

Working With a SharePoint Web Site

Editing Existing Secondary Pages

Quick Method for Opening an Existing Secondary Page using the web address:

1. Type <http://worchester.edu/yoursitename/pagename.aspx> .

For Example: To open a page titled Practice2 from the MultimediaServices Shared Documents folder, the following would need to be entered:

Note: A %20 must be typed inbetween Shared Documents and after each word of the document title if you open the site by entering the URL address.

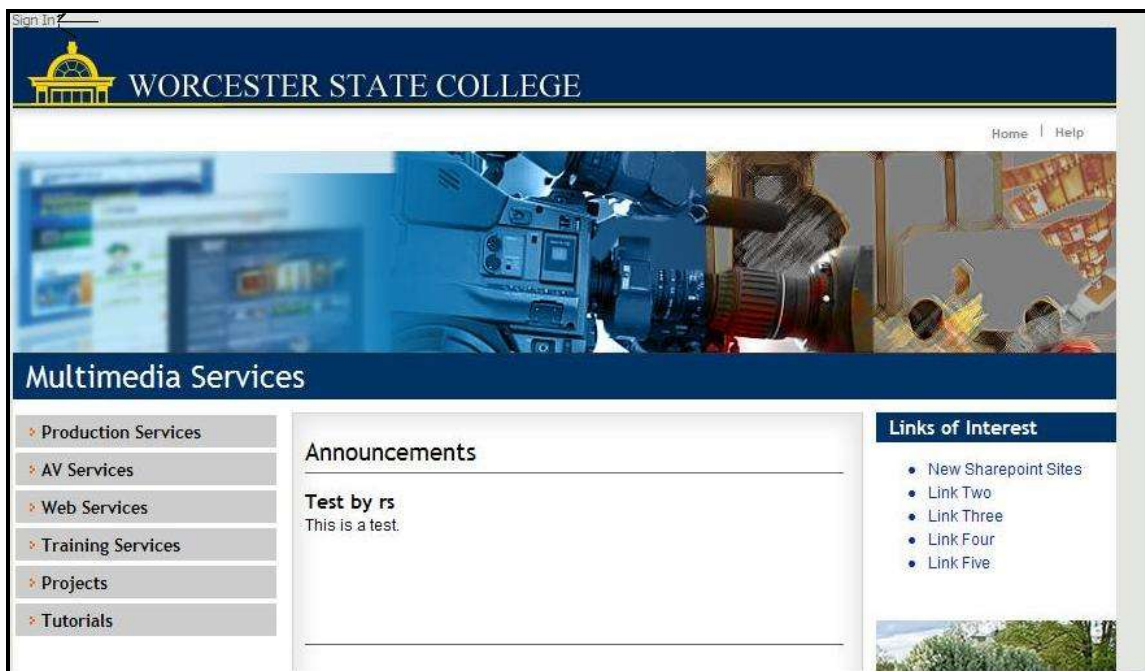
<http://www.worcester.edu/MultimediaServices/Shared%20Documents/Practice%202.aspx>

Visual Method for Opening an Existing Secondary Page:

1. Use Internet Explorer or Mozilla Firefox to open your Sharepoint web site.

For example: www.worcester.edu/yoursitename .

Your main page displays.



2. If you are not already signed in, click the [Sign in](#) button on the top left-hand side of a secondary page.

Welcome "Your Name" should display in the upper right-hand corner of the window.

