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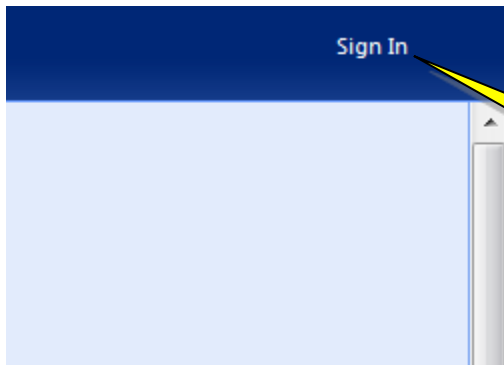
SharePoint 2010

"Having A Uniform Look of Your Website"

SharePoint 2010 – Getting Started

Here is your guide to get started on learning how to navigate and create sites.

Logging in at school or home—all it takes is a browser window!
1. To access SharePoint go to your website: http://lb034.k12.sd.us You will see this box
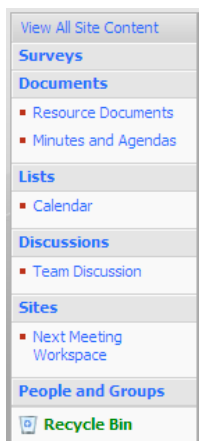
Sign In

This is your K-12 website. Login is k12sd1\lb034

Or

Liz.bennett@k12.sd.us

2. you click the sign in button in the top right corner of the web

3. The log is your usual email login So for username, use:

User name: liz.bennett@k12.sd.us

Password: (email password)

Navigation

View All Site Content
Surveys
Documents
  ▪ Resource Documents
  ▪ Minutes and Agendas
Lists
  ▪ Calendar
Discussions
  ▪ Team Discussion
Sites
  ▪ Next Meeting
    Workspace
People and Groups
  ⊡ Recycle Bin

1.   There are two main ways to navigate through the ***SharePoint***. The first is by using the ***Quick Launch*** bar on the left. This is available on every site on every page. What's on the quick launch bar is determined by what is put on the bar or taken off the bar by the owner of the site. This will be covered later. Use this to navigate within a site.

2.   The other method of navigation was the ***bread crumb trail***. This however has changed. You now have a folder with a green arrow on the left top of the site. When you click on it, you will see a broken out bread crumb trail.

Site Actions ▾ 📁 Browse   Page

🏠 Home ▸ Home Page
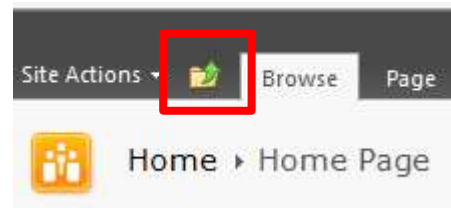
SharePoint 2010 – Changing the Look

Editing your webpage(s) is easy in *SharePoint 2010*. There are ribbons like those found in most Microsoft Applications! This handout will guide you through using *Web Parts* on a *Web Part Page* (there are also *Publishing pages* and *pages*).

Web Parts

A *Web part* is defined as a "modular component of functionality that provides additional features to the user when added to a page." (Bates & Smith, 2010)

4. To get started editing your page, click on *Page* by the *Browse* button on the top left side of your site.


5. You will get this ribbon to use in editing the page.

Your choices from the *Edit Page* at the left are *Edit Page*, *Stop Editing*, and *Edit in SharePoint* Designer. As of November 2010 *SharePoint Designer* is not supported. It is the web editing program behind SharePoint's pages and does get pretty technical.
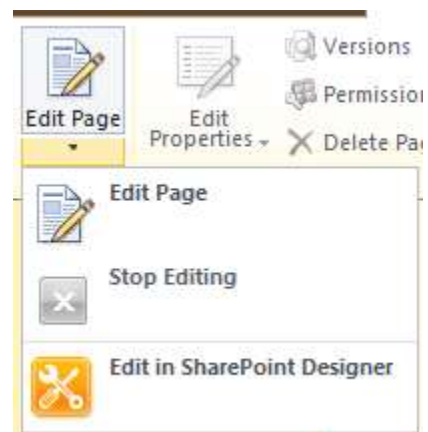

