

SharePoint 2010

QUICK START GUIDE

Technology Services
CCAP

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Introduction

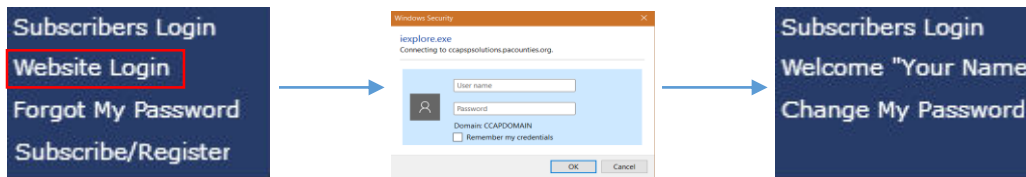
This guide will show you how to use, edit and manage SharePoint 2010 websites.

Getting Started

In this section you will learn how to sign-in to a SharePoint website, understand the ribbon and all the available options for managing a SharePoint website and creating a page to display your information.

Signing In

To sign-in to a website locate the Website Login link in the bottom right section of the page and click on Website Login. A web prompt will show and request your username and password. Once you have entered your credentials, click Ok. You may verify that you are logged in by checking the bottom right section of the page again.



Note: Some websites do not allow anonymous access and will require you to sign-in before you can view the site.

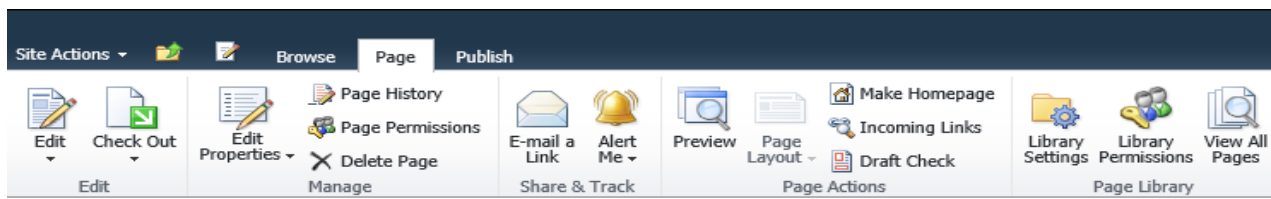
Understanding the Ribbon

The area below is called the Ribbon which can be found across the top of the screen of a website. The Ribbon allows you to create, view and edit SharePoint features such as Pages, Content and Settings. The default state of the Ribbon is shown below. Browse will hide the options so that you can see just the site.



Page

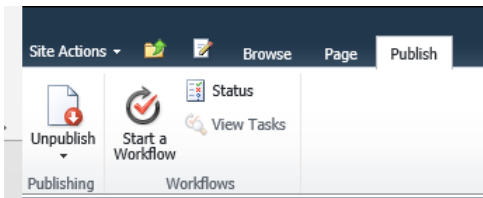
The page options menu shows all available options that correspond to the page itself. This menu will allow you to Edit, Check Out and Preview your page.



Note: Some options may be unavailable to you based on permission levels.

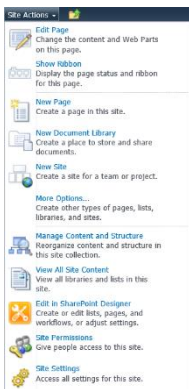
Publish

The publish options menu allows you to publish the changes made to the page so that everyone can see.



Note: Some websites will require publishing approval. If your changes have not been updated, please contact the helpdesk and create a ticket for the changes to be approved.

Site Actions

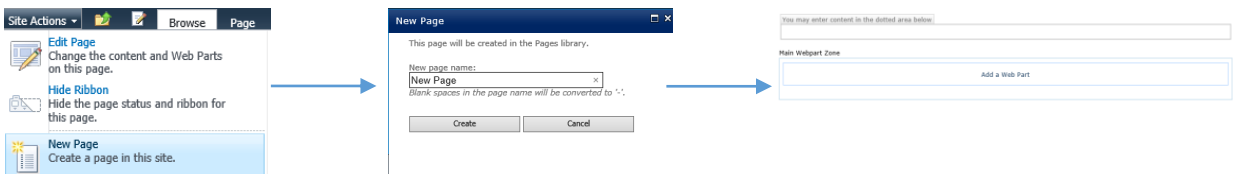


By clicking on Site Actions you will see many of the options that are going to be taught in this guide such as Editing Pages, Creating Pages, Manage Content and Structure and Site Settings.

