

Working With a SharePoint Web Site

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Working With a SharePoint Web Site

Each Sharepoint web site contains a collection of web pages arranged in a hierarchal structure. The “main” or front page is referred to as the “Home” page and is given a name corresponding to the Worcester State University department or organization to which the site belongs.

The left- side of the Home page contains a navigation bar or buttons that link to “secondary” web pages for subgroups within the department or organization. These pages provide information regarding the selected subgroup.

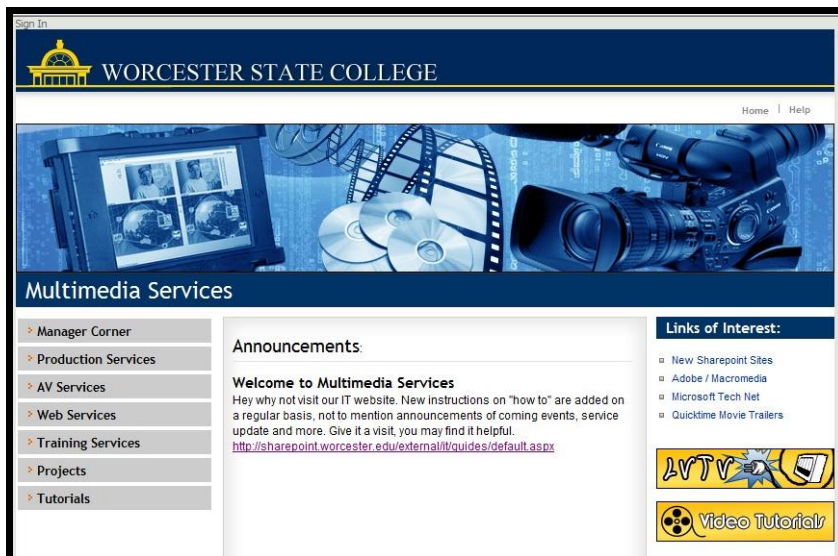
Only people authorized to modify Sharepoint web sites are allowed to do so. Once signed In, the user is provided access according to the privileges authorized by the site administrator (usually the head of the department or organization) and provided by the WSU Webmaster.

Opening and Signing In to an Existing Sharepoint Site:

1. Use Internet Explorer or Mozilla Firefox to open your Sharepoint web site. Type the **site’s URL (web) address** in the browser’s address area and Press **<Enter>**.

For example: www.worcester.edu/yoursitename or www.worcester.edu/multimediaservices

The Home page displays.



2. If you are not already signed in, click the [Sign in](#) button on the top of the Sharepoint page. If you are logged into our WSU network, Welcome “Your Name” should display in place of “Sign In”.

If you are not logged into our campus network or are accessing the site from off campus, you will be prompted to enter your Username and Password. Beside Username, you will need to enter your network domain, (wsc_domain for faculty and staff members or acl for students), followed by a backslash (\), and WSU Username. In the Password box, just enter your WSU Password.

For Example: wsc_domain\jlanacer in the Username box

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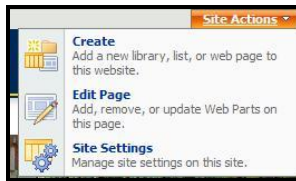
Editing an Existing Site Secondary Page Containing Text

1. Once the Sharepoint site is opened and the authorized user has “Signed in”, click the **navigation button on the left that matches the secondary page that needs to be edited/updated.**

For Example: Production Services or Training Services.

The site’s selected secondary web page displays..

2. From the **Site Actions** drop-down menu in the upper right-hand corner of the window, select **Edit Page.**



Yellow bars display in various areas of the page.

The center and right-hand columns can be modified by the user. The left-hand Navigation column will be maintained by the Webmaster.

Parts designated as “Content Editor Web Parts” can be edited by users with the Rich Text Editor.

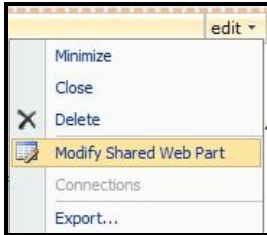
Other designated types of web parts must be edited using the site’s admin panel page, which will be explained later in this document.



