

SharePoint for Content Editing

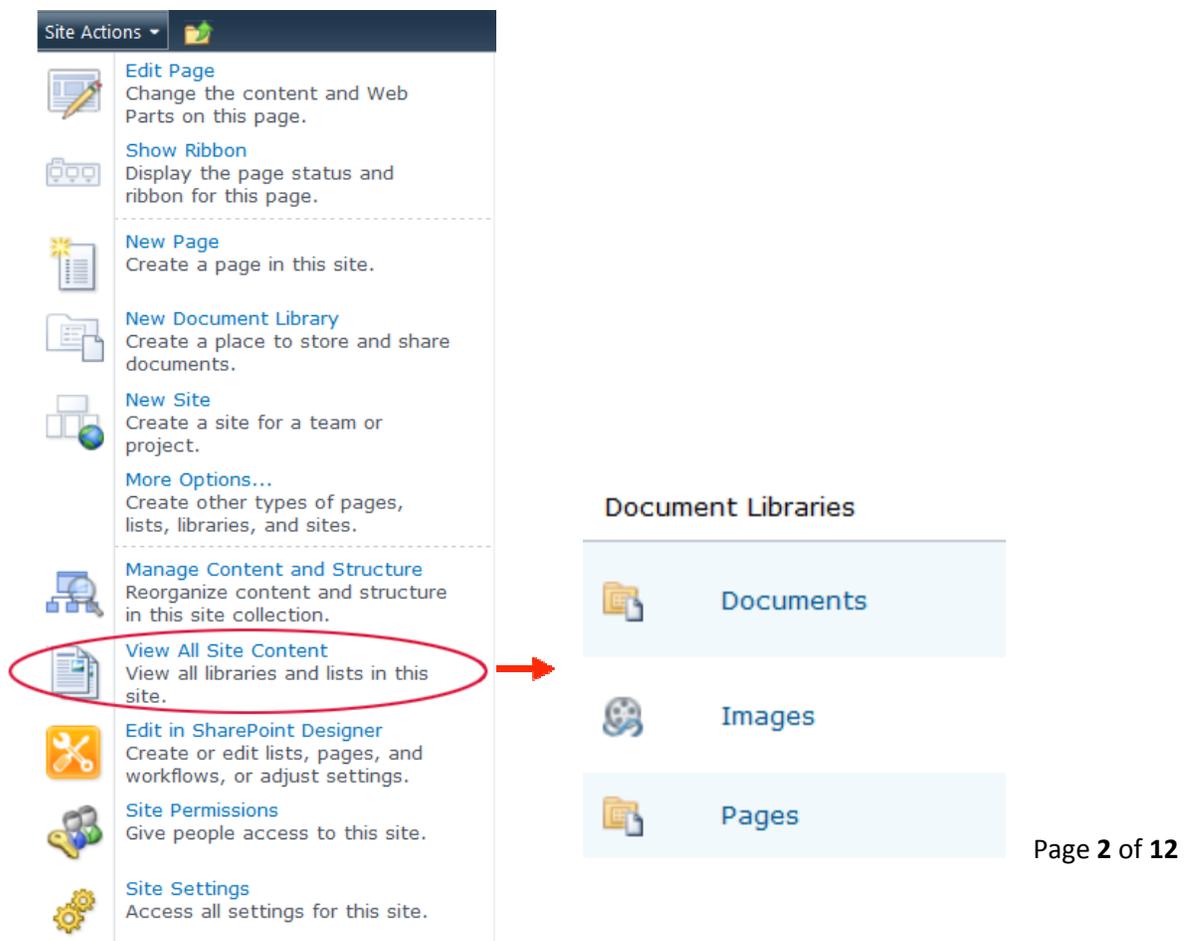
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<http://rscdd.edu/webpublishingmanual>

Exploring the SharePoint Environment.

