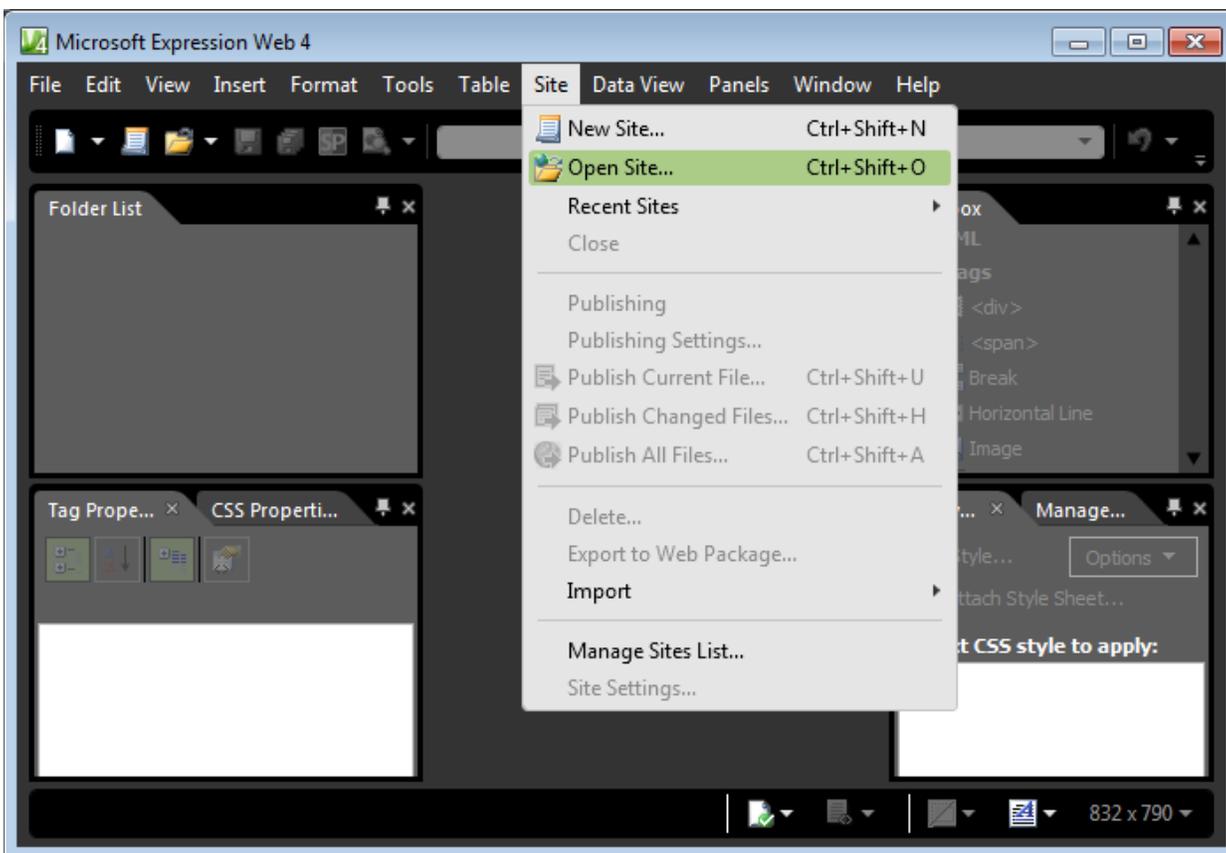# Using Expressions Web to Edit an FCNet Department Web Site

Here are the steps to open and edit a site on the new FcWebDept shared department web site server using Microsoft Expression Web 4.

- The steps for using Dreamweaver will be similar, but have some differences. Please contact Staff Development or Terry Gleason for assistance.

