

Training Manual

Manage

Pages

SharePoint 2013 – GTA Platform

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Support: For further assistance, fill out a Support Request at <http://portal.georgia.gov/support>

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1.0 Overview

SharePoint 2013 is a centralized document repository for use on the intranet. The site pages are consistent in look and feel throughout the site. SharePoint 2013 can also be used as a content management tool that will allow users to edit and manage their intranet site.

This manual can be used for classroom instruction. It can also be used for self-study. This will allow users to work at their own pace to understand the techniques that can be used to manage SharePoint site pages.

1.1 Intended Audience

The intended audience for this course is GTA content managers and project managers who have a basic understanding of SharePoint 2013. Mastery of the content in SharePoint 2013 Basic Concepts will provide a sufficient foundation for SharePoint 2013 Manage Pages.

This is either a classroom or self-study course that can be taken as time permits.

Please remember that changes to web pages are done in real time. If you are working on your own production site your changes may impact other users.

If you'd like to try things out, feel free to use the **Training Sandbox** where a several demo pages have been set up. You can add, change or delete your own content. **Please do not edit or delete anyone else's content.**

<https://mygta.ga.gov/portal/spsupport/sptraining/sptrainingsandbox/SitePages/Demo%20Page.aspx>

1.2 System Requirements

For maximum performance, the recommended browser is Internet Explorer 11. The Google Chrome browser is also supported.

If your computer does not have one of the recommended browsers, please contact the Help Desk for assistance

1.3 Terminology

Content Item – a piece of content that is used in your agency's site and includes a title and other customized fields.

Content Manager – a user responsible for a single site including its lists, libraries, content and any sub-sites of the site, i.e. a user with full control rights to a single site. Also called the site owner.

Content Type – columns associated with content: metadata, properties, template,

workflows and information management policies

Ellipses – also known as '3 dots' this image '...' is used to indicate that an option menu is available.

Gear – an icon  located in the upper right corner at the top of the SharePoint page next to your name that is used to access settings within SharePoint.

Gold bar – top navigation on the master page that contains tabs linking the user to other pages in the site collection.

Landing page – the web page that is displayed when a visitor clicks on a tab.

Master page – a web page in a site that defines the look, feel and standard behavior of all other web pages in the site.

Metadata – terms used to classify items; also referred to as ‘site columns.’

Quick Launch – links on the left of the page that remains permanently in the layout.

Ribbon – a central place at the top of a SharePoint page to find groups of commands for interacting with SharePoint.

SharePoint Site Administrator – the user responsible for the entire site collection who has access to all site collection features included in site settings, i.e. the person responsible for GTA’s entire site collection.

Support Services – the GTA team that manages the GTA help desk for SharePoint 2013 issues.

Support Services is located at:
<http://support.georgia.gov>

URL – a link that is formatted with the web path for accessing a web page.

e.g. GTA’s SharePoint 2013 production site URL is: <https://mygta.ga.gov/>

2.0 Work with Edit Tools

SharePoint 2013 introduces some new tools that have expansive functionality:

- Gear
- Ribbons
- Settings

You will become more familiar with these tools as you continue through this course.

Note: Some functionality on the gear is also available on the ribbon.

2.1 Gear

A powerful tool that is used in SharePoint 2013 is the 'gear' . When you click the gear , a drop down will display with various options, e.g. Edit page, add an app, etc. Depending on your permissions, the drop down will only display options you are granted permission to use.

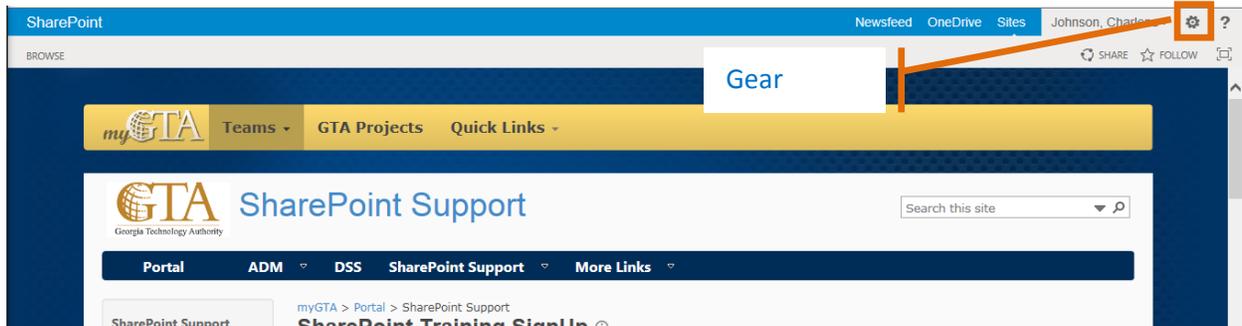


Figure 1 The gear  when granted edit or app permission

Note: The gear  will not display if the user only has read permission.

2.2 Page Ribbon

A ribbon is a toolbar that appears at the top of a SharePoint page. The ribbon contains a group of controls related to the content, e.g. Edit, Check Out, Edit Properties, etc. In effect ribbons are shortcuts to content controls.

A ribbon is only displayed to users who have sufficient permission. At a minimum, the user must have edit permission in order for the ribbon to display.

Note: The ribbon will not display if the user only has read permission.

Ribbons are customized to the content and there are many different ribbons. For example the ribbon for a page will show different controls than the ribbon for a library or the ribbon for a list.

Note: If a user does not have sufficient permission to use a tool on the ribbon, the tool will be disabled. A tool that is disabled will be greyed out.

To view the Page Ribbon,

1. Navigate to the page you want the controls to display
2. Select the **Page** tab
3. SharePoint will display the **Page** ribbon

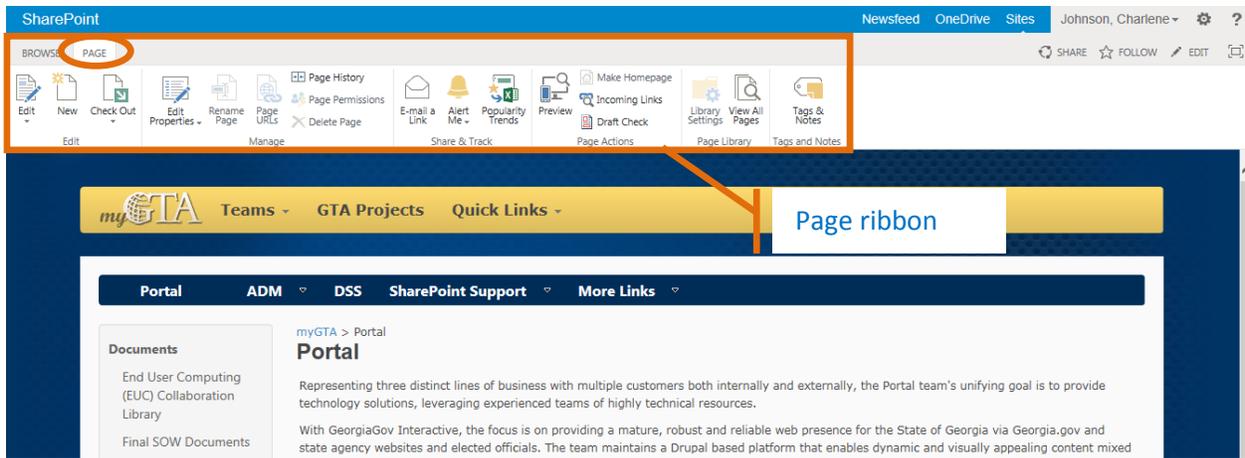


Figure 2 Page Ribbon when you select the Page tab

2.3 Display a Page using Site Contents

To display a page using **Site Contents**,

1. Navigate to the site
2. On the **Quick Launch**, click **Site Contents**
3. Click **Site Pages**

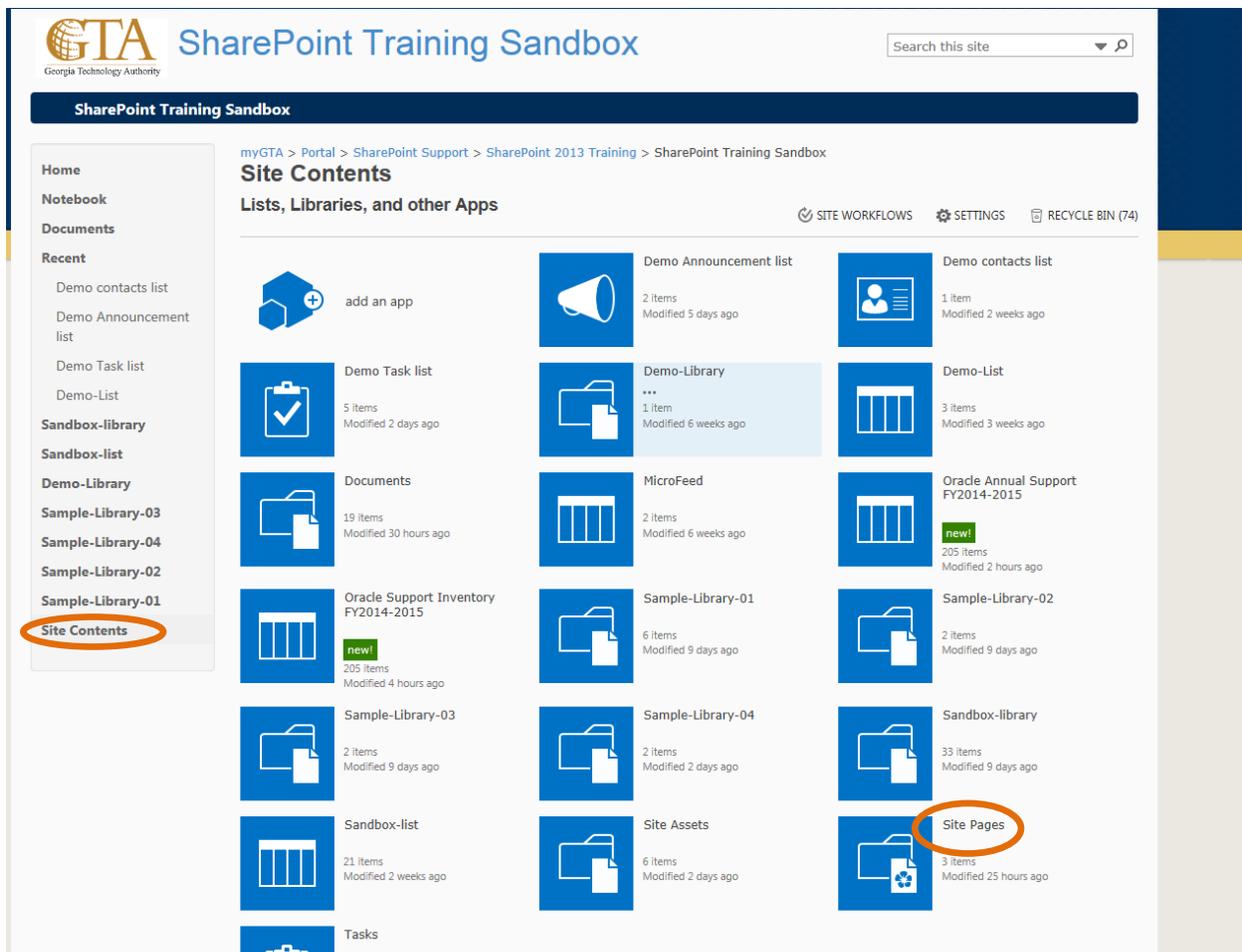


Figure 3 Site Pages when you want to display the pages library for the site

4. SharePoint will display a list of all the pages on the site
5. Click on the ellipses next to the page you want to display
6. SharePoint will display a pop up
7. On the pop up, click **Open** and SharePoint will display the page

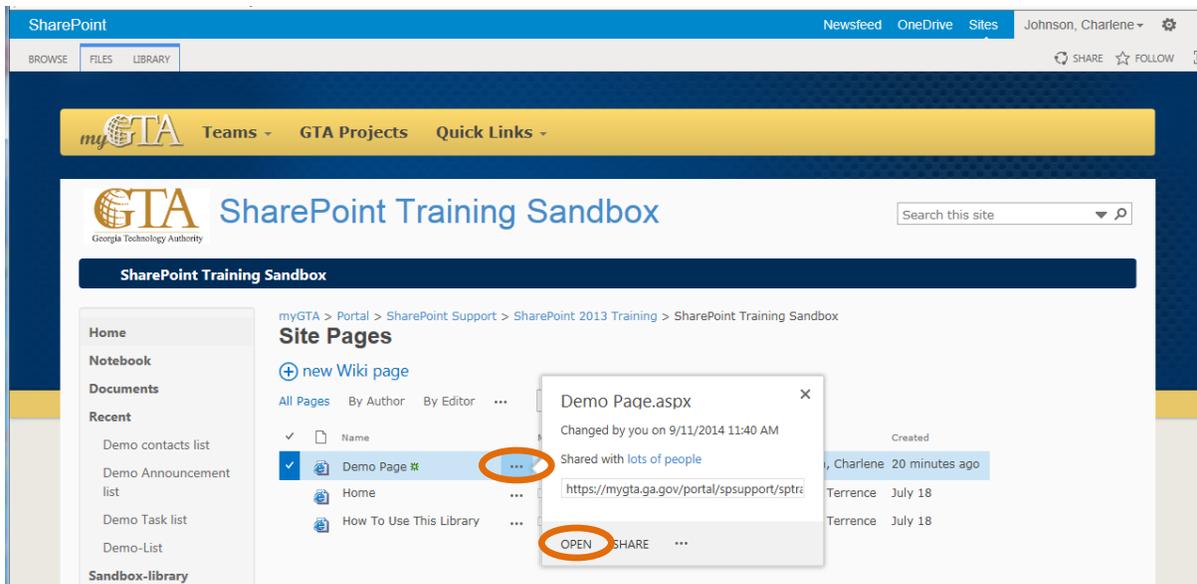


Figure 4 Pop up when you click on the ellipses and want to open a page

3.0 Add a Page

You can add a page to a site by filling out a support request at <http://portal.georgia.gov/support>

On the ticket be sure to include the following information:

- The type of page:
 - i. Web part page – this is the standard SharePoint page
 - ii. Wiki page – this is a page that is used for wikis
- The name of the site where the page will be located
- The name of the page
- Indicate if the page should be available using Quick Launch

You will be notified when the page is available. Typically, the page will be formatted as a blank web part page and it will be up to you to add content.