Site Actions

- Click on the **Site Actions** menu.
- Click on **View All Site Content**.
- You are taken to the **All Site Content** area, which is the main repository for your site content. You will see three SharePoint Document Libraries:
 - **Documents** - This is where you will upload and store documents (i.e. existing files) that you link to on web pages.
 - **Images** - This is where you upload and store pictures and graphics that you place on web pages.
 - **Pages** - This is where web pages are stored. Notice there is an existing page already in your Pages Library named "default.aspx". This is your home page for the site and is created automatically when a site is created in SharePoint.



Recycle bin

Whenever you delete an item stored in a library (i.e. a document, image, or page) the item is sent to your site's recycle bin where it stays for 60 days (unless this value is changed by your SharePoint Administrator). Use your Recycle Bin to restore an item to the location where it was deleted from.

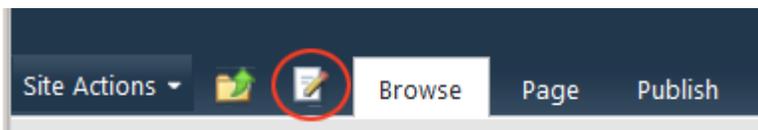
Note: Your site's Recycle Bin is a completely separate recycle bin that appears on your Windows desktop.



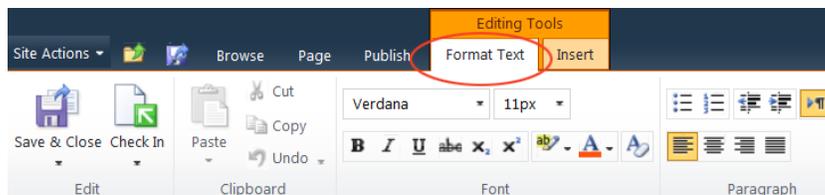
Context sensitive ribbon

The ribbon is a dynamic toolbar that appears across the top of each page. It displays different tools, controls and commands corresponding to the selected tab.

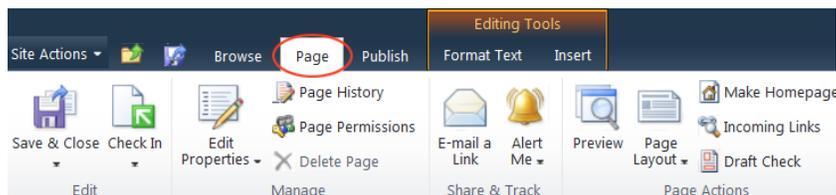
Under **Site Actions**, select **Show Ribbon** and then click on each tab on the ribbon to view related controls.



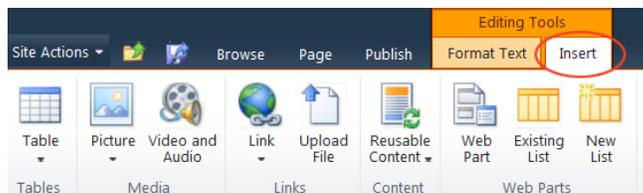
Text editing tools:



Page tools:



Insert:



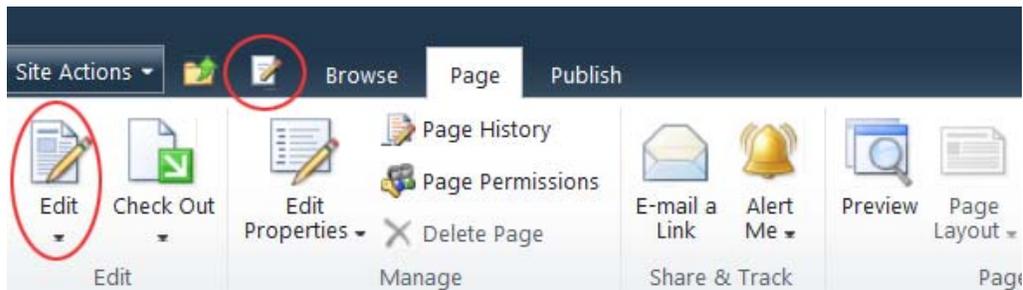
Text Editing

- Open the Pages library
- Open the page you want to edit
- Click on the Page tab in the ribbon toolbar



Review the options available on the Page ribbon. *Note: some icons are "grayed out" which means you do not have access to the option.*