- These steps assume you are going to use FTP/S – which is a more secure file transfer protocol using Explicit TLS than just using FTP. However regular FTP is also available, if you are using a web page editor that does not support FTP/S.
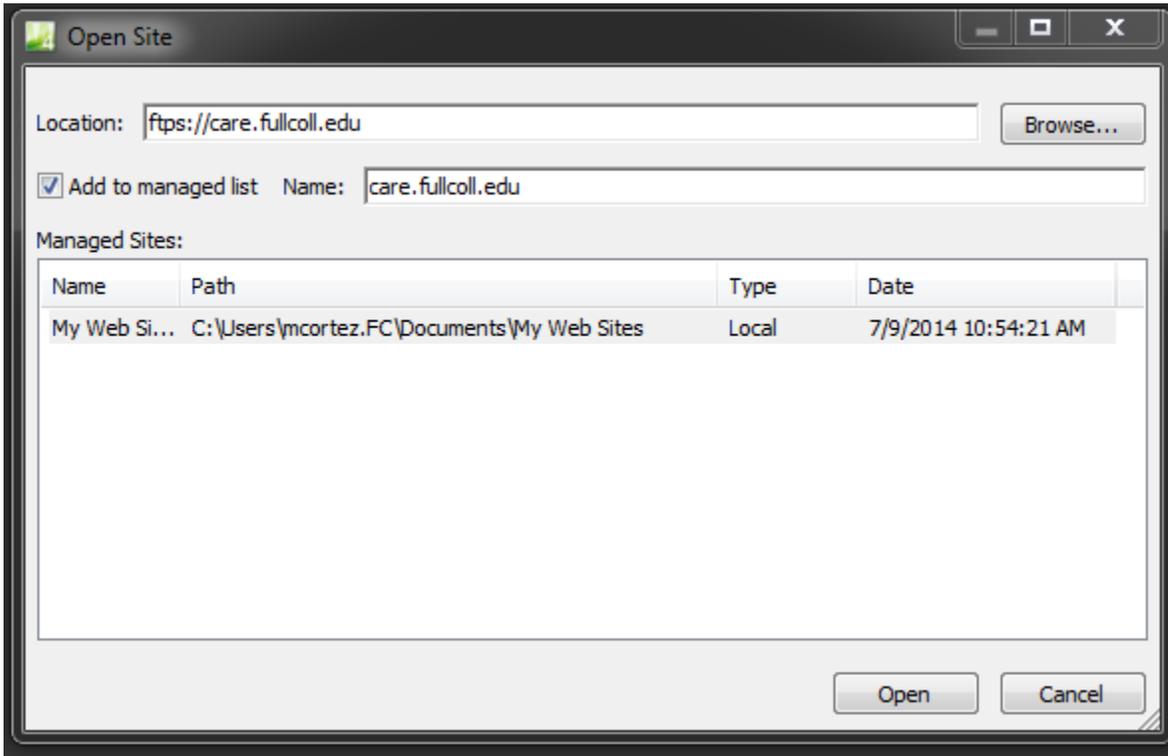
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To edit a web site from Microsoft Expression Web 4:

For a department website, please use the following format for the location:
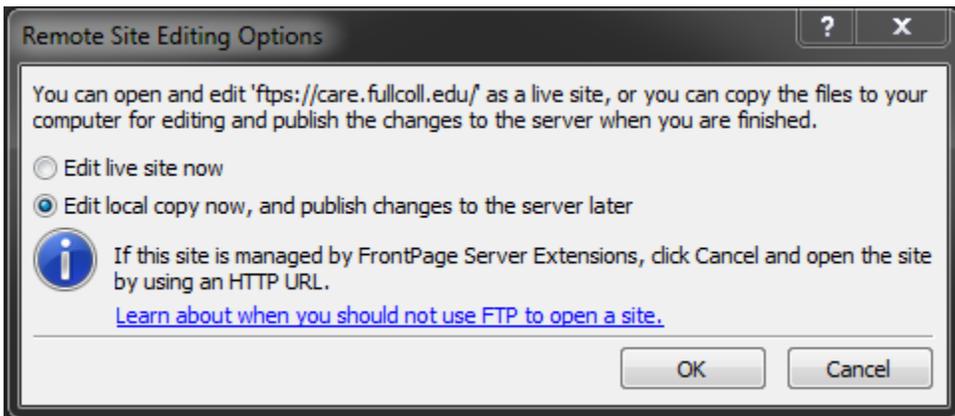ftps://NameOfDepartmentAccount.fullcoll.edu

example: ftps://care.fullcoll.edu

After specifying the location, the Name field should automatically fill in. Make sure the checkbox next to "Add to managed list" is checked so that the configuration is saved for the next time you want to edit your site. Click on Open.