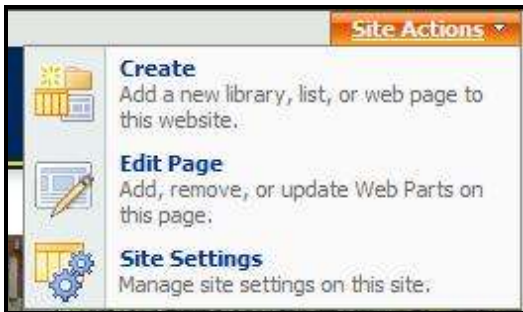
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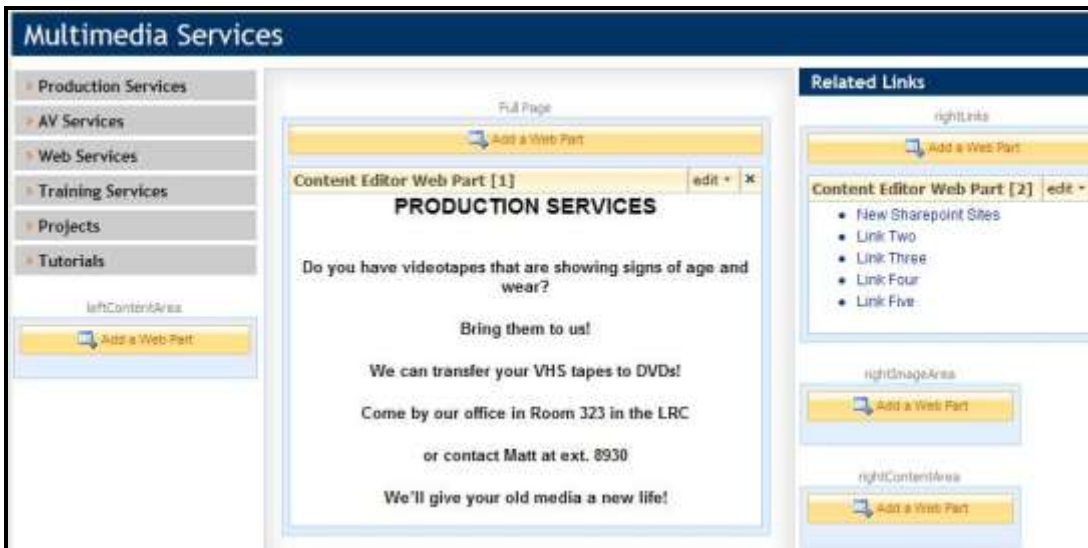
3. Click the **Navigation** button on the left that matches the secondary information page you wish to edit/update. For Example: Production Services.

Existing text displays.

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



Yellow bars that enable web parts to be added display in various areas of the window. The center and right-hand columns can be modified by the user. The left-hand column will be maintained by the Webmaster.



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5. From the **Edit** menu in the **Center** column, the area you wish to modify, select **Modify Shared Web Part**.

Dashed yellow borders surround the text area you wish to modify and a Rich Text Editor ...button appears on the far right-hand side of the page.

Rich Text Editor...buttons are available only in areas where editing by department personnel is permitted.



6. Click the **Rich Text Editor...** button found on the right-hand side of the screen.
7. **Modify** the text and click **Save** when finished.
8. Scroll to the bottom of the screen and click the OK button.
9. If you are finished editing navigation buttons, scroll to the bottom of the page and click **Exit Edit Mode**.

You will be returned to your Sharepoint Home page.

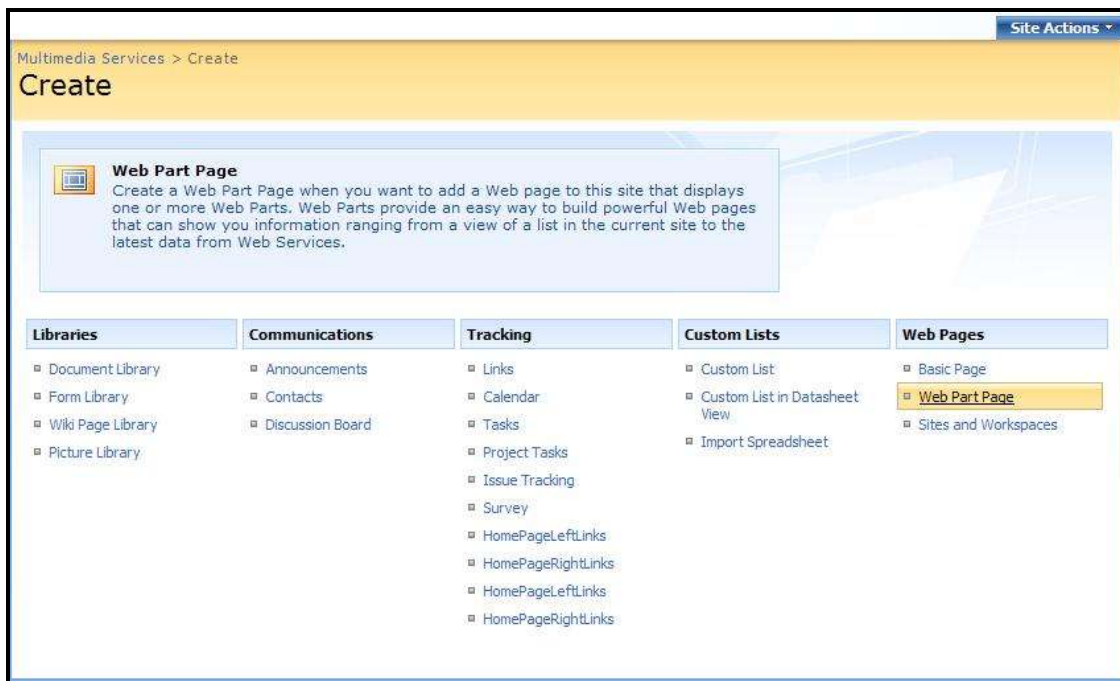
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Adding a Brand New Secondary Web Part Page

- 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**.



