

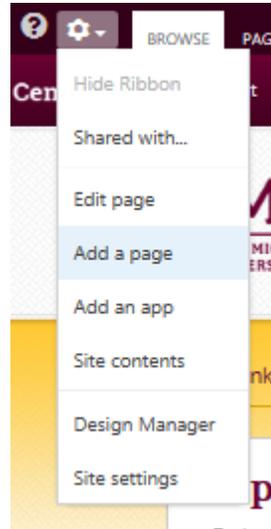
Basic Content Editor

Creating a new page

Creating a new page and title

To create a new page and title for that page, use the following steps:

1. Click on the **Gear Icon/Site Actions** drop down menu and click **Add a page**



2. When prompted, enter the name for the page. You will see the URL for the new page listed below the text box. It's a good idea to not leave blank spaces in a URL, so underscore (_) can be used.
3. Click **Create**.

Entering the data into the Title and Meta Data fields

Once the title has been created, the new page will appear and you can enter the metadata for that page.

1. Enter a short description of the site under **Meta Description**

Meta Description

This is a brief 1-3 sentence description of the content on the page that will be used by search engines.

Note: This short description should relevantly describe the site and will be viewed in search results

2. Next, enter the **Meta Keywords**

Meta Keywords

site, information, keys

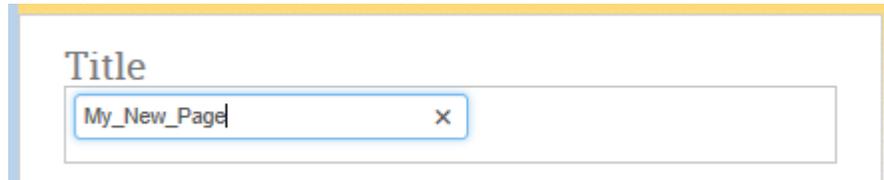


These are comma-separated keywords that are used by search engines to return relevant search results.

Note: These one-word phrases, which should be separated by commas, will be used to categorize the site for searches.

Changing the Title of the page

1. Under **Title**, type the “headline” of the page. Currently this box will be filled with the text that is used at the end of the URL for this page. By renaming the Title, you will give the title a more pleasing look.



Entering content into the Body of the page

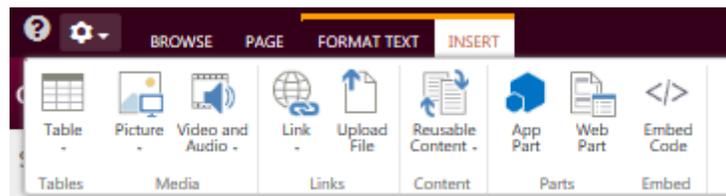
To begin entering the page content for a page follow these steps:

1. Click the **Click here to add new content** link in the **Page Content** box.
2. Enter whatever content you would like on the page.

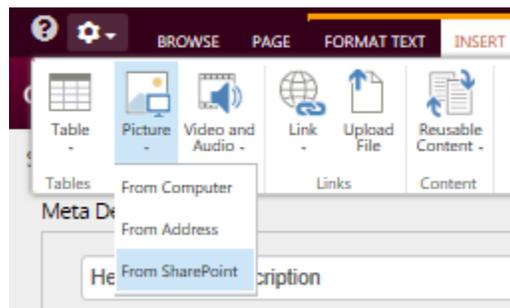
Inserting an image into the page

Take the following steps to insert an image into the page:

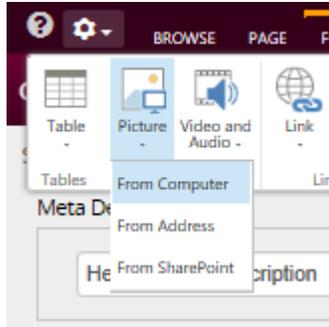
1. With your cursor in the **Page Content** area, click on the **INSERT** tab of the **FORMAT TEXT/INSERT** tab