Next you will be prompted for Remote Site Editing Options – here we recommend that you select "Edit local copy now, and publish changes to the server later." This allows you to create a local copy of your site, where you can work on it at your leisure, testing to make sure it's just as you want it and then publish it when ready. If you select "Edit live site now" – the program will only temporarily download files from your web site, as you are editing them and each time you save, your files will be immediately uploaded to the site (even if they are incomplete.)

Click OK, and you will then be prompted for your Department Account credentials:
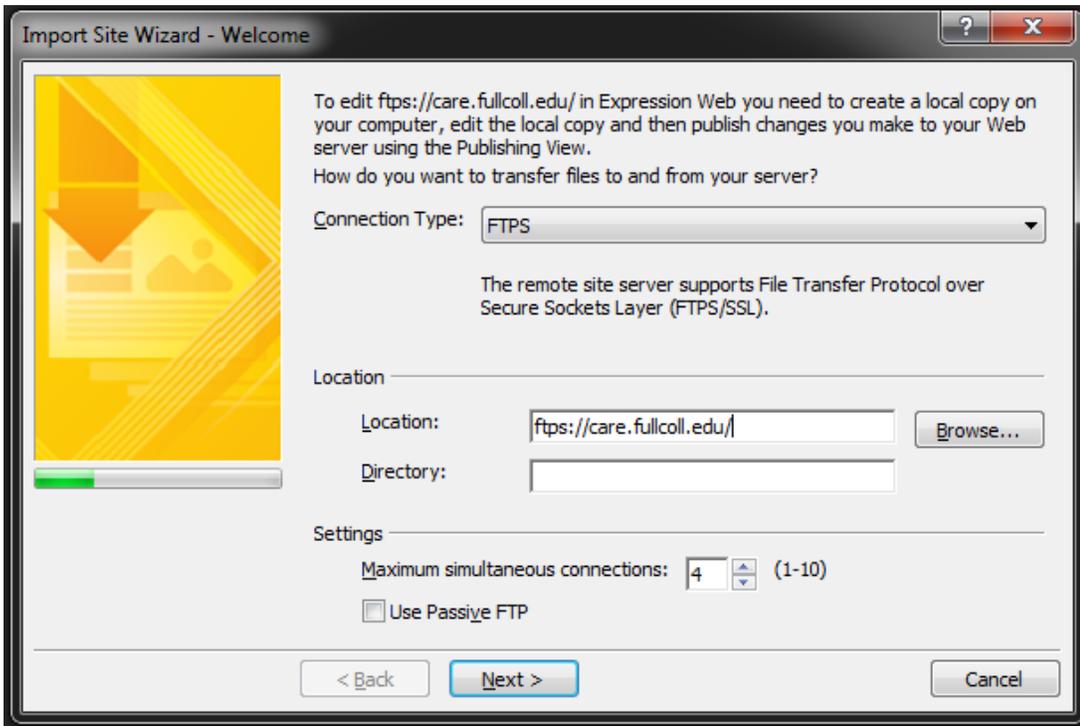