Edit Page	Enables edit mode.
New Page	Creates a new page.
Manage Content & Structure	Shows all site information

Creating a Page

To create a page, click on Site Actions and select New Page. A prompt will show and ask you to enter a name for the page. Enter a name and click Create. The new page will load in edit mode and you can continue to create the page.

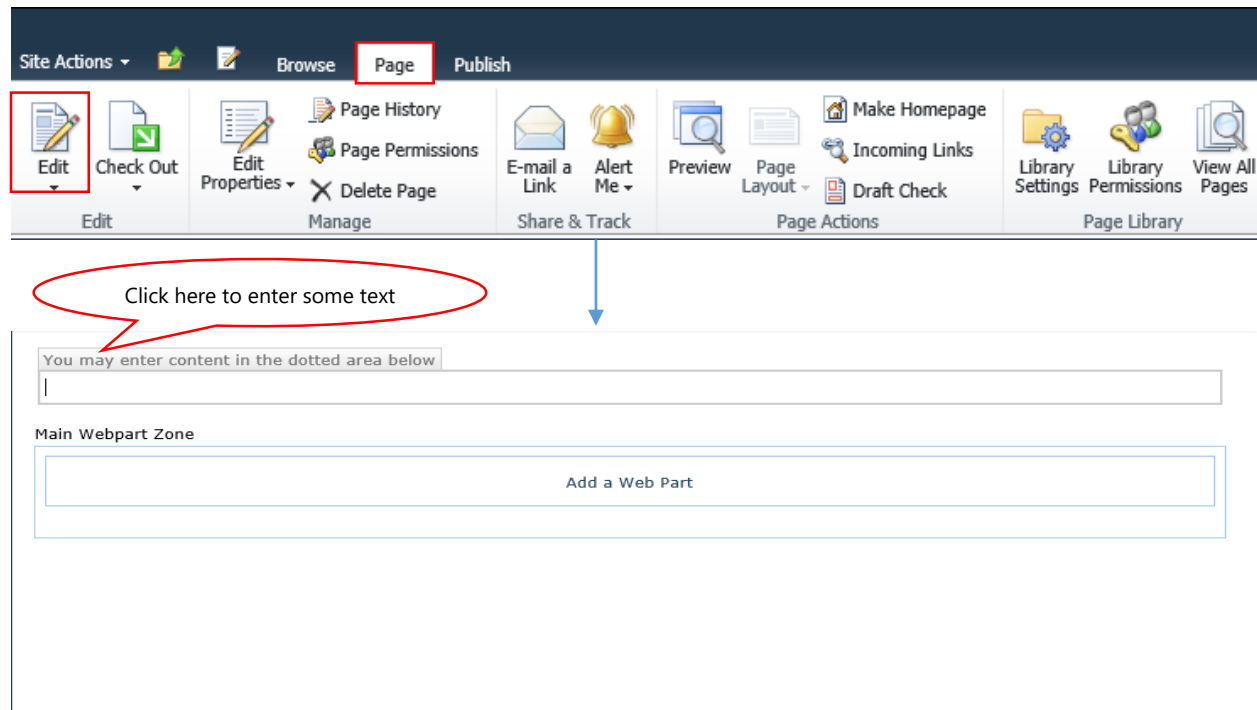


Managing Pages

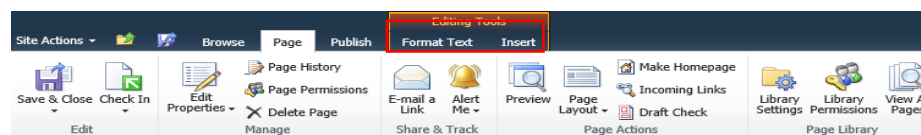
In this section you will learn how edit a page by selecting the page layout that accommodates your needs and adding web parts to display data such as textbook, links and pictures. You will also find out how to apply the formatting styles provided to you with the ribbon which will permit you to fully customize your page using our style guide.

Editing a Page

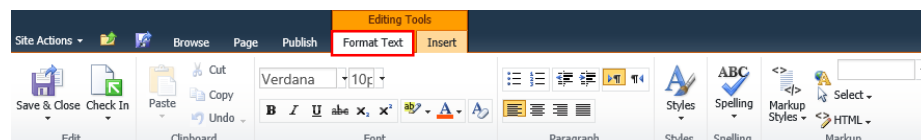
To edit a page, click on Page in the Ribbon and find the option called Edit Page and select it. This will then open the page in edit mode and you can continue to edit the page. If you do not see Page in the Ribbon you may have to select Site Actions and select the option to Show Ribbon or alternatively select Edit Page from the Site Actions menu.