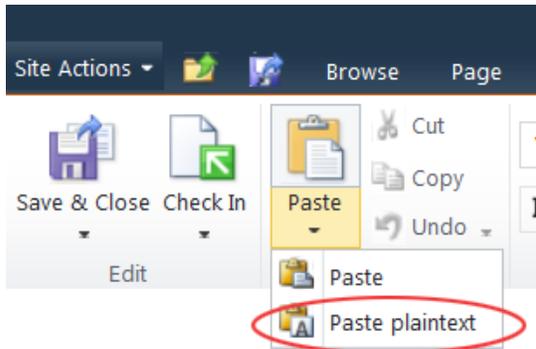
- Click the Edit quick access button (or click the Edit option under Page tab).



The ribbon now displays the text editing tools.

Copying/pasting text

- Copy text content from current site or from a Word document
- Place your cursor inside the Page Content area
- Select Paste > Paste plaintext (this option helps remove inline styles from the original document.)



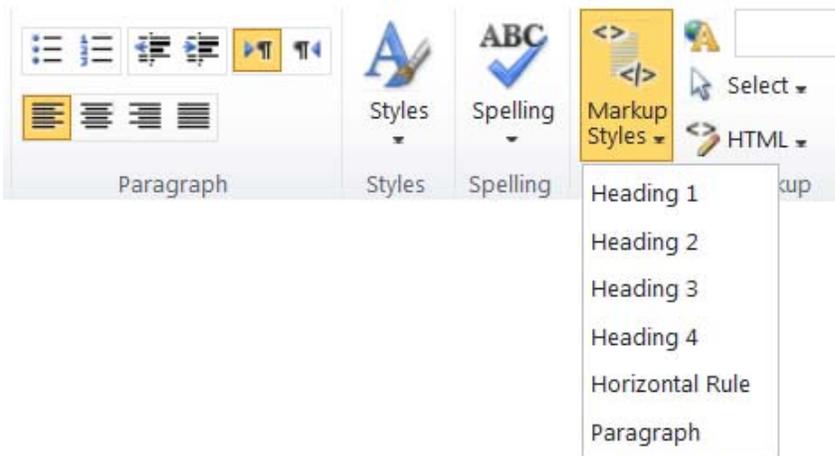
Text formatting

The standard body text style is applied to the page content by default. You don't need to change it. To be compliant to web accessibility, you should structure your page with headings. Screen reader users will navigate the page content through headings.

H1 is the page title, already applied when you create a new page.

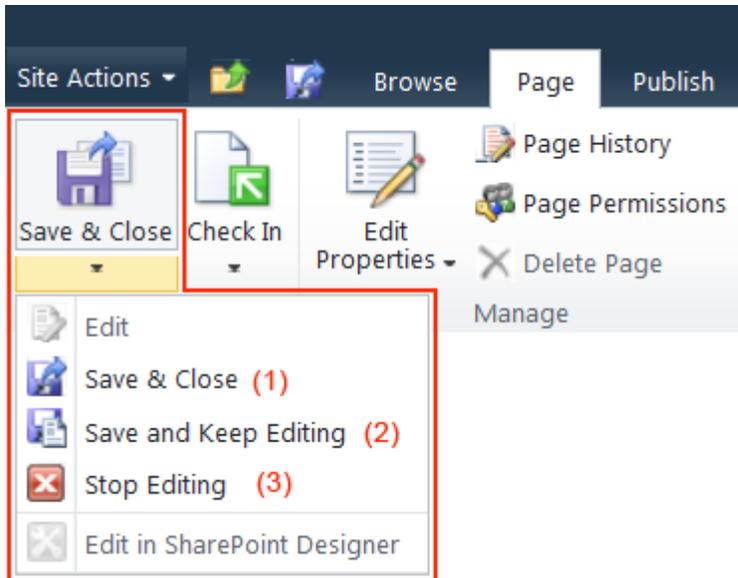
H2, H3, H4... are used to structure your page content.

