shortcut

Your Short Cut to Knowledge

Using
Microsoft® Office Live

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Contents at a Glance

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- **Fonts**—Sets the size and type of font for your theme.

- **Navigation**—Enables you to determine where on the pages the navigation panes are established. You can set them on the left, top and left, or top.

- **Footer**—Provides fields for setting links to external websites or other pages within your site. You also can arrange the order of the standard list of links (Home, Contact Us, About Us, and Site Map) or remove them. Finally, you can add text beneath the links, such as copyright information.

- **Advanced**—Enables you set page alignment (how the over-all page aligns in the browser window), page width, and background color display.

Starting Site Designer

To start using Site Designer, navigate to the Member Center and click the Web Site button on the left pane. The Web Site Dashboard appears where the Member Center page was. Click the Site Designer link.

There's also a quick link to the Site Designer on the Member Center Dashboard. Look under the Web Site category and click Site Designer.

Finally, when you use the Page Editor (see the later section on Using the Page Editor), you can click the Design button to open Site Designer. Regardless of how you choose to start it, the Site Designer opens in a separate web browser window.

Choosing a Design

To help you get acquainted with the Site Designer, let's work through a quick design here. You'll see that picking a design and overall layout of the site is easy and quite simple to change if you decide you don't like it after you view it as part of your Office Live site (see Figure 5).

After you start Site Designer, the Theme tab displays. Continue as follows:

1. Use the drop-down arrow under the Industry label to select your company's industry. If your industry is not one of the options, choose one that closely relates to it; you can mod-ify the corresponding image later. Or choose the General (No Photos) option.

2. Select a picture from the drop-down list to the right of the industry name.

3. Select a layout for your website from the Layouts drop-down list.

4. Select a color scheme from the Color Scheme drop-down list.

note

Notice that as you select choices from the drop-down lists, the sample page that appears in the Site Designer window changes to show you how your site will look.

5. Click Apply. Do not click OK yet. If you do, you will see the Web Site Dashboard in the Member Center.

6. Click the Header tab of the Site Designer.

7. Type a title for your site into the Site Title box.

8. Type a motto or other brief description of your site into the Tagline box.

9. Click the Add button under the Insert Logo label. The Image Picker dialog box appears. At this point, the dialog box is empty, but you can add images by uploading them to your Office Live area. To do this, see the "Managing Images" section later in this *Short Cut*. For now, we'll leave the logo area empty.
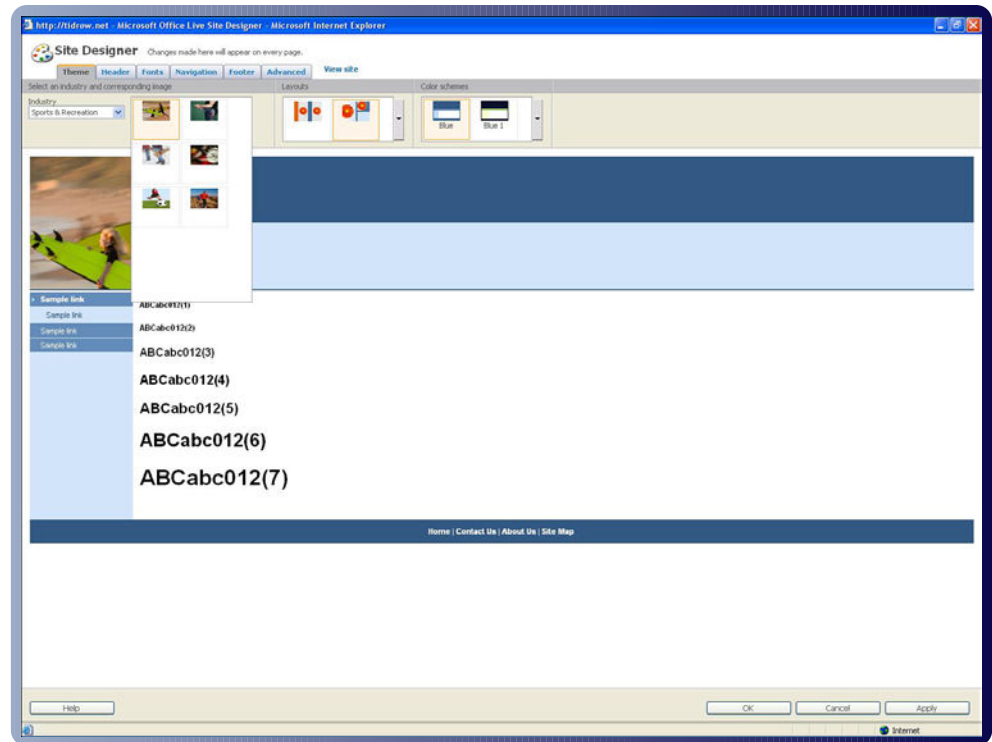
10. Click Apply.