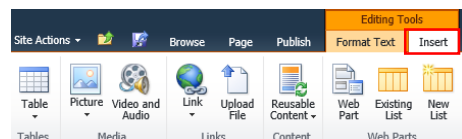
You will notice in the ribbon now that more options have appeared in edit mode.



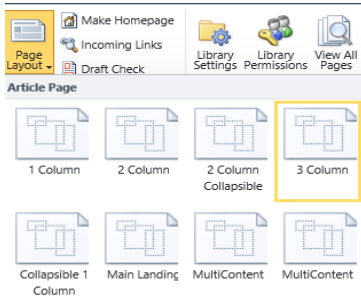
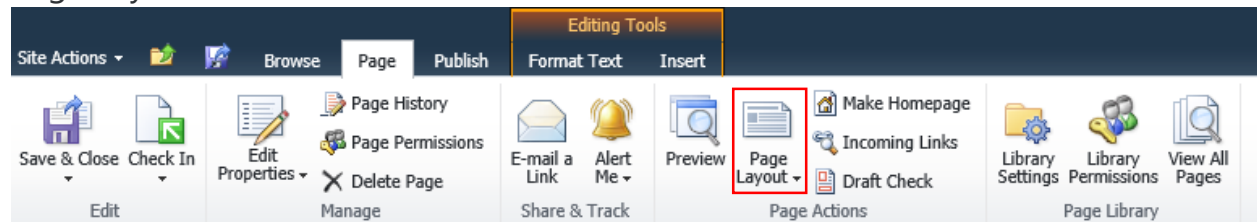
Format Text will allow you to edit text on the page similar to using Microsoft Word.



Insert will allow you to place objects on the page such as tables, pictures, videos, links, files and web parts.



Page Layouts

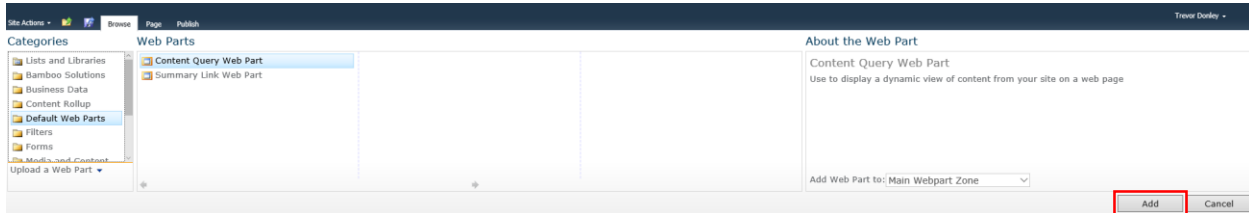
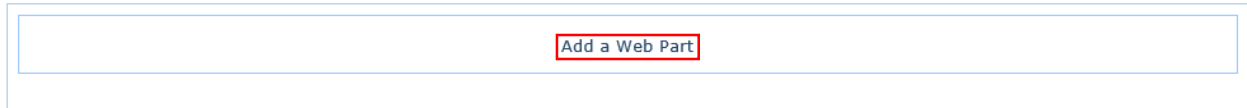


To change a page layout make sure you are in edit mode. On the ribbon, select Page. Once the page menu shows find an option called Page Layout and select it. You will see multiple options to change the layout. Find which one you would like and select it. If you wish to change the layout again, you may repeat this step until you find a layout that fits what your needs.

Adding a Web Part

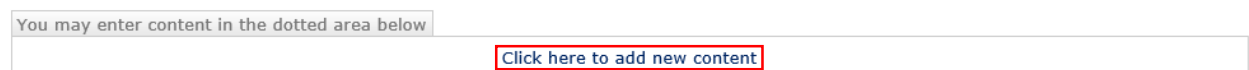
To add a web part to a page make sure that are in edit mode. To insert a web part simply click Add a Web Part in the area you wish to place it. The ribbon will expand and allow you to select a web part. Once you have selected the web part click Add

Main Webpart Zone

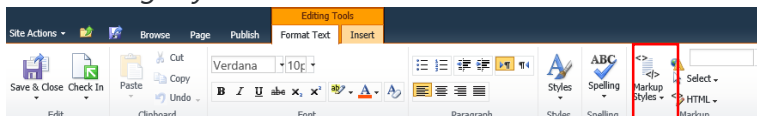


Adding Text

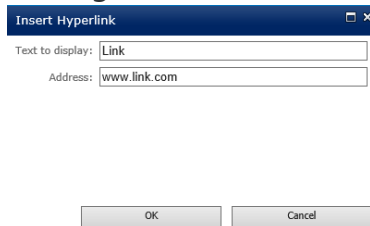
To add text to a page make sure that you are in edit mode. Click on Click here to add new content. This will allow you to start entering text. Remember to use the ribbon to style and insert objects such as images and links.