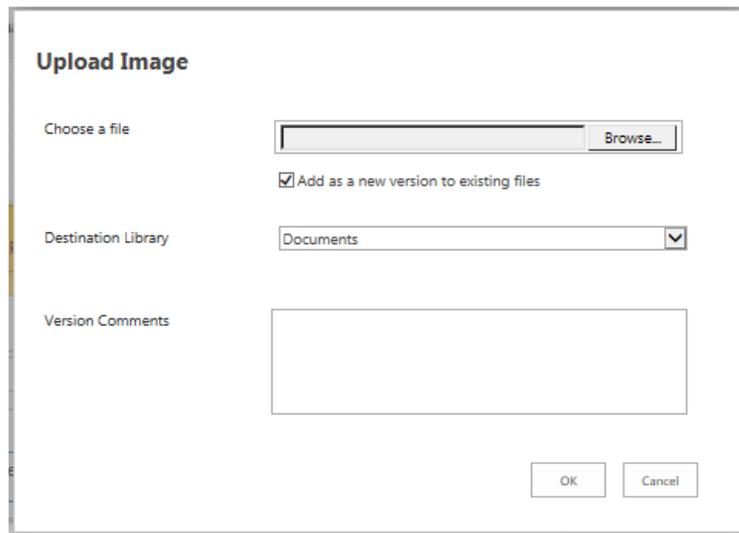
2. Then click on the down arrow of the Picture button on the ribbon and select where you would like to get the picture to insert.



3. For this example we will select **From Computer**



4. The **Upload Image** dialog box will appear

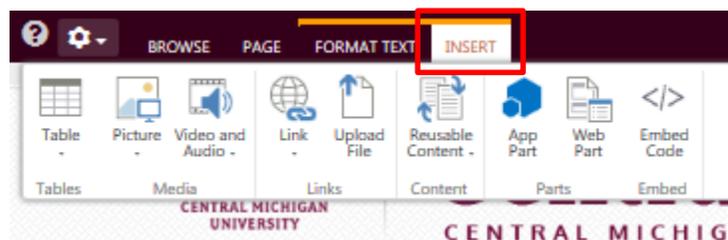


5. Click **Browse**.
6. Select the image desired, the destination library (in this instance I would suggest the **Images** library), make any comments you'd like, and click **OK**.
7. A dialog box requesting other optional information is displayed. In this dialog box the file name, title, search keywords, and comments may be added. The image may also be scheduled to appear at a certain date and time, or scheduled to be hidden at a certain date and time.
8. Once any information that you want to update is updated, click **Save**.
9. Additional images may be inserted by repeating steps 1 – 8 above.

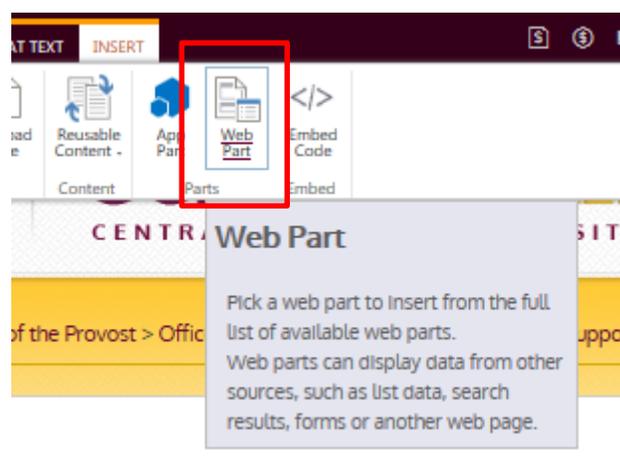
Adding a web part to the page

Web parts are applications that can be added to a page to enhance its functionality. Some web parts available include calendars, search bars, and filters. To add a web part to a page, use the following steps:

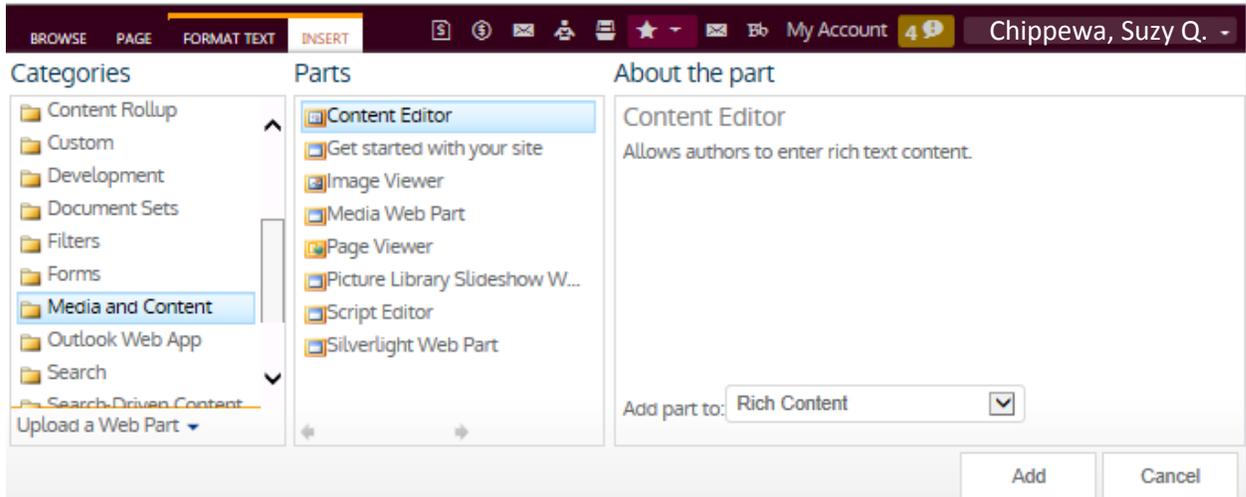
1. Click the **INSERT** tab of the **FORMAT TEXT/INSERT** tab.



2. Click on the **Web Part** button on the ribbon.



3. The Web Parts ribbon will open.



4. Select the Web Part desired and click **OK**. In this instance a **Content Editor** Web part was selected from the **Media and Content** category.
5. The selected web part will be inserted in your content area at the location of the cursor when the operation began.

Adding video and audio to a page (preferred method)

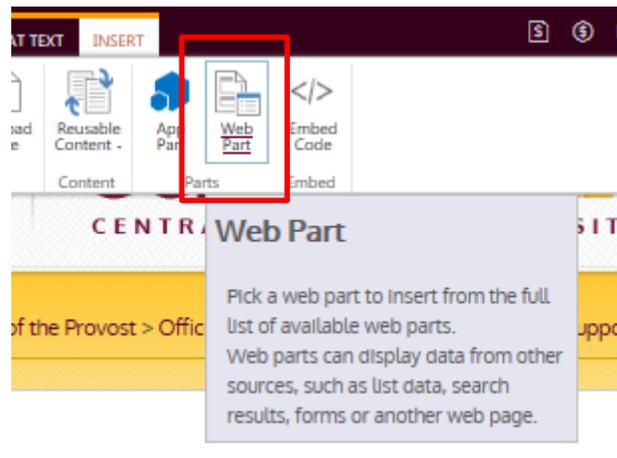
To add video and audio to your page, follow these steps:

1. Upload the video to YouTube
2. Browse to the page which you wish to edit.
3. Click **Gear Icon/Site Actions** drop down menu and then click **Edit Page**.
4. Place the cursor at the location where you want the embedded video to appear.

