

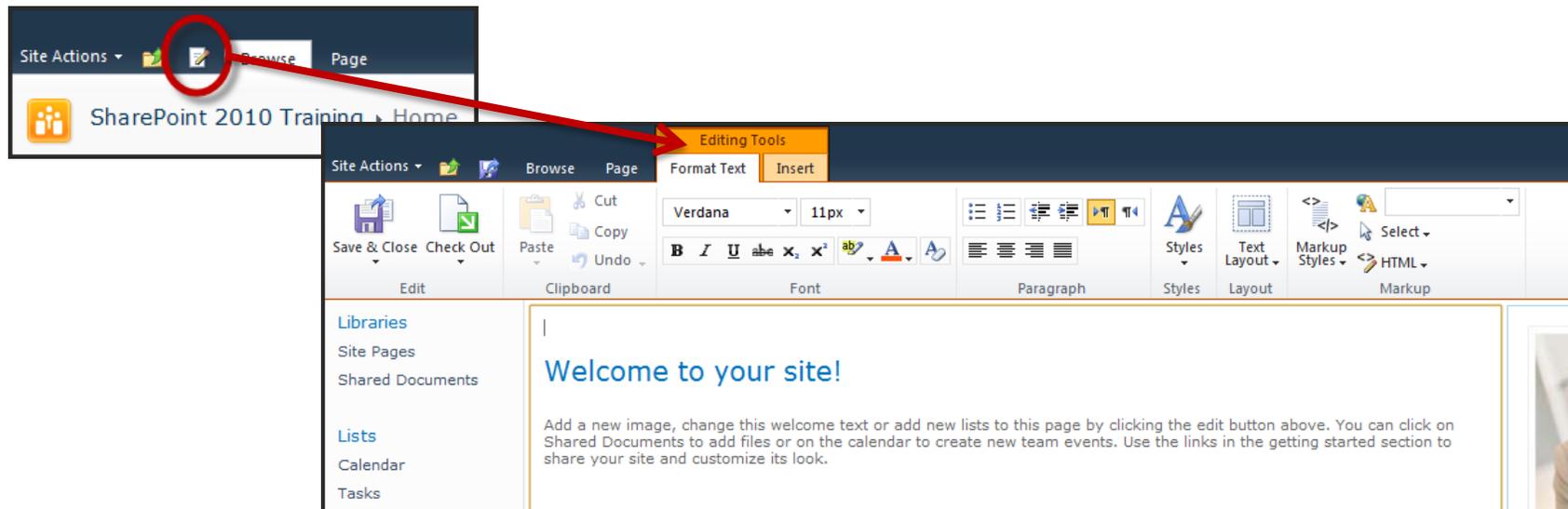


SHAREPOINT 2010 SITE PAGES

EDITING TEXT

Before you get started, it's a good idea to take screen shots of your site and date them. This is so you can track your progress.

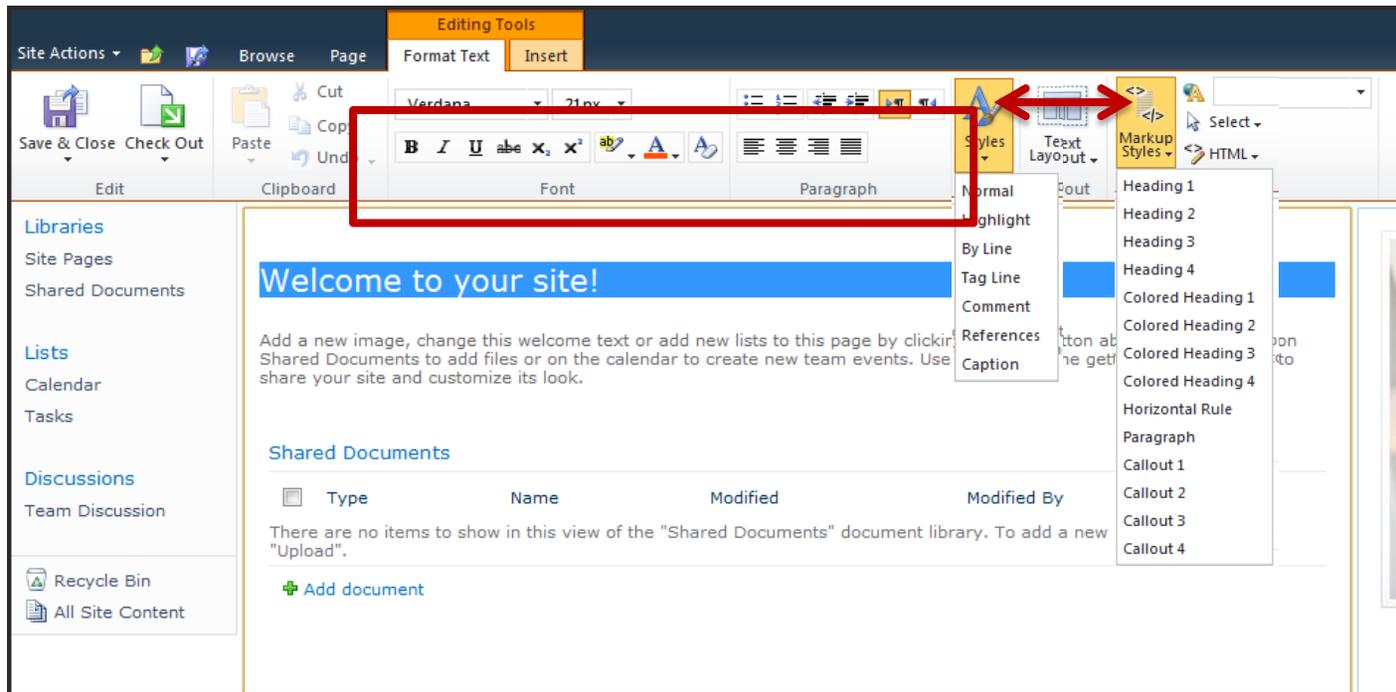
- Click the **Edit** icon to edit your landing page. The **Office** ribbon is displayed and items can be formatted, inserted or deleted as required.



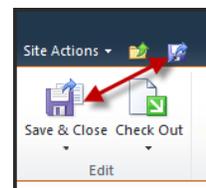
 **TIP** Delete is the **Getting Started** section. When you're rolling SharePoint out to a user base, this is not what you want them to do first. It is going to distract them completely from managing the site properly.



- b) Select the text and use the normal Office formatting options to edit it.
- c) Use **Styles** and **Markup Styles** to quick format text and headings.



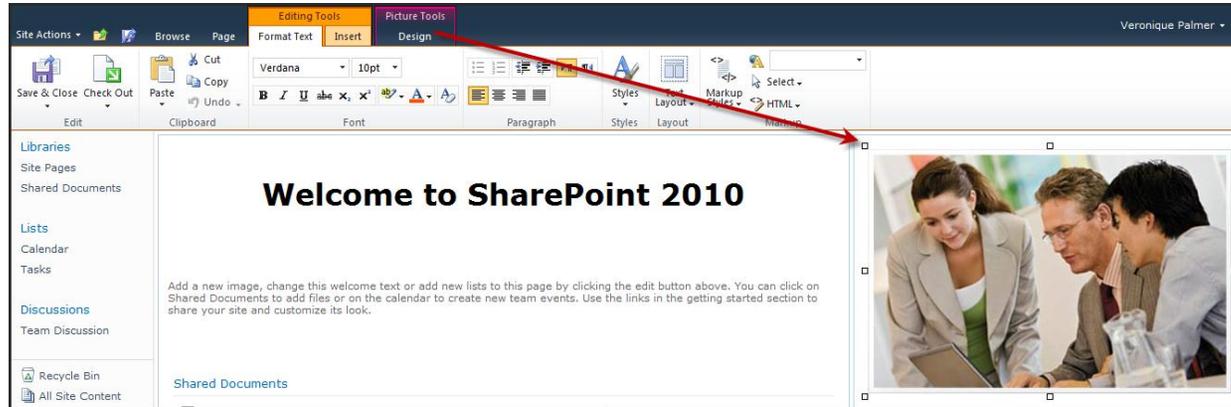
TIP Save the page regularly to check how the formatting is going. Format text in Word and copy and paste it into your site page if online formatting gets too tricky.





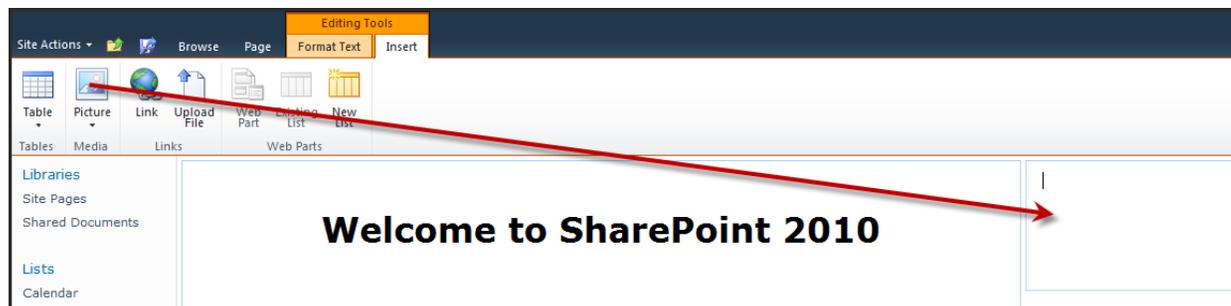
INSERTING / EDITING IMAGES

a) Click on the image – as you do so, you’ll see the **Picture Tools** tab become available.