Note: For training purposes, web part pages are available in the SharePoint Training Sandbox and can be accessed using Site Contents on the Quick Launch.

3.1 Display a Page using Site Contents

1. Navigate to the **Site**:
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox
2. On the bottom of **Quick Launch**, click **Site Contents**
3. Scroll through the tiles and click **Site Pages**

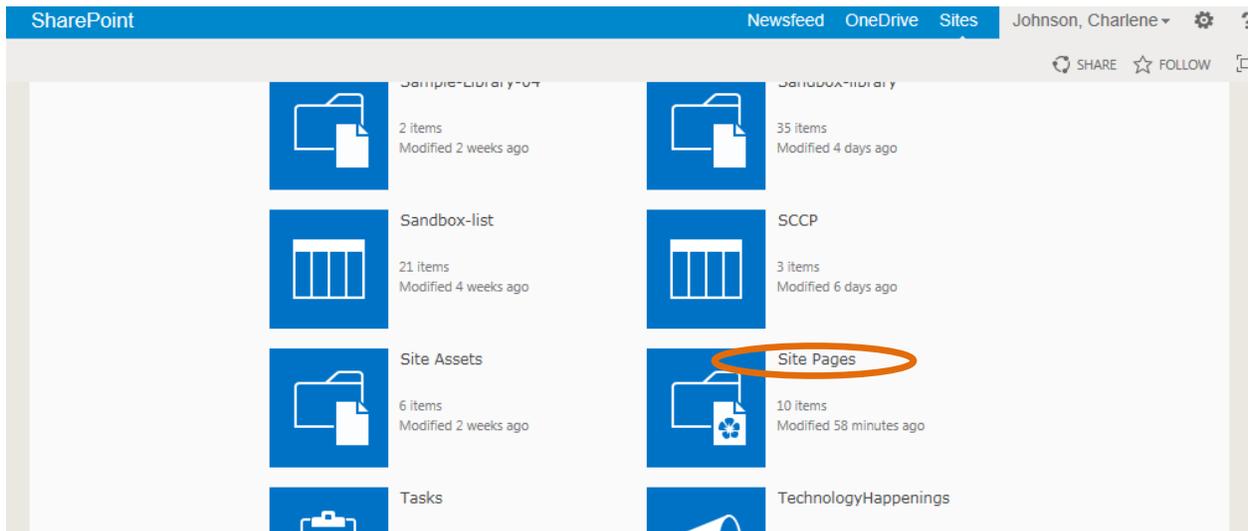


Figure 5 Site Pages when you scroll through Site Contents

4. SharePoint will display a list of all the pages on the site
5. Click on the page you want to use, e.g. Demo Page x, where 'x' is the page number assigned to you

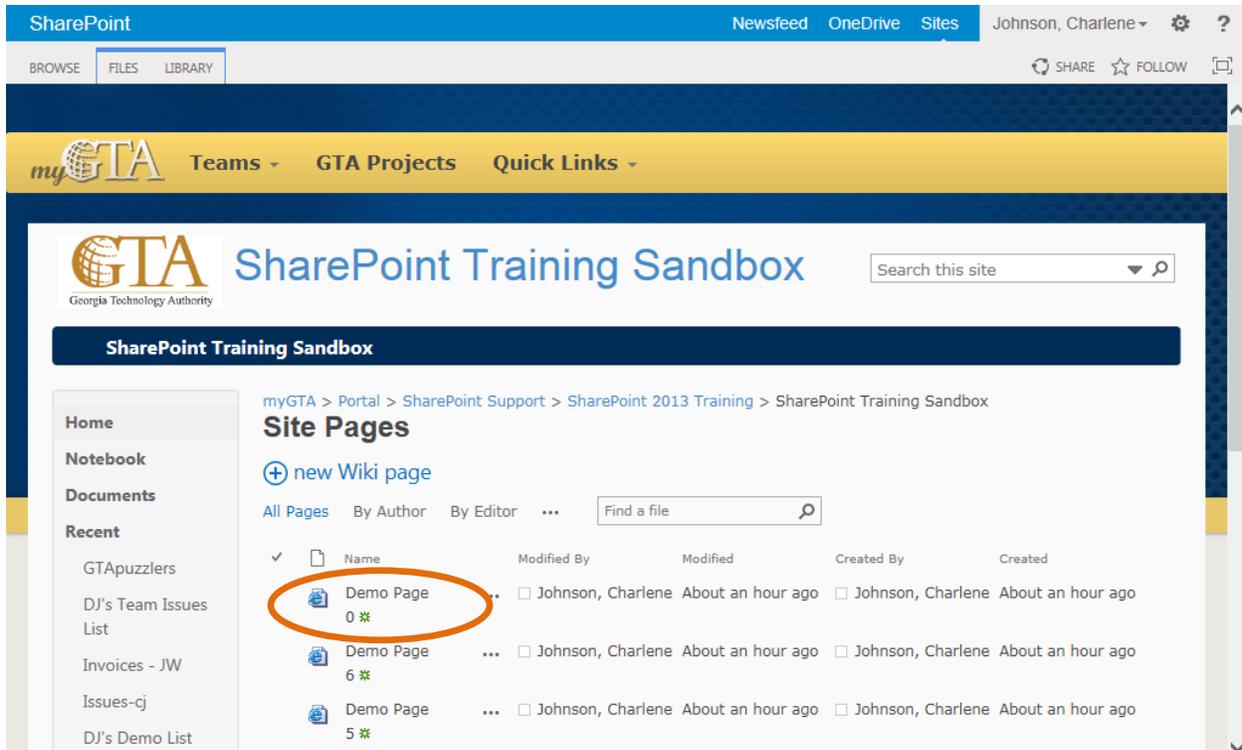


Figure 6 List of all pages on the site when you click Site Pages

6. SharePoint will display the page

4.0 Edit a Page

4.1 Edit a Page

Note: For training purposes, all pages will be accessed using Site Contents.

If you submit a support ticket and request the page have accessibility using Quick Launch, you can use Quick Launch to locate the page.

To edit a page,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox
Demo Page x, where 'x' is the page number assigned to you
2. At the top of the page, click the **PAGE** tab
3. SharePoint will display the **Page** ribbon
4. On the **Page** ribbon, click **Edit**

5. Edit the content area by entering text. You can use the ribbon to change the **Font, Style** or other text appearance features.

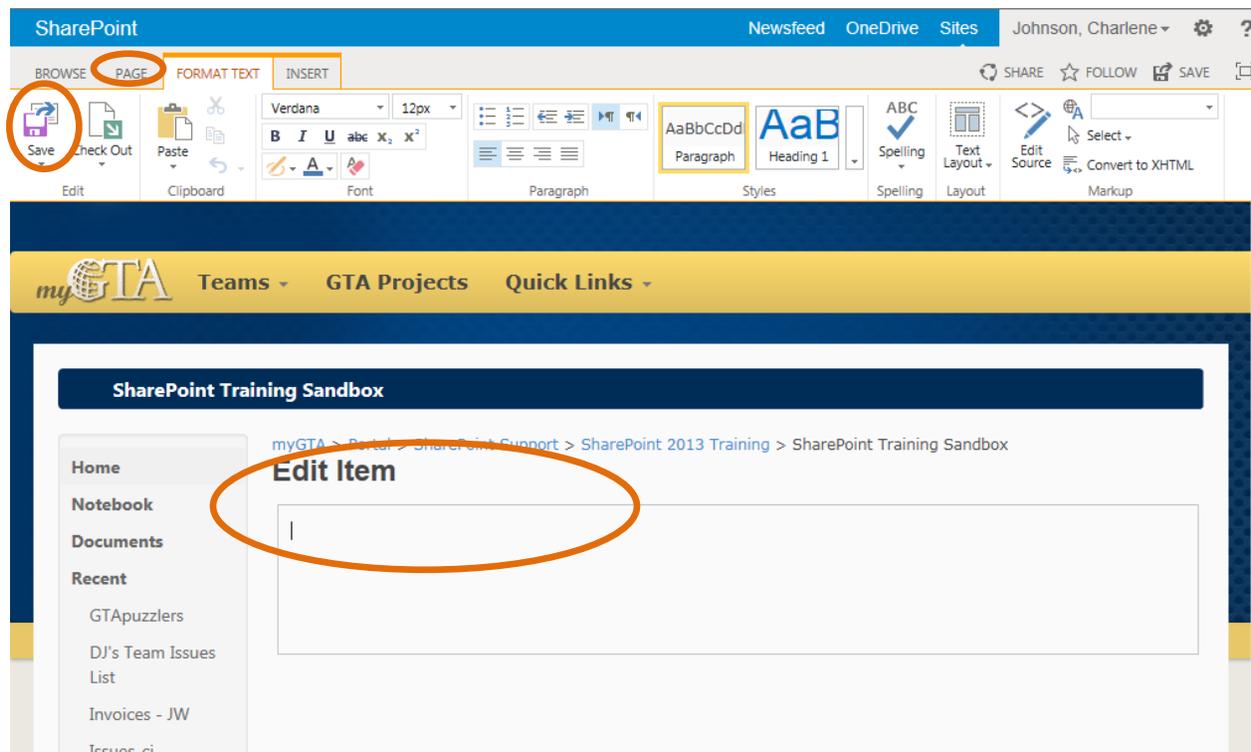


Figure 7 Content Area when you want to enter text

4.2 Stop Editing a Page

To stop editing a page,

1. Click the **Page** tab
2. SharePoint will display the page and editing will stop.

Note: Depending on the type of edits you are making you may need to click the Page tab and save your changes before you stop editing.

To save your changes and then stop editing,

1. Click the **Page** tab
2. SharePoint will display the Page ribbon
3. Click the first icon on the ribbon. The icon will be labeled either **Save** or **Edit**, depending on where you are in the edit process.
4. SharePoint will display a drop down

- From the drop down click **Save**
- Then return to the drop down and click **Stop Editing**

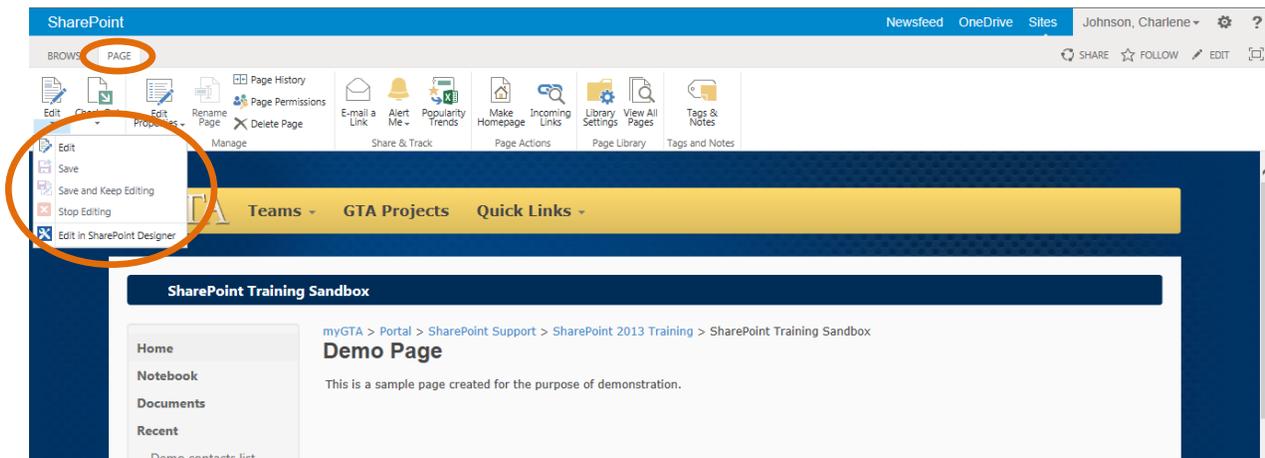


Figure 8 Drop down when you want to Save and Stop Editing

5.0 Apply Your Knowledge Exercises: Manage Pages

SharePoint pages can be customized to fit the team's needs. You can insert items like libraries, lists, text, pictures and more. You can change the layout to add or remove columns, headers and footers. You can even add picture slideshows.