Do not check the "Remember my password" box. After entering your credentials, click OK. You will be prompted with a warning regarding "Non-Trusted Certificate" – you can safely ignore this warning. All this warning is indicating is that we have created our own security certificate to keep your web site safe, rather than purchasing one from a 3rd party.
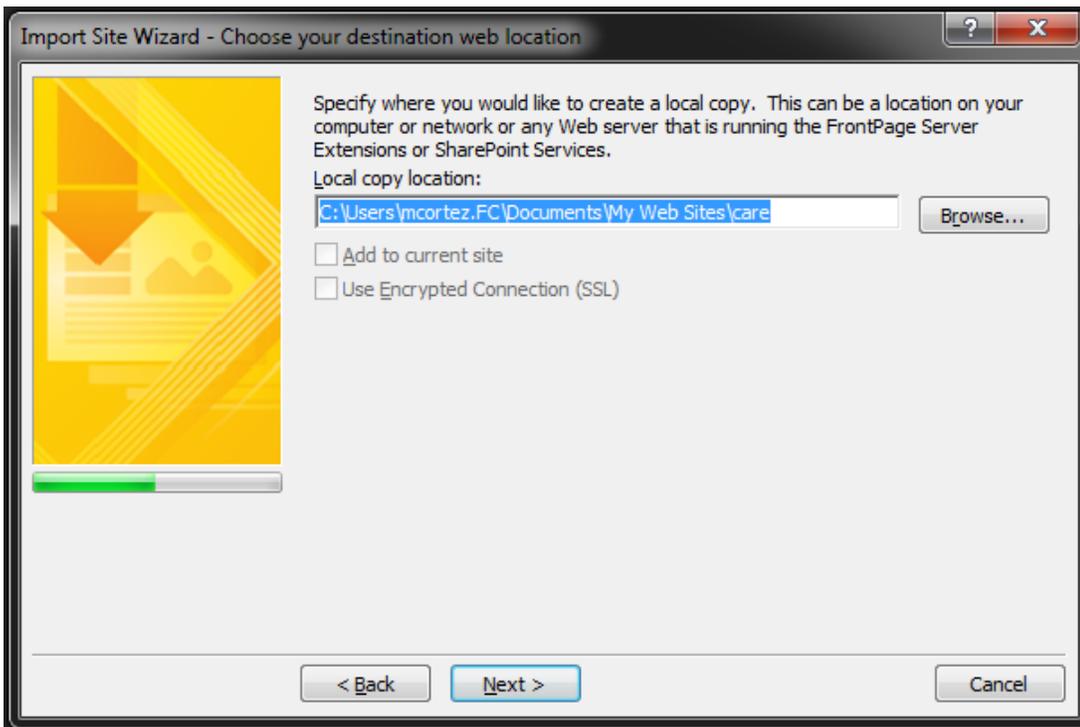