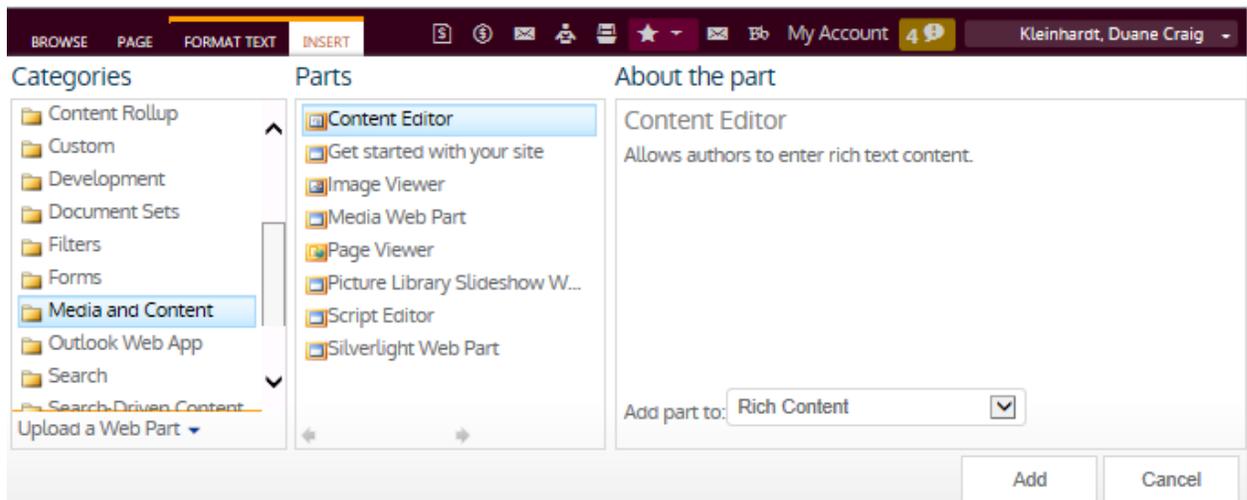
6. Click the **INSERT** tab of the **FORMAT TEXT/INSERT** tab.



7. Click on the **Web Part** button on the ribbon.

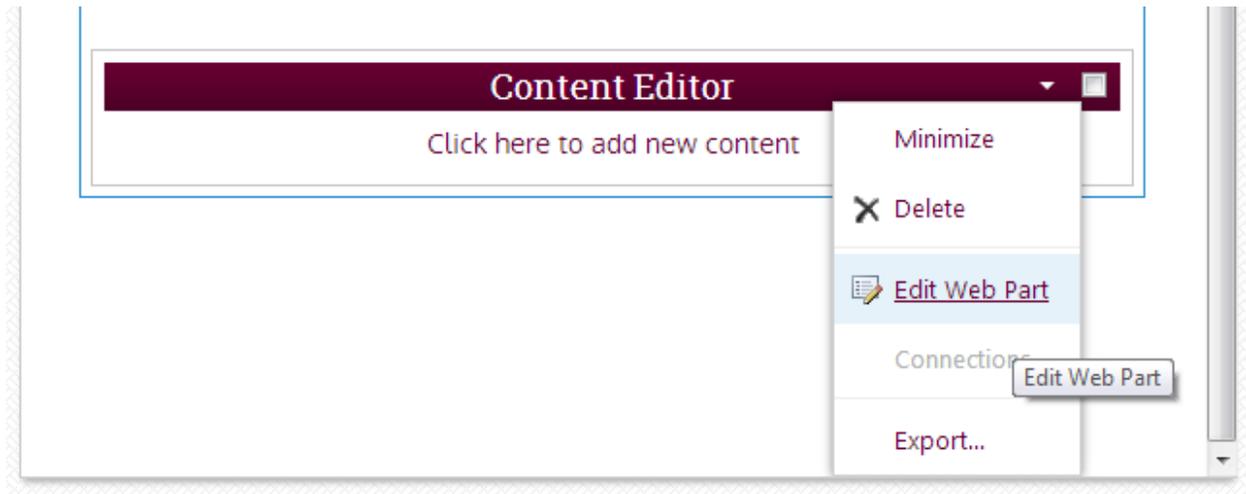


8. The Web Parts ribbon will open.

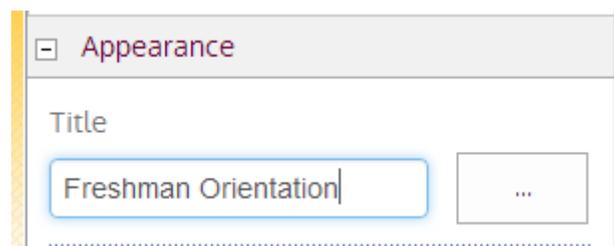


9. As shown above, select the **Media and Content** Category and the **Content Editor Web** part.

5. Then click the **Add** button.
6. In the resulting Web Part, click on the down arrow to the far right of **Content Editor**, then click the **Edit Web Part** link.