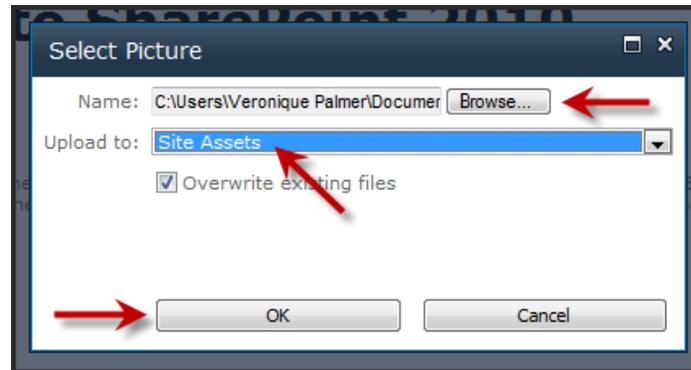
b) To replace the image, make sure the image is selected and hit the Delete button on your keyboard.

c) Click **Insert** on the ribbon, select **Picture**.

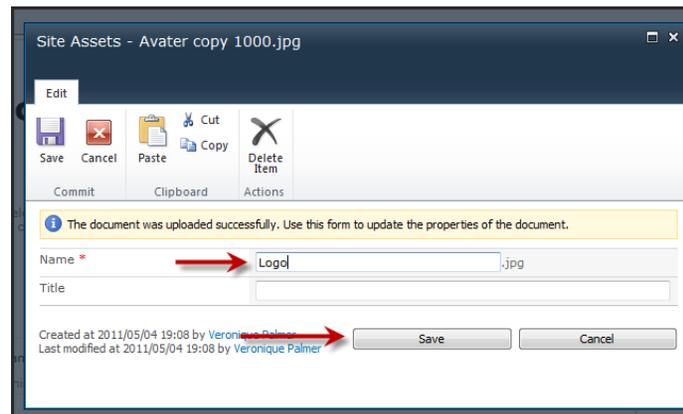




- d) Browse to the library where your image is and select it. Notice where the image is stored by default – **Site Assets**. (In SharePoint 2007 you had to have a **Picture Library** created first). Click **OK**.

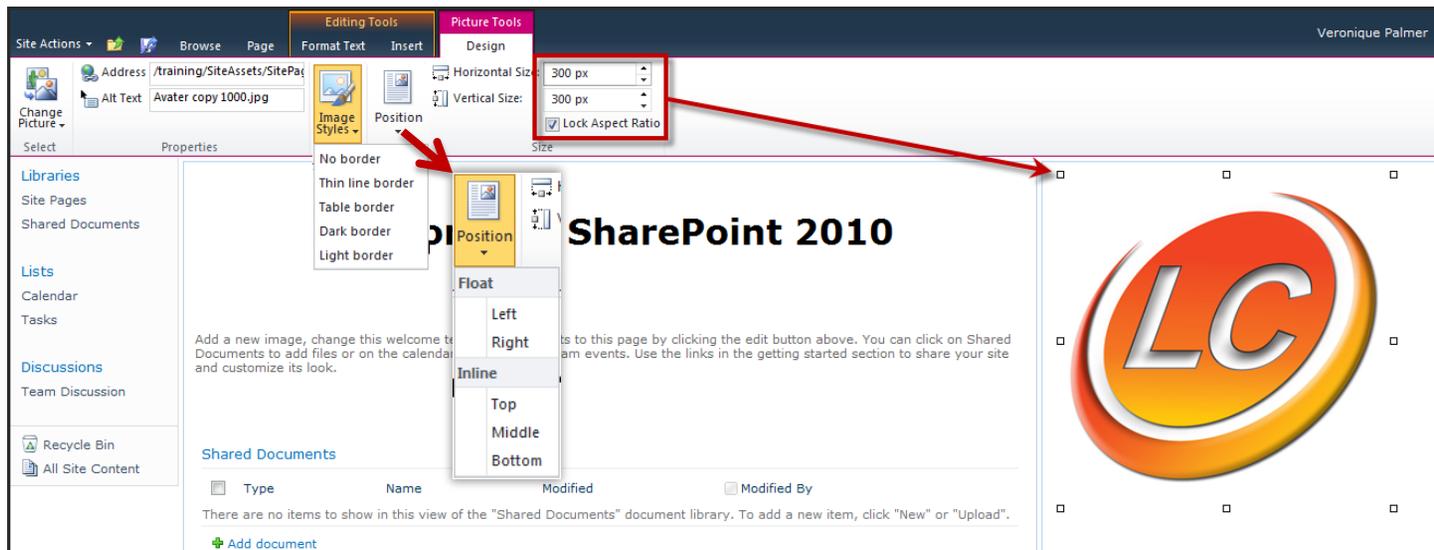


- e) You can rename the image if necessary – practice good document naming standards in order to retrieve your information on a long term basis. Click **OK** again.

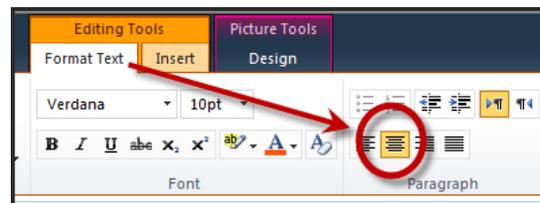




- f) Now that image is embedded, the **Picture Tools** tab editing options is available. Resize the image by either clicking and dragging the corners of the image, or typing in pixel numbers manually in the toolbar. You can also add a border using the **Image Styles**, or change the **Position**.



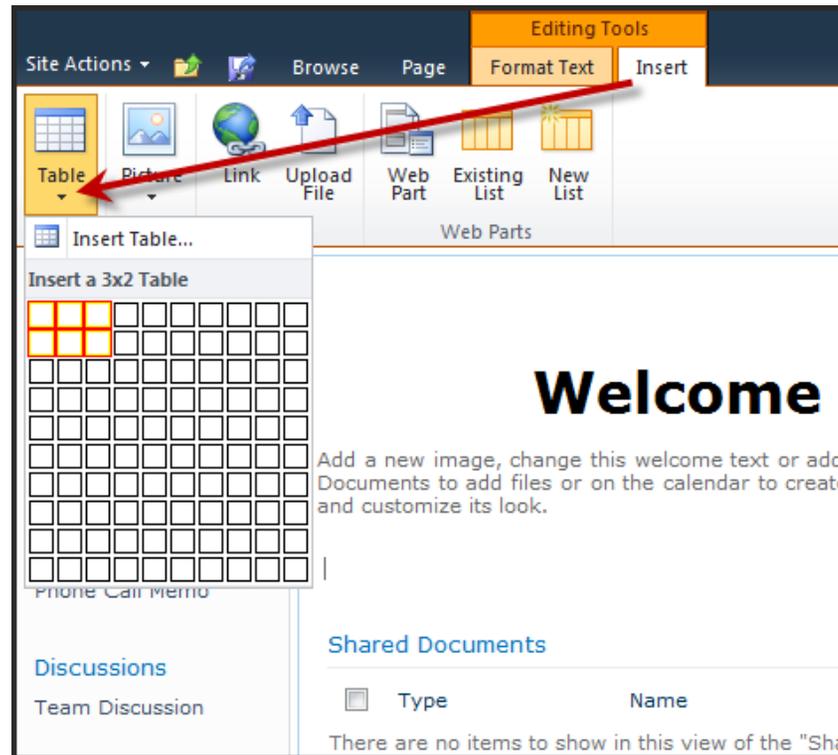
TIP The **Middle Inline** under **Position** doesn't always work properly. To centre the image in the zone, click on the **Format Text** tab and the centre alignment.





