

Authors Permissions

Create a Content Page

1. Click the **Site Actions** menu and select **New Page**. The New Page dialog box will open.
2. Enter a name for the new page in the New Page name field. This is used as the listing for this page throughout SharePoint.
3. Click **Create**. The new page with the Editing Tools ribbon will appear.
4. Click the **Page** tab. The Page ribbon will appear.
5. Click the **Page Layout** button. A list of possible layouts for the page will appear.
6. Select the layout option you want to use. The layout of the page will be adjusted.
7. Enter the content on the page, using the available tools to format the text.
8. Enter any comments you might have for this version of the page and click **Continue**. The page will be checked in and viewable to just the users with the appropriate permission.
9. Click the **Publish** tab. The Publish ribbon will appear.
10. Click **Publish**. The page will be now viewable to all users.

1. Edit a Page Content Live

2. Click the **Edit Page** icon. The Editing Tools ribbon will appear.
3. Edit the document as needed.
4. When finished, click the **Check In** button. The Check In dialog box will appear.
5. Enter any comments you might have for this version of the page and click **Continue**. The page will be checked in and viewable to just the users with the appropriate permission.
6. Click the **Publish** tab. The Publish ribbon will appear.
7. Click **Publish**. After the Approval process, the page will be viewable to all users.

Spell Check Page Content

1. Click the **Page** tab then the **Edit Page** button. The Editing Tools ribbon will appear.
2. Edit the document as needed.
3. Click the **Spelling** icon. The Spell Check dialog box will appear, notifying you of any spelling errors.
4. Click **OK**. The Spell Check dialog box will close, and the spelling errors will be highlighted on the page.
5. Click on each error to see potential suggestions. You can select a suggested spelling or choose to ignore the word.
6. When the errors are corrected, click the **Check In** button. The Check In dialog box will appear.
7. Enter any comments you might have for this version of the page and click **Continue**. The page will be checked in and viewable to all users with the appropriate permission.

Add an Image to a Content Page

1. Click the **Edit Page** icon. The Editing Tools ribbon will be displayed.
2. In the **Editing Tools** tab, click the **Insert** sub-tab. The Editing Tools Insert ribbon will appear.
3. Click the **Picture** button. The Upload Picture dialog box will open.
4. Click the **Browse** button. The Choose File to Upload dialog box will appear.

5. Select a file and click **Open**. The file and its file path will appear in the Name field.
6. Select the **Site Collection Images** option in the Upload to field.
7. Click **OK**. The Site Collection Images dialog box will appear.
8. Add any pertinent information and click **Save**. The Site Collection Images dialog box will close.
9. In the **Insert** ribbon, click the **Picture** button. The Select an Asset dialog box will appear.
10. Click **Site Collection Images** in the left pane. The contents of that library will be displayed.
11. Select the image you want to add to your page in the right pane and click **OK**. The image will appear on your page at the insertion point.
12. Click the **Position** button's menu control and select **Right** option in the menu's Float section. The image will shift to the right side of the page with the text wrapping around it.
13. Click the **Check In** button. The Check In dialog box will appear.
14. Enter any comments you might have for this version of the page and click **Continue**. The page will be checked in and viewable to all users with the appropriate permission.

Submit Page for Publishing Approval

1. Click the **Edit** button. The Editing Tools ribbon will be displayed on the page.
2. Edit the document as needed.
3. When finished, click the **Check In** button. The Check In dialog box will appear.
4. Enter any comments you might have for this version of the page and click **Continue**. The page will be checked in and viewable to all users with the appropriate permission.
5. Click the **Publish** tab. The Publish ribbon will appear.
6. Click the **Submit** button. The Start "Page Approval" page will appear.
7. Fill in the pertinent information for the approval workflow. Pay particular attention to the Due Date and Duration fields.
8. Type in the name of any users you want to follow along in the approval process in the CC field and click on the **Check Names** icon. If the user is part of the authenticated network, their name will be underlined, which means they are authorized. If a user is not recognized, a red squiggly line will appear. You will need to correct the user name.
9. Click **Start**. The workflow will be started and the page will move to Waiting for Approval status.

Approve Content for Publication

1. Navigate to the page you want to approve. The page will open.
2. Click the **Publish** tab. The Publish ribbon will appear.
3. If the page is satisfactory, click the **Approve** button. The Approve dialog box will appear.
4. Enter any pertinent information in the Comments field.
5. Click **Continue**. The page will be approved and published.

Change Page Schedule/Expiration Date

1. Navigate to the page you want to schedule. The page will open.
2. Click the **Publish** tab. The Publish ribbon will appear.
3. Click the **Schedule** button. The Schedule Page dialog box will appear.
4. Set the Start and End Dates for the page.