In the following sections we will explore some of the options can be used to customize pages on your site. Demo pages have already been set up in the Training Sandbox for classroom use.

5.1 Insert a Library or List

To insert a library or a list web part on a page,

- Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
- Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
- On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
- Place your cursor on the web part where you want to insert an item

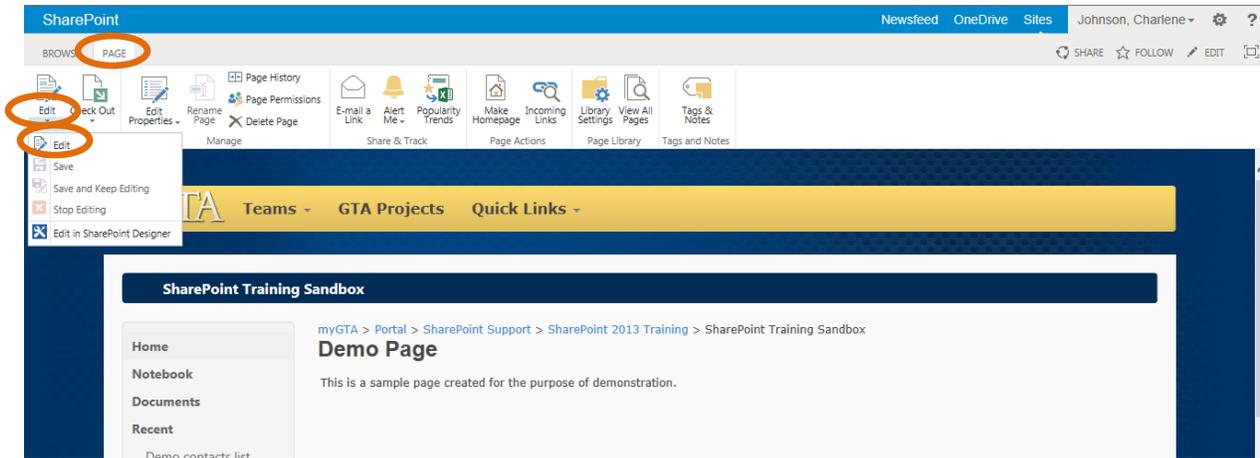


Figure 9 Edit drop down using the Page ribbon when you want to edit a page

5. Click the **INSERT** tab to display the **INSERT** ribbon
6. On the **INSERT** ribbon click **App Part**
7. On the list of **Categories**, select **Apps**
8. On the list of **Parts**, click the library or list that you want to use, e.g. **Demo Announcements list**
9. Then click **Add**

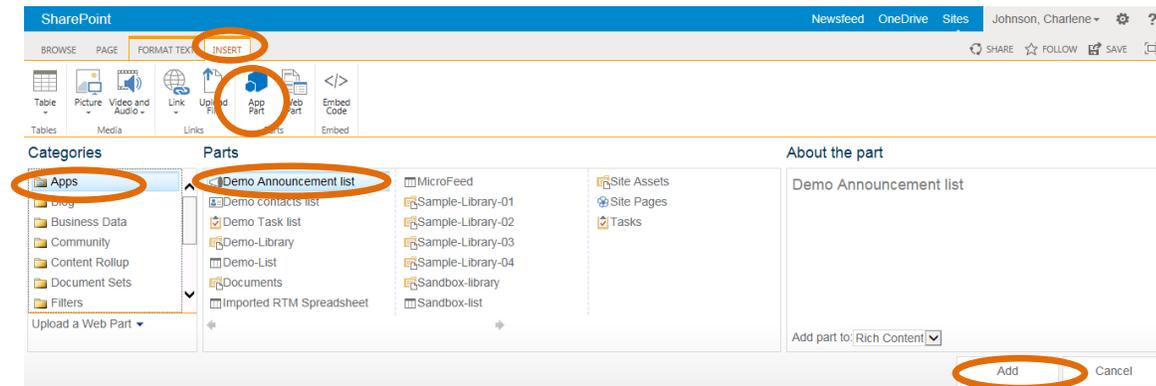


Figure 10 Library and list parts you can select when you want to insert an app

10. SharePoint will add the library or list to the web part, e.g. **Demo Announcements list**

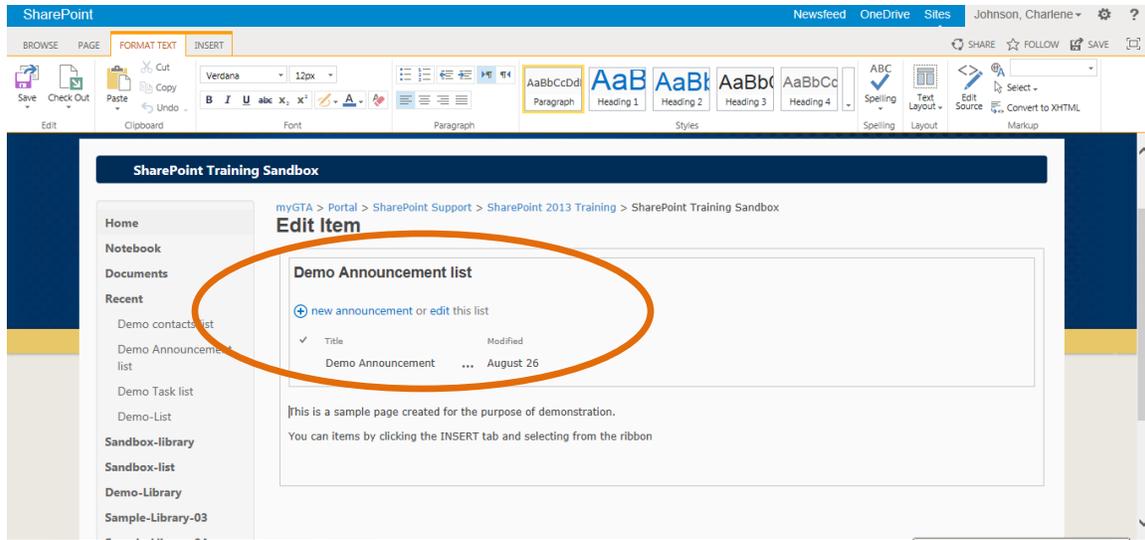


Figure 11 Sample list displayed on the page when you select the list to be added

11. When you are finished editing the page, click on the **Page** tab and save your changes

5.2 Insert a Media or Content Web Part

The content area consists of web parts that contain text, libraries, lists, links picture and other items. You can edit the content area and move items around.

To insert a **Media or Content** web part on a page,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
4. Place your cursor on the web part where you want to insert an item

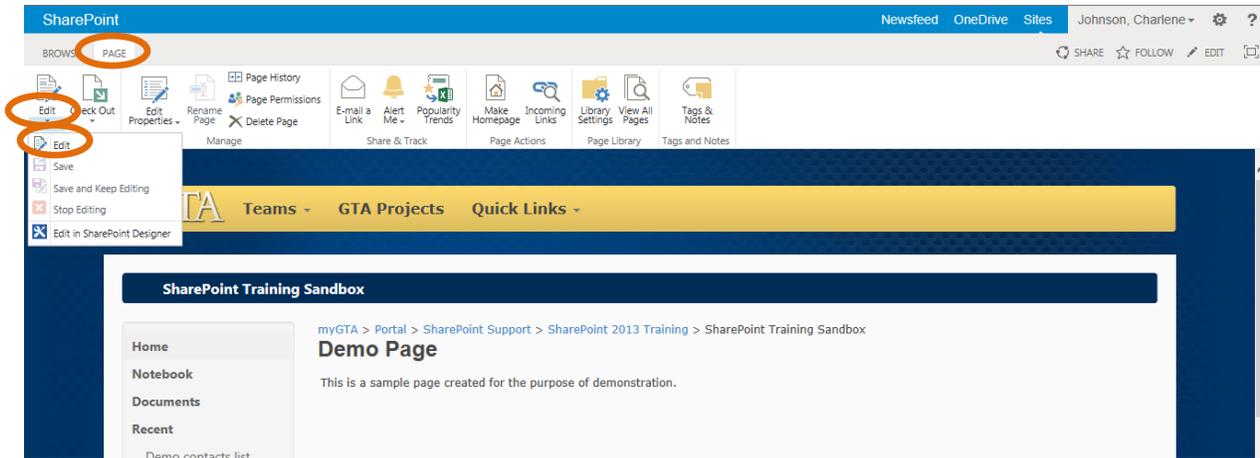


Figure 12 Edit on the Page ribbon when you want to edit a page

5. Click the **INSERT** tab to display the **INSERT** ribbon
6. On the **INSERT** ribbon click **App Part**
7. On the list of **Categories**, select = **Media and Content**
8. On the list of **Parts**, click **Content Editor**
9. Then click **Add**

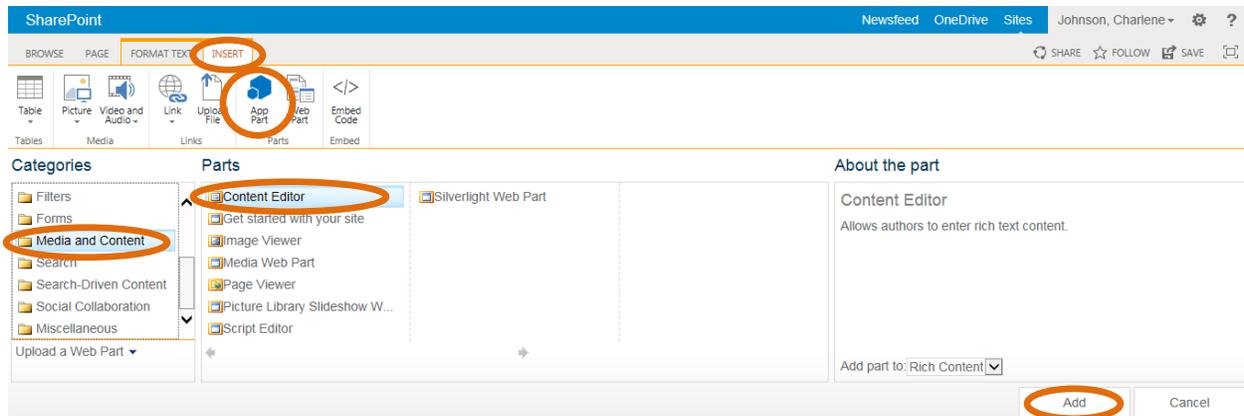


Figure 13 Categories and Parts when you want to insert a Content Editor web part

10. SharePoint will add a new web part to the page called **Content Editor**. You can enter text and add content to the page.

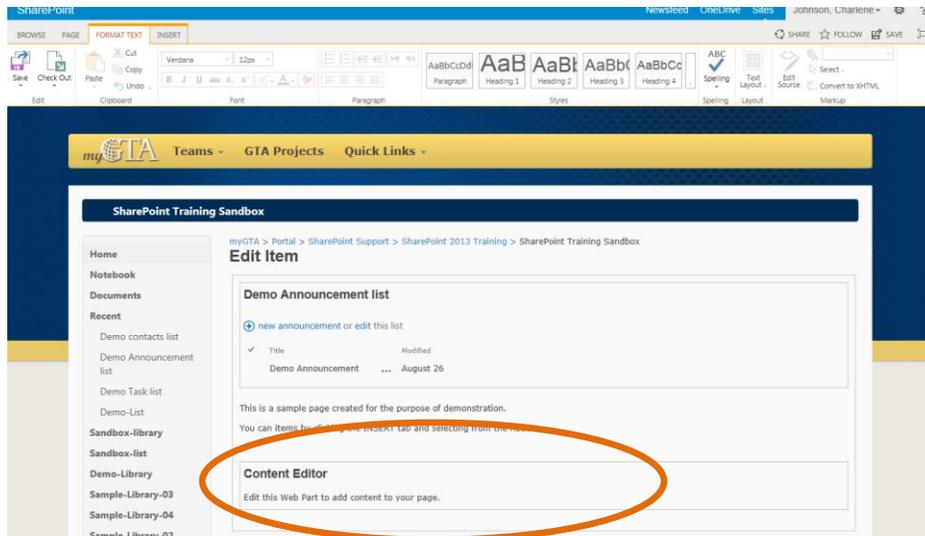


Figure 14 Content area when you add a new Content Editor web part

11. When you are finished editing the page, click on the **Page** tab and save your changes

5.3 Add Columns, Headers or Footers

You can change the page layout to add columns, headers or footers.