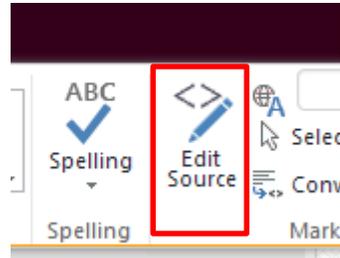
7. In the Content Editor Dialog box that opens near the upper right hand corner of the page, under **Appearance**, replace **Content Editor** in the **Title** box with an appropriate title for your embedded video. Here I replaced it with **Freshman Orientation**.



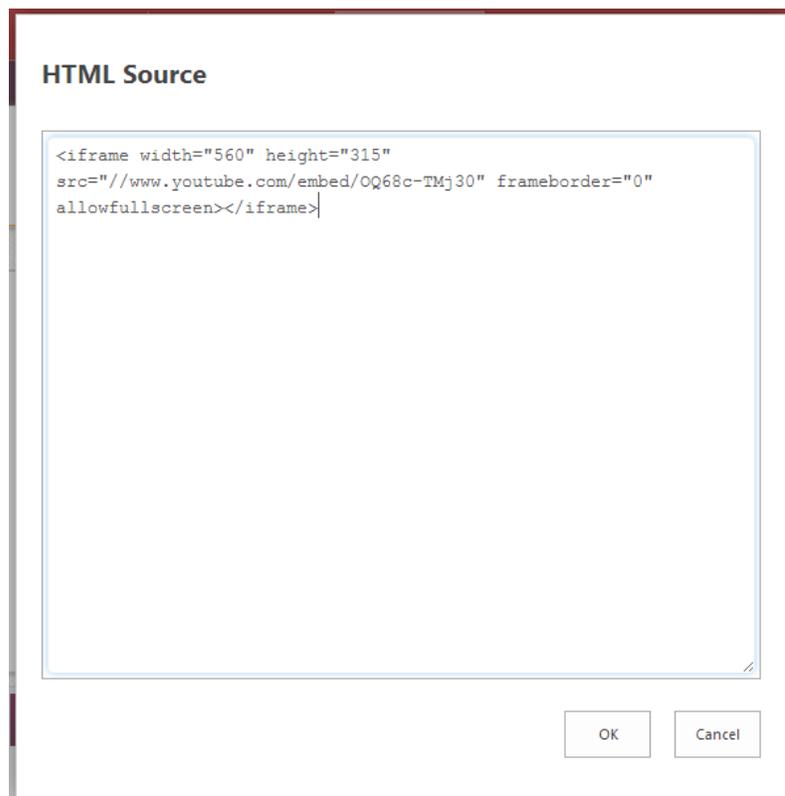
8. Then click **OK** or **Apply** at the bottom of the dialog box.

9. In the renamed Web Part that is now on the page, click the **Click here to add new content** link. The text will be replaced with the cursor appearing in the content area of the Web Part.

10. On the Ribbon, under **FORMAT TEXT**, click the **Edit Source** button.



11. Paste the **embed HTML** from the video you wish to embed. Then click **OK** to insert the HTML into that content area.

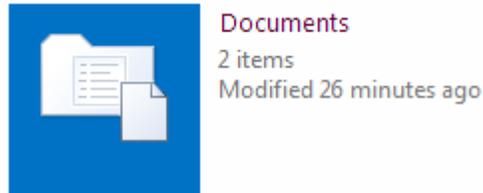


12. The video will now appear on your page.

Adding video and audio to a page if the video is sensitive and cannot be uploaded to YouTube (not the preferred method)

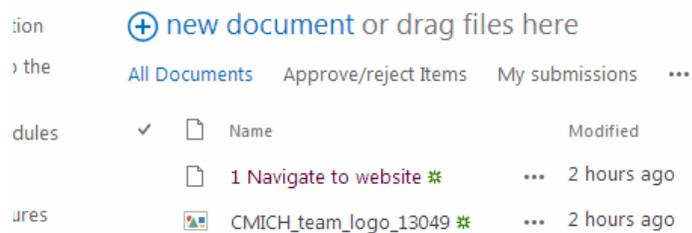
Occasionally a video is sensitive in nature or is not appropriate for the general audience of YouTube. In those cases, the following method can be used to put the video on your page:

1. Add the video to a document library
 - a. Click the **Gear Icon/Site Actions** button.
 - b. Click **Site Contents**
 - c. Click the Document library that you wish to use

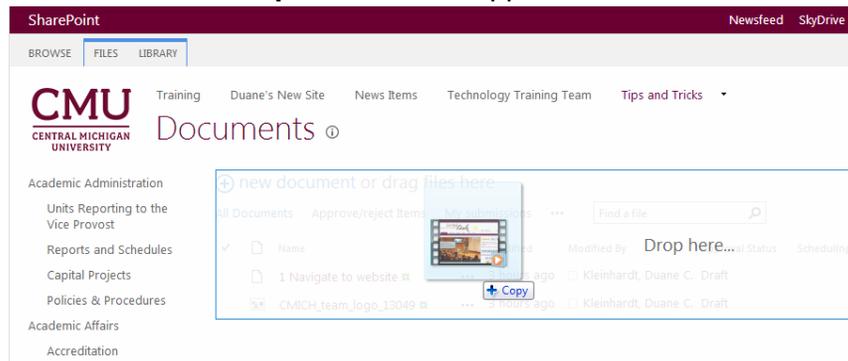


- d. When the Document library opens, either click **new document** to browse for the file to upload, or drag and drop the video file into the library directly.

Documents ⓘ



- i. Files must be in .mp4 format
 - e. If dragging and dropping the file, after “grabbing” the file from its folder, hover your cursor over the text “**or drag files here**”
 - f. Wait a few seconds and the **Drop here** box will appear



- g. Drop the file in the **Drop here** box and the file transfer will commence
2. Add a Poster to a document library (optional)
 - a. A Poster is the image that is displayed when a user enters the page and has not started playing the video

- b. If you are already in the Document library you are going to use, either click **new document** to browse for the file to upload, or drag and drop the image file into the library directly
 - c. If not already in the Document library you are going to use, follow steps 1. a.-g. like adding a video to the Document library
3. Use the “Embed Code” option to add the HTML tag to the page. This option is available under insert in both content zones and content editor web parts, replacing the **RED** text with the appropriate URLs.
 - a. With Poster, copy and paste the following html code:

```
<video poster="URL_TO_POSTER" controls="controls" style="width: 100%;"><source src="VIDEO_URL" type="video/mp4"> Your browser does not support the video tag. </video>
```
 - b. Without Poster, copy and paste the following html code:

```
<video controls="controls" style="width: 100%;"><source src="VIDEO_URL" type="video/mp4"> Your browser does not support the video tag. </video>
```
 - c. Click **Insert**, then click **Insert** again

Submit a page for approval

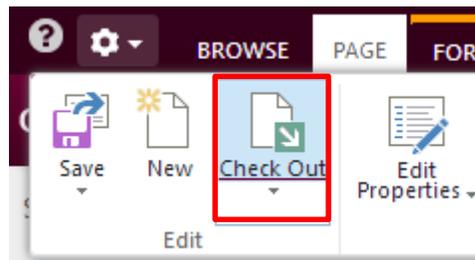
Once a page has been checked in, it must go through the workflow before it can be approved for viewing. Follow these steps to submit a page to be approved:

1. Select the **Publish** tab from the top, and then **Approval Tasks**.
2. A form will display, and will provide the options to Approve and Reject the changes.
3. Select Approve to complete the workflow task.
Note: If a page has been edited, but is still awaiting approval, the page can still be edited. The changes can either be merged, discarded, or overwritten.

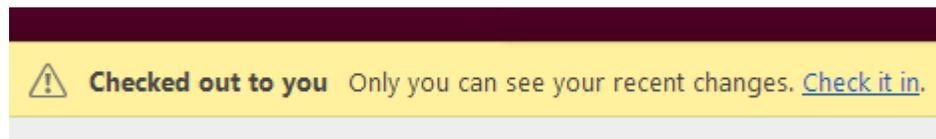
Checking a page out

A page can only be edited by one person at a time, and this is done by checking the page out. If the check-out button is unavailable, someone may be editing that page already. Follow these steps to check out a page:

1. Navigate to a page you would like to edit.
2. Select the **Page** tab from the ribbon
3. Click on the **Check Out** button.