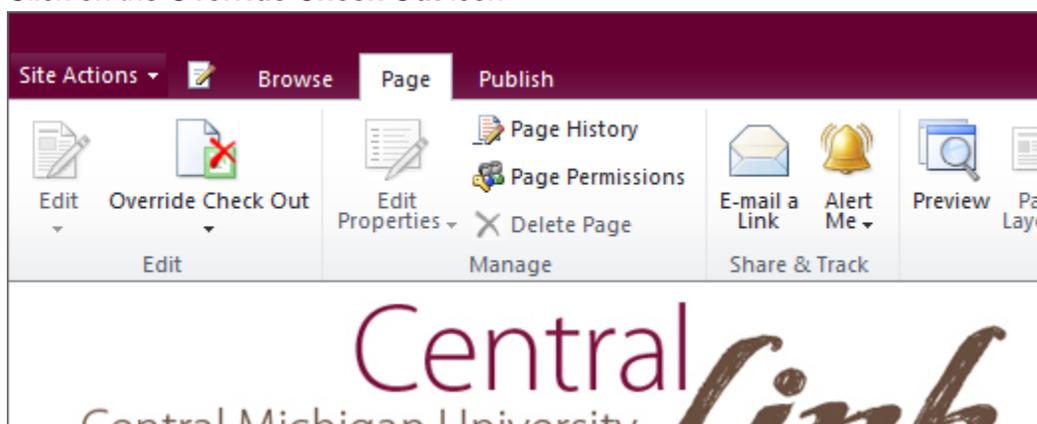
5. Click **OK**. Schedule Page dialog box will close and the page will need to be submitted for approval and approved.

Manually Start a Workflow for a Page

1. Navigate to the page that needs a workflow started.
2. If the editing tools are not available, click the **Site Actions** menu and select **Edit Page**. The editing tools ribbon will be displayed.
3. Click the **Publish** tab. The Publish ribbon will be displayed.
4. Click the **Start a Workflow** button. The Workflows page will open.
5. Click the **Page Approval** template link. The Start “Page Approval” page will open.
6. Fill in the pertinent information. Pay particular attention to the Due Date and Duration fields.
7. Type in the name of any users you want to follow along in the approval process in the CC field and click on the **Check Names** icon. If the user is part of the authenticated network, their name will be underlined, which means they are authorized. If a user is not recognized, a red squiggly line will appear. You will need to correct the user name.
8. Click **Start**. The workflow will be started and the page will move to Waiting for Approval status.

Override Checkouts

1. Navigate to the page that is checked out
2. Click on the **Page** link. The Page Ribbon will open.
3. Click on the **Override Check Out** icon



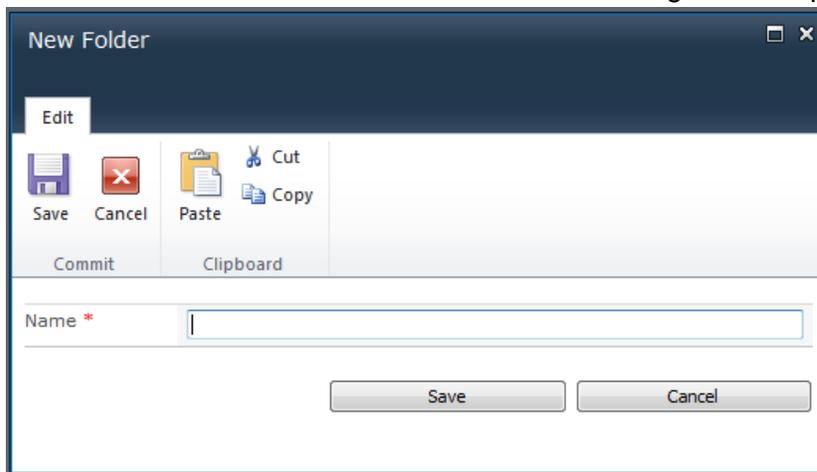
Create a Library

1. Navigate to the site where you want to add a library. The site’s home page will open.
2. Click the **Site Actions** menu and select **More Options...** The Create dialog box will open.
3. Click the **Library** option in the **Filter By** section. The libraries will be displayed.
4. Click the **Document Library** icon. The Document Library information pane will appear. Enter a title for the new library in the Name field. This will appear in any list of libraries in SharePoint.
5. Click the **More Options** button. The **Advanced Document Library Create** dialog box page will appear.
6. Enter any notes about the new library in the Description field.

7. If you want to have a link to the list in your site's **Quick Launch**, leave the Navigation option set to **Yes**. This will allow faster navigation by including a link to the library on the left column of most pages.
8. Click the option to determine the tracking of a document's version history. This will track basic versions of documents placed in the library.
9. Select a default Document Template option.
10. Click **Create**. The new library will be created.