To change the page layout,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox
Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**

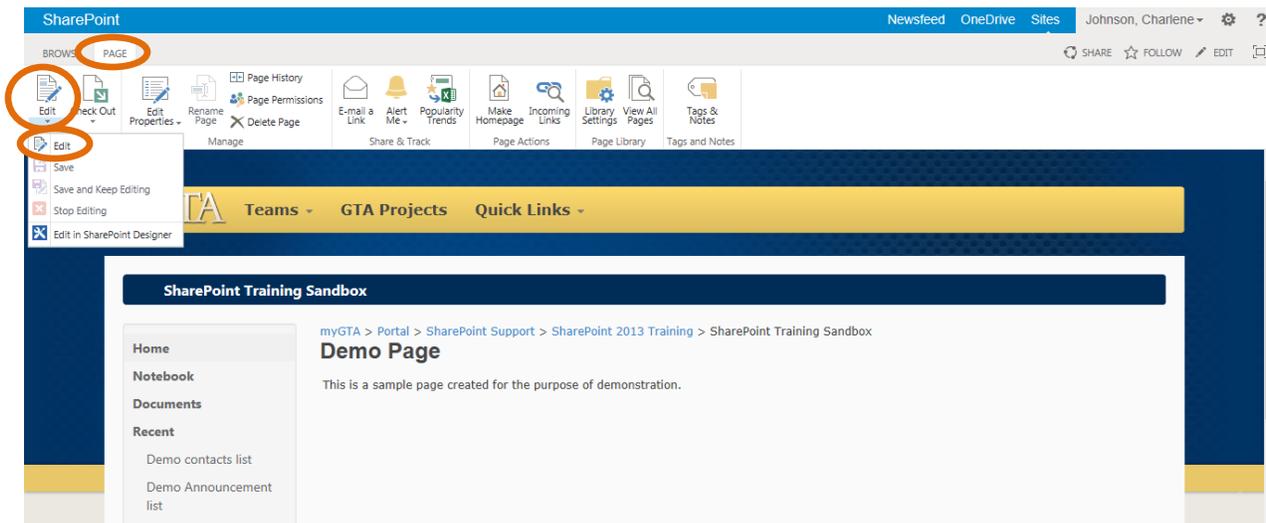


Figure 15 Edit options when the Page ribbon is displayed

4. SharePoint will open the page in edit mode and display additional control tabs:
 - **FORMAT TEXT**
 - **INSERT**
5. Click the **FORMAT TEXT** tab
6. Click the **Text Layout** icon to display the templates
7. Select a template, e.g. **Two columns with header**

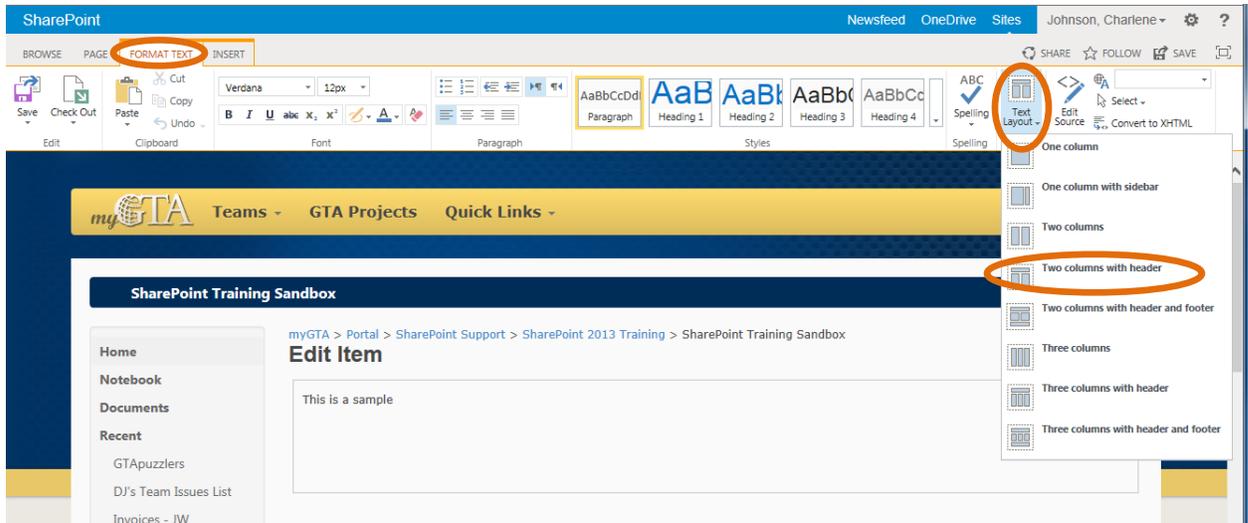


Figure 16 Layout templates when you click Text Layout

8. SharePoint will reformat the page using the selected layout.

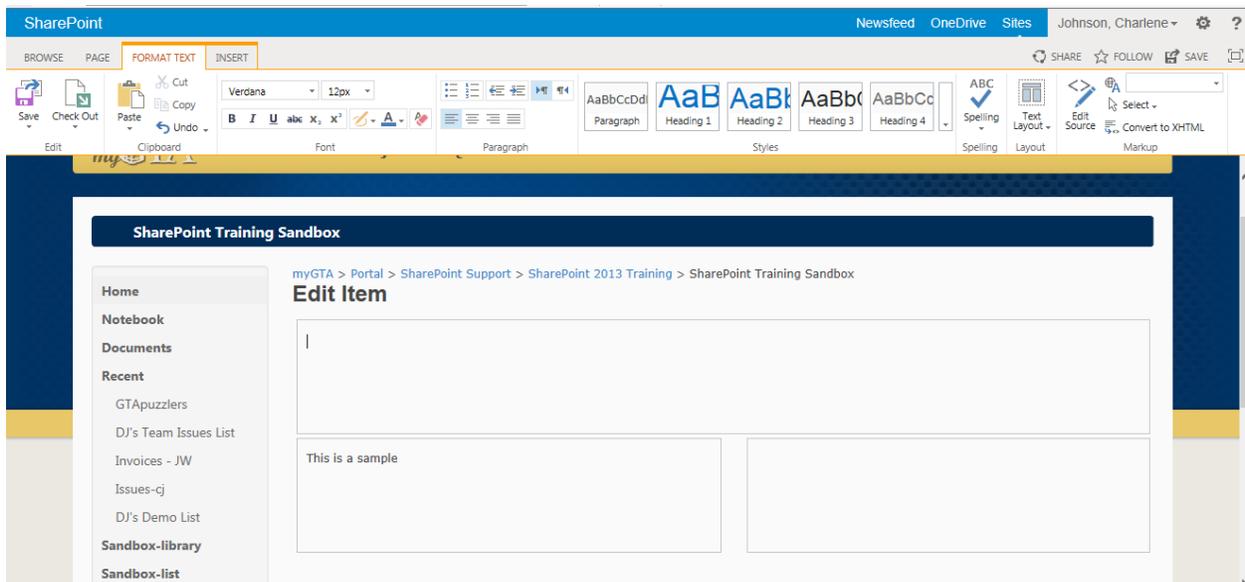


Figure 17 Reformatted page when you select Two columns with header

9. Click the **Page** tab and then click **Save** and **Stop Editing**.

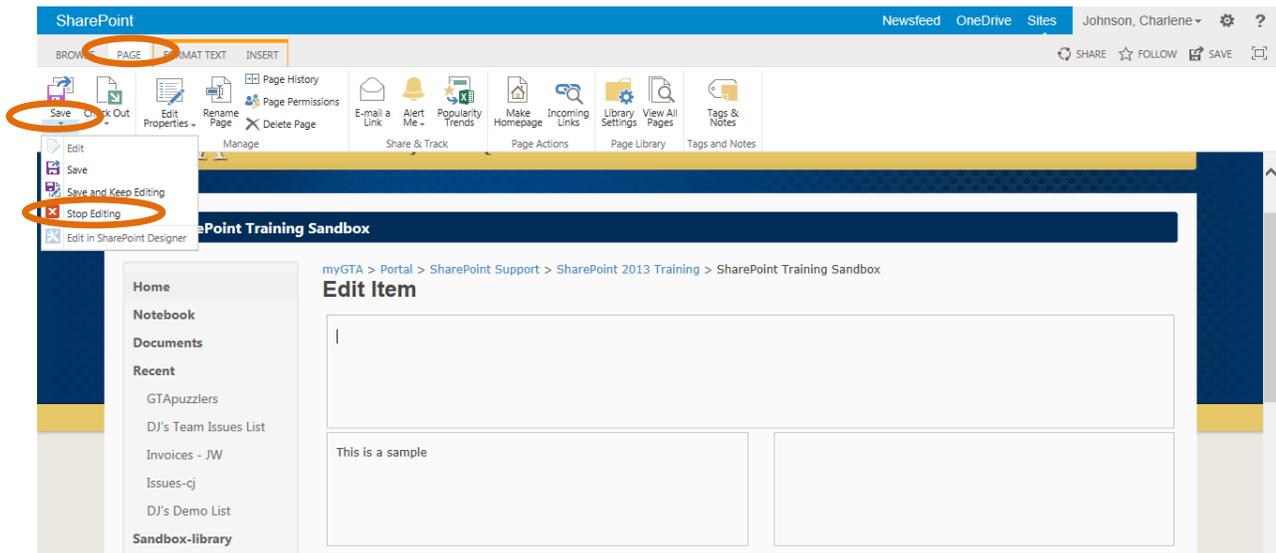


Figure 18 Stop editing when you click the Save icon on the Page ribbon

5.4 Insert a Hyperlink

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox
Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
4. Place your cursor on the web part where you want to insert an item
5. Click the **INSERT** tab to display the **INSERT** ribbon
6. From the **INSERT** ribbon, select the type of item you want to insert, e.g. **Link**
7. From the drop down select the location, e.g. **From Address**

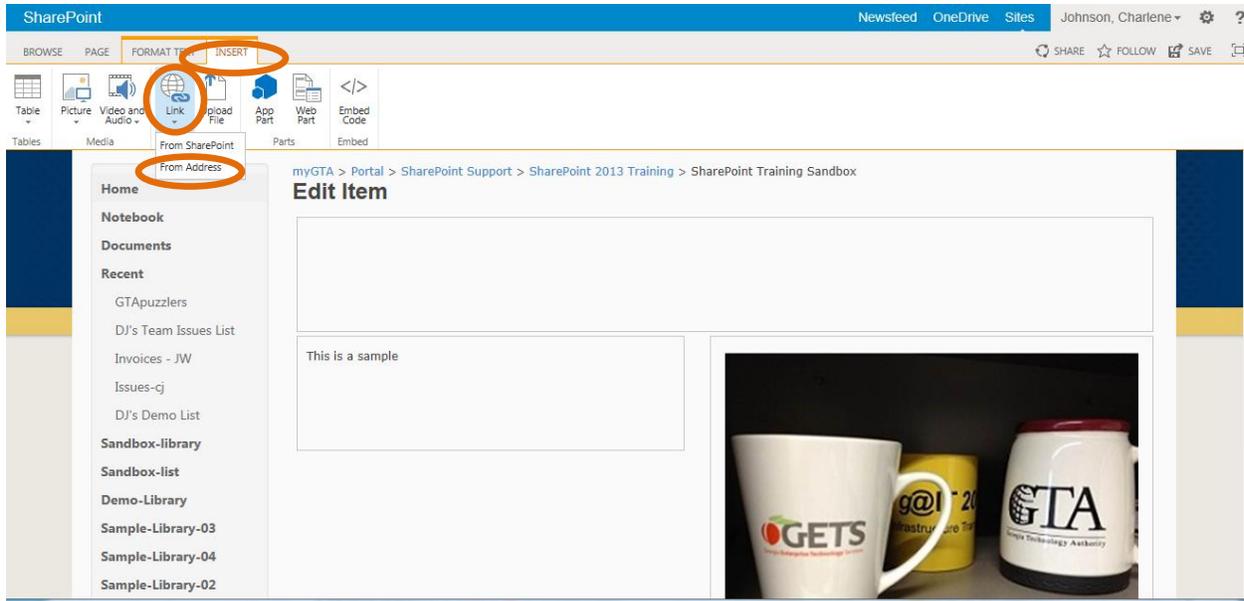


Figure 19 Link location drop down when you want to insert a picture

8. Open another browser window and copy the url of the link you want to insert, e.g. <http://www.gadoe.org/Pages/Home.aspx>



Figure 20 Url of a page when you want to copy the url address

9. Return to the SharePoint browser window and click the location e.g. **From Address**
10. Enter the **Text to display** and then copy and paste (or key) the url **Address** that you want to use
11. Click **Try link** and confirm that the link is working correctly
 - Note. If **Try link** does not display the correct page, then correct the url **Address**
12. When the url **Address** is working correctly, click **OK**