6. Adding a *Web Part* at the top of each zone, (left and right in this case) gives you the options for all the choices available.
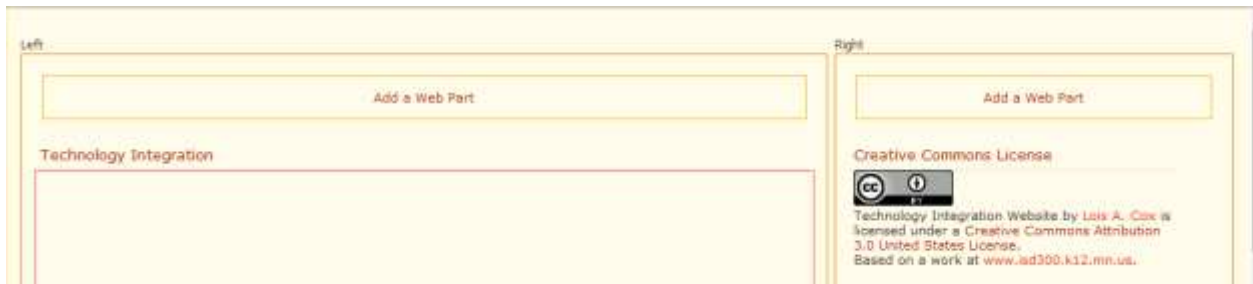
The organization of the categories is arranged by folders making is easy to navigate through to locate the web part you want. Click to **add the web part** needed to the **right** or **left** zone and then click **Add**.

7. The **Content Editor Web Part**, the most versatile web part, is located under the **Media and Content Folder**.
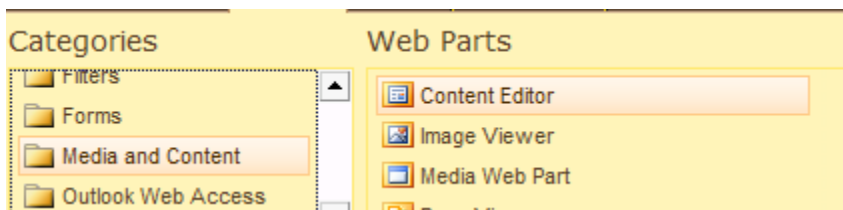
The editing can be done on the page rather than using the tool pane on the right side in previous versions.
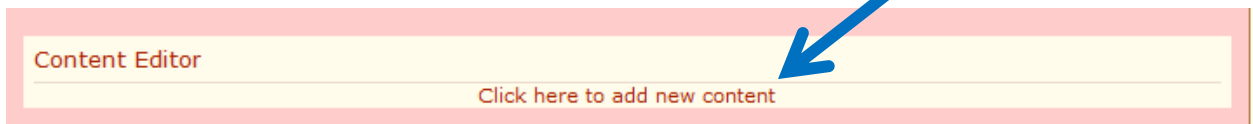
This places you directly into the **Content Editor** and gives you a new ribbon of **Editing Tools** to work with when adding content, images, video and audio, or another feature from the site.

8.

This is the **Insert Tab.** When you select **Insert Text**, it creates a **Content Editor Web Part** for you. Videos can be inserted from your own files or through an address on the web. It will create a **Media Web Part**. Note: If you have a video in the **MP4** format, you will need to convert it to a **wmv** before inserting it into

**SharePoint**. (Can use the application, **Format Factory**. http://www.formatoz.com/)

To insert a picture in your content area, pick Insert picture. Image gives you image viewer and the image has to be in your library and the right size.

9.