You can safely check the box next to "Always trust this server?" then click Trust.
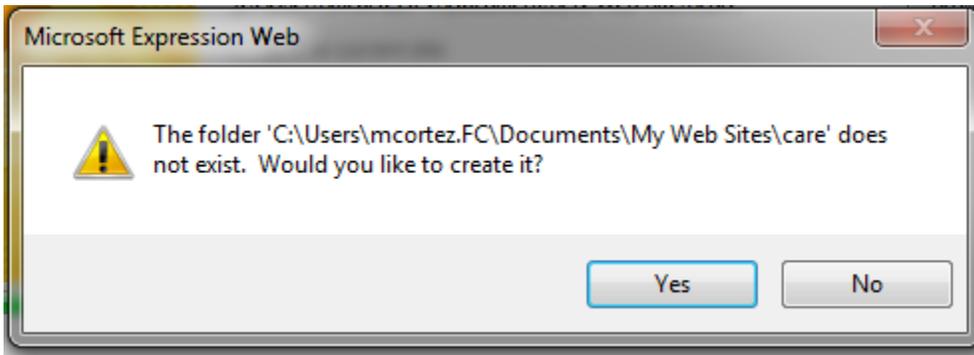
You may then be prompted to set up import configuration for the site. Simply click on Next to start the process.
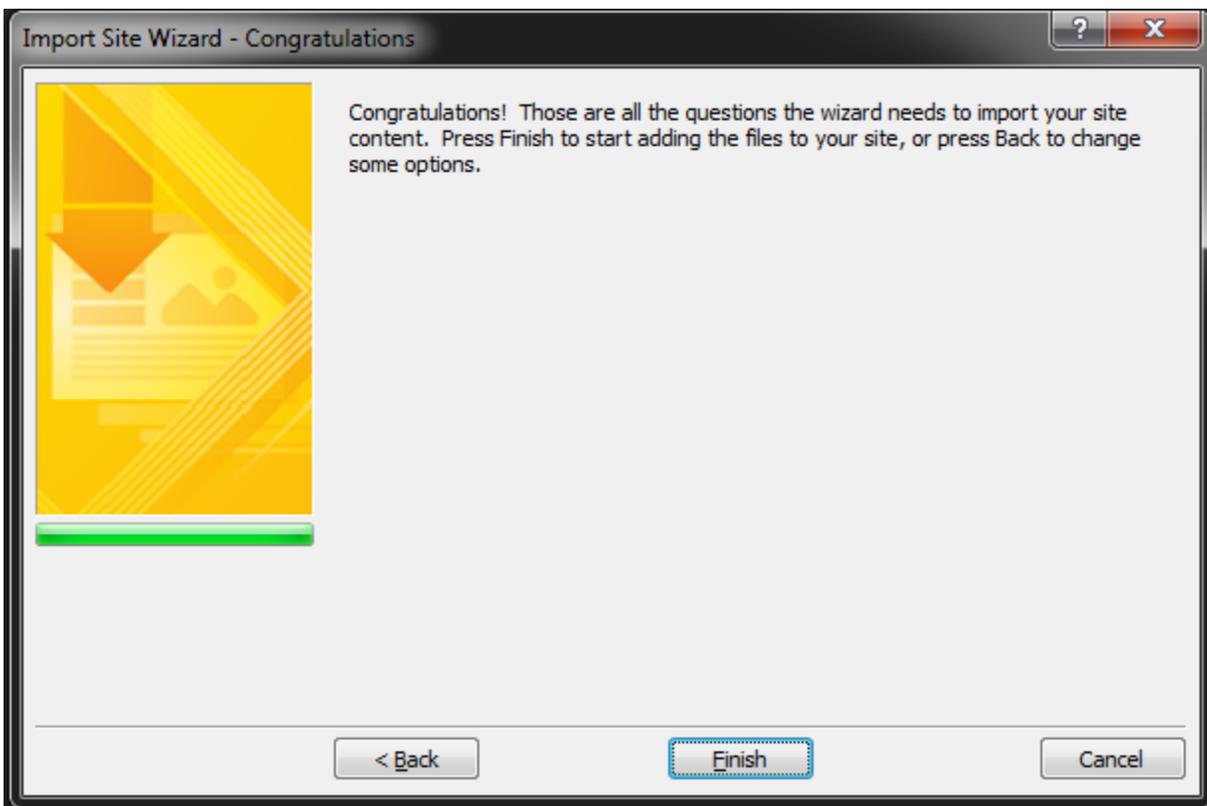