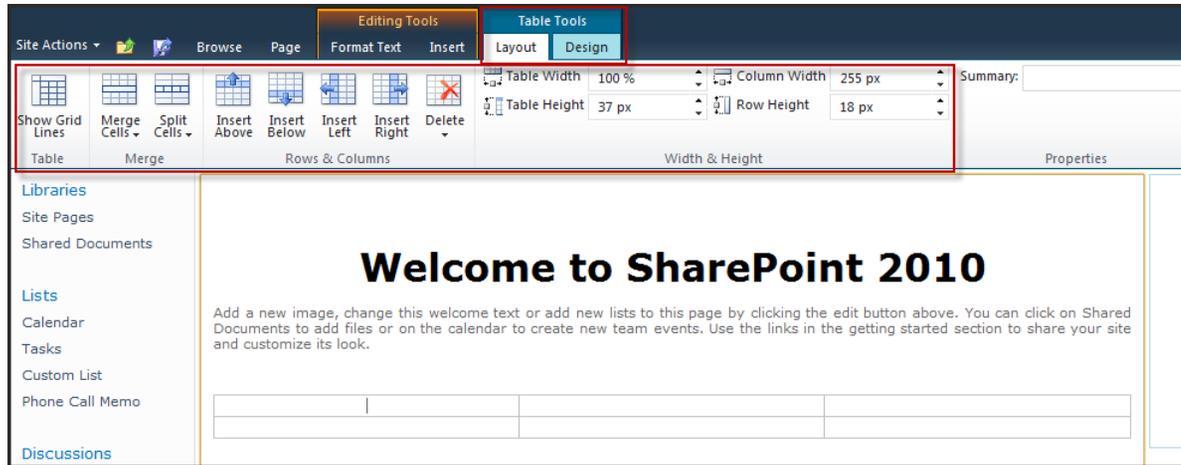
INSERTING TABLES

- a) Edit the **Site Page** and click on the **Insert** tab.
- b) Click on **Table** and select the number of rows and columns required.

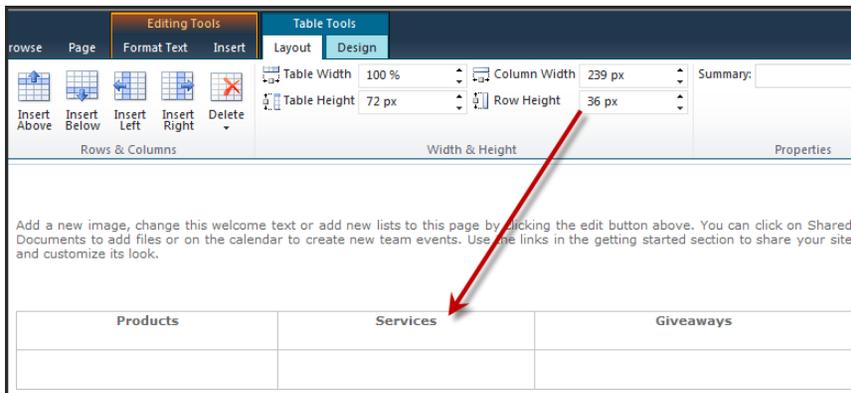




c) As the table is inserted, the table editing options become available. You can add, remove, split and merge columns and rows, and change the height of either; the same way it works in Word.



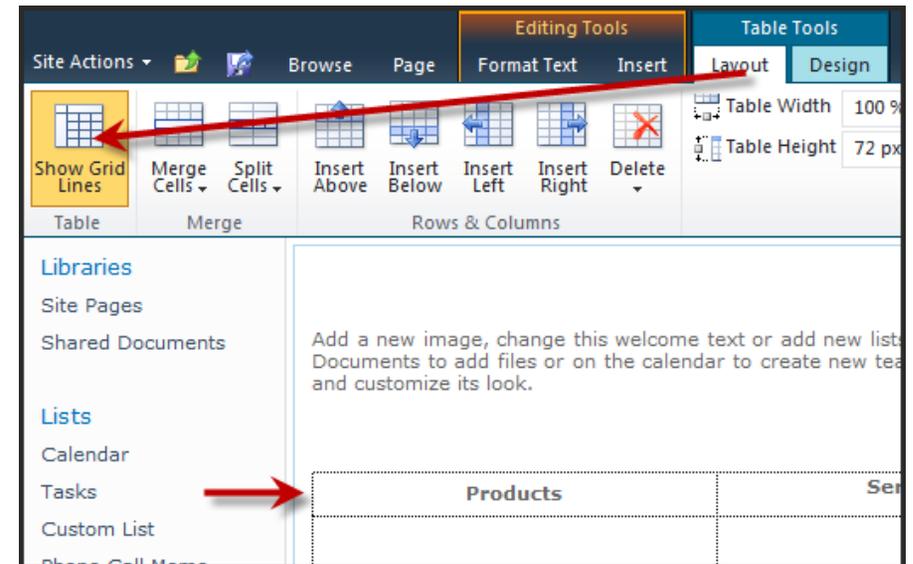
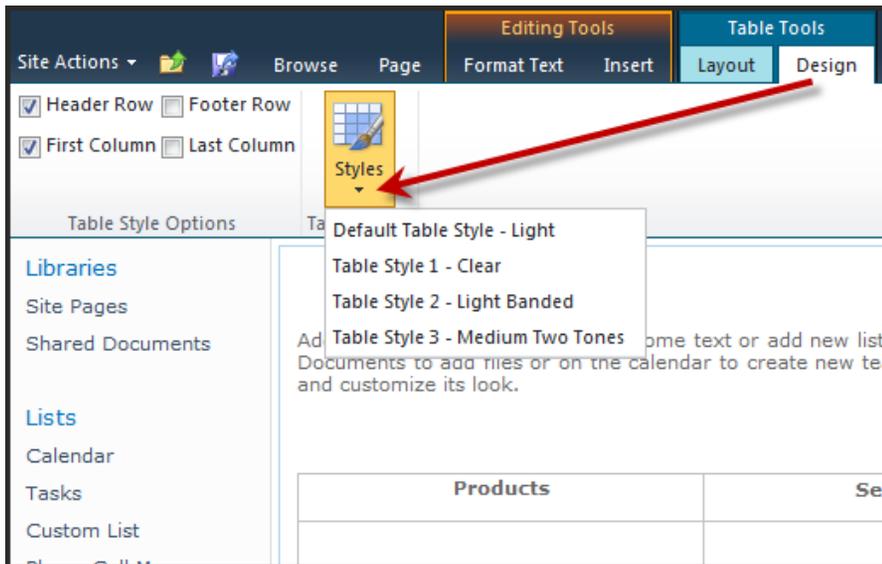
 **NOTE** You can't align text horizontally in cells if you make the row height bigger. You would have to manually enter spaces before and after the text if you don't know HTML code in order to centre it.





d) By default the table borders display, but you can have clear borders. Click on **Design – Styles – Clear**.

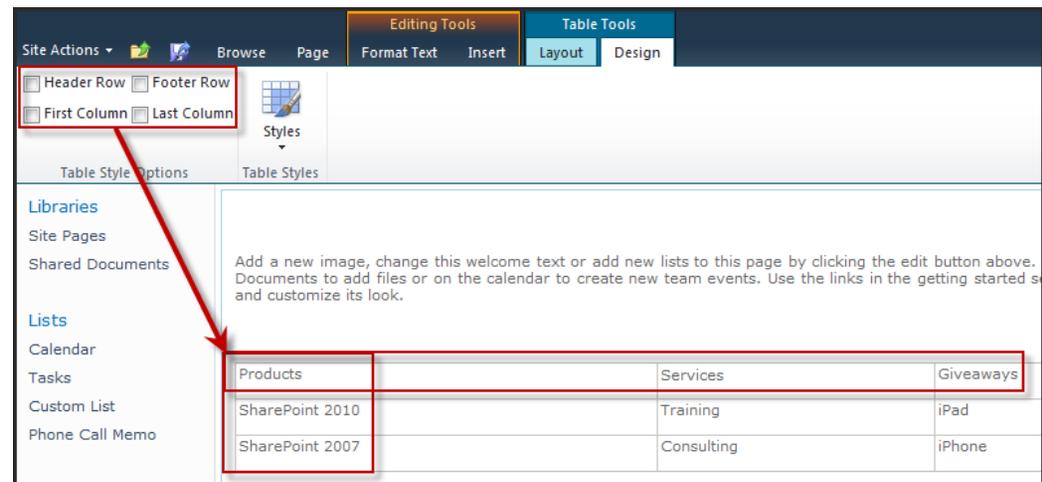
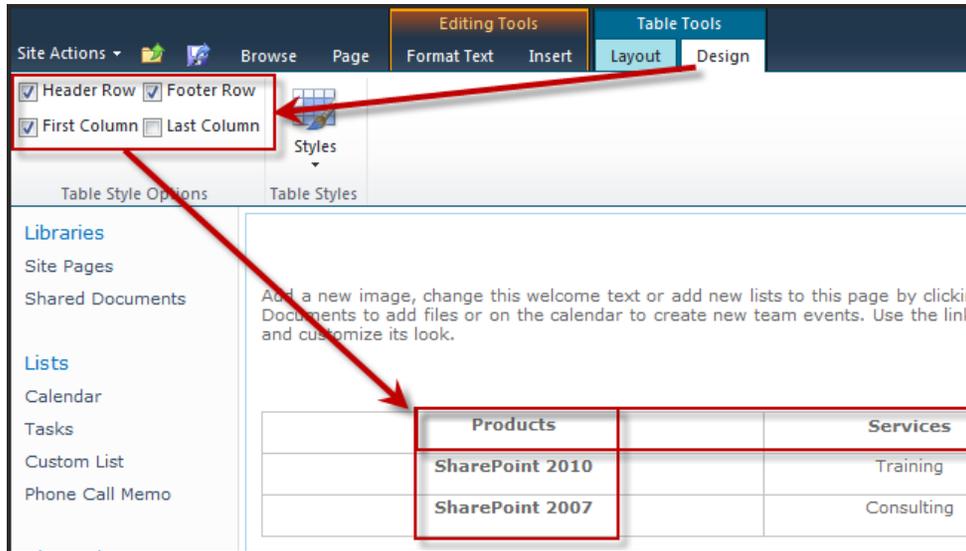
e) If you're using **Clear**, then use **Gridlines** while in edit mode so you can keep track of the table.