Formatting Styles



Adding Links



To add a link to a page make sure that you are in edit mode. You may create links using two different methods, new link or link using existing text. First click on [Click here to add new content](#).

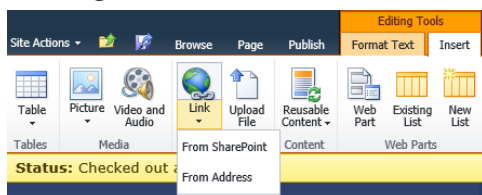
Link Tips

Email:	mailto:email@address
Phone Number	Tel:+ 19999999999

You may enter content in the dotted area below

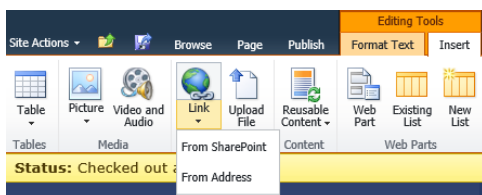
[Click here to add new content](#)

Adding a new link



On the ribbon, click on Insert and then select Link. Two options will appear, From SharePoint and From Address. If your link will go to another page on the same site, use From SharePoint and select your target. If your link will go to another website, use From Address and enter the text to display and the URL then click OK.

Adding links to existing text



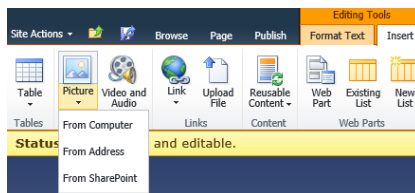
Select the text you would like to link. On the ribbon, click on Insert and then select Link. Two options will appear, From SharePoint and From Address. If your link will go to another page on the same site, use From SharePoint and select your target. If your link will go to another website then use From Address and enter the URL then click OK.

Adding Images

To add an image to a page make sure that you are in edit mode. You may add images using three different methods, From Computer, From Address and From SharePoint. First click on [Click here to add new content](#).

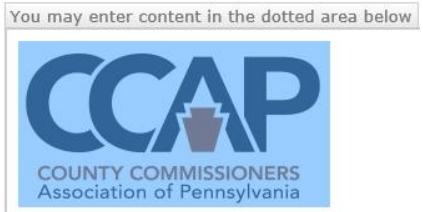
You may enter content in the dotted area below

[Click here to add new content](#)

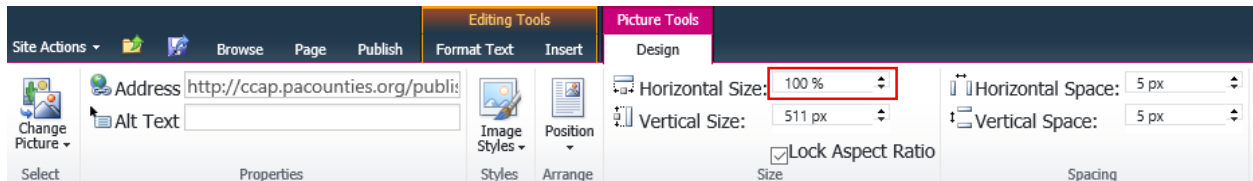


On the ribbon, click on Insert and then select Picture. Three options will appear, From Computer, From Address, and From SharePoint. If your image is on your computer, use From Computer and upload the image. If your image is on another website then use From Address and enter the URL then click OK. If your image is on SharePoint, use From SharePoint and select your image.

Image Sizing



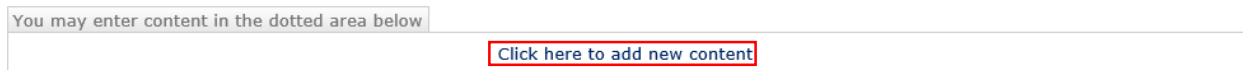
Select the image you would like to resize. In the ribbon you will see a new option called Picture Tools. Click on Picture Tools and give the Horizontal Size a value 100%. This will ensure that the picture can be viewed properly on a mobile device as well.