You will be prompted for a location on your local computer to save the web site to. Placing it in your "My Documents" folder is generally a good place for it. You may need to manually edit the Local copy location, or use the Browse button to select an appropriate location. We recommend you place the site in a new folder that is appropriately named for your site. Once you've specified the local copy location, click on Next.
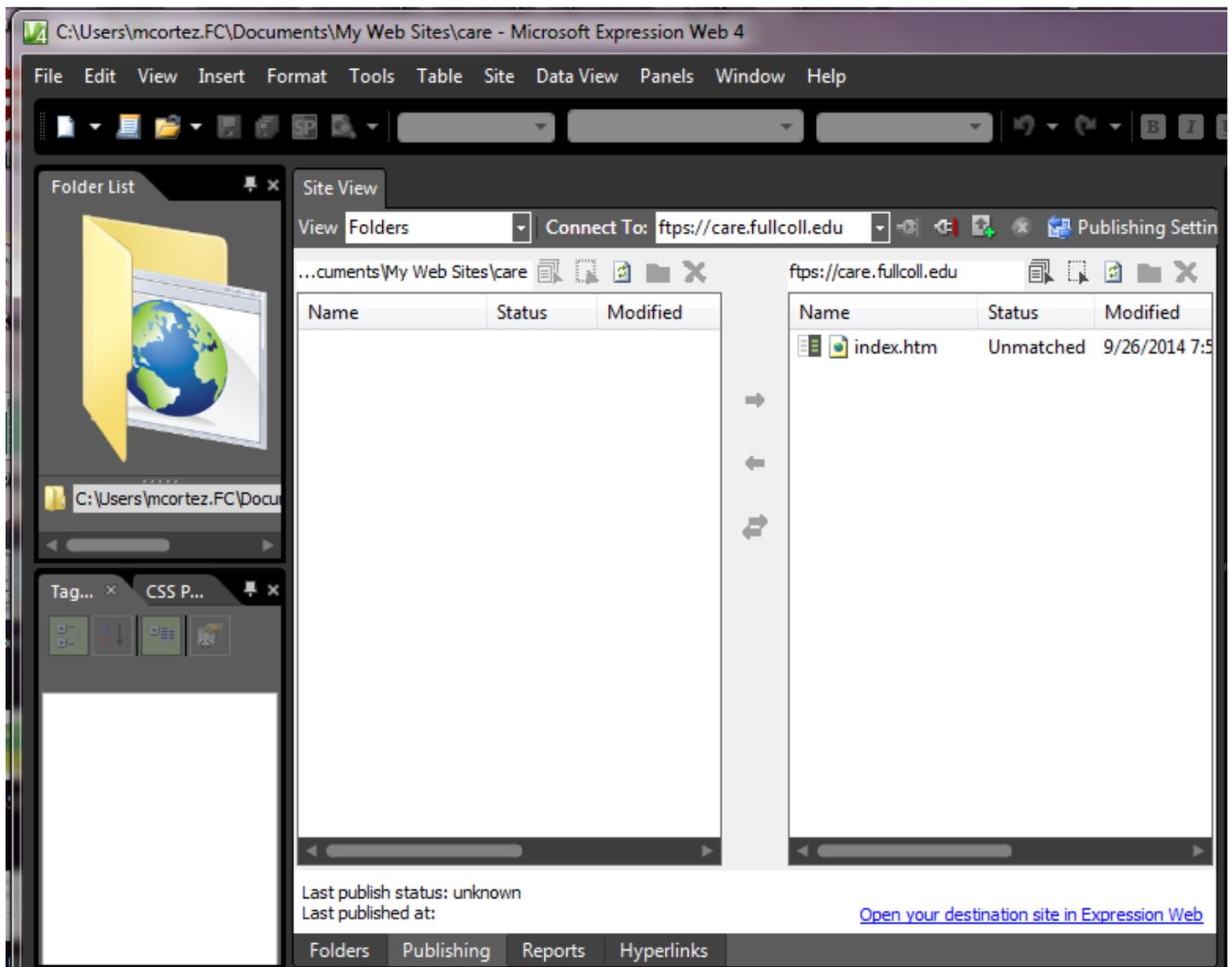
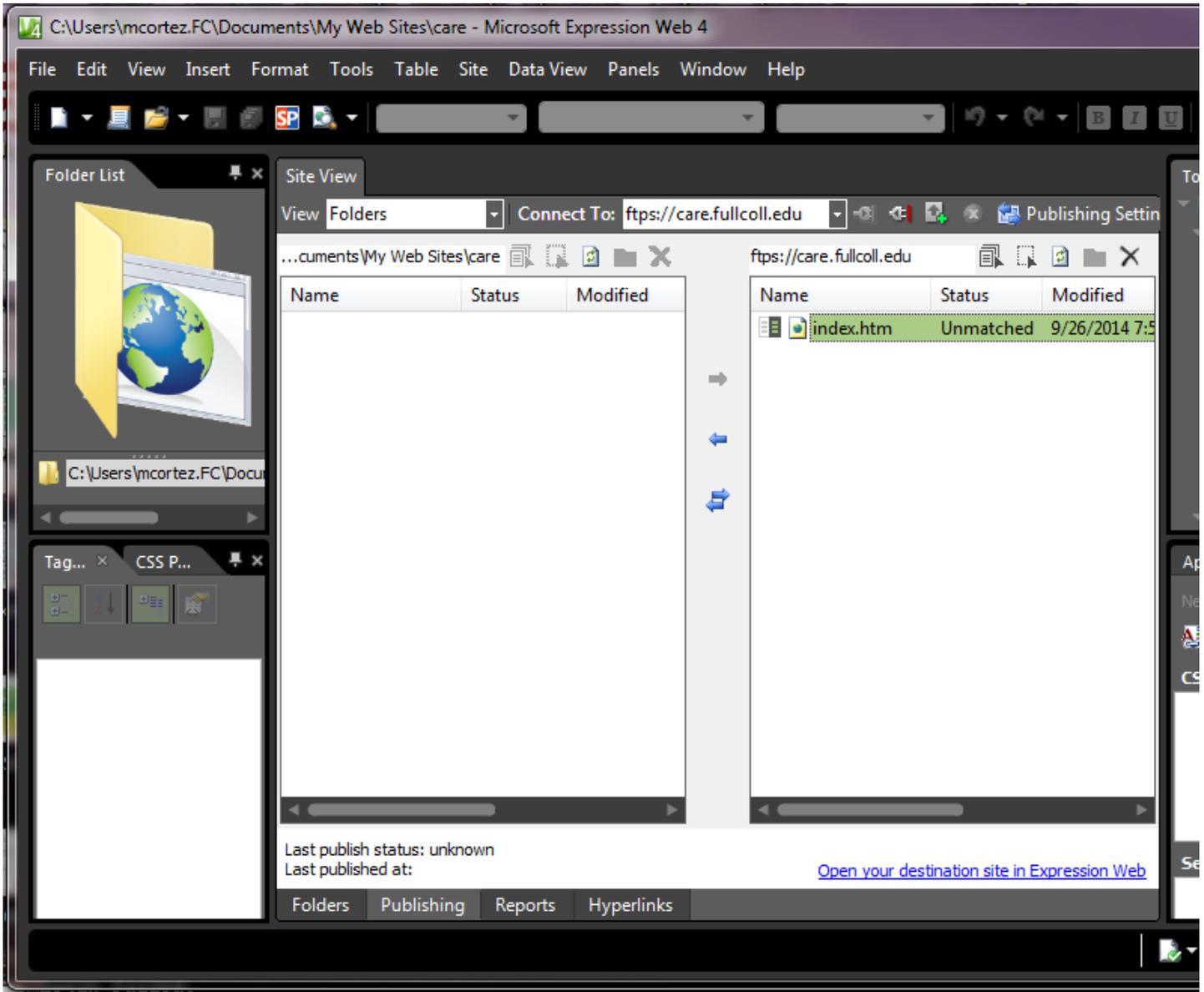If you've specified a path to a new folder that does not exist, you may be prompted to create it. Click Yes.