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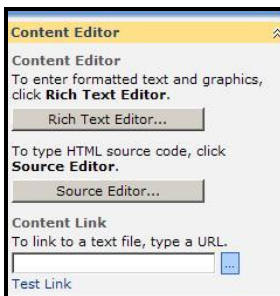
Editing Existing Secondary Pages Containing Text

- From the **edit** drop-down menu in the **Center** column or other selected **Content Editor Web Part** you wish to modify, select **Modify Shared Web Part**.



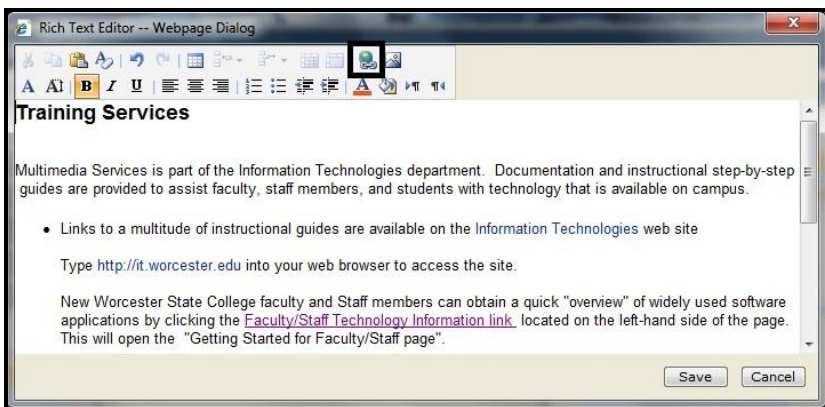
Yellow “Add a Web Part” bars appear along with a dashed border surrounding the selected web part. Because the part is a Content Editor part that contains text, it can be modified using Rich Text Editor button that appears on the far right-hand side of the page.

Rich Text Editor buttons are available only in Content Editor Web parts where editing by authorized department personnel is permitted.



- Click the **Rich Text Editor...** button found on the right-hand side of the screen

.A window containing the text opens to allow you to modify its contents.



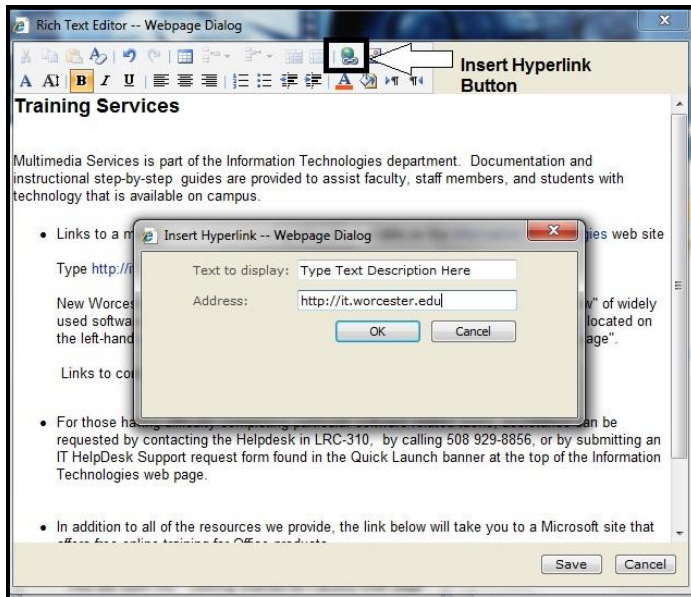
- Edit the text as desired (Continue to Next page).

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Editing Existing Secondary Pages Containing Text

6. If a **hyperlink to another page or website is desired** while using the **Rich Text Editor**, put the insertion point where you want the link/web address to be placed, and click the **Insert Hyperlink** button.

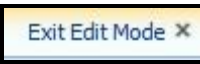
The Insert Hyperlink – Webpage Dialog box displays.