 **TIP** When you use the clear setting and put on gridlines; every time you add or remove a new column or row, or cut and paste information to other cells; the gridlines disappear and you have to click them again to view them. This can get very irritating. Leave the **Design** setting to light lines while you set up the table, then right at the end change it to clear.



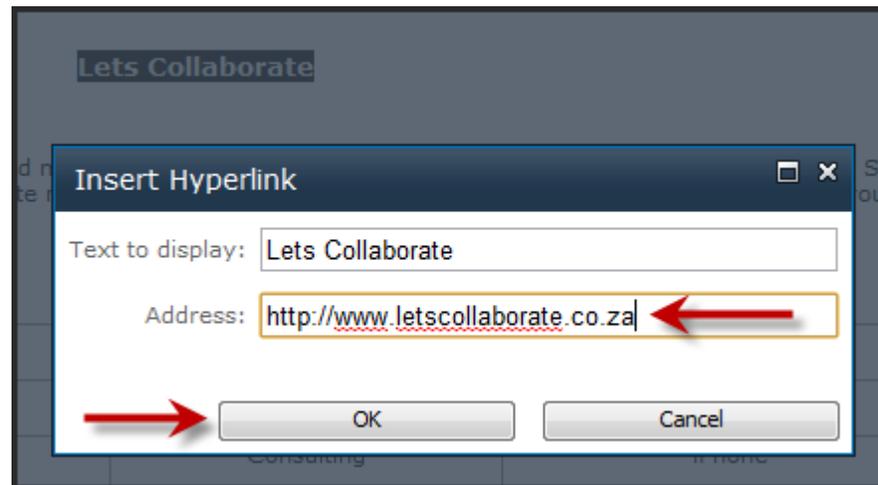
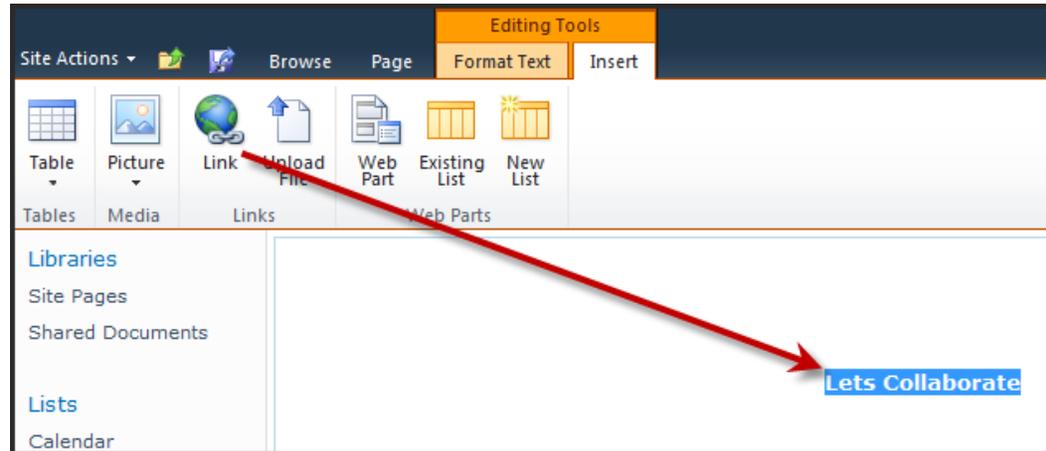
f) By default the tables are given a header and footer row and first column. This makes the text in those cells bold. By unticking them it reverts the text to left aligned, unbold.





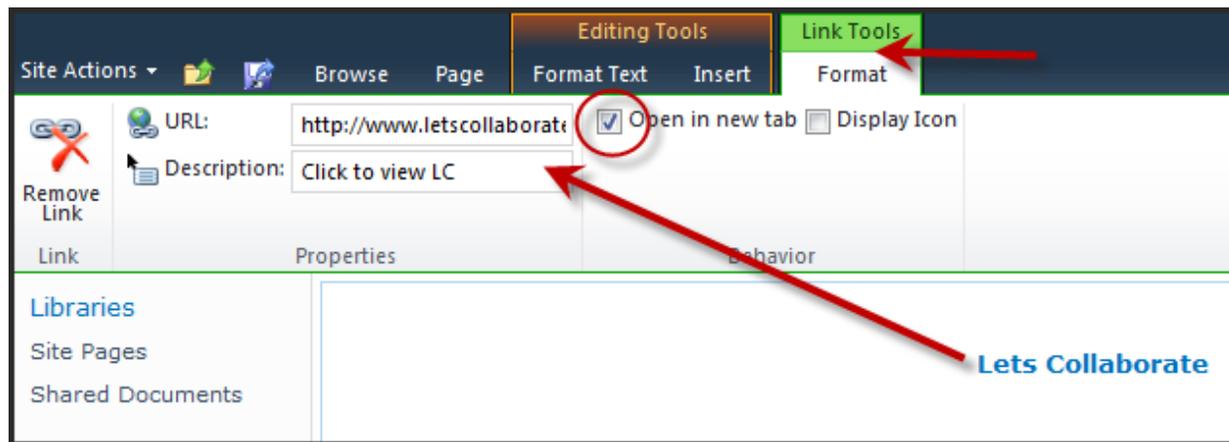
LINKS

a) To insert a link, select the text you wish to hyperlink. Make sure the http:// is before the web address if you write it in manually. Otherwise copy the URL from the site you wish to link to.





- b) As soon as you click OK the Links tab becomes available. Any link in any page, web part or announcement can be formatted in this way.



TIPS

To decide whether a link should be opened in a new window or not : if the link goes to a site outside of the default navigation controls, then open it in a new window. As long as you can use SharePoint navigation to get back to the site it can be opened in the current window.

Always put in a Description – it's the tool tip. Software used by the visually impaired reads these tool tips back to the user so they know there is a hyperlink on the site they can click on.



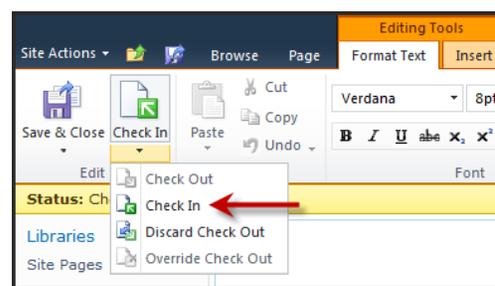
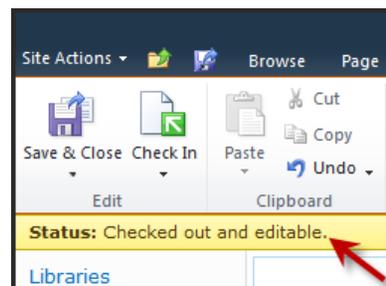
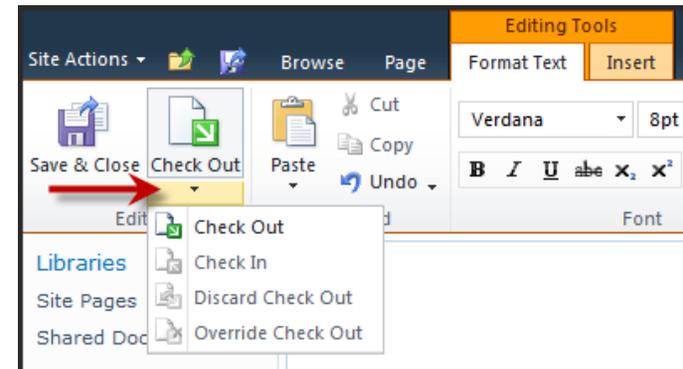
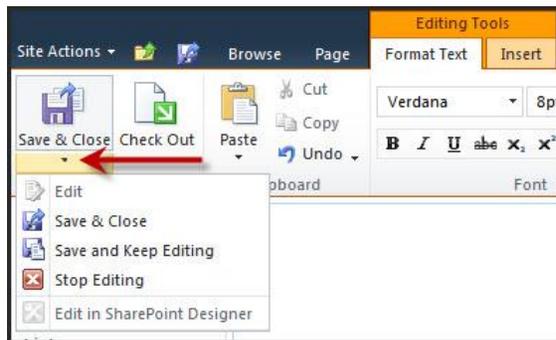
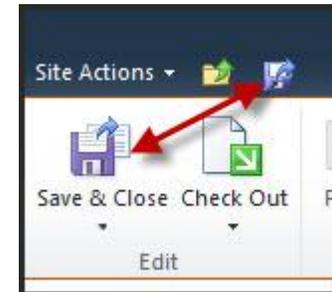
SAVING AND EDITING OPTIONS

a) When you want to save your page, click the **Save and Close** button.

b) If you want to discard all your changes, click **Stop Editing**.

c) To continue working in edit mode, click **Save and Keep Editing**.

d) To make sure no-one else works on the page while you do, click **Check Out**. Check it back in again when you're done.