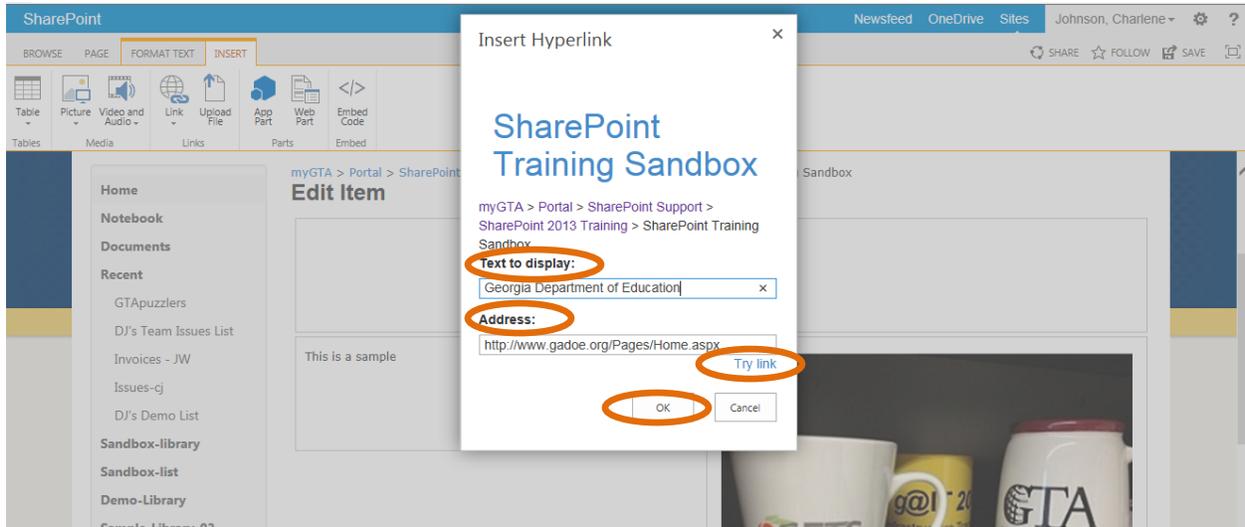


Figure 21 Hyperlink popup when you want to link to a page

13. SharePoint will insert the link on the page, e.g. the link to Georgia Department of Education

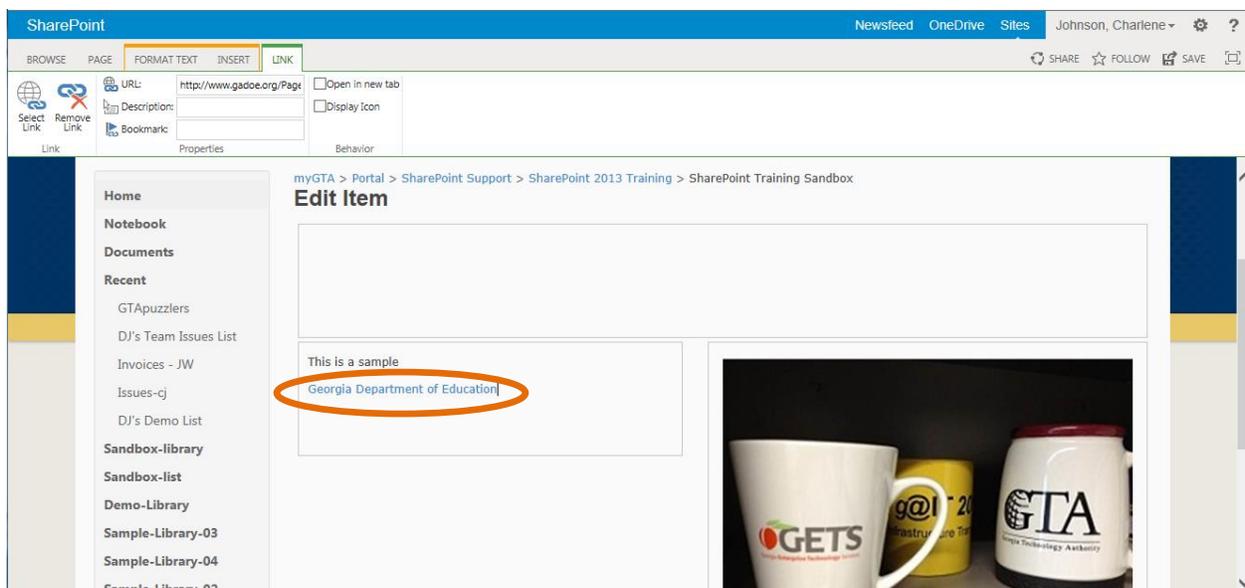


Figure 22 Sample when you insert a link on the page

14. When you are finished, click the **Page** tab and then click **Save**

5.5 Insert an Picture

You can edit a page by inserting an item such as a picture, a video or a web part.

To insert a picture,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
4. Place your cursor on the web part where you want to insert an item
5. Click the **INSERT** tab to display the **INSERT** ribbon
6. From the **INSERT** ribbon, select the type of item you want to insert, e.g. **Picture**
7. From the drop down select the location, e.g. **From SharePoint**

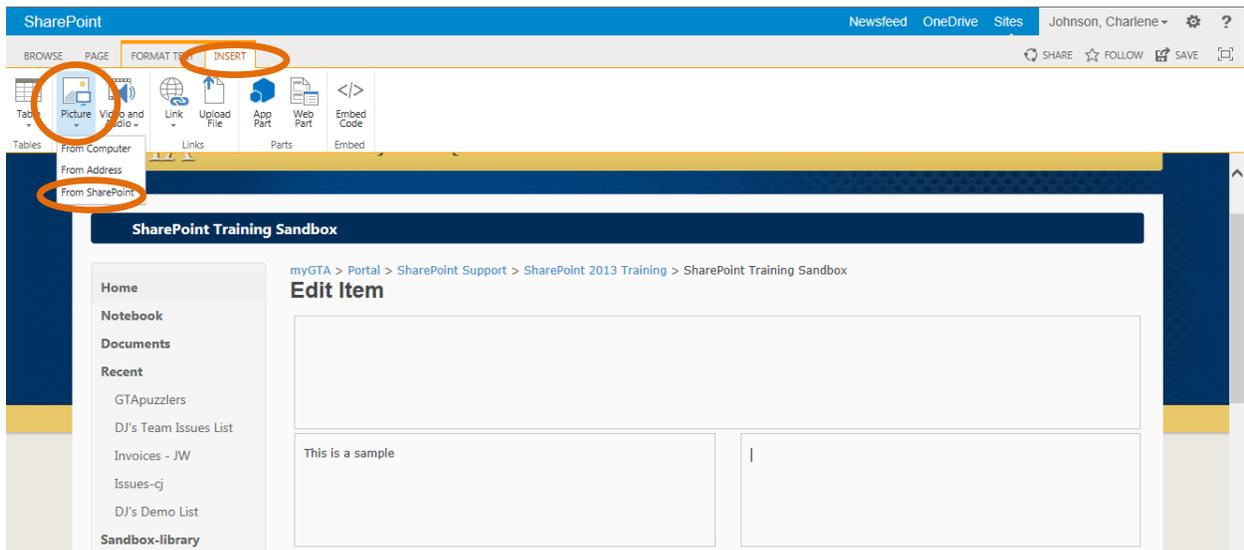


Figure 23 Location drop down when you want to insert a picture

8. Locate the Picture Library you want to use and click on it, e.g.
SharePoint Student Lab / Demo Picture Library



Figure 24 List of libraries when you want to select a picture

9. SharePoint will display the pictures in the selected library
10. Click on the picture you want to select, e.g. **GTAMugs**
11. Then click **Insert**

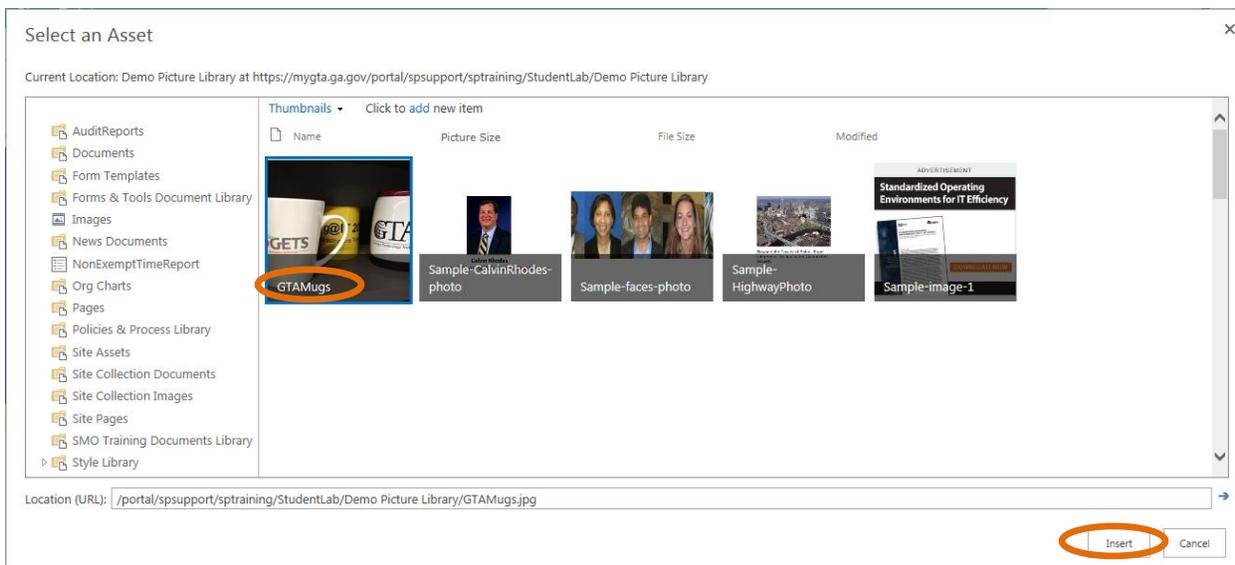


Figure 25 Sample list of pictures when you want to select a picture from a library

12. SharePoint will insert the picture on the page and you can adjust the size if needed

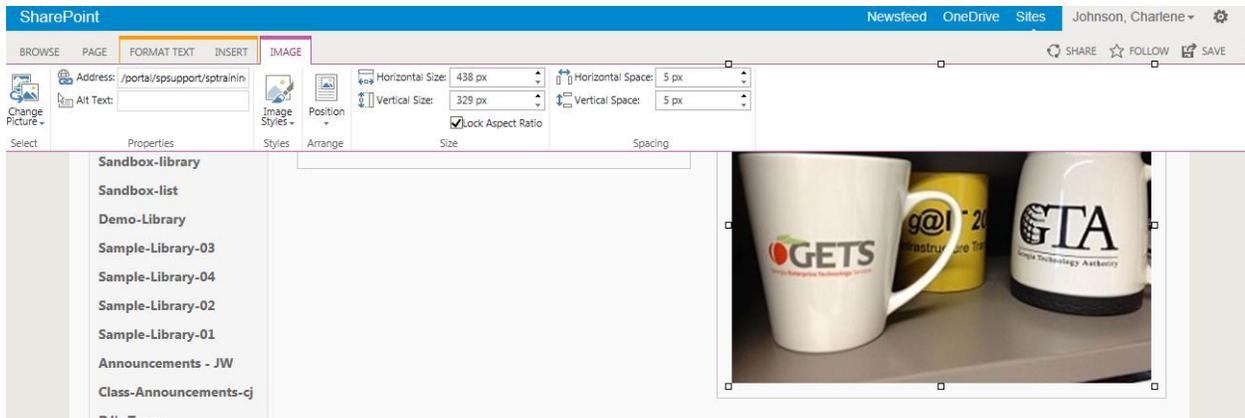


Figure 26 Sample picture when you insert a picture on a page

13. When you are finished, click the **Page** tab and then click **Save**

5.6 Insert a Picture Slide Show

A picture slide show allows you to scroll through a picture library. You can insert a picture slide show on a web part. The picture library that you use must be on the same site as the web part.

Note: SharePoint assumes that only one slide show will be added to a page. If you want to add multiple slideshows to a page, please open a support ticket and make a request.

The reason for contacting SharePoint Support is that there is an issue when using more than one slide show on a page. Even though separate picture libraries are selected, only one picture library can display at a time in slide shows on a page. This issue was reported to Microsoft and as of this time has not been resolved. The user cannot remedy this issue. If necessary, developers can code a work around for this issue.

