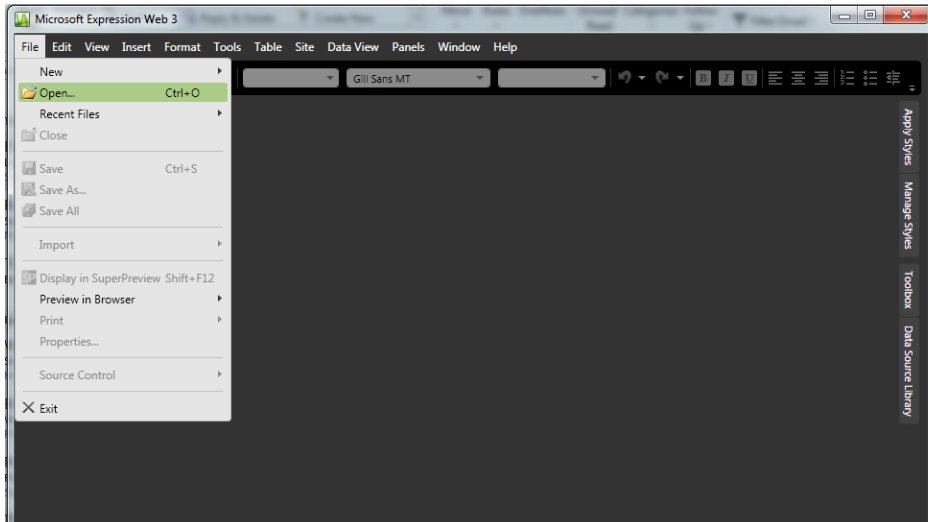
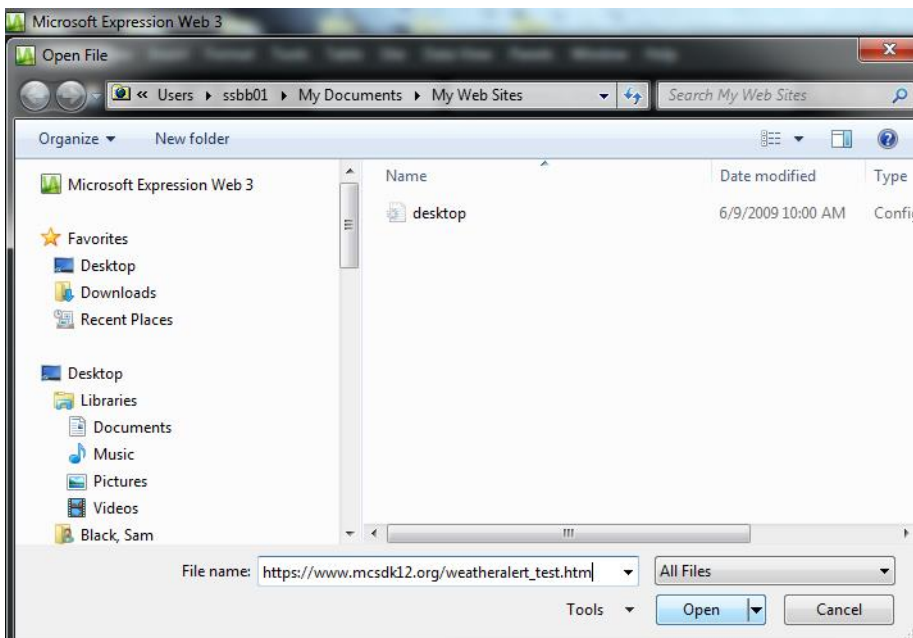


## Weather Alert Website Updates

1. Open Microsoft Expressions Web 2 or 3
2. Then select file – open..



3. Then in the File name type:  
[https://www.mcscdk12.org/weatheralert\\_test.htm](https://www.mcscdk12.org/weatheralert_test.htm)
4. (make sure to have the 'S' after the http) then select Open

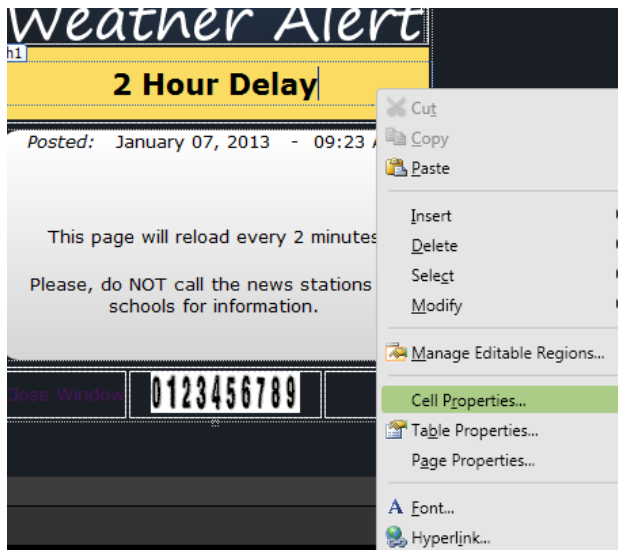


5. Once selecting Open, a window will pop up saying by opening this page you have automatically made edits (because of our auto refresh feature)
  - a. Just select OK