CHANGING LAYOUTS

- It is very easy to change the default left and right zone page layout. Click on **Format Text – Text Layout** and choose a new layout.
- The content will automatically reshuffle as you choose different layouts to view the outcome. You will have to fix the content properly after the new layout has been saved.

The screenshot shows the SharePoint 2010 editing interface. The ribbon is set to 'Format Text' and the 'Text Layout' dropdown menu is open, displaying the following options:

- One column
- One column with sidebar
- Two columns
- Two columns with header
- Two columns with header and footer
- Three columns
- Three columns with header
- Three columns with header and footer

The main content area displays the 'Lets Collaborate' page with a table of products and services:

Products	Services
SharePoint 2010	Training
SharePoint 2007	Consulting

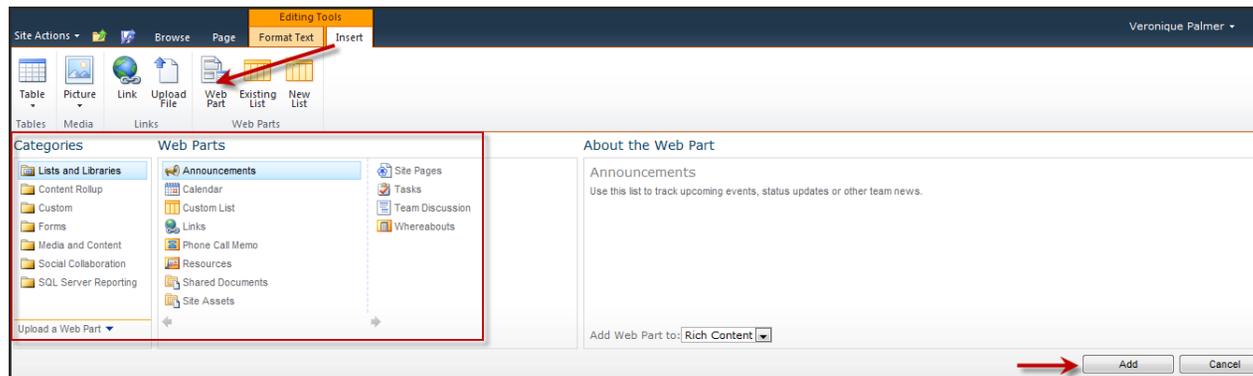


TIP Just discard the changes if the formatting gets out of control.

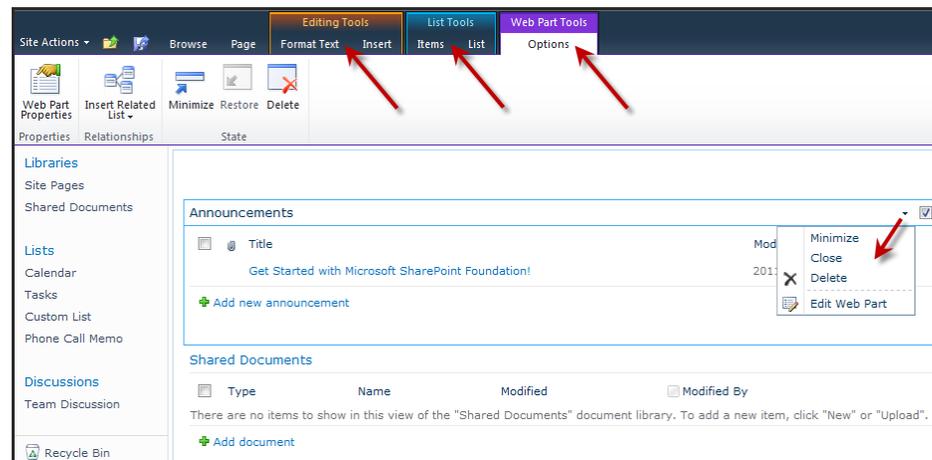


INSERTING AND MOVING WEBPARTS

- Click **Insert – Web Part**.
- A list of the web parts available is displayed. Click on the applicable item and **Add**.

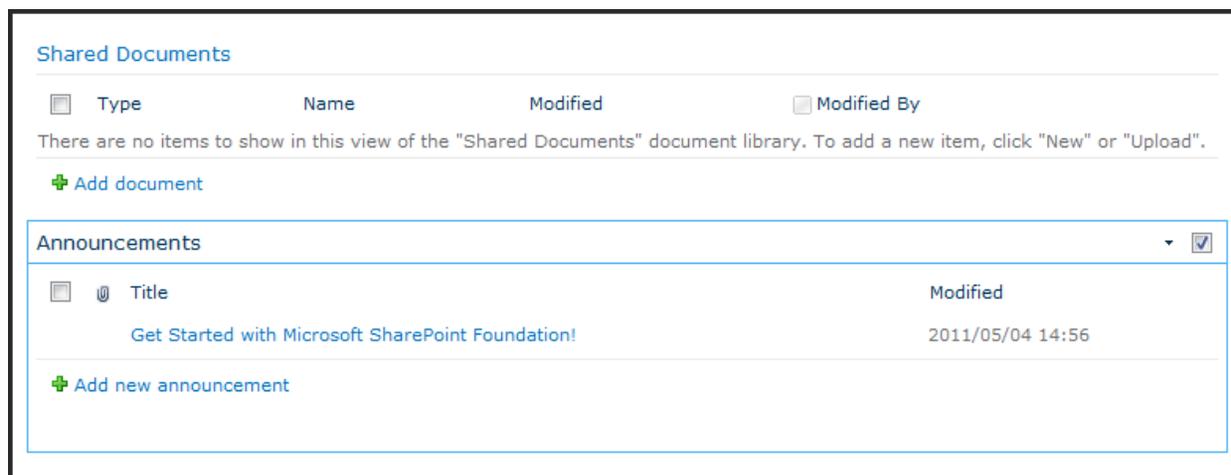
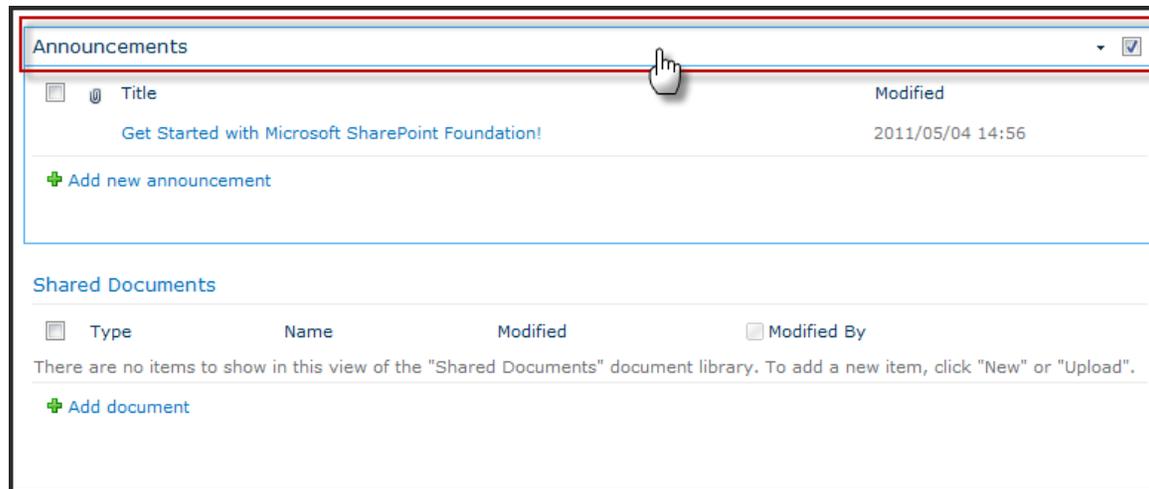


- Three toolbars become available as you can edit the page, the list or library, as well as the web part itself.





- d) To move a web part up or down, or to different zones, click in the space between the heading of the web part and the drop arrow at the end of it on the right. That selects the web part and inserts a tick in the tickbox. You can now click and drag that web part to its new position.





- e) To edit settings of the web part, click **Edit Web Part** from the dropdown arrow. Change the settings as required.
- f) To display different view of the list or library, click the dropdown at **Current View** and choose a new one.
- g) Make sure you click the **OK** button after editing the settings.