- a. In the **Text to display** field, type the descriptive text you want to display in place of an actual web address (i.e. Information Technologies, instead of <http://it.worcester.edu>) or type the web address directly into the text that is being edited.
- b. In the **Address** box, type the URL (web) address of the site to which you'd like users to connect.
- c. When, finished, click **OK**, then **Save** to save the text changes.

You will be returned to the site and page you just edited.

7. Scroll to the bottom right-hand side of the screen and click the **OK** button,
8. When finished editing, scroll to the very bottom of the web page and click **Exit Edit**

Mode. 

You will exit Edit Mode and return to the site you just edited.

9. If you are not finished working with the site, continue to the next page.

If you are **finished** with the site, click the **“Welcome Your Name” drop-down menu** at the top of the page and select **Sign Out** to log out of the site.

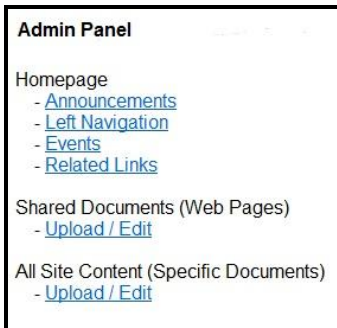
Working With a SharePoint Web Site

Editing a Site's Related Links Using the Admin Panel

In order to add or modify Related Links (or the Points of Interest area) found on the right-hand column of a SharePoint web site, it is necessary to access the site's **Admin Panel** (adminpanel.htm) page.

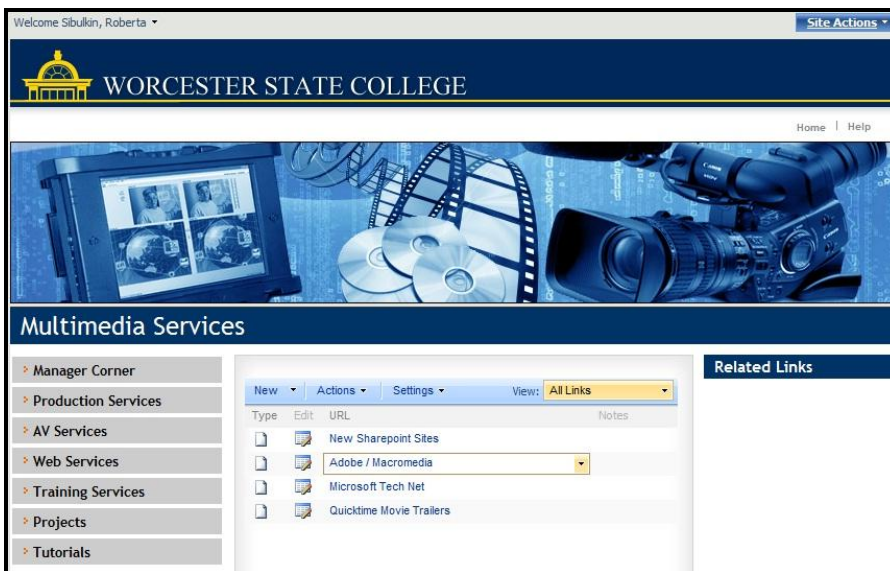
1. Type the following, substituting your Sharepoint site's name for "*yoursitename*" in the example below. Then, Press **<Enter>**.

<http://www.worcester.edu/yoursitename/adminpanel.htm>



A screen similar to the one above displays.

2. Under **Homepage**, click **Related Links**.
3. Click **Sign in** in the upper left-hand corner the Sharepoint site's window..




The Related Links editing area appears in the center of the window. As long as you are signed in, you should see New, Actions, and Settings drop-down menus above link text.