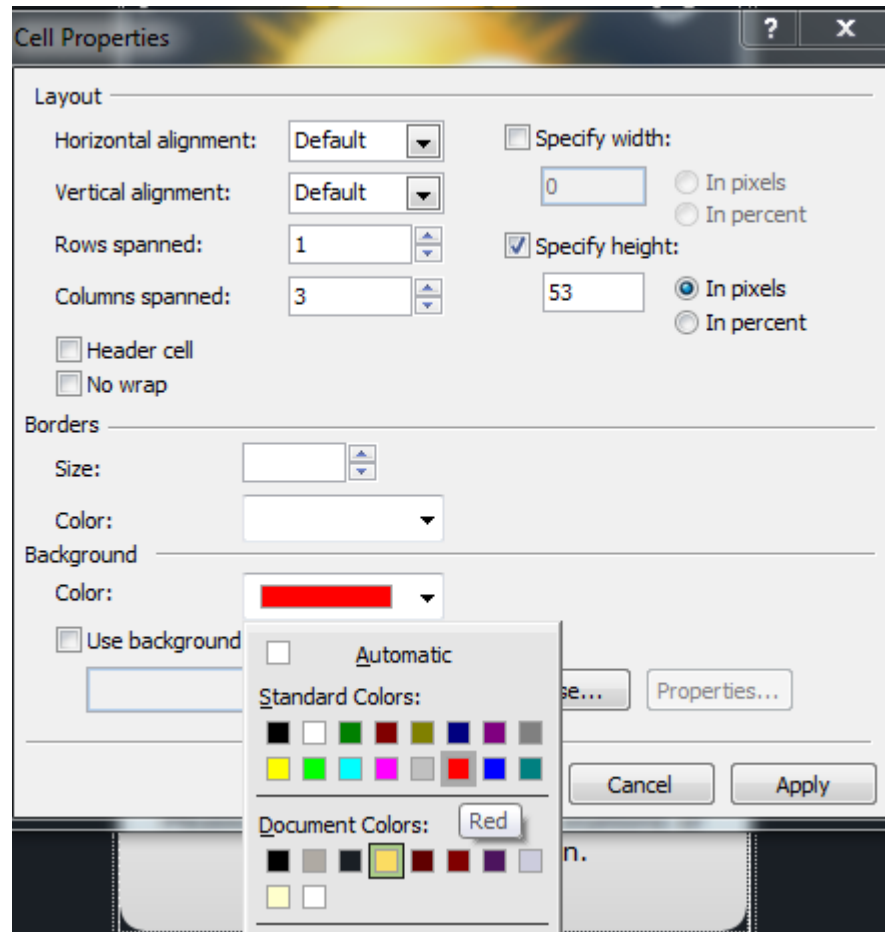
6. Then the page will pop up that you will make your edits to.



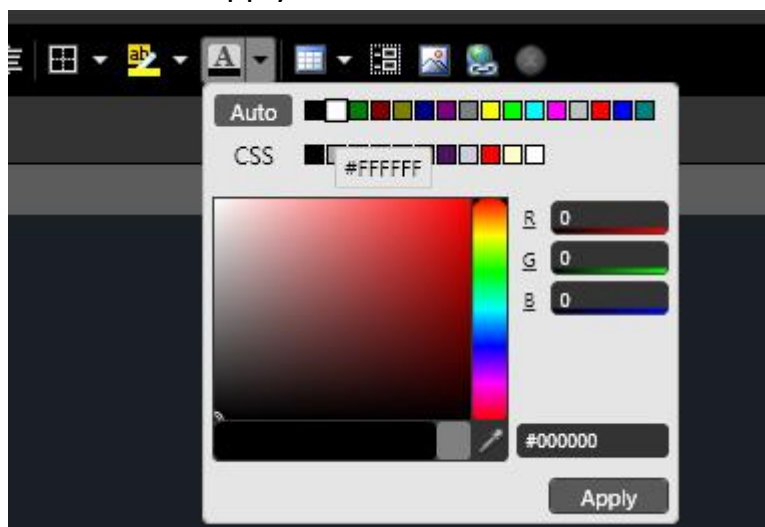
7. Now if there is a '2 Hour Delay' or 'School is Closed' you need to change the 'Normal Schedule' to updated notice.
8. Just like in Word or Excel you would click in the yellow area to make the edits and Type in '2 Hour Delay'
9. To make your edits stand out, I change the background to red and change the font color white.
  - a. Change the background color: right mouse click in the yellow area and select 'Cell Properties'



- i. Change the 'Color:' option under background to a red color and select OK.



- b. To change the font color to white. Highlight the words '2 Hour Delay' and select the 'Font Color' tool at the top tool bar (it looks like the letter 'A')
  - i. Click the white color.
  - ii. Click apply



10. Once you click apply you can then save the file and it is live for the world to see.



Mifflin County

Weather Alert

h1.style6

**2 Hour Delay**

Posted: January 07, 2013 - 09:23 AM

This page will reload every 2 minutes

Please, do NOT call the news stations or schools for information.

Close Window

0123456789

MCSO Home

The image is a weather alert notification for Mifflin County. It features a dark blue background with a yellow sun partially obscured by a white cloud, and several white snowflakes. The text 'Mifflin County' is at the top in a white, cursive font, and 'Weather Alert' is at the bottom in a white, cursive font. A red banner with the text '2 Hour Delay' is prominently displayed. Below this, a white box contains the posting date and time, a message about page reloading, and a request not to call news stations or schools. At the bottom, there are buttons for 'Close Window', a numeric keypad '0123456789', and 'MCSO Home'.