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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.

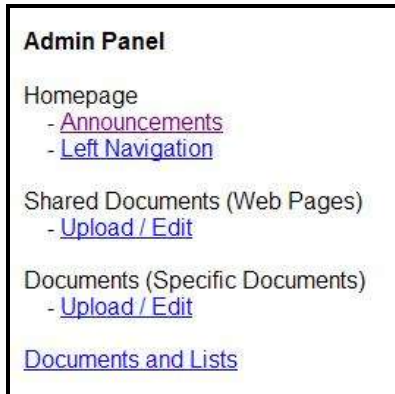
Working With a SharePoint Web Site

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.

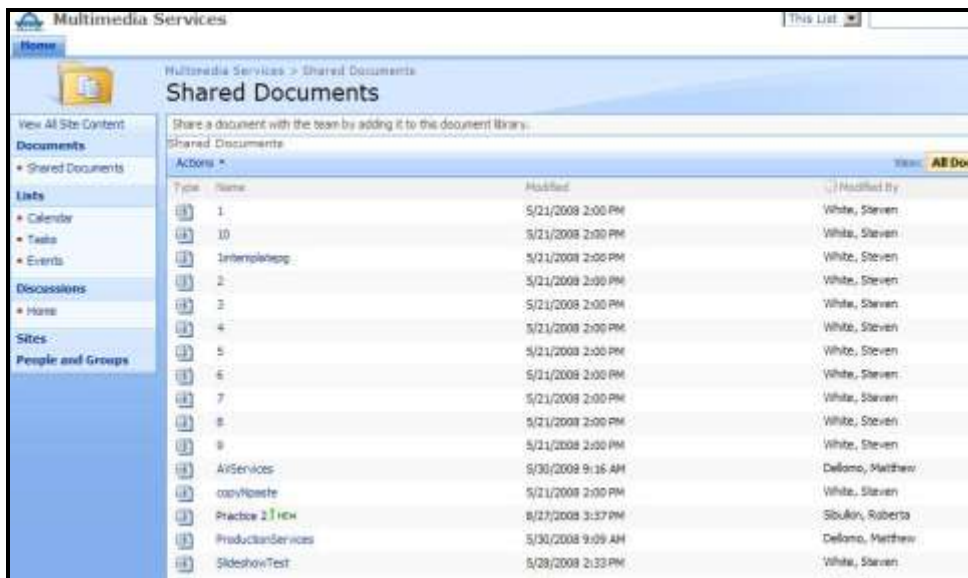
For Example: <http://worchester.edu/yoursitename/adminpanel.htm>

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.

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Adding a New Web Part to the Secondary Page

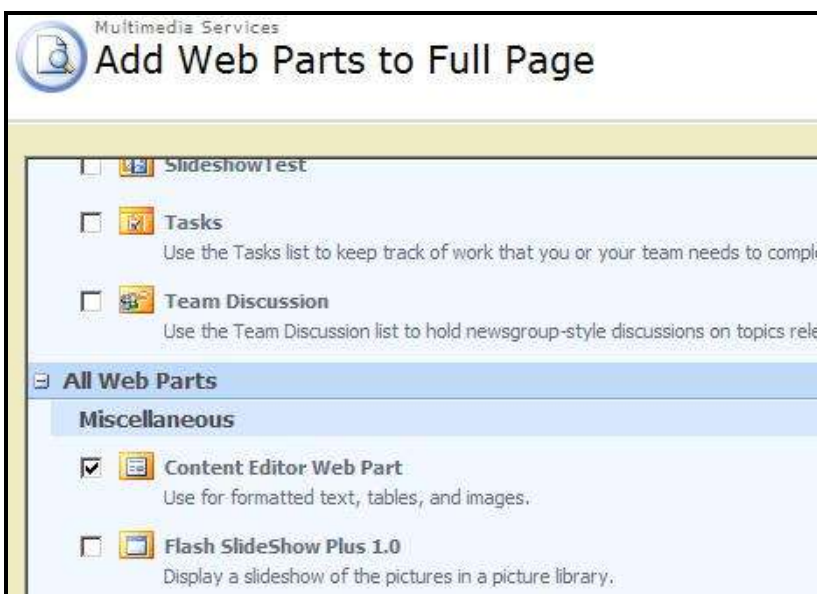
1. As long as you have been given appropriate permissions and are logged into the WSC network, clicking **Sign in** in the upper lefthand corner of the window should sign you into the Sharepoint web site.

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**.



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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.