11. Click the Fonts tab.

Figure 5   *Office Live Site Designer.*

12. Select a font from the Apply a Font area. You can choose from Arial, Century, Courier, Tahoma, Times, and Verdana. By default, Site Designer selects Arial. Sample sizes of how the font will look appear in the Fonts tab window.

13. Click Apply.

14. Click the Navigation tab.

15. Select how you want the navigation bar on your website to appear. You can choose Left, Top and Left, or Top.

16. Click Apply.

17. Click the Footer tab.

18. Under List of Links, you can enter links to other pages. Type the name of the link in the Link name box. Next, type the URL address in the Web Address box, beginning with http:// or https://. An example would be typing **Google** in the Link Name box and then **http://www.google.com** in the Web Address box.

19. Click Add.

20. Type text that you want to appear below the links on each page. For example, include a copyright line and date here.

21. Click the Advanced tab.

22. Set the alignment of your pages to Center, Left, or Right. The default is Center. You can also set the page width to 780 pixels or 100 percent. Finally, turn off the background color to turn off the colored border on your pages.

23. Click OK to save your settings and display the Page Editor window.

With your website design created, you can edit, add, and delete individual pages using the Page Editor. See the next section, "Editing a Public Website with Page Editor," for more information.

Going Live with Your Website

As you modify your site using Site Designer, you can see the changes to your site at any time by clicking the Apply button at the bottom of a Site Designer page, and then clicking the View Site link at the top of the page. Because your website is live (hence the name of the service!), you do not have to save your site, copy pages to a server, and then publish the site to view your changes on the Web, as you do with other website editors. When you finish with a tab, click Apply to save your work. When you finish modifying the design with Design Editor, click OK. The Page Editor window appears.

Editing a Website with Page Editor

After you design your website, you can edit the individual web pages. You do this using the Page Editor. You can add new pages, change the layout of individual pages, insert tables, add images to your pages, and more.

What Is Page Editor?

Page Editor provides a web-based tool that enables you to edit your Office Live web pages in a WYSIWYG (What You See Is What You Get) environment (see Figure 6).

Page Editor enables you to open each page on your website individually and edit that page's content. Page Editor includes four main areas:

- **Page Tools**—Includes tools for adding and deleting pages, changing the layout of a page, and specifying properties for a page.

- **Web Parts**—Includes a number of Web Parts you can insert into your pages. Web Parts include tools that let you import tables, images, text boxes, contact information, slideshows,
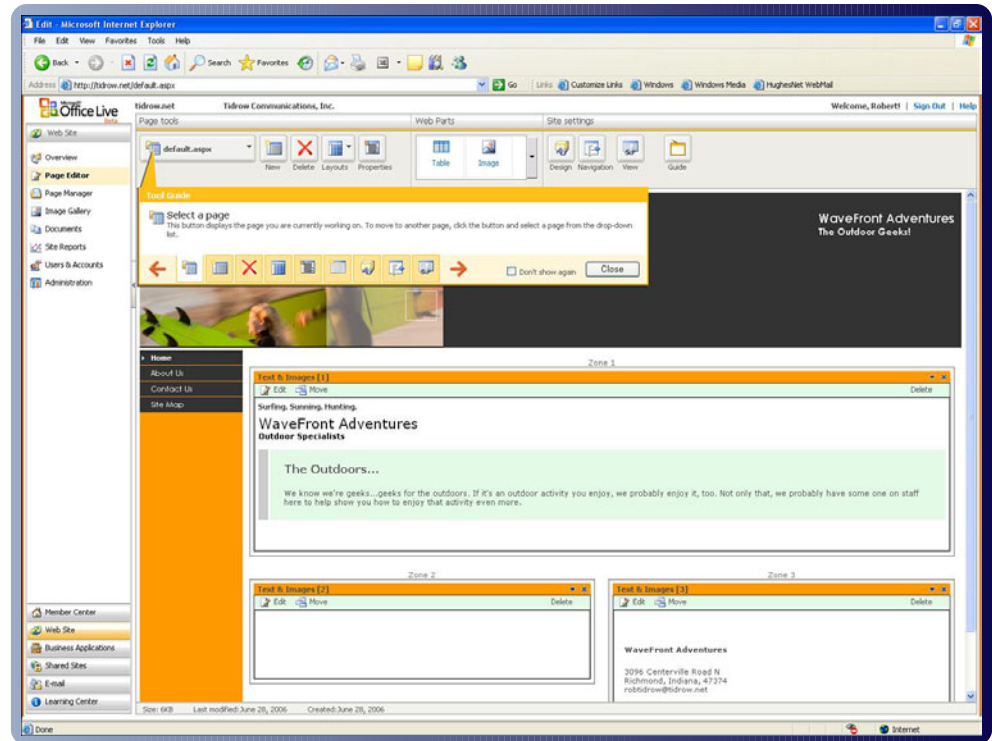

Figure 6   *Office Live Page Editor.*

hyperlinks, maps, stock quote tickers, weather applet, and document lists.

- **Site Settings**—Provides links to the Design Editor, a navigation window for changing the order in which pages appear on your navigation bar, a page viewer, and a button for opening the Tool Guide.

- **Editor window**—This is the main editing window in which you select objects to modify. For example, you can click a text box to open it to change the text that appears in it. In addition, any images that are in the text box can be changed, moved, or deleted.

Along with changing the standard text found on each default page, you will probably use Page Editor to create additional pages for your site. The default pages get you started, but you can add as many as you want. When you initially create your Office Live site, Page Editor creates the following four pages:

- **Home**—For the entry point into your website

- **About Us**—For information you want to post about your company

- **Contact Us**—For information on how to contact your company

- **Site Map**—For an overview of all the pages and links on your site

When to Use Page Editor

Use Page Editor anytime you need to modify the contents of a web page on your site or when you need to add, delete, or change the navigation order of pages on your site.

Using the Tool Guide

When you first start using the Page Editor, you might find some of the features and controls a little confusing. The Tool Guide is a helpful feature of the Page Editor. It is a toolbar that floats beneath the line of Page Editor tools and gives you a brief description of each one.

To turn off the Tool Guide, click the Close button. You can display it by clicking the Guide button on the Page Editor toolbar. If you find that you do not want the Tool Guide to display each time you start Page Editor, select Don't Show Again on the Tool Guide window and then click Close.

Editing a Web Page

Web pages are divided into zones, such as Zone 1, Zone 2, Zone 3, and so on. Zones let you organize your web page so that text, graphics, and other items are in the position you want them. Zones also are the containers in which you add Web Parts such as text, images, tables, links, and so forth. To edit the content of a web page, click the Edit link in the zone or select the zone in

which the content you want to modify resides. The Add Content editing window appears so that you can edit that zone's content.

The Add Content window includes two toolbars and an editing window (see Figure 7). The toolbars are similar to the toolbars you can find in Microsoft Word, Microsoft PowerPoint, and other applications. If you know how to use toolbars in those applications, such as for setting font size and name, creating bulleted lists, and changing font color, you can use the Add Content toolbars. For example, to change the font color for a paragraph of text, select the entire paragraph and click the Text Color button. (It has an A above a stripe of color on the lower toolbar.) Next, from the Color Picker dialog box, click the color you want to use and click OK.

In addition to the standard font and paragraph formatting options in the Add Content window, the Web Parts options area makes the following available to you:

- **Insert Line**—To add a leader (solid line) to your zone
- **Insert Link**—To add a hypertext link to another page, image, or other object
- **Insert Table**—To add a table to your zone
- **Insert Image**—To add a picture to your zone
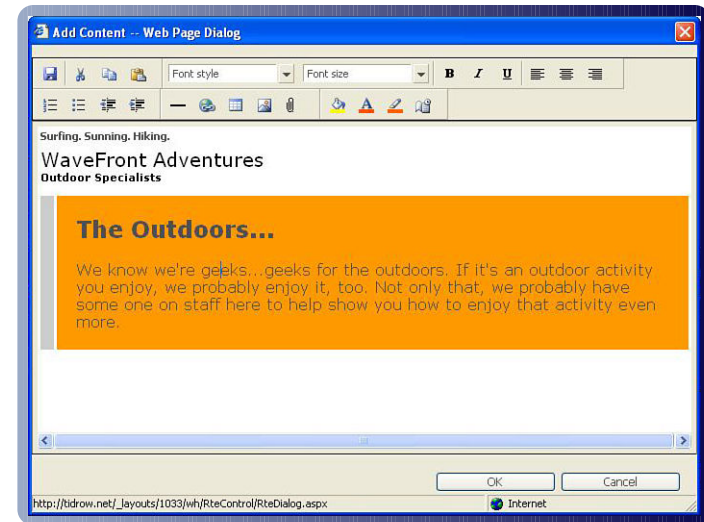- **Insert Document**—To add a link to a document to your zone

Figure 7 *Page Editor editing tools.*

You can save your edits by clicking the Save button. This closes the Add Content window so that you can edit another zone, move a zone, or view your website. To move a zone, for example, use the following steps:

1. Click the Move button in the zone to move. The Web Page Dialog window appears. It shows rectangles that represent the layout of your web page.