To insert a picture slide show,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
4. Place your cursor on the web part where you want to insert an item
5. Click the **INSERT** tab to display the **INSERT** ribbon
6. From the **INSERT** ribbon, select the type of item you want to insert, e.g. **Web Part**

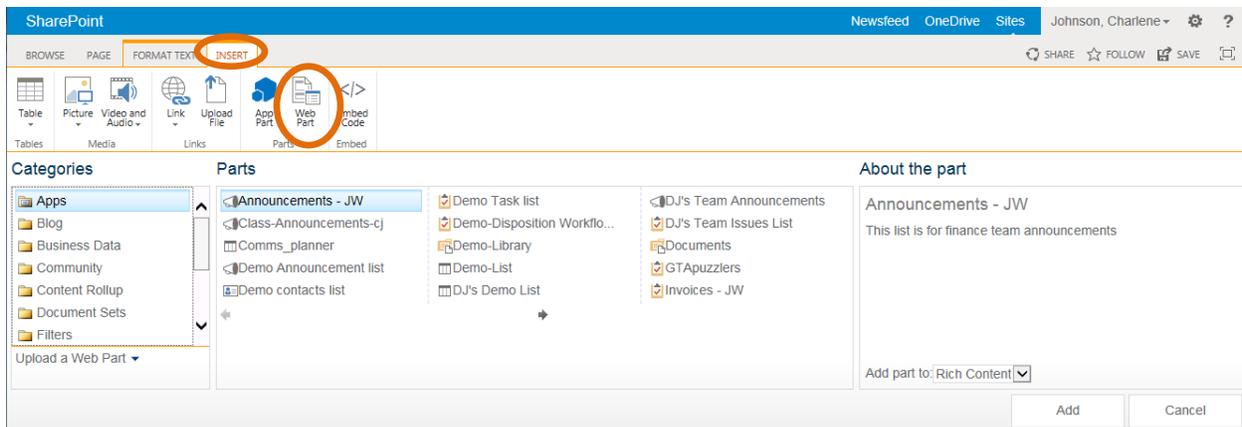


Figure 27 Web Part Categories and Parts when you want to insert a Web Part on the page

7. On the list of **Categories** select **Media and Content**
8. On the list of **Parts** select **Picture Library Slideshow**
9. Then click **Add**

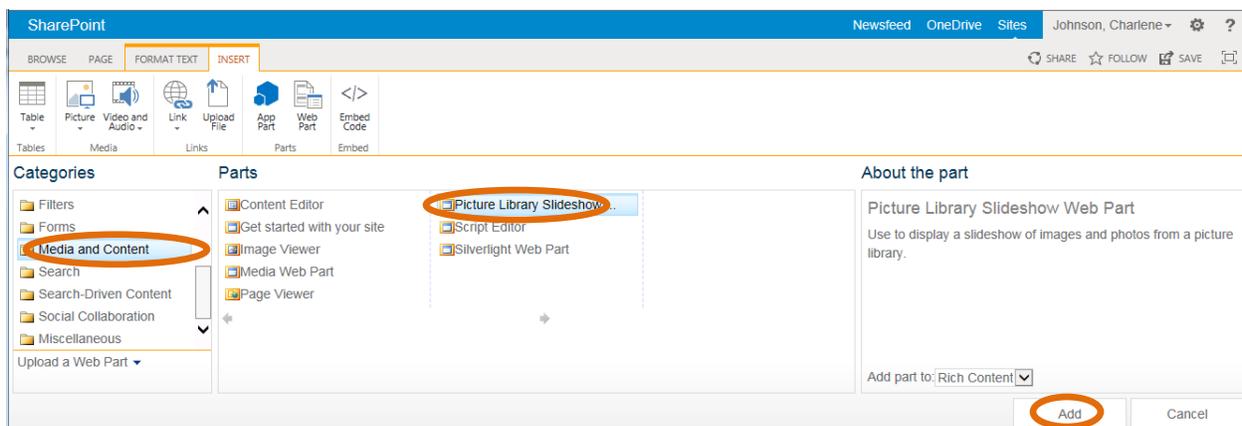


Figure 28 Categories and Parts you select when you want to insert a Picture Library Slideshow

10. SharePoint will add the **Picture Library Slideshow** web part to the page
11. Hover over the **Picture Library Slideshow Web Part** until the drop down is displayed
12. On the drop down, click **Edit Web Part**

Edit Item

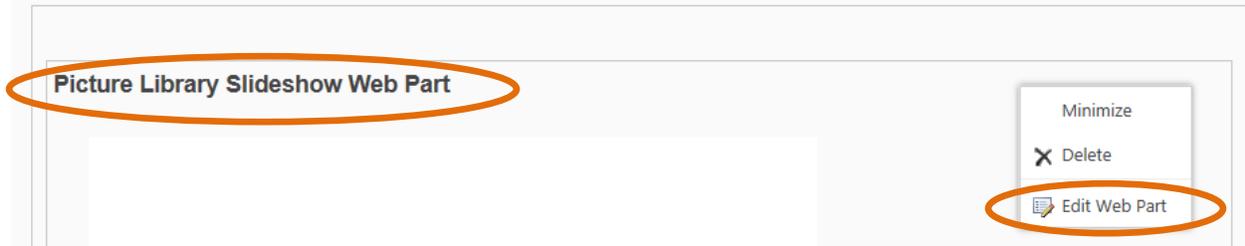


Figure 29 Drop down when you hover over the Picture Library Slideshow web part

13. SharePoint will pull in the **Picture Library** from the site, e.g. Picture Library 1. Select the **Picture Library** from the drop down.
14. Select the **Picture Library Slideshow** options from the right column
15. When you are finished with your selections click **OK**

Note: The Picture Library that you select must be on the site. You will not be able to select a Picture Library that is on a different site.

SharePoint Newsfeed OneDrive Sites Johnson, Charlene

BROWSE PAGE FORMAT TEXT INSERT WEB PART

Save Check Out Paste Copy Undo Edit Clipboard Font Paragraph Styles Spelling Text Layout Edit Source Markup

myGTA Teams - GTA Projects Quick Links -

SharePoint Training Sandbox

myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox

Edit Form

Picture Library Slideshow Web Part



Calvin Rhodes
State CIO and GTA Executive Director

Picture Library Slideshow Web Part

Duration to Show Picture (seconds)
5

Picture Library
Picture Library 1

Slides
Random Order

Picture Display Mode
Random Order

Display with
Title only below image

Show Toolbar

Appearance

Title
Picture Library Slideshow We

Height
Should the Web Part have a fixed height?
 Yes Pixels
 No. Adjust height to fit zone.

Width
Should the Web Part have a fixed width?
 Yes Pixels
 No. Adjust width to fit zone.

Chrome State
 Minimized
 Normal

Chrome Type
Default

Layout

Advanced

OK Cancel Apply

This is a sample
Georgia Department of Education



Figure 30 Picture Slide Show options when you want to edit the Picture Library Slideshow web part

5.7 Edit Title and Chrome

The **Title** is the name that is displayed for the web part. The **Chrome** is the border that outlines the web part. The following **Title** and **Chrome** combinations are available:

- **None** – no chrome will display for the web part
- **Title and Border**- the Title will display and the border will display for the web part
- **Title only** – the Title will display and the border will not display
- **Border Only** – the Title will not display and the border will display

To change the **Title** and the **Chrome**,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
4. SharePoint will display the page in edit mode
5. Select a web part and hover over the web part name until the drop down for the web part is displayed
6. On the drop down, click **Edit Web Part**

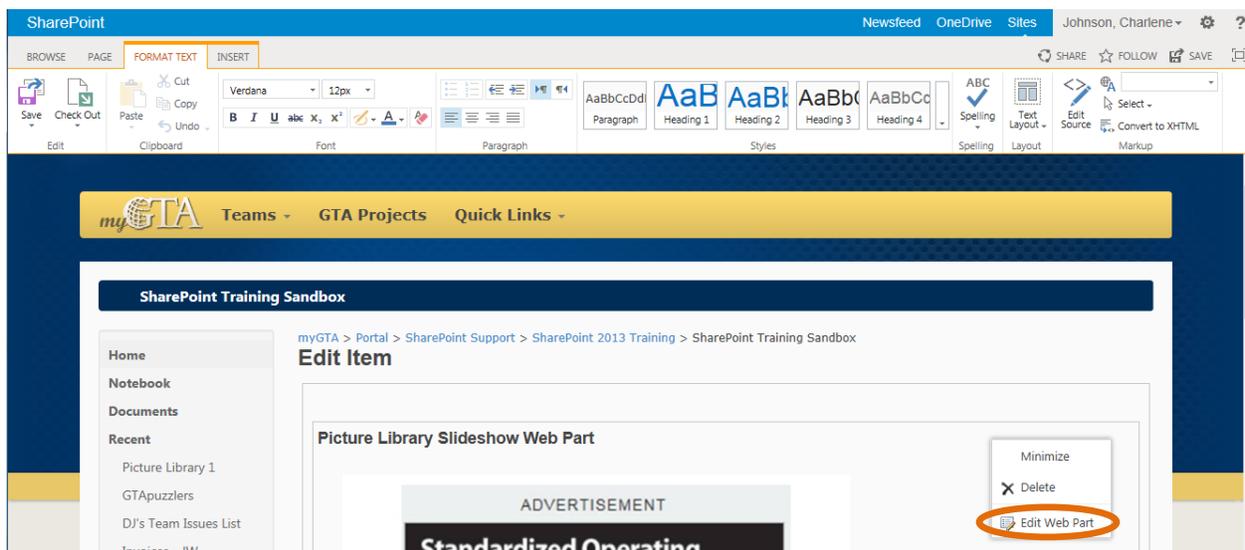


Figure 31 Drop down when you hover over the name of the web part

7. On the right column, SharePoint will display a panel of options
8. On the options, click **Appearance** and SharePoint will expand the Appearance option
9. Make the following changes to the appearance,
 - Change the **Title** of the web part

- Select **Title and Border** from the **Chrome Type** drop down
10. Then click **OK** to apply the changes