Create a New Folder in a Library

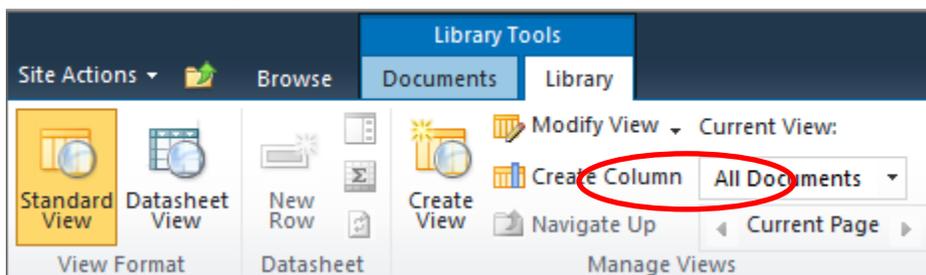
1. Navigate to the library where you want to add an item.
2. Click the **Documents** sub-tab in the **Library Tools** tab. The Documents tools ribbon will appear.
3. Click the **New Folder** button. The New Folder dialog box will open.



4. Type a label for the folder in the Name field.
5. Click **Save**. The folder will appear in the document library.

Create New Columns in a Library

1. Navigate to the library you want to modify.
2. In the **Library Tools** tab, click the **Library** sub-tab. The Library tools ribbon will open.
3. Click the **Create Column** button.



- a. The Create Column dialog box will open.
4. Enter a name for the new column in the Column name field.

5. Specify the type of information that will be contained in the library column. This could include text; number and currency values; dates and times; or information already within your SharePoint site.
6. Add notes for the column in the Description field. This will appear in the New and Edit Item pages to tell users what information is needed.
7. Specify if the column is required to contain information. If it is required, the field will be denoted as such in the New and Edit Item pages.
8. Depending on the type of information in the column, additional settings will be needed. Set them as desired.
9. Click **OK**. The column will be added to the library.

Editing Existing Library Columns

1. Navigate to the library you want to edit.
2. In the **Library Tools** tab, click the **Library** sub-tab. The Library Tools ribbon will open.
3. Click the **Library Settings** button. The Document Library Settings page will open.
4. In the **Columns** section, click on the name of the column you want to edit. The Change Column page will open.
5. Enter or add the information you want to change in the appropriate field.
6. Click **OK**. The Document Library Settings page will open again and the changes will have been updated for the Column. Changes to the Column name field, type of information or whether the field is required will be reflected in the Columns section.

Delete Library Columns

1. Navigate to the library you want to edit.
2. In the **Library Tools** tab, click the **Library** sub-tab. The Library Tools ribbon will open.
3. Click the **Library Settings** button. The Library Settings page will open.
4. In the **Columns** section, click on the name of the title you want to remove. The Change Column page will open.
5. Click **Delete**. A confirmation dialog box will appear.
6. Click **OK**. The Document Library Settings page will open again, with the desired column removed from the Columns section.

Create a List

1. Navigate to the site where you want to add a custom list. The site's home page will open.
2. Click the **Site Actions** menu and select **More Options...** The Create dialog box will open.
3. Click the **Custom List** icon. The Custom List information pane will appear.
4. Enter a title for the new list in the Name field. This is used to identify the list throughout SharePoint.
5. Click **More Options**. The Advanced Custom List Create dialog box will appear.
6. Enter any notes about the new list in the Description field. This appears as a sub-heading when your list is open in SharePoint.
7. If you want to have a link to the list in your site's **Quick Launch** section, leave the Navigation option set to Yes.

8. Click **Create**. The new list will be created.

Add New List Columns

1. Navigate to the list you want to modify. The list page will open.
2. In the **List Tools** tab, click the **List** sub-tab. The List ribbon will open.
3. Click **Create Column**. The Create Column dialog box will open.
4. Enter a name for the new column in the Column name field.
5. Specify the type of information that will be contained in the list column. This could include text; number; currency values; dates and times; or information already within your SharePoint site.
6. Add notes for the column in the Description field. This will appear in the New and Edit Item pages to tell users what information is needed.
7. Specify if the column is required to contain information. If it is required, the field will be denoted as such in the New and Edit Item pages.
8. Depending on the type of information selected in Step 5 above, additional settings may be needed. Set them as desired.
9. Click **OK**. The column will be added to the list.

Edit Existing List Columns

1. Navigate to the list you want to edit. The list page will open.
2. In the **List Tools** tab, click the **List** sub-tab. The List tools ribbon will open.
3. Click the **List Settings** button. The List Settings page will open.
4. In the **Columns** section, click on the name of the title you want to edit. The Change Column page will open.
5. Enter or add the information you want to change about the column in the appropriate field.
6. Click **OK**. The List Settings page will open again, with the changes indicated in the **Columns** section.

Delete List Columns

1. Navigate to the list you want to edit. The List page will open.
2. In the **List Tools** tab, click the **List** sub-tab. The List tools ribbon will open.
3. Click the **List Settings** button. The List Settings page will open.
4. In the **Columns** section, click on the name of the field you want to remove. The Change Column page will open.
5. Near the bottom of the page, click **Delete**. A confirmation dialog box will open.
6. Click **OK**. The List Settings page will open again, with the column removed from the **Columns** section.