To keep the text formatting consistent across the whole site, please use the Markup Styles to format your text. It is not recommended that you create your own bold and big text with different colors to replace the headings.



Saving a Web Page

There are 3 options for saving and closing a web page:



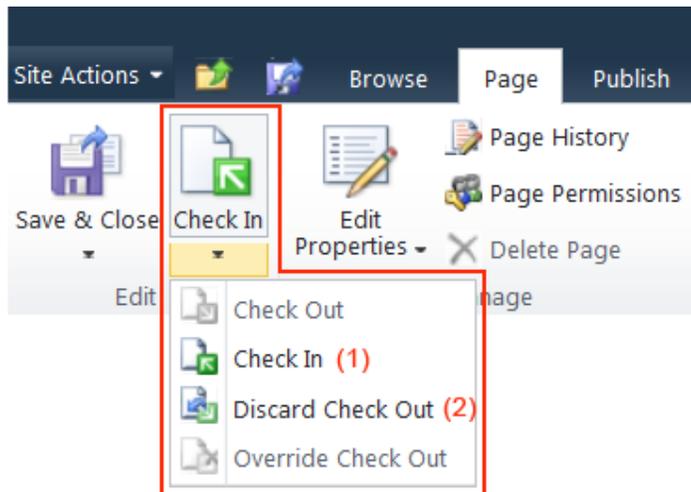
1. **Save & Close:** Save changes to the page and exit edit mode
2. **Save and Keep Editing:** Save changes to the page and continue editing
3. **Stop Editing:** Exit edit mode on this page. You will be prompted to save or discard your changes.

When you open a web page in edit mode, it is checked out to you. The status bar shows that the page is "checked out and editable".

Status: Checked out and editable.

When a page is checked out to you, other permitted users cannot see your changes, and cannot edit that page until you check it in.

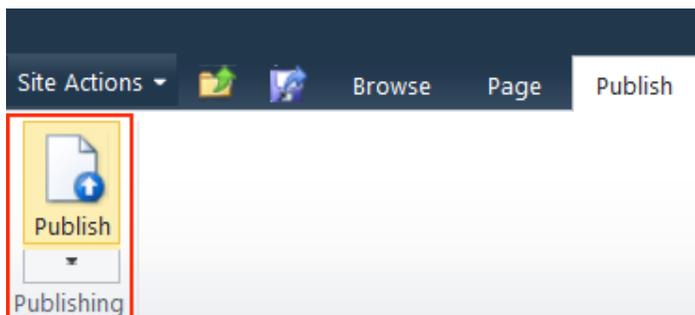
Check In options:



1. **Check In:** You check in the page which is currently checked out to you.
2. **Discard Check Out:** Check in this page, discarding any changes you have made to your checked out version.

While you are working on the update and save your page, your changes are not visible to the public. You need to publish your page for the update to be viewable by the public.

Select **Publish** tab and click **Publish**.



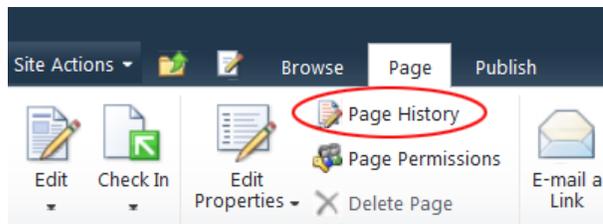
SharePoint creates a minor version of a page each time you check it in. And, a major version is created each time you publish a page. **The current live page is the latest major version.** Major versions are always in whole numbers, such as 1.0, 2.0, and so on. Minor versions are denoted by decimals following a major version number, such as 1.1, 1.2, 1.3 and so on. Supposed the latest minor version is 4.3, when you publish the page the next major version will be 5.0.

Page History

- Each web page has a version history.
- The number of major and minor versions can be set in Page Library Settings > Versioning Settings.
- You can restore a previous version of a page.