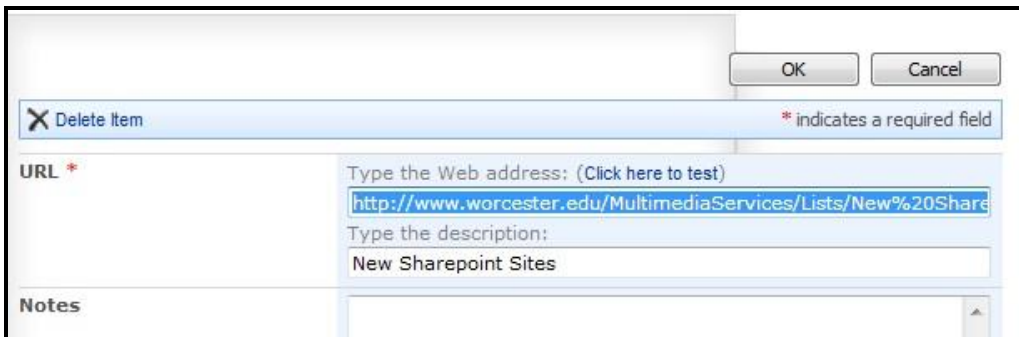
Working With a SharePoint Web Site

Editing a Site's Related Links (Continued)

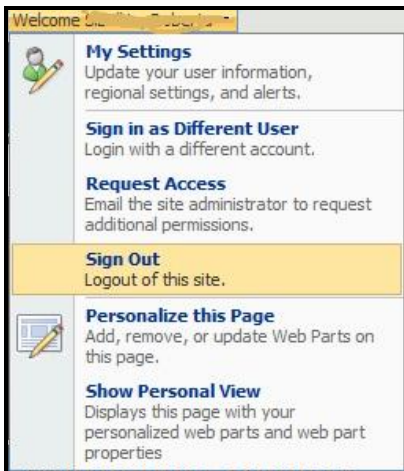
It is **not necessary to use the Site Actions menu to edit Related Links**.. As long as you are "signed in" to the site and have appropriate permissions, you should be able to click the Edit button and make necessary changes to the desired Related Link.

4. Click the **Edit Button**  located to the left of the **Related Link** you wish to edit.

An Editing area opens, allowing you to Delete or modify the URL (web) address or description..



5. **Modify all desired URL addresses and/or descriptions**, and click **OK**.
6. If you have finished modifying and/or viewing your site, select **Sign Out** from the Welcome drop-down menu.