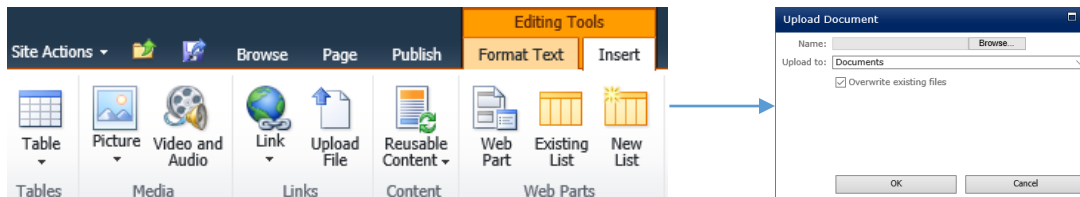
Note: Do not load large images as this will affect performance. –See Style Guide

Uploading Files

To add a file to a page make sure that you are in edit mode. First, click on [Click here to add new content](#).



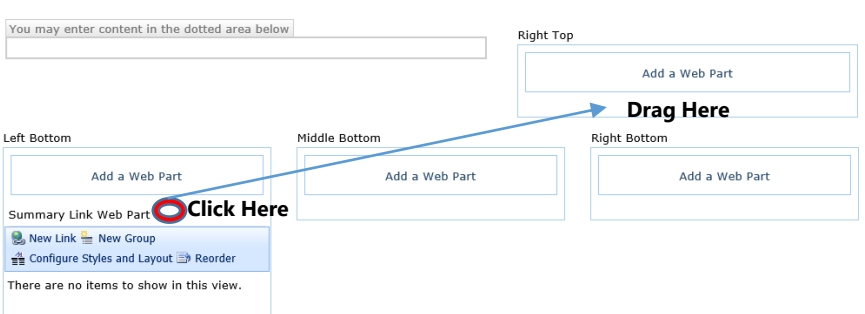
In the ribbon, select Insert and then chose Upload File. Select Browse and then chose where you would like the file to be uploaded to and click OK.



Note: Be sure to place only documents in Documents and only images in Images. Depending on where you chose to store the file, you may be prompted to enter more information.

Arranging Pages

To arrange a page make sure that you are in edit mode. You may only use Internet Explorer for this feature. Click on the header of a web part and drag it to the desired location on the page.



Managing a Site

In this section you will learn how you manage site navigation and use Manage Content and Structure to navigate the site more efficiently while signed-in and making changes.

Navigation



To edit navigation, click on [Site Actions](#) and select [Site Settings](#). On the [Site Settings](#) page you will see a section called [Look and Feel](#). Nested in the [Look and Feel](#) section you will find a link called [Navigation](#).

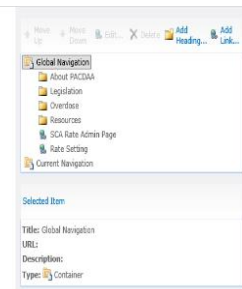


- Look and Feel
- Welcome Page
- Title, description, and icon
- Master page
- Page layouts and site templates
- Tree view
- Site theme
- Navigation

Click on [Navigation](#) to view the Navigation Settings page.

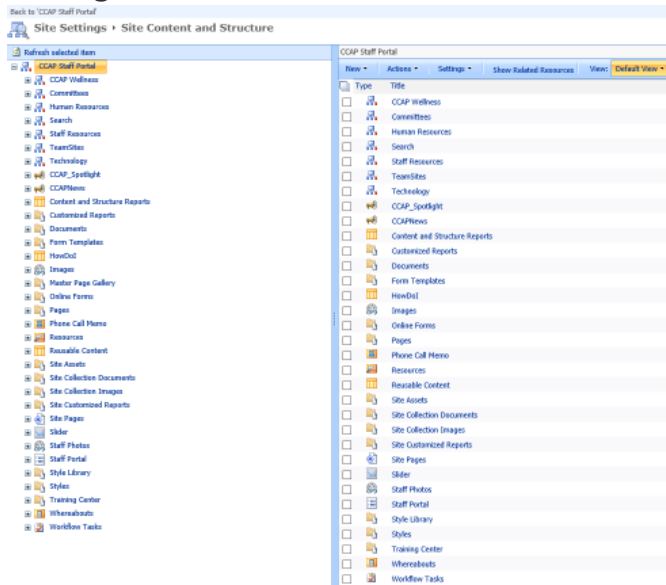
On the Navigation page, find the section titled Navigation Editing and Sorting. You may now add links

Navigation Editing and Sorting
Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and sublinks.



and headings on the right side and move them using the Up and Down buttons to sort them properly. Headings are used to categorize similar links.

Manage Content and Structure



To view Manage Content and Structure, click on Site Actions and select Manage Content and Structure. A new page will appear, showing you all contents of the site and easier navigation based on where the item is technically located rather than searching navigation from site to subsite.