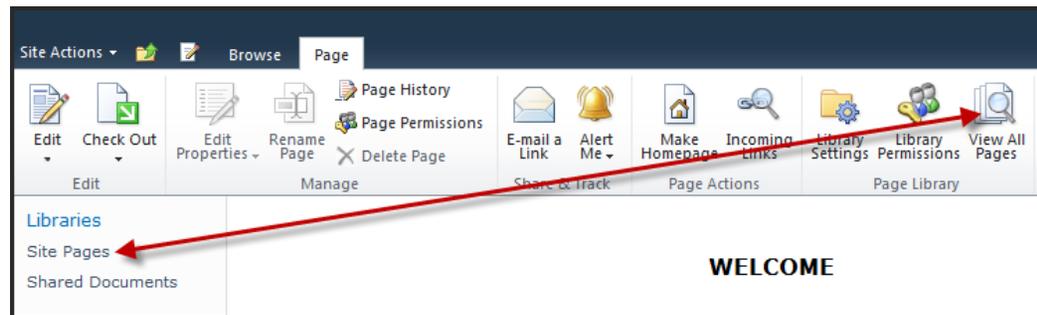
The screenshot displays the SharePoint 2010 ribbon interface. The 'Web Part Tools' ribbon is active, showing the 'Options' group. A context menu is open over the 'Shared Documents' web part, with 'Edit Web Part' selected. The 'Shared Documents' settings pane is open on the right, showing the 'List Views' section. The 'OK' button at the bottom of the settings pane is highlighted with a red arrow. A large 'LC' logo is overlaid on the right side of the image.



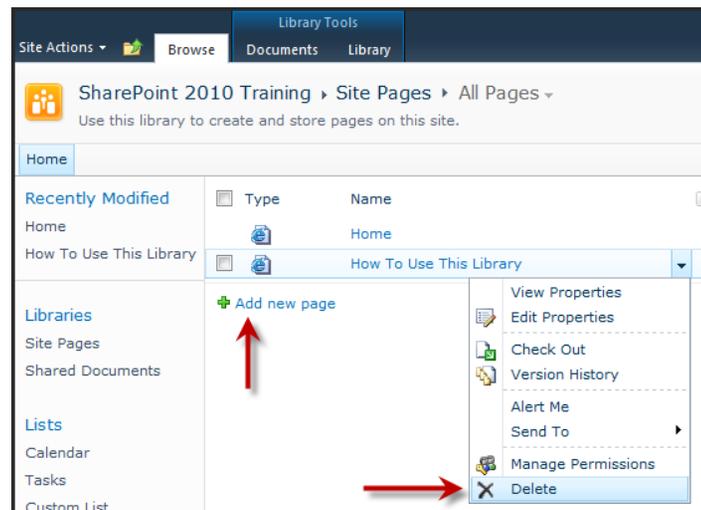
CREATE NEW PAGE

Site Pages are based on wiki functionality. They are **Home** pages with embedded pages.

a) Click on **All Pages** in the ribbon, or **Site Pages** in **Quick Launch**.

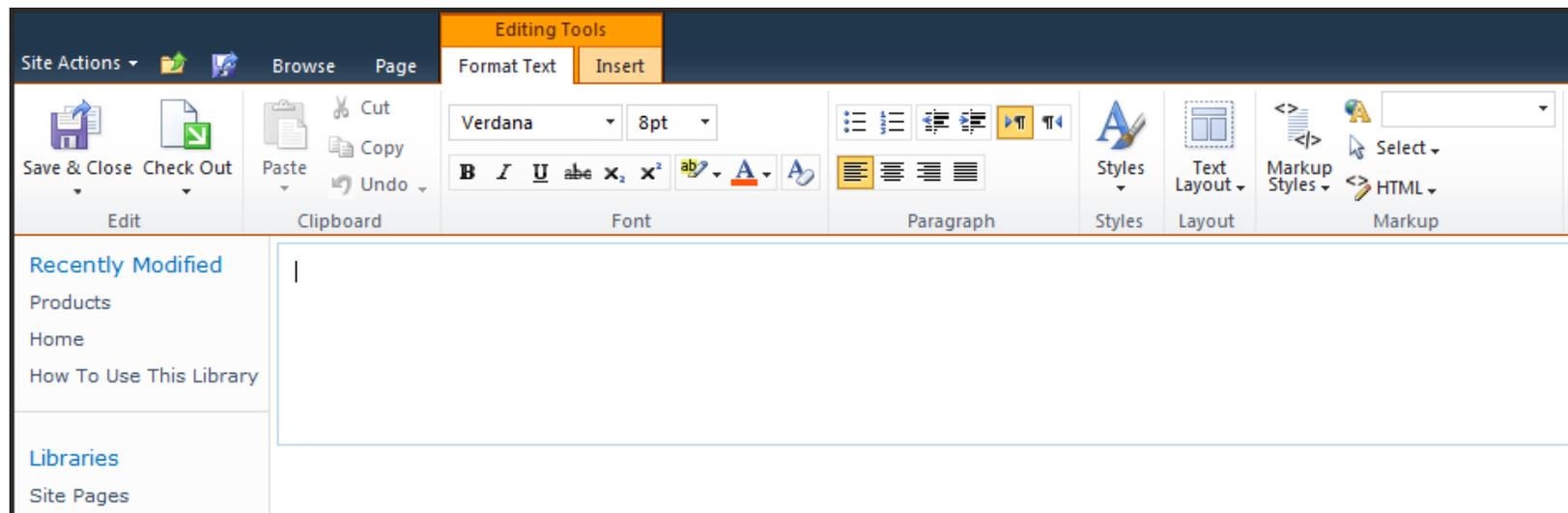
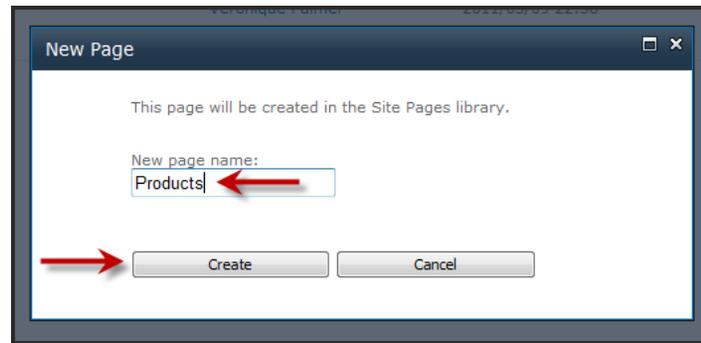


b) First, delete the How To Use This Library – it affects your search results and you don't need it. (Read it first 😊).



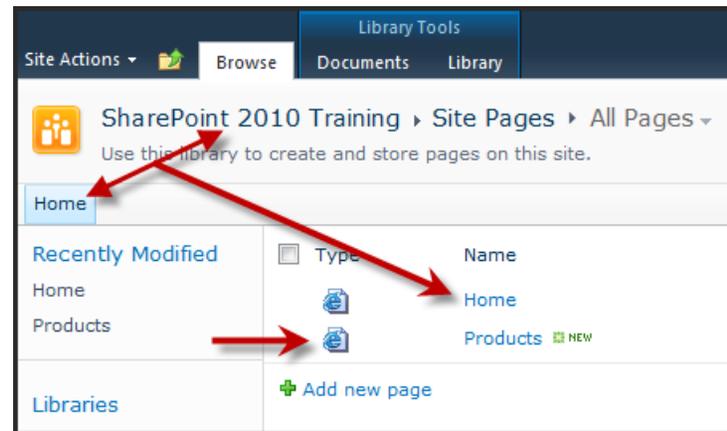


- c) There are two ways to create a new page. Click **New Page** from the view in the previous page.
- d) Give the page and name. You can then edit the page as explained in all the sections above.

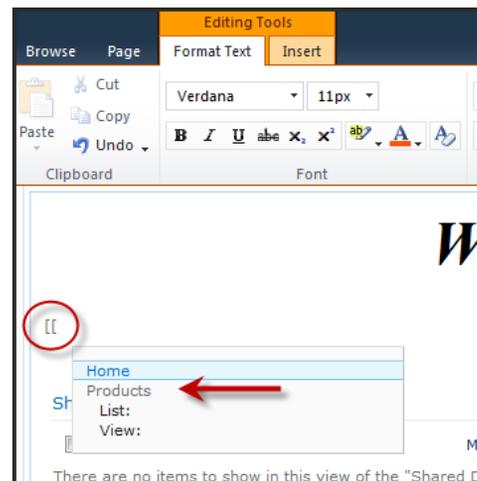




- e) The page is created but 'hidden' until you build it into the navigation.
 f) Go back to the landing page – click on any of the words **Home**, or the first hyperlink in the top navigation.

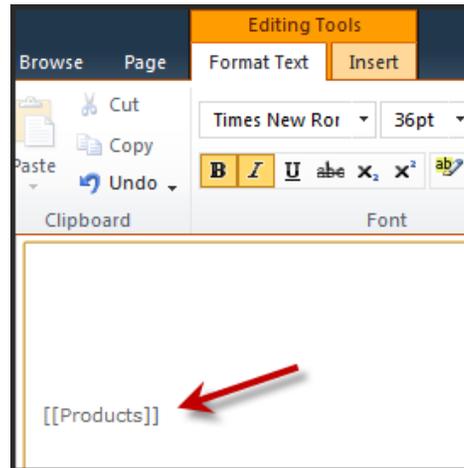


- g) Edit the page and type two square brackets [[]]. A list of all the site pages that's been created is listed.