To insert an Image, it will create an **Image Viewer Web Part**. The same issues exist with this **Web Part** as before—you cannot resize the graphic after inserting it. It must be the size you want it first. You will find the **Content Editor Web Part** the best in this case if you are not sure about the size of the graphic you need. An image inserted into a **Content Editor Web Part** gives you a convenient way of manipulating the graphic using the **Design Picture Tools**.
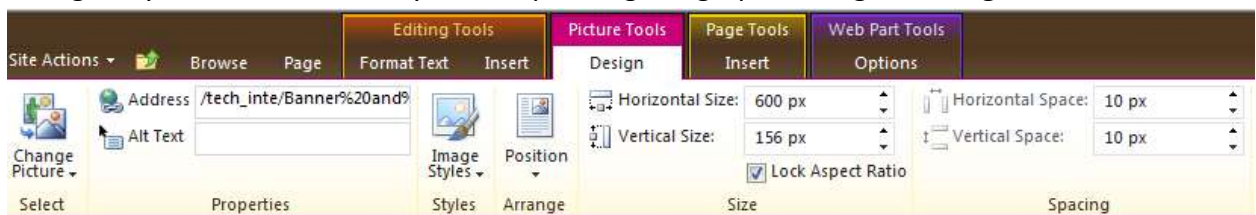
10. The **Properties window** for a **Web Part** opens the **Tool Pane** on the right to make layout changes as needed.
11. To save changes you have made to a web part, go to **Page** and click the **Stop Editing** red box.
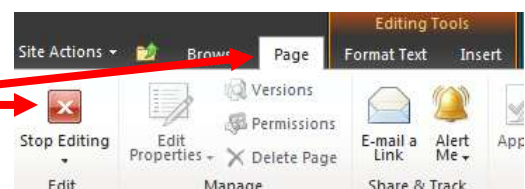
Types of Web Parts

1. To see what **Web Parts** are available, click on **Add a Web Part** at the top of either zone. Since you can have a **Web Part** for every document library, discussion board, or calendar, the number of **Web Parts** available will vary from site to site. The list is long and most are business applications. Here are the ones you will use the most:

    a. **Lists and Libraries** – This folder will have all the lists and libraries you have added to this site. Any of them can be viewed through a **Web Part**.

    b. **Content Editor Web Part** – Gives you a word processing window for adding text and inserting pictures. It is located in the **Media and Content** category.

    c. **Page Viewer Web Part** – Connects to another website and pulls in the content from that page. It is located in the **Media and Content** category.

    d. **RSS Viewer** –Subscribes to an **RSS** feed and shows the most current content. It is located In the **Content Rollup**.

    e. **Image Viewer**—Holds a picture stored on the site in a site library. It must be the exact image size when inserted—no editing is available on the image size. Find it in the **Media and Content** category. I have found that inserting a picture in Content Editor Web Part is much easier

2. Be careful not to add **Web Parts** connecting to **My Site** or **Outlook**. These will require users to log-in and so would keep out parents and community.

3. Each of these will have a different **Tool Pane**. Access the **Tool Pane** by using the down arrow at the top right of the **Web Part.**

## *Page Viewer, RSS Viewer, and This Week in Pictures Web Parts*

SharePoint 2010—Changing the Look of your Website

Page Viewer Tool Pane   **RSS Viewer Tool Pane**

1. The *Page Viewer Web Part Task Pane* gives you a place to put the *URL* for another website or place in your *SharePoint* site.

2. Use the *RSS Viewer Web Part* to subscribe to a site for your readers. The feed limit is how many will show on the page at a time.

## Appearance, Layout, and Advanced on all Web Parts

1. *Appearance* – Click the *Plus* beside the title ⊞ to view the choices.
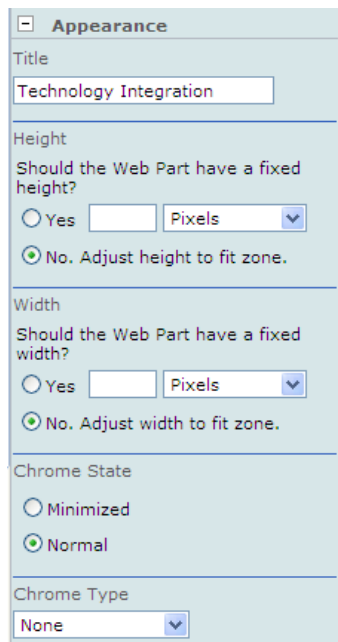
The *Title* cannot be left blank. If it is, the word, "*Untitled*" will appear as the title. To make it blank, click the arrow beside *Chrome Ty*pe and select *None*. When you *Exit Edit Mode*, the title will not be seen.