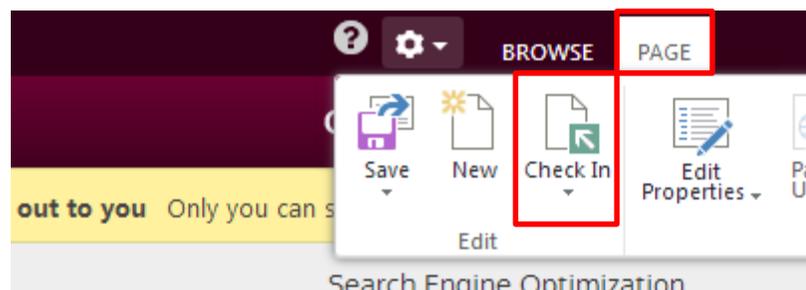
4. The yellow **Status** bar will indicate that the page is checked out to you.



Checking in a page

Checking in a page finalizes the edits made to the page, and allows the page to be sent through the workflow for approval if necessary. Follow these steps to check in a page:

1. Select the **Page** tab in the ribbon.
2. Click the **Check In** button.



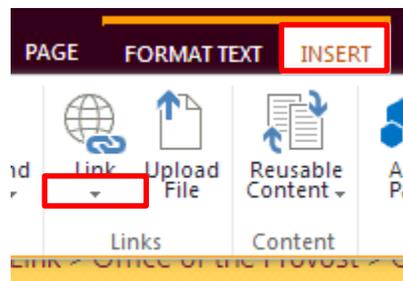
3. Enter any **Comments** in the prompting dialog box.

4. Click **Continue**.

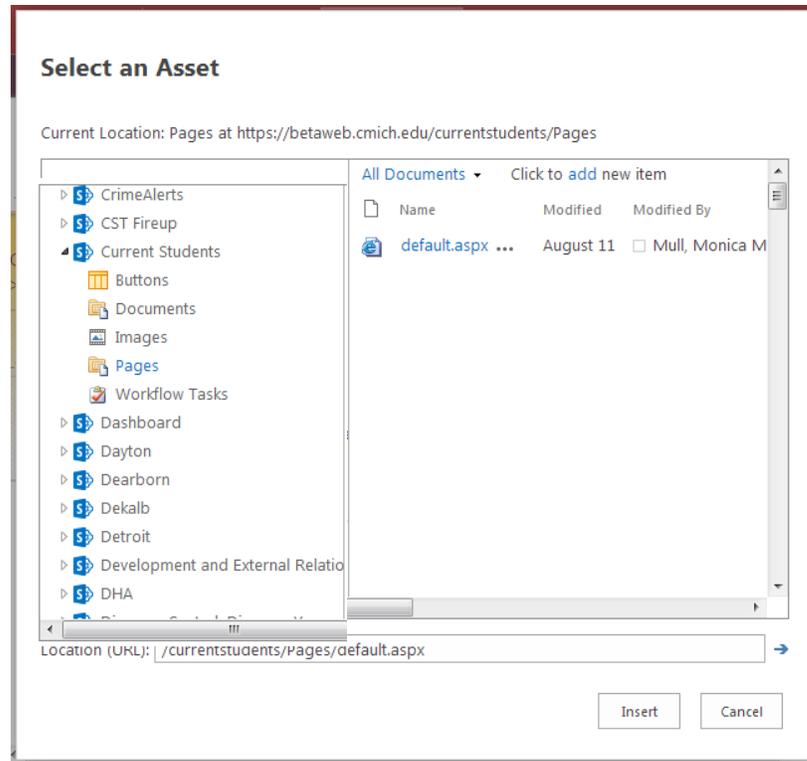
Adding a link to a page

Links to both SharePoint and the web can be added to a site very quickly using the ribbon. Use the following steps:

