

SharePoint Cheat Sheets

Navigate to individual school web pages at www.catawbaschools.net

Please remember to sign in with ccs180\firstname_lastname and email password in the upper right corner of the page.

How to Create a Picture Library

A new picture library must be created for each "This Week In Pictures" slide show displayed on a web page. Ex. Fire safety training, fall festival, etc.

- Click **Site Actions**.
- Click **Create**.
- Click **Picture Library** which is located under the libraries section.
- **Name**- type in a name to describe the pictures that will be stored within the library.
- **Description**- optional
- **Navigation**- choose **NO**
- **Incoming Email**- choose **NO**
- **Picture Version History**- choose **NO**
- Click **Create**.

****Be sure that students have permission to be photographed before putting them on the web****

How to Upload Images into a Picture Library

The pictures being uploaded will also need to have been previously saved into a folder either on the network or hard drive.

- Click **View All Site Content**.
- Locate the **Picture Libraries** section and click on the specific Picture Library.
- Click the down arrow beside **Upload**, scroll down to and click on **Upload Multiple Pictures**.
- If prompted, log in.
- Locate and click **Add Picture Shortcut** link under Picture Shortcuts down the left side of the upload pictures window.
- Navigate to the location where the pictures have been saved. *Note: The pictures will not actually be seen in this window. This step is used to map the location of the pictures.*
- Click the **Add** button. The shortcut should then be added on the left side of the screen and the desired pictures should show in the middle of the window.
- Choose the desired pictures (multiple pics can be chosen by holding down the ctrl key and clicking on each picture).
- Click **Send Pictures Optimized for Viewing on the Web**.
- Click **Upload and Close**

How to Create a Document/Web Page Library

Document libraries can be used to house more than just documents. They are also created to store additional web pages created off the main site.

- Click **Site Actions**.
- Click **Create**.
- Click **Document Library** which is located under the **Libraries** section.
- Name the picture library according to the documents that will be stored within the library.
- **Description**- optional
- **Navigation**- choose **NO**
- **Incoming Email**- choose **NO**
- **Document Version History**- choose **NO**
- **Document Template** section: Choose **NONE** unless a web page library is being created. For a web page library choose **Web Part Page**.
- Click **Create**.

How to Upload Documents into a Document Library

The documents being uploaded will also need to have been previously saved into a folder either on the network or hard drive. Remember to save all documents as PDFs. (See page 3 for directions)

- Click **View All Site Content**.
- Locate the **Document Libraries** section and click on the specific Document Library.

If storing documents follow the steps below.

- Click the down arrow beside **Upload**, scroll down to and click **Upload Multiple Documents**.
- Navigate to the location where the documents have been saved. Check the appropriate boxes beside the documents to be uploaded.
- Click **OK**
- Click **YES** at warning message

If creating web pages follow the steps below.

- Click **New**.
- **Name**- type in a name to describe the web page. Leave the "Overwrite if file already exists?" option unchecked.
- **Layout**- Choose the desired layout template
- Click **Create**.

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How to Add a New Web Part

- Click **Site Actions**.
- Click **Edit Page**.
- Click **Add a Web Part**.
- Place a checkmark beside each web part to be added. (see the list of common web parts below)
- Click **Add**

Web Part Choices

Announcements: (Ex. Assignments, News Stories, Articles, etc.)

- Information posted as an announcement can be given an expiration date which automatically deletes the content from the web page.

Calendar: (Ex. Schedules- Athletic, PTO, Events)

- Each teacher page can have as many different calendars as necessary according to the information to be posted.

Note: To create a new calendar follow the steps listed under How to Create A New Calendar section of this handout.

This Week In Pictures: (Ex. Field Trips, Events, Activities, Photo Gallery, etc.)

- This is a great way to display digital pictures of what is going on in the classroom. It creates a slide show of all pictures that you have uploaded into a specific Picture Library.

Summary Links Web Part: (Best option for web links)

- The summary links web part will allow links to be posted to a web page, and allow for short descriptions of each to be posted.

Content Editor Web Part (Ex. Welcome Message, Contact Information, About Me, Daily Schedule, etc.)

- This web part allows teachers to add creativity to different parts of the web page. The content editor web part allows users to format font style, size, and color. Users can insert graphics/pictures or create tables.

How to Create A This Week In Pictures Slideshow

*The steps below are used to create a This Week in Pictures slideshow (photo gallery) **after a new picture library has been created, the pictures uploaded, and the web part added to the specific web page.***

- Click **Site Actions**.
- Click **Edit Page**.
- Locate the "This Week In Pictures" web part.
- Click the **edit** drop down menu to choose **Modify Shared Web Part**.
- Locate the "Image Library Name" text box and type the specific name of the Picture Library you created.

Note: The pictures can not be stored in separate folders within a Picture Library. All pictures uploaded into the Library will be posted within the slideshow.

- Click **Ok**.

How to Create A New Calendar

- Click **Site Actions**.
- Click **Create**.
- Click **Calendar** located under the **Tracking** section.
- **Name-** type in a name to describe the calendar.
- **Description-** optional
- **Navigation-** choose **NO**
- **Incoming Email-** choose **NO**
- Click **Create**.