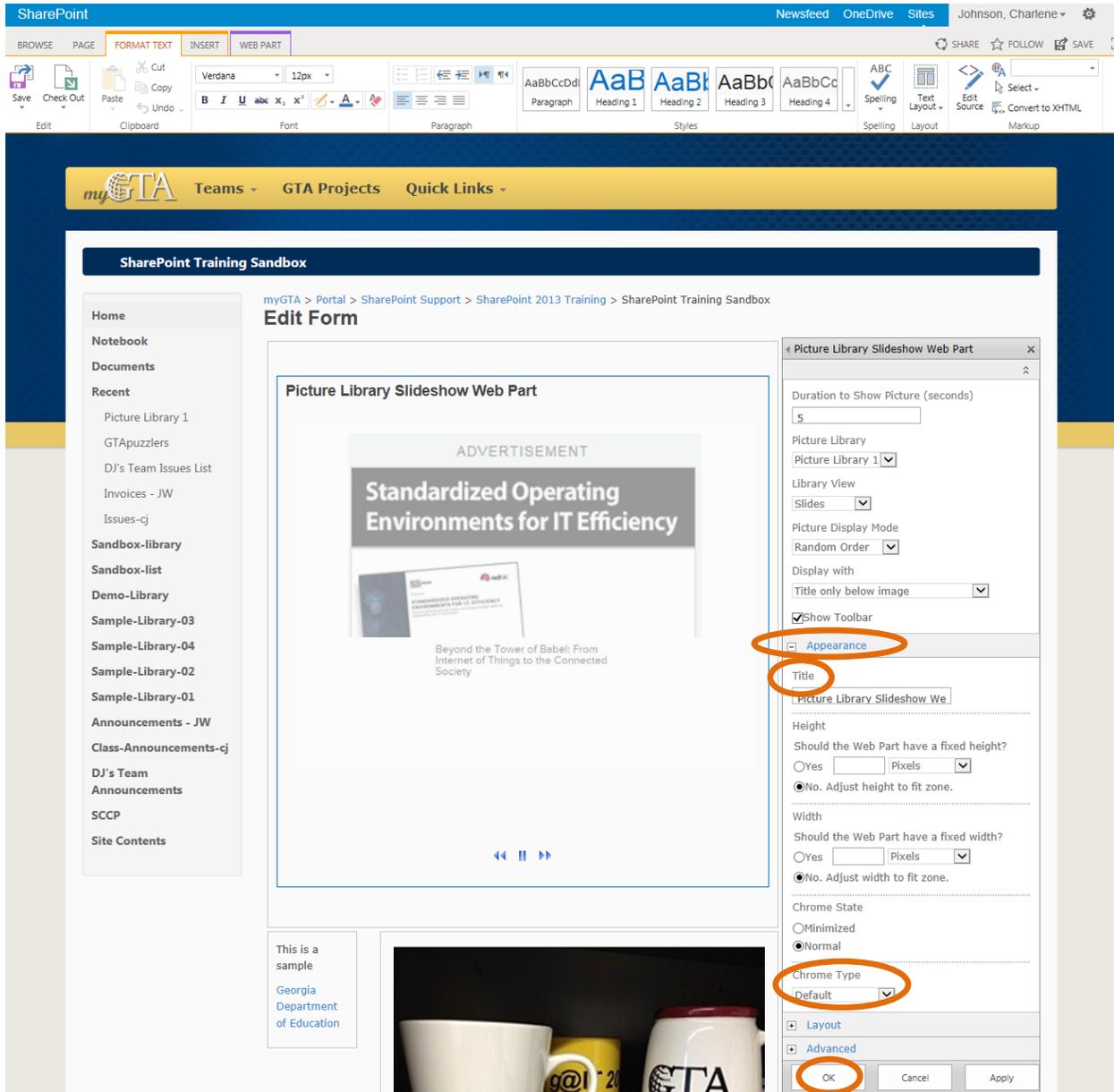


Figure 32 Appearance options when you want to change the Title and Chrome Type

11. SharePoint will display the new **Title** for the web part and insert a border around the web part

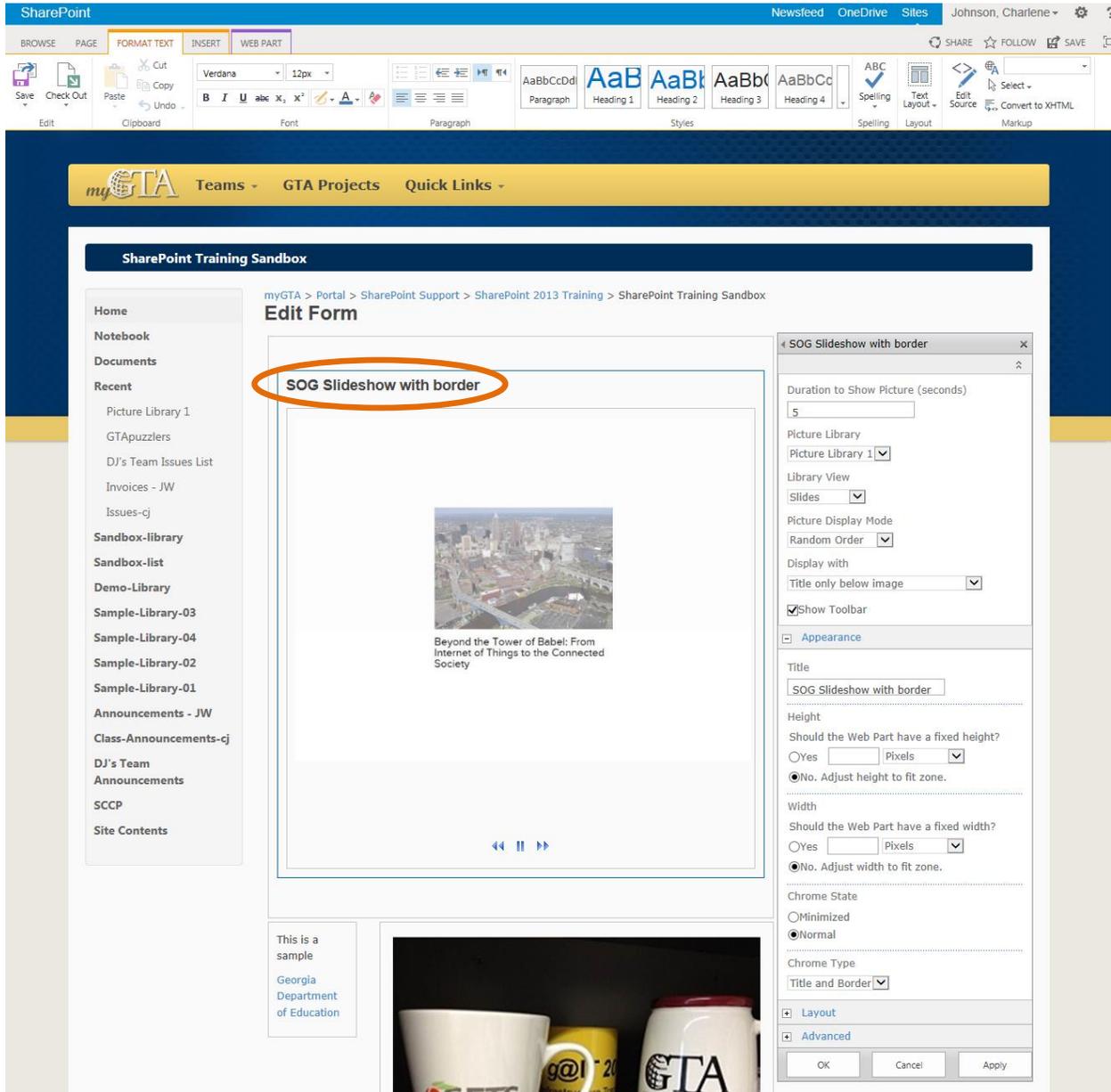


Figure 33 New Title with border for the web part when you change the appearance

12. When you are finished editing the page, click the **Page** tab that is above the ribbon and save your changes

5.8 Add a Calendar

You can add a calendar to a page. If the calendar already exists, you will not need to create one. Instead, you can select it and add it to the page. If a calendar does not exist you will need to create a new calendar and then add it to the page.

To create a new calendar,

1. Navigate to any page on the site where you want to add the new calendar, e.g. myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
2. In the upper right corner next to your name, click the **gear**
3. On the **gear** drop down, click **Add an app**

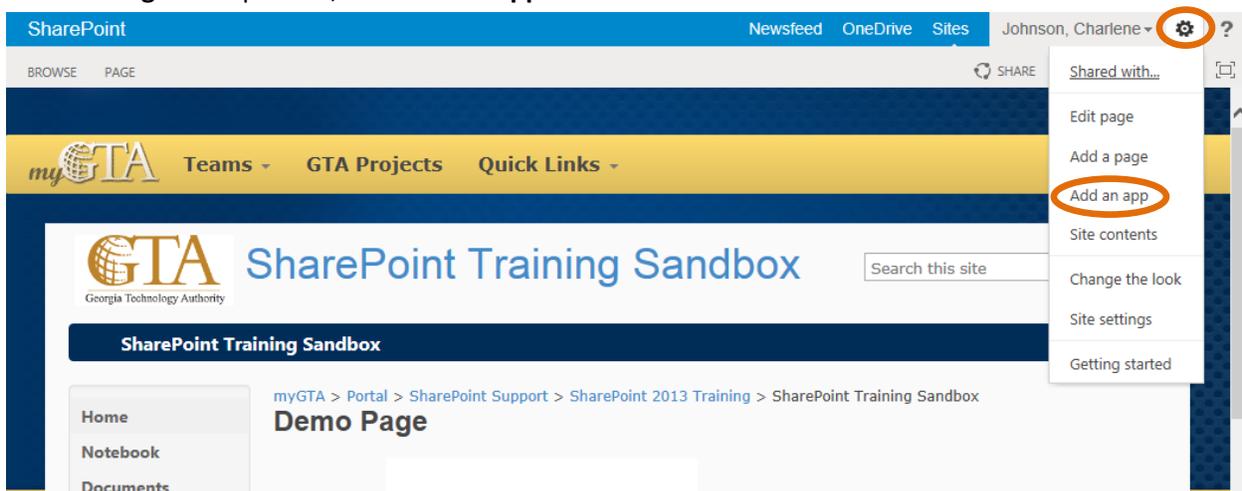


Figure 34 Gear drop down when you want to add an app

4. Scroll through the tiles and click on the **Calendar** app

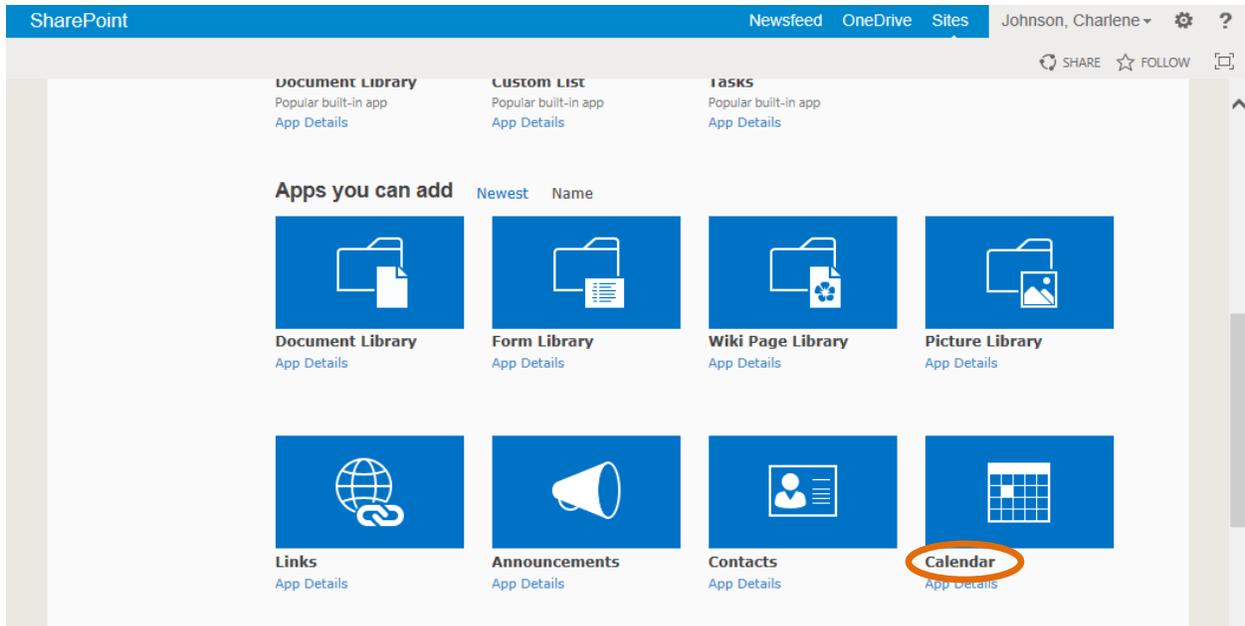


Figure 35 App tiles when you want to select the Calendar app

5. SharePoint will display the **Adding Calendar** pop up
6. Enter a **Name** for the **Calendar**
7. Click **Create**

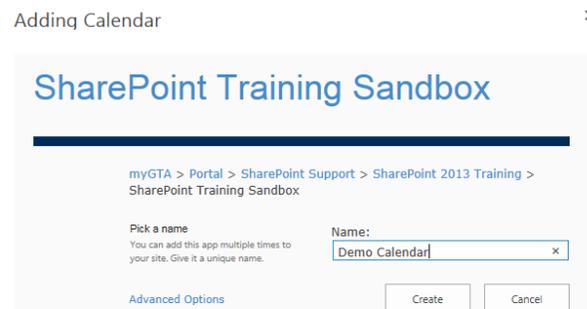


Figure 36 Adding Calendar pop up when you want to enter a name for a Calendar

8. SharePoint will add the new calendar to Site Contents

To add a calendar to a page,

9. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox Demo Page x, where 'x' is the page number assigned to you
10. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
11. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**

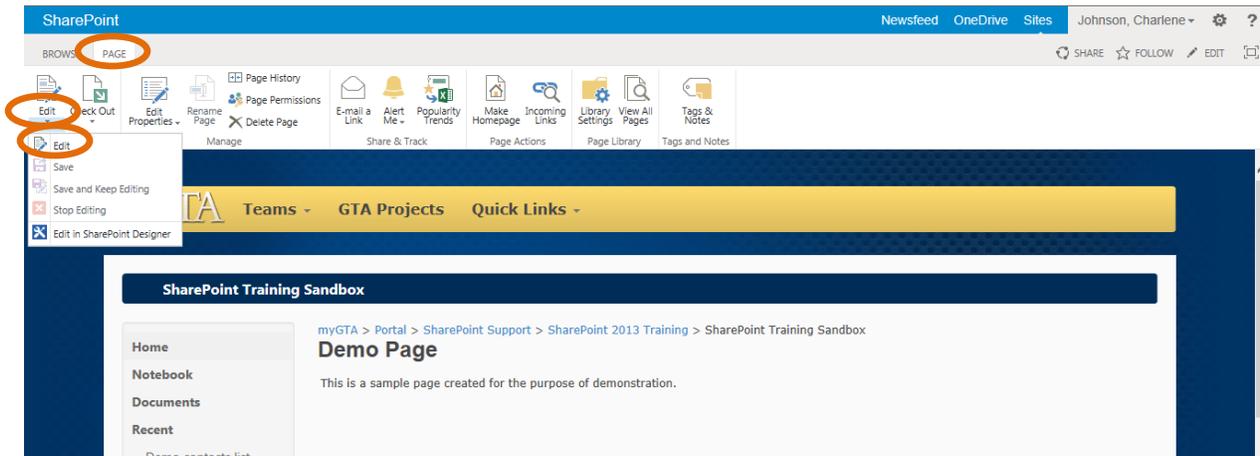


Figure 37 Edit drop down using the Page ribbon when you want to edit a page

12. Click the **INSERT** tab to display the **INSERT** ribbon
13. On the **INSERT** ribbon click **Web Part**
14. On the list of **Categories**, select **Apps**
15. On the list of **Parts**, click the calendar that you want to use, e.g. **Demo Calendar**
16. Then click **Add**