To view Page History,

- Select the Page tab on the ribbon
- Select Page History
- On the Page History page, click on the Version History option.



default > Page History

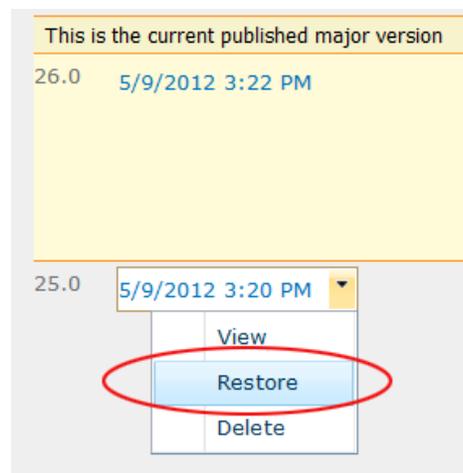
Comparing version 26.1 to version 26.0



To restore a previous version,

- Select Restore from the dropdown menu.

It is important to know how to access the version history for your page should you need to revert back to a previous version.



Uploading and Downloading Documents

Before linking to your web pages, documents should be uploaded to the Documents Library. PDF files are recommended for documents used for the web.

Uploading Documents to the Documents Library

- Go to **Site Actions**, select **View All Site Content** and open the **Documents Library**.

Click on **Add document**.

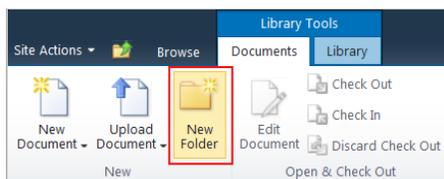


- Browse to a single image file to upload, or select "**Upload Multiple Files...**" to upload multiple files in one time. Currently, only Internet Explorer (IE) browser supports multiple files uploading.

Creating document folders

Documents of the same category should be organized in a separate folder created under the Documents Library.

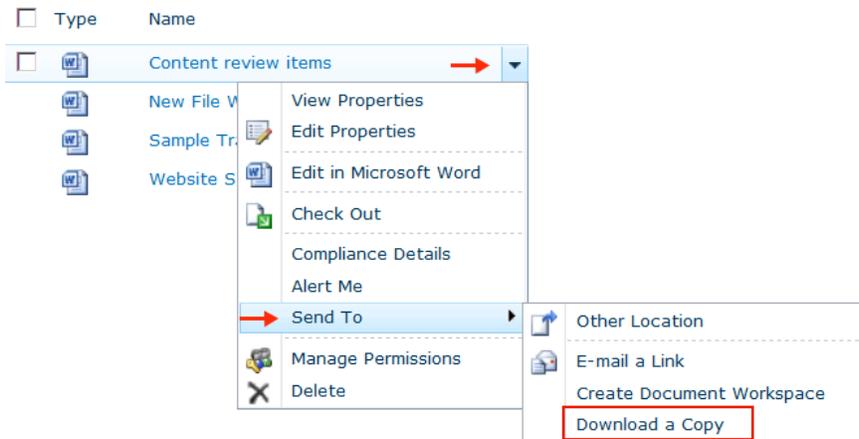
- Open the Documents Library
- Click on Documents under Library Tools tab



- Select **New Folder**, name it.
- Open the new folder
- Click on "Add new item" link

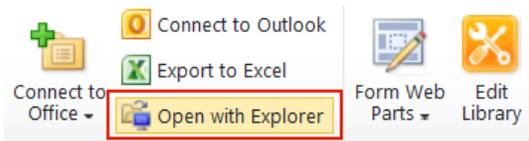
Downloading documents from a Documents Library

To download each document from the Documents Library, click on the arrow on the right of the document file name and select "Download a Copy" from the dropdown menu.