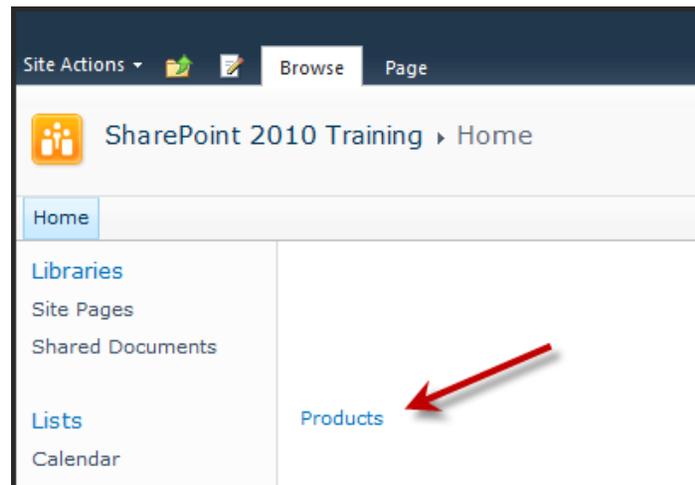




h) Click on the page to 'insert' it and close the brackets.

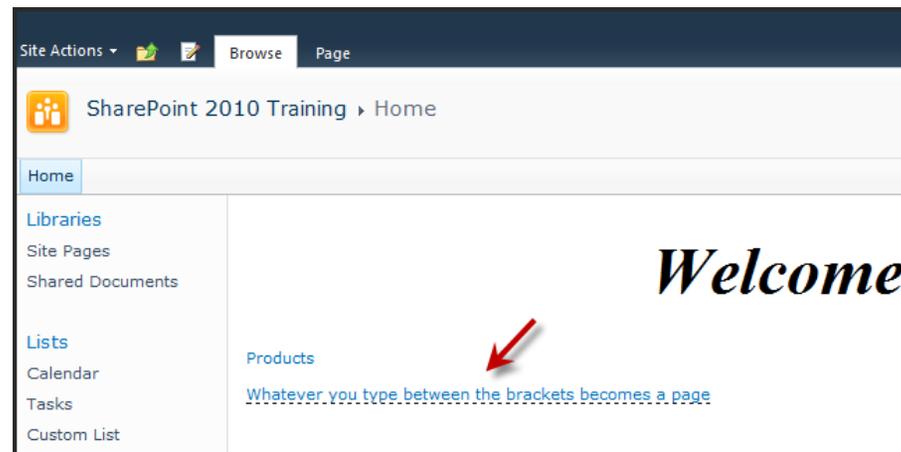
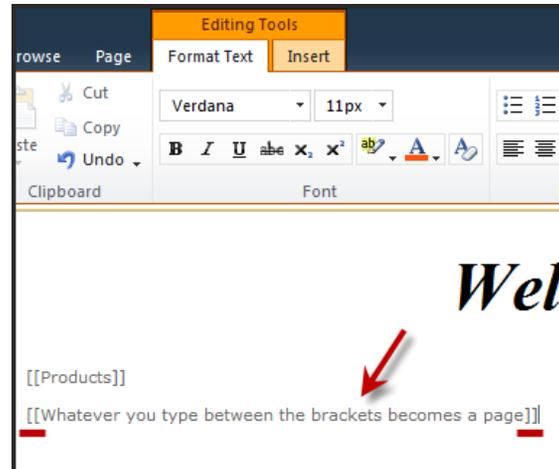


i) Save the page to see the link activated.



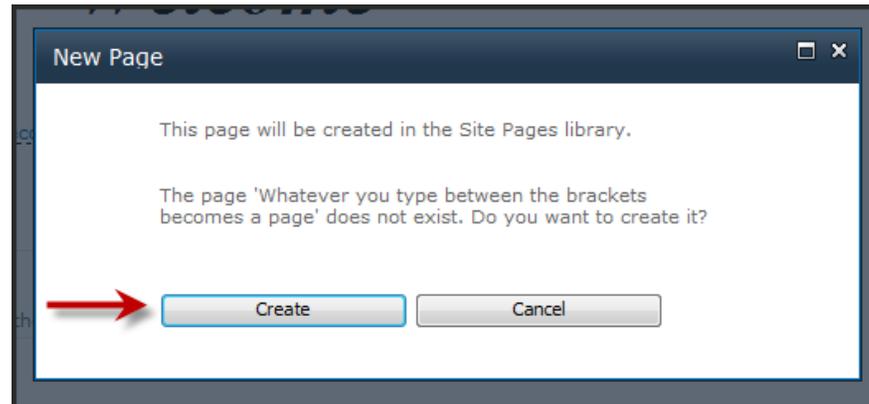


j) To create a new page from the **Home** page, go back to edit mode and put any text you like between double square brackets.

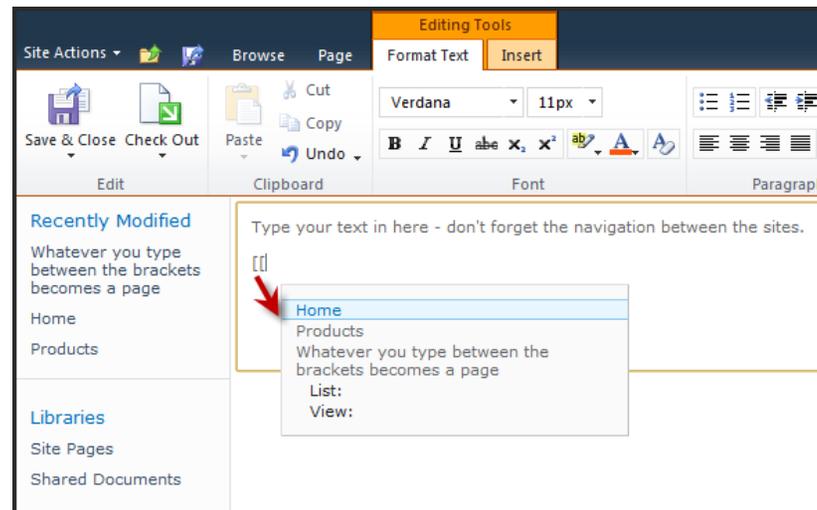




k) When prompted, click **Create**.

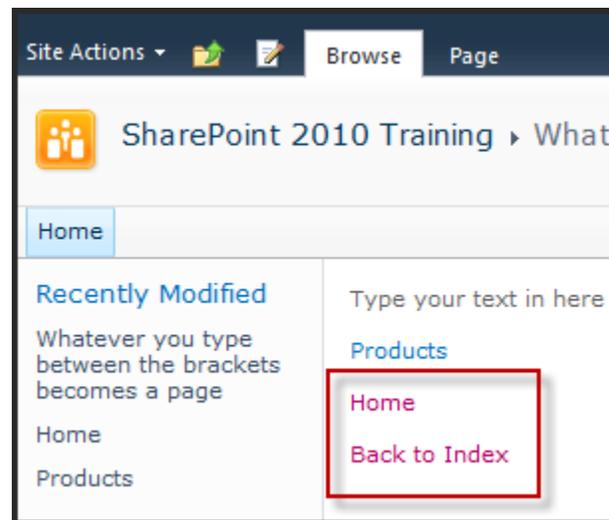
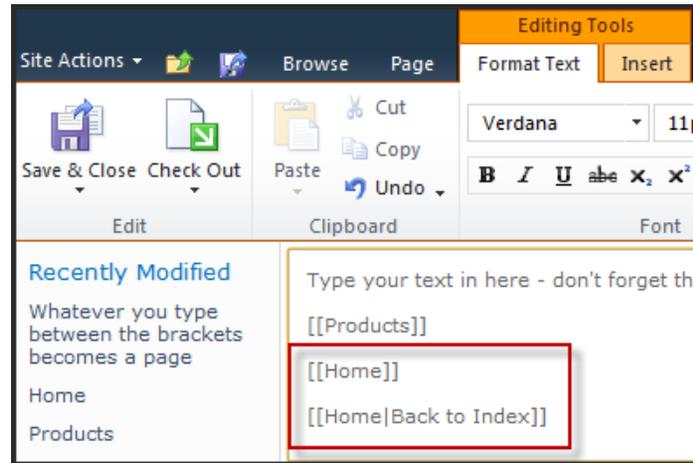


l) Your new page is created. Now use the brackets to pull in the other pages to create navigation between the pages.