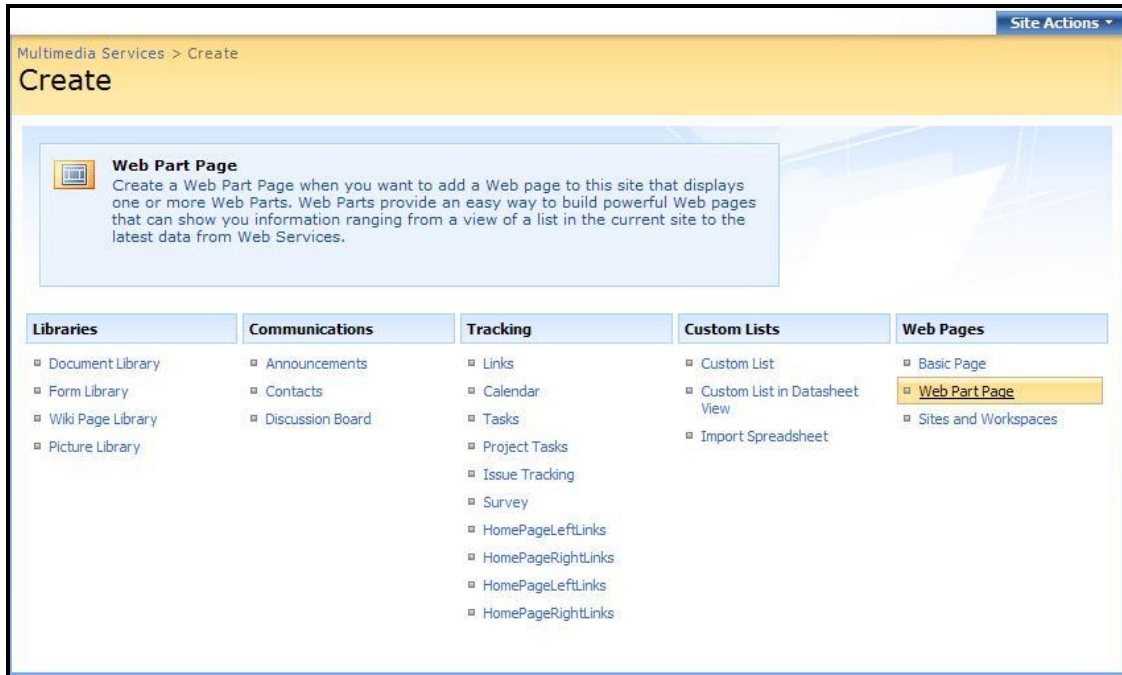


Working With a SharePoint Web Site

Adding a Brand New Secondary Web Part Page

- When a new secondary page is desired, a new web part page can be added to your site.
1. Open your Sharepoint web site. For example: www.worcester.edu/yoursitename.
 2. If you are not already signed in, click the **Sign in** button on the top left-hand side of a secondary page.
 3. From the **Site Actions** drop-down menu on the upper right-hand side of the page, select **Create**.

The Create page displays all of the web page parts that are possible.
 4. Under **Web Pages**, select **Web Part Page**.



Working With a SharePoint Web Site

Adding a Brand New Secondary Web Part Page

A New Web Part Page screen Appears.

5. Type a **Name** for the new page in the **Name** box on the upper right-hand side of the page..
6. In the **Choose a Layout Template** area, **always** select **Full Page Vertical** for the Layout.
7. Beneath **Document Library**, use the drop-down menu to select **Shared Documents**.
8. Click the **Create** button.

A new page will be created and added to the Shared Documents folder.

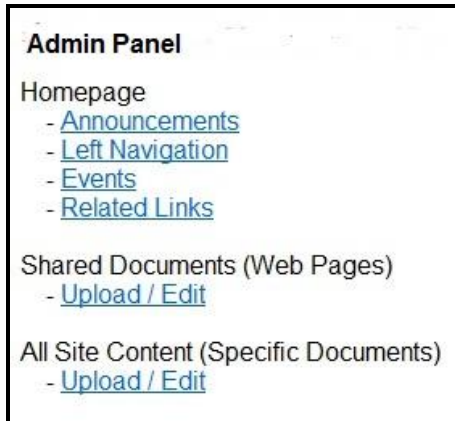
Working With a SharePoint Web Site

Adding a New Web Part to the Secondary Page

1. Access the page you wish to edit by opening Internet Explorer or Mozilla Firefox and opening your Sharepoint site's **Admin Pane.htm** page.

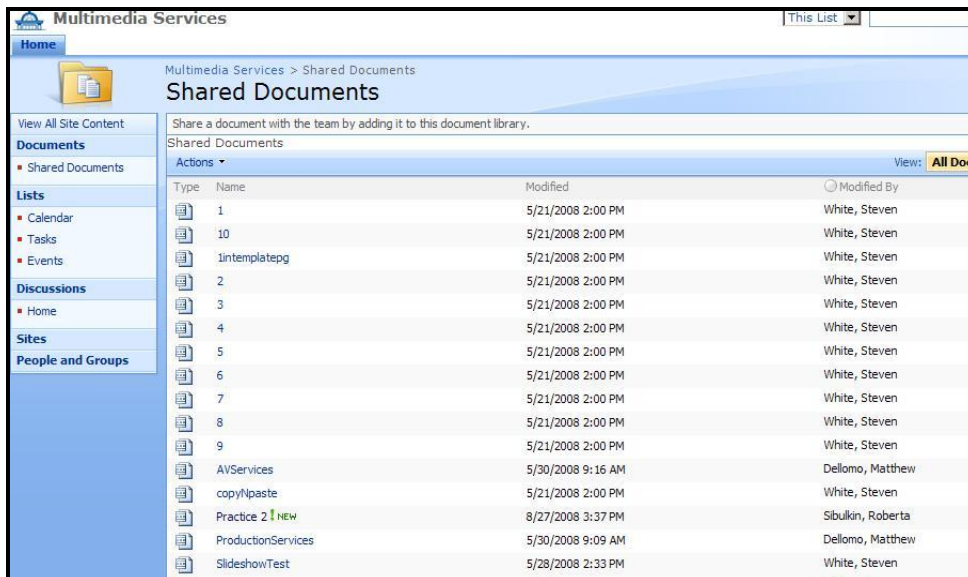
For Example: <http://worchester.edu/yoursitename/adminpanel.htm>

The Administrative Panel displays.