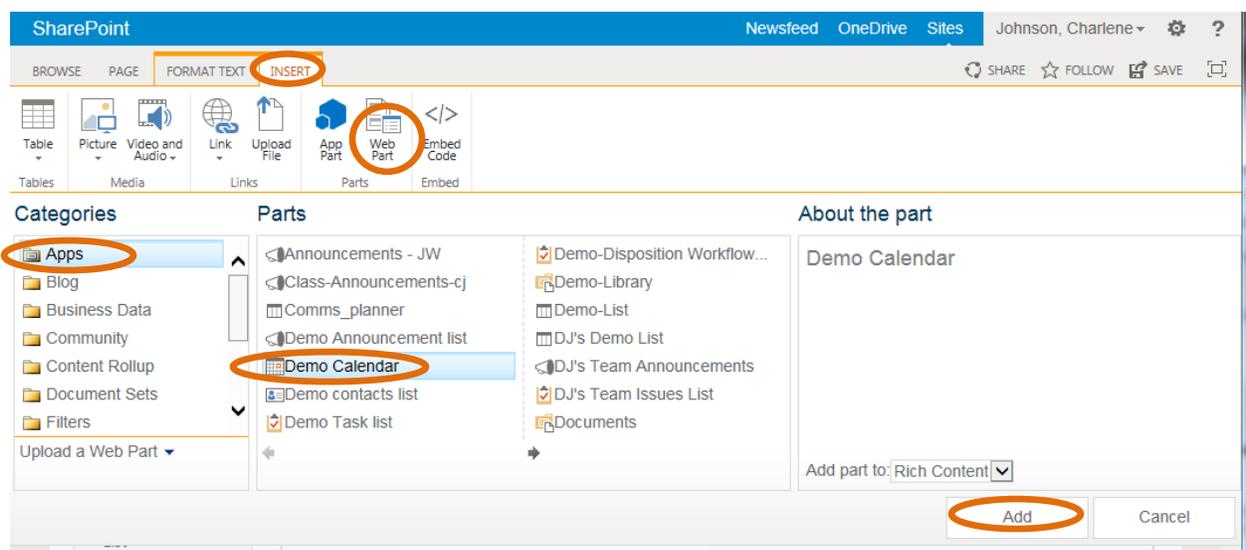


Figure 38 Categories and Parts when you want to insert a calendar

17. SharePoint will add the calendar to the page, e.g. **Demo Calendar**

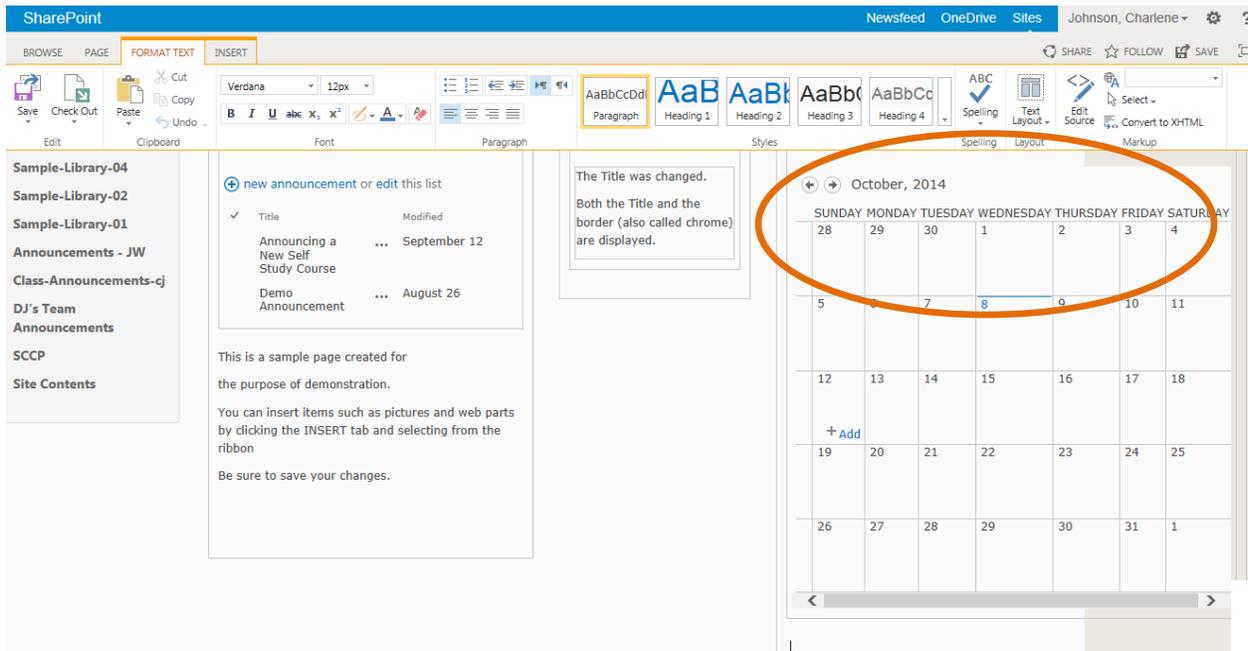


Figure 39 Calendar displayed on the page when you insert a calendar

18. When you are finished editing the page, click on the **Page** tab and save your changes

5.9 Move Web Parts

You can change the way a page looks by moving the web parts around on the page.

To drag and drop a web part,

1. Navigate to the page you want to edit, e.g.
myGTA > Portal > SharePoint Support > SharePoint 2013 Training > SharePoint Training Sandbox
Demo Page x, where 'x' is the page number assigned to you
2. Click the **PAGE** tab at the top of the page and SharePoint will display the **Page** ribbon
3. On the **Page** ribbon, click **Edit** and on the drop down, click **Edit**
4. SharePoint will display the page in edit mode
5. Select a web part e.g. the calendar and hover over the web part until a cross with four arrow heads  is displayed
6. Then drag the web part using the cross with four arrow heads  to another area

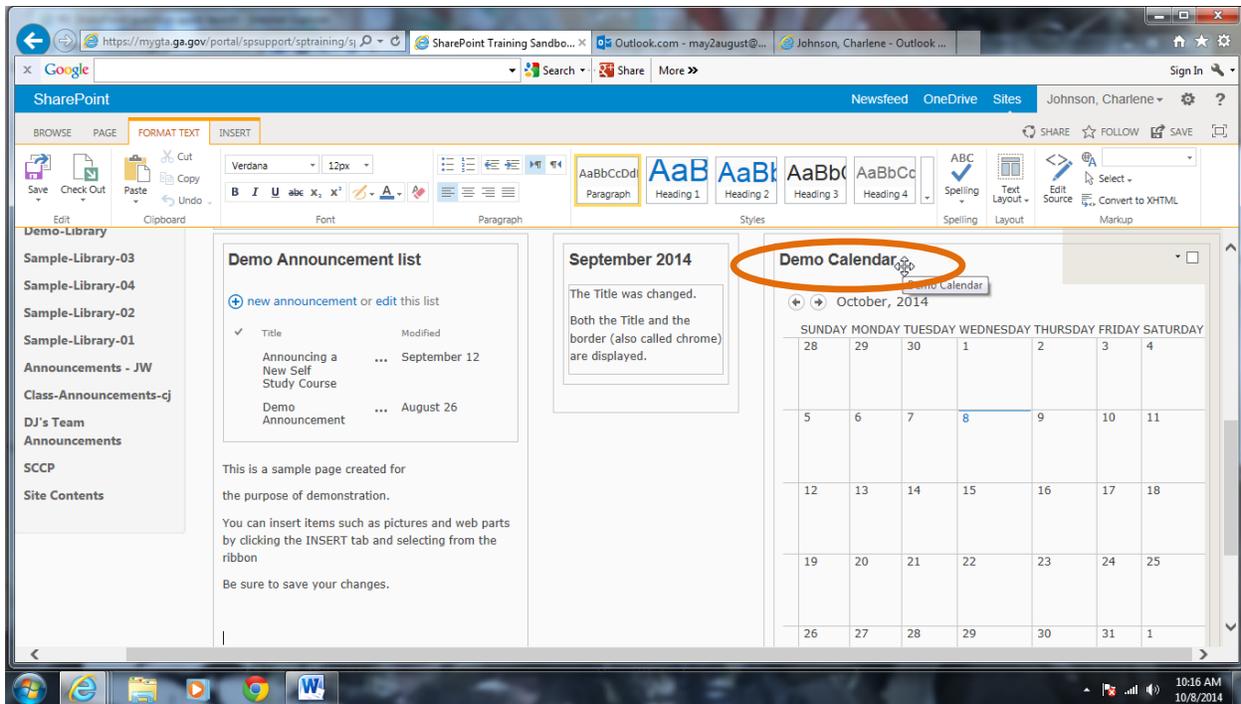


Figure 40 Cross with four arrow heads when you want to drag a web part

7. Drag the selected web part and drop it on another location on the page

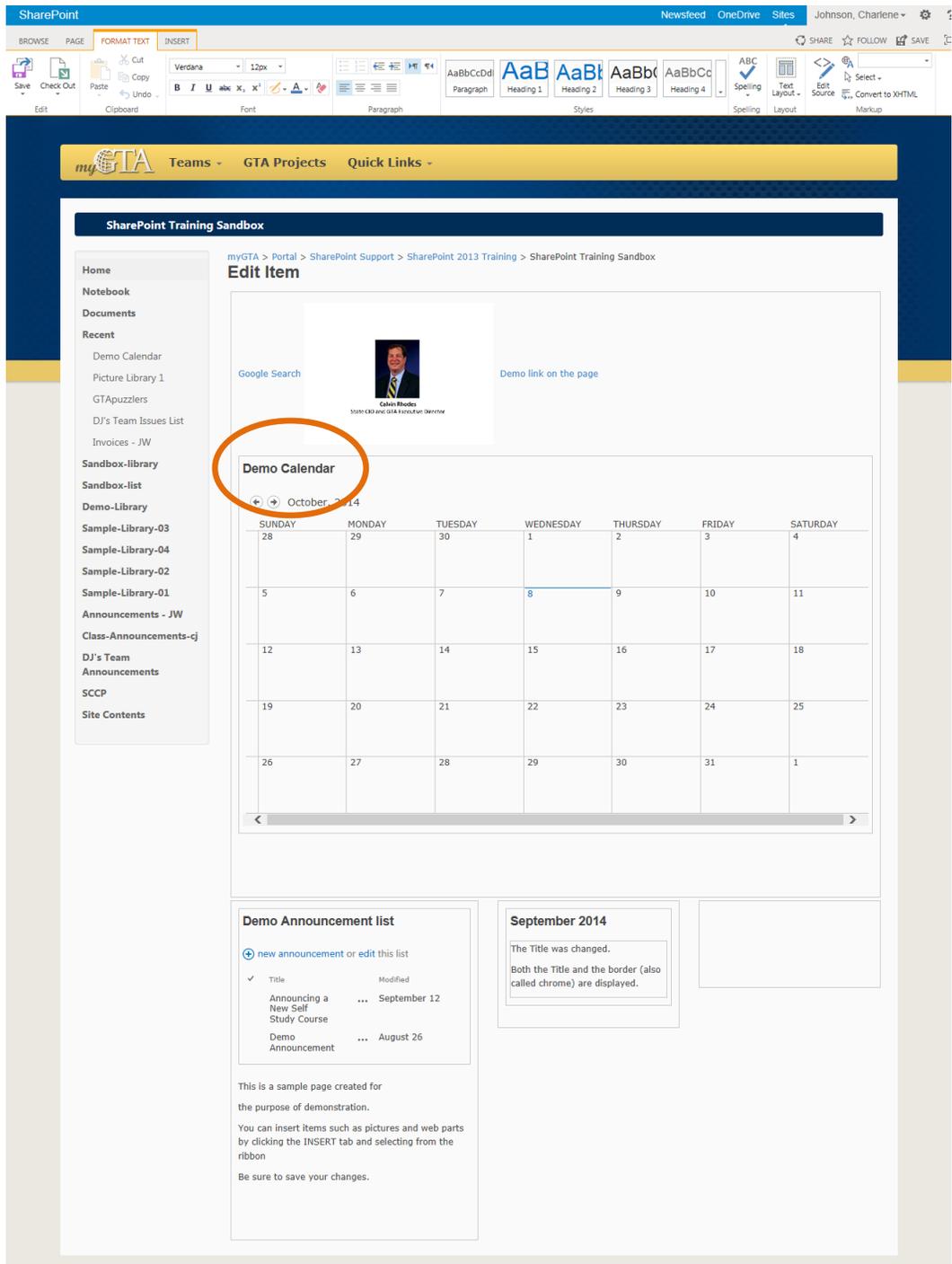


Figure 41 Sample when you drag and drop a calendar from a column to the header

8. When you are finished editing the page, click the **Page** tab that is above the ribbon and save your changes