How to Add Links to a Summary Link Web Part

- Click **Site Actions**
- Click **Edit Page**
- Locate the **Summary Link Web Part** and click **New Link**.
- **Title-** Type the name of the web site.
- **Description-** optional
- **Link URL-** Type the URL including **http://**
- Open Link in New Window- Check this box when linking to websites outside of Catawba County Schools pages.
- Click **OK**

How to Delete Links to a Summary Link Web Part

- Click on **Site Actions**
- Click on **Edit Page**
- Locate the **Summary Link Web Part**
- Click on the **drop down** between the name of the web site and the edit icon
- Click **Delete**

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<p><u>How to Edit the Current Navigation</u> <u>(Links on left side of page)</u></p> <ul style="list-style-type: none"> • Click Site Actions • Click Site Settings • Click Navigation under Look and Feel. • Scroll down to Navigation Editing and Sorting. <p><i>Note: The links can be separated and organized by creating different headings.</i></p> <p><u>To Add a New Heading</u></p> <ul style="list-style-type: none"> • Click Add Heading. • Title- Type the name of heading • URL- optional unless a specific link is needed • Description- optional. • Audience- used to grant viewing rights to specific users. • Click OK <p><u>To Add a New Link</u></p> <ul style="list-style-type: none"> • Click specific Heading. • Click Add Link. • Title- Type the name of heading • URL- must include http:// or click Browse to locate a specific document or web page within the current site. • Description- optional. • Audience- used to grant viewing rights to specific users. • Click OK 	<p><u>How to Create a New Web Page</u></p> <ul style="list-style-type: none"> • Click View All Site Content • Click Web Pages Document Library <p>Note: If you don't have a Web Pages Document Library, you will need to create one. Refer to page 1 - <u>How to Create a Document/Web Page Library</u></p> <ul style="list-style-type: none"> • Click New drop-down • Click New Document • Name – type in the name of your web page. • Layout - select a web page layout • Click Create <p><i>Note: Refer to How to Edit the Current Navigation to add a Heading or Link to your web page.</i></p>
	<p><u>How to Edit the Content Editor Web Part</u></p> <ul style="list-style-type: none"> • Click Site Actions. • Click Edit Page. • Click the edit drop down and choose Modify Shared Web Part. • Click Rich Text Editor located in the right hand column in the Content Editor. <p><i>Note: If pictures are to be added they must have previously been uploaded into a picture library. If not already loaded click cancel and follow the directions on page 1.</i></p> <ul style="list-style-type: none"> • Click OK
	<p><u>How to Remove the Title of a Web Part</u></p> <ul style="list-style-type: none"> • Click Site Actions • Click Edit Page • Click the edit drop down and choose Modify Shared Web Part. • Click the plus sign beside Appearance. • Scroll down to Chrome Type and click the drop down. Choose NONE. • Click OK <p><i>Note: Click Exit Edit Mode to verify the change.</i></p>
<p><u>How to Save a Document as a PDF</u></p> <ul style="list-style-type: none"> • Open the document to be saved as a PDF. • Click File • Click Print • Choose CutePDF Writer from the Printer Name drop down. • Click OK • The Save As option should appear. • Save In- Choose the location from the drop down menu • File Name- Type in the document name • Click Save 	<p><u>How to Change the Title of A Web Part</u></p> <ul style="list-style-type: none"> • Click Site Actions • Click Edit Page • Click the edit drop down and choose Modify Shared Web Part. • Click the plus sign beside Appearance. • Title- Type in the new web part name. • Click OK.

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<p style="text-align: center;"><u>How to Delete a Document</u></p> <ul style="list-style-type: none"> • Click View All Site Content • Click the specific library under Documents and Libraries • Hover over the specific document to be deleted • Click on the drop down and choose Delete. • Click Ok. 	<p style="text-align: center;"><u>How to Delete Web Parts</u></p> <p><i>Do not click X to delete a web part. This will only hides the web part and it can not be restored.</i></p> <ul style="list-style-type: none"> • Click Site Actions • Click Edit Page • Click the edit drop down menu on the specific web part to be deleted. • Click Delete
<p style="text-align: center;"><u>How to Delete Web Pages</u></p> <ul style="list-style-type: none"> • Click View All Site Content • Click Web Pages under Documents and Libraries. • Hover over the specific web page to be deleted. • Click on the drop down and choose Delete. • Click OK. 	<p style="text-align: center;"><u>How to Rename Library</u></p> <ul style="list-style-type: none"> • Click View All Site Content • Click the specific library to be renamed. • Click the Settings drop down and choose Document Library Settings. • Click Title, Description, and Navigation under general settings. • Name- Type the new library name • Click Save
<p style="text-align: center;"><u>How to Delete Library</u></p> <ul style="list-style-type: none"> • Click Site Actions • Click Site Settings • Locate Content and Structure under Site Administration • Place a checkmark beside the specific library to be deleted. • Click Actions drop down and choose Delete. • Click OK. 	
<p style="text-align: center;"><u>How to Assign Permissions for Library/List</u></p> <ul style="list-style-type: none"> • Click View All Site Content • Click the specific library or list. • Click the Settings drop down and choose List/Library Settings. • Click Permissions for this list/library • Click Actions drop down and choose Edit Permissions. • Click OK at the warning message. • Click New drop down and choose Add Users • Type in the person you want to add (Last, First; Last, First) and check their permissions level. • Give User Permissions Directly- Nothing Above Approve should be checked. • Welcome Email- Remove check • Click OK • To make a list/library Not viewable to the general public (only viewable to appropriate authenticated users), Click Settings drop down and choose Anonymous Access. • Uncheck the four check boxes. • Click OK 	