You can specify the exact size of a web part. It does give the option of inches over pixels. If you minimize the *Chrome State*, it will minimize the whole web part.
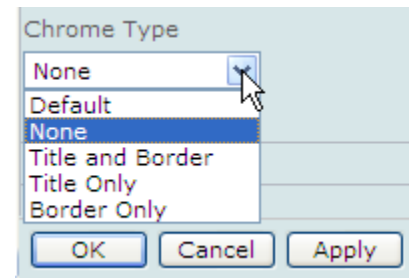
2. *Layout* – If you check the *Hidden* box, the *Web Part* will not be visible until you uncheck it. This allows you to work on it and make it public when you are ready. The *Zone* allows moving the *Web Parts* from zone to zone without dragging. The *Zone Index* is its number order in the *zone*.
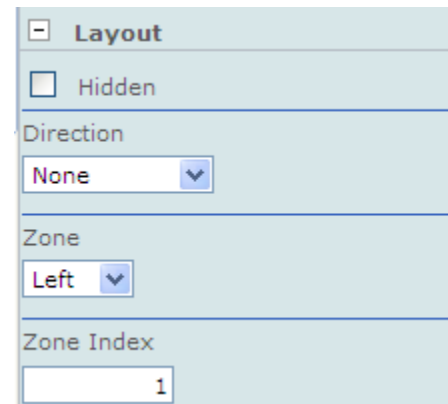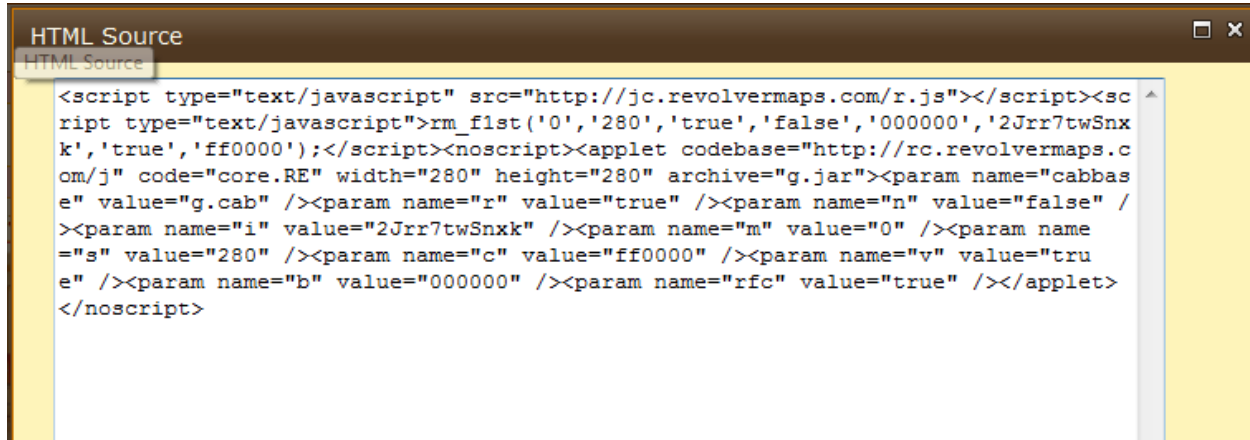
3. *Advanced* – Gives you *Web Parts*.   some control over the

Using Embed Code from Sites

To bring in code for applets from other sites, insert a **Content Editor Web part**. In the **Format Text** ribbon, go to **HTML Markup**. Choose **Edit HTML source**. You will get a window like this.
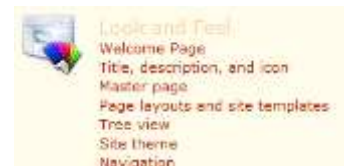

Paste in the code you get from the site where you created the applet. Then click **Apply.**

Site Theme

To change the color theme of your site, go to **Site Actions, Site Settings**.

 Next look for the **Look and Feel** category and **Site Theme**. There are exciting, new themes and all are customizable! Anonymous view will not see them unless you change the master page.

References:

Bates, S. & Smith, T. (2010). *SharePoint 2010 User's Guide.* New York: Springer-Verlag New York, Inc.

Cox, Lois (2010) ISD300 Tech Integration Specialist: Content used with permission

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