2. Beneath Shared **Documents (Web Pages)**, click **Upload/Edit**.

A page displays pages/files contained in your Shared Documents folder.



3. In the **left** column, click the link for the **page** you wish to open.

If you just created the page, "new" will display to the right of the name.

Working With a SharePoint Web Site

Adding a New Web Part to the Secondary Page

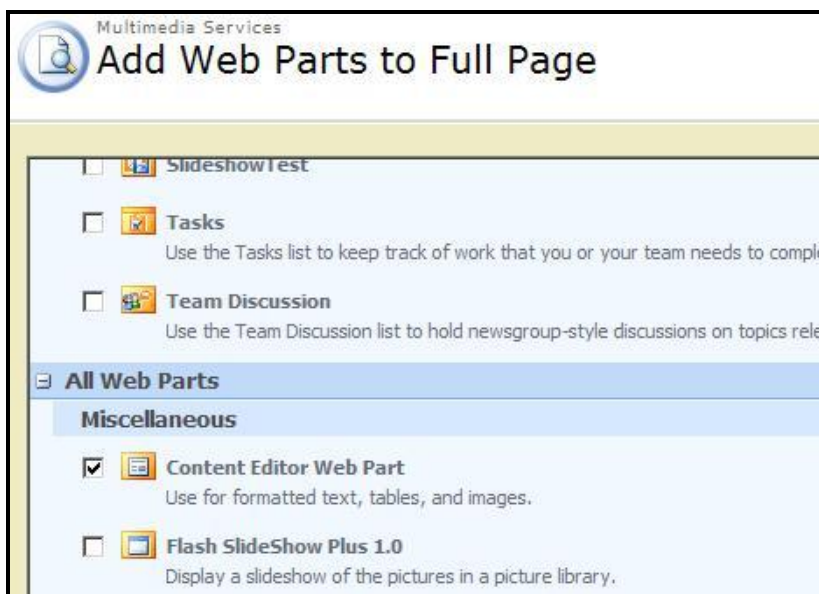
1. As long as you have been given appropriate permissions and are logged into the WSU network, clicking **Sign in** in the upper left-hand corner of the window should sign you into the Sharepoint web site.

Your name should display in place of the words Sign in.

2. From the **Site Actions** drop-down menu in the upper right-hand corner of the window, select **Edit Page**.



3. To add a web part to the center column, click the yellow **Add a Web Part** bar.
4. Scroll down beneath All Web Parts and select **Content Editor Web Part**. Then,click **Add**.



Working With a SharePoint Web Site

Adding a New Web Part to the Secondary Page

5. From the Content Editor Web Part **Edit** drop-down menu, select **Modify Shared Web Part**.

Properties for the Content appear on the right-hand side of the window..

6. Click the **plus (+) sign** to the left of **Appearance** to expand and view its options.



7. Scroll down to view the **Chrome type** drop-down menu and select **None**.

This hides the “Content Editor Web Part” text on the top of the web part.

8. Click **OK**.

9. Scroll to the bottom of the window and click **Exit Edit Mode**.

To edit the page, choose **Site Actions>Edit Page>Modify Shared Web Part>Rich Text Editor**, as previously described.

Working With a SharePoint Web Site

Signing Out

1. If you have completed editing your site, from the **Welcome** menu at the top of the screen, select **Sign Out**.



2. When the “webpage” you are viewing is trying to close, click **Yes** when the alert prompt displays.