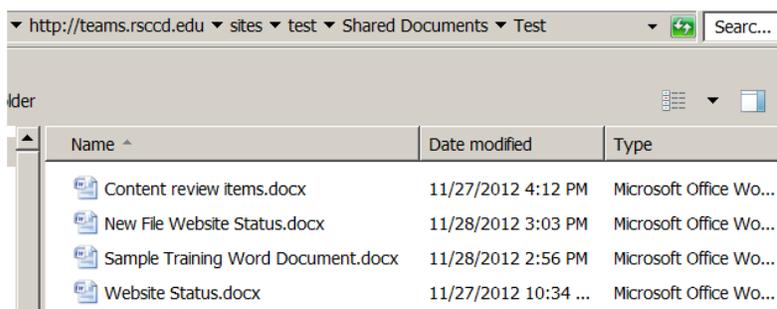


To download multiple documents,

- open the Documents Library or any subfolder you want to download documents from it
- click on **Open with Explorer** link on the ribbon



- A window explorer will pop up for you to copy the document files and paste into your local machine

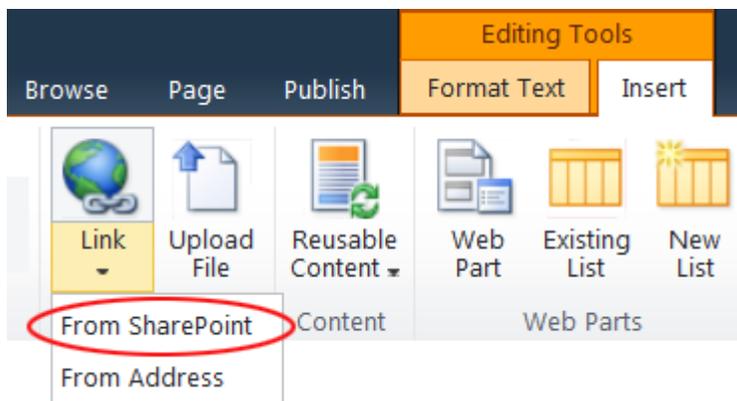


Creating Links

In the page content area you can create 3 types of links: link to another web page, link to a document and external link.

Link to another web page:

- Highlight the text you want to make a link
- Select the Insert tab
- Select Link and then select From SharePoint



- In the Select an Asset dialog box, click on the Pages library link on the left bar to display all web pages
- Select the page you want to link and click OK

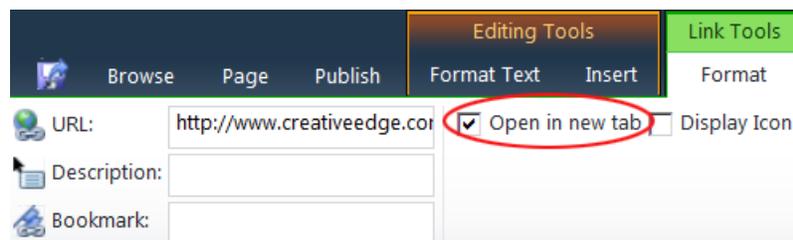
Link to a document:

- Highlight the text you want to make a link
- Select the Insert tab
- Select Link and then select From SharePoint
- In the Select an Asset dialog box, click on the Documents library link on the left bar to display all documents

- Select the document you want to link and click OK

Note: link to a document should open a new window.

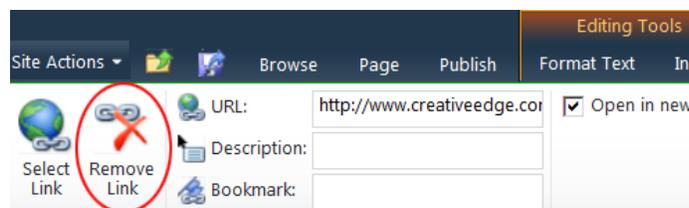
Check “Open in new tab” under Link Tools /Format on the ribbon.



From the **Select an Asset** dialog box, you can upload a new file to link to. Select the appropriate documents library (**Documents** or **Pages**) on the left pane to open it, click on the “Upload” link, and upload your file to that specific library. Then, you can create a link to the newly uploaded file.

Removing a link

Place cursor on the link and then click on “Remove Link” on the ribbon.



Note: Deleting an existing link in the URL field does not remove it completely. The link still remains, but pointing to the default page. To remove a link completely, click on “Remove Link” icon.

Changing the URL of an existing link

- Place cursor on the existing link and click **Select Link** icon
- Select a document or web page from SharePoint site
- For external link, enter URL to the Location(URL) field and check “Open in a New Tab”