~	URL	~	Browse

4. Select the desired properties for the selector.

- 5. Click on the **OK** button. A message appears that says, "Do you want to attach the style sheet for the new style?"
- 6. Click on the **Yes** button.
- 7. Click on the **Save** toolbar button.
- 8. In the File name field, enter a name for the style sheet, such as styles or main.
- 9. Click on the **Save** button.

#### Add a New Style to an Existing Style Sheet

1. On the **Apply Styles** pane, click on **New Style**.

Apply Styles	×
A New Style	Options -
Attach Style Shee	et

2. Click on the **Selector** down arrow and select the desired HTML element or enter the name of a class style beginning with a period (e.g., **.pagetitle** or **.footer**).

New Style					
Selector	: h1		Apply new style to document selection		
Define i	n: Existing style sheet	URL:	main.css	~	Browse

3. Click on the **Define in** down arrow and select **Existing style sheet**.

New Styl	e			? 🔀
Selector:	h1	~	Apply new style to document selection	
Define in:	Existing style sheet	RL:	main.css	Browse

- 4. Select the desired properties for the selector.
- 5. Click on the **OK** button.
- 6. Click on the Save toolbar button. The Save Embedded Files window appears.
- 7. Click on the **OK** button.

# Modify a Style in a Style Sheet

1. On the Apply Styles pane, click on the style's down arrow and select Modify Style.



- 2. Make the desired changes to the style.
- 3. Click on the **OK** button.
- 4. Click on the Save toolbar button. The Save Embedded Files window appears.
- 5. Click on the **OK** button.