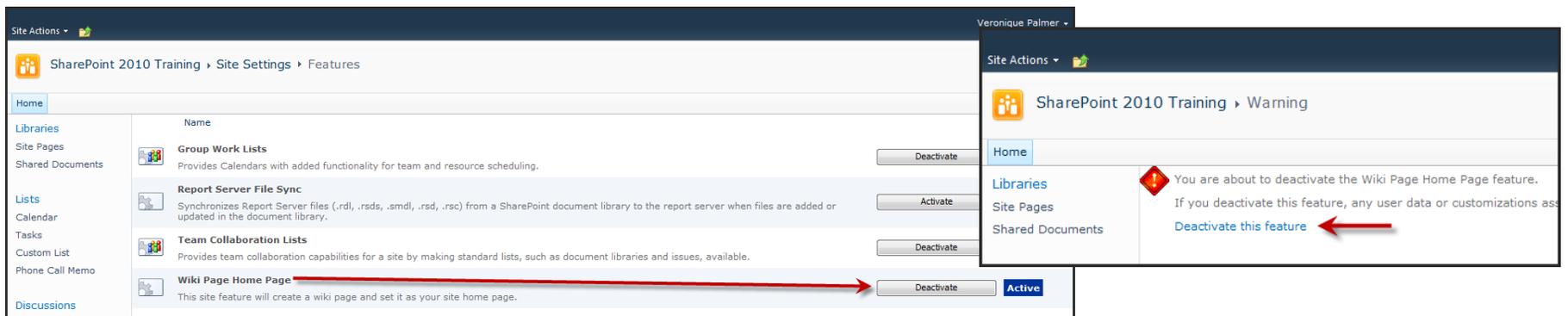
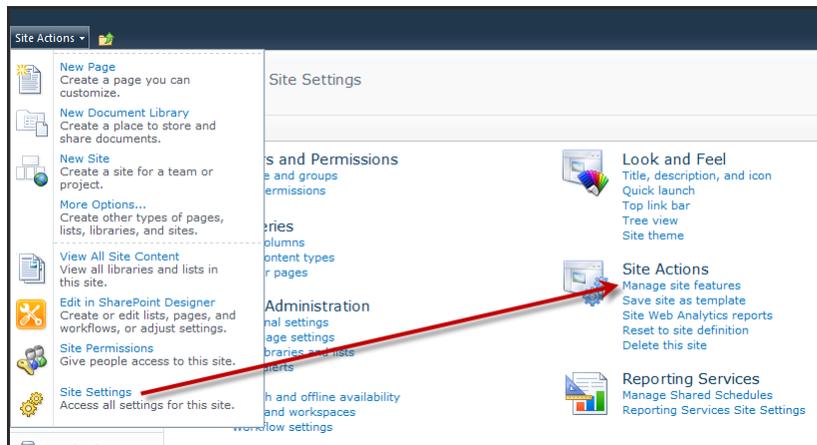
m) To display a different name to the site page name, put a | after the page name, (hold down the shift key and click the key above the Enter key).





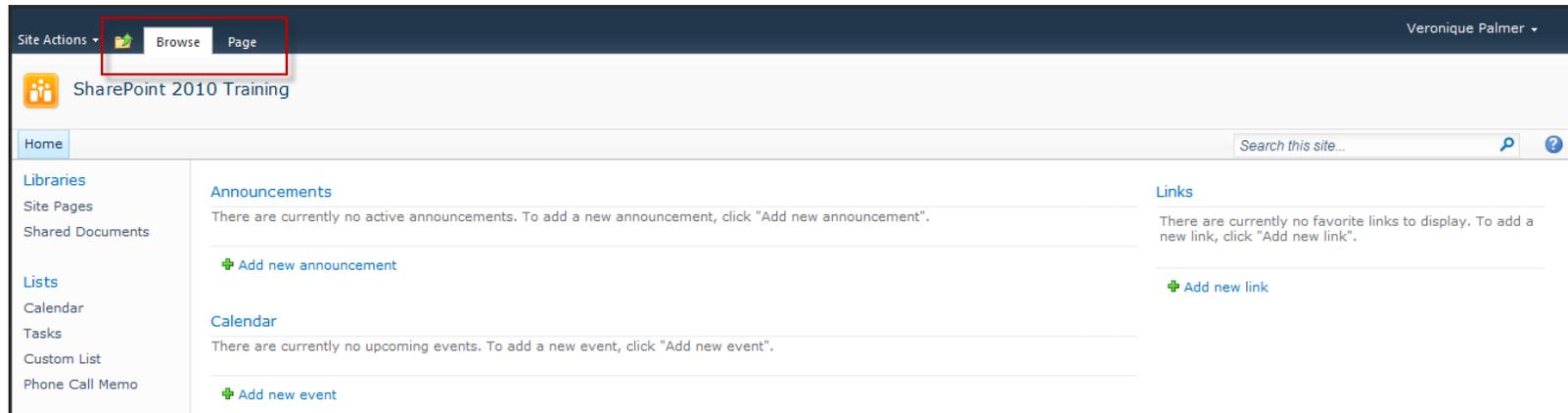
DEACTIVATING SITE PAGES

- Site Pages** can be deactivated so that the default SharePoint 2007 left and right zone web part page with the default web parts is displayed. It is a feature that needs to be deactivated.
- Click on **Site Actions – Site Settings – Manage Site Features**.
- Scroll to the **Wiki Page Home Page** and click **Deactivate**.

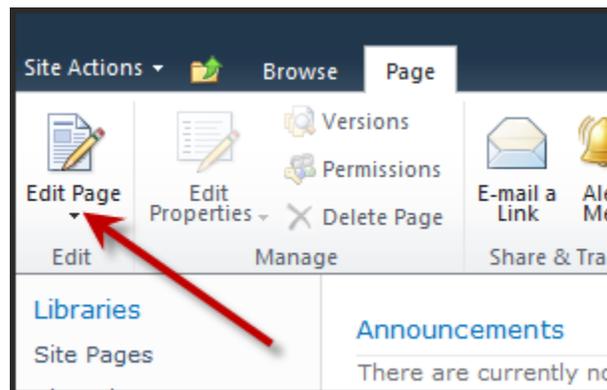




d) Go back to your landing page and you will see that your page is now based on the SharePoint 2007 with left and right zones and default web parts inserted. Notice that there is no longer an edit option.

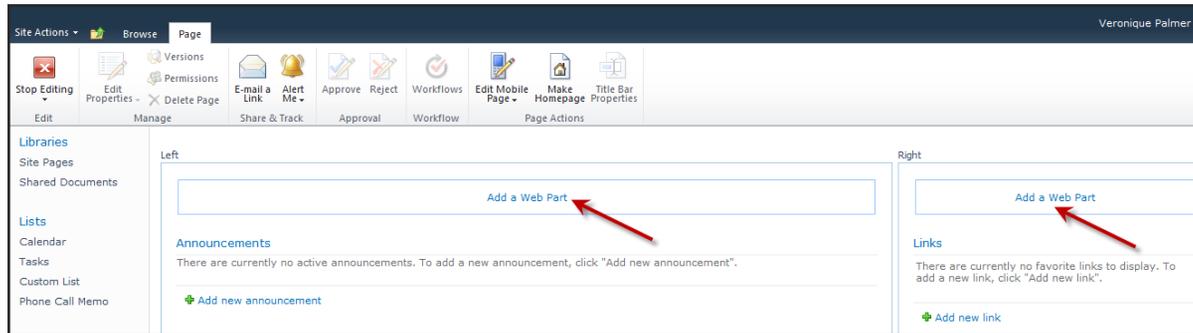


e) To edit your page, you need to click **Page** and **Edit Page**.

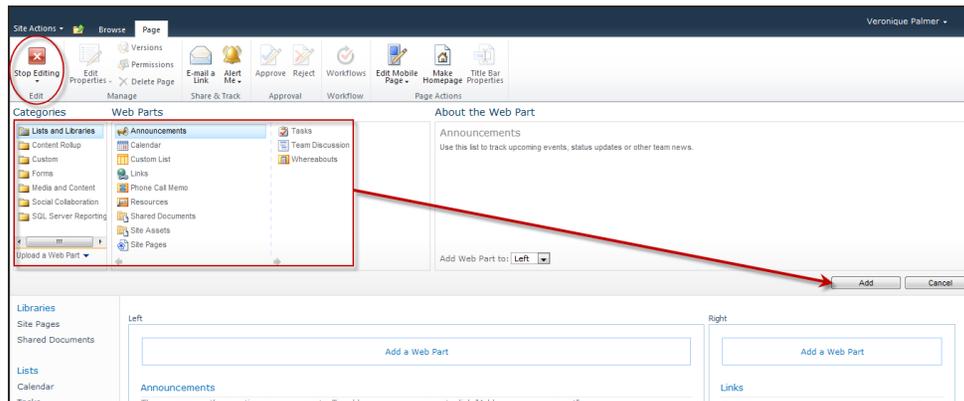




f) **Web Parts** can be added to the page, you would need the **Content Editor Web Part** to make the site pretty.



g) By clicking on **Add a Web Part**, a list of web parts is displayed to add to the page which you can then edit. Click **Stop Editing** when your web parts are inserted and completed editing.



To get your site page back, reactivate the feature.