Microsoft Expression Web

⚠ The folder 'C:\Users\mcortez.FC\Documents\My Web Sites\care' does not exist. Would you like to create it?

[Yes] [No]

Once you have completed the process of setting up the import you should receive a Congratulations dialog window. Click on Finish.

Import Site Wizard - Congratulations

Congratulations! Those are all the questions the wizard needs to import your site content. Press Finish to start adding the files to your site, or press Back to change some options.

[< Back] [Finish] [Cancel]

Expression Web will then take you to a screen that shows what files are stored locally {currently none} on the left and what files are on the web server on the right:
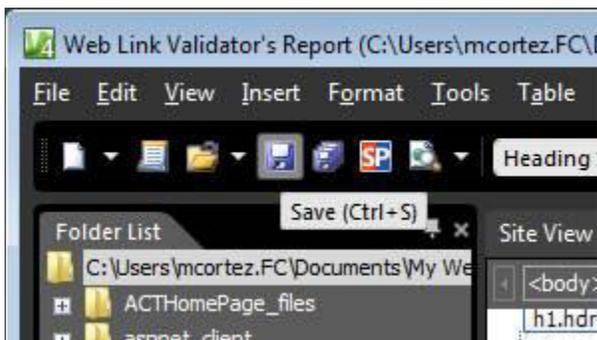
You should highlight all the files on the right and click the little two-way arrow in the center (the bottom one) to synchronize between local & web server:
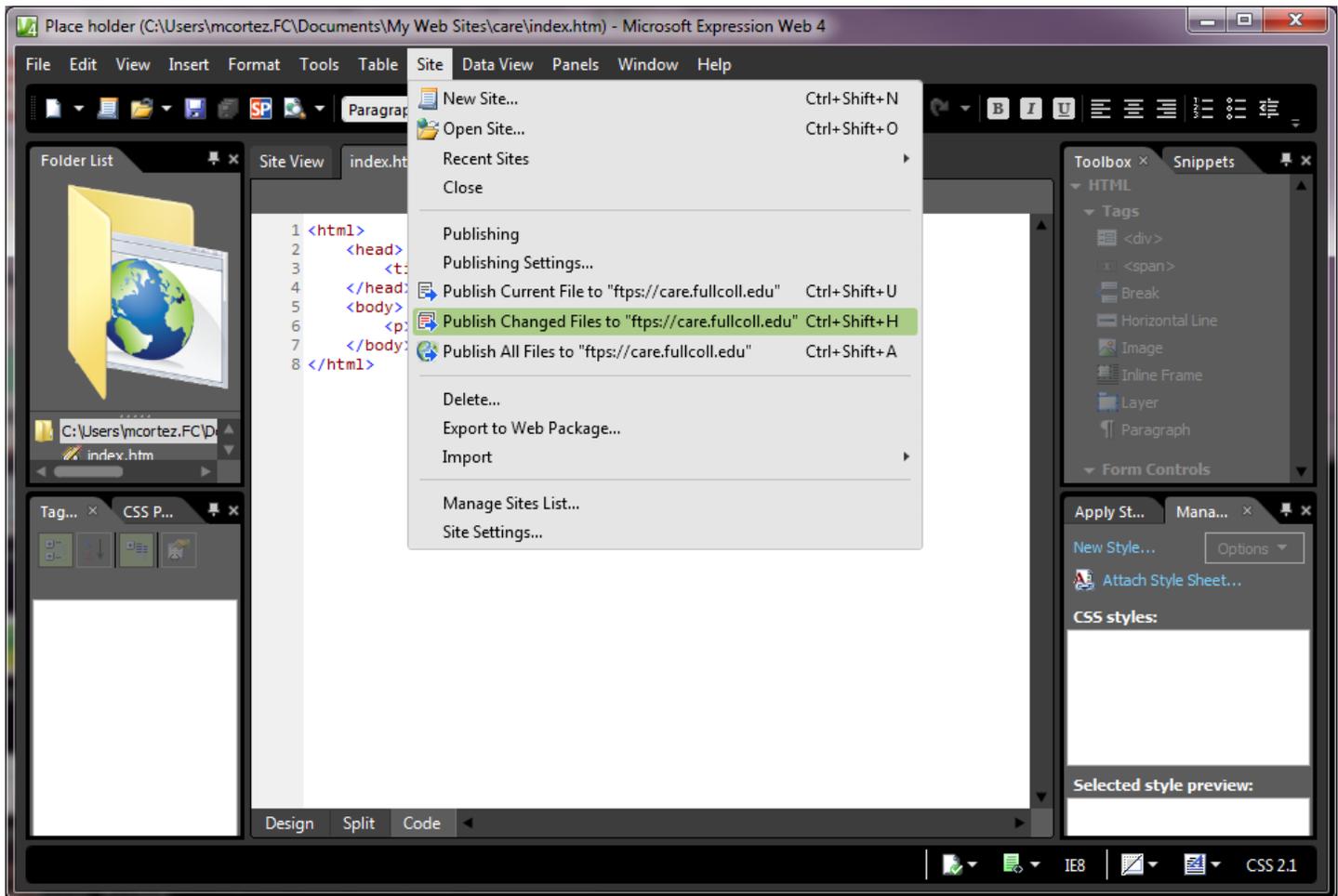

Once it has completed downloading the files, you can double click any file on the left to edit it.

After editing your file(s), you should make sure you have clicked on the Save icon or used the File -> Save menu to save your changes locally.

After saving your files locally, you can publish all of your changed files back to your web site by using the "Publish Changed Files" menu option:

After the initial setup is complete, you can access the site in the future using the Site -> Recent Sites menu, without having to repeat all these steps again.

Then you simply make the changes you want, save them locally, then select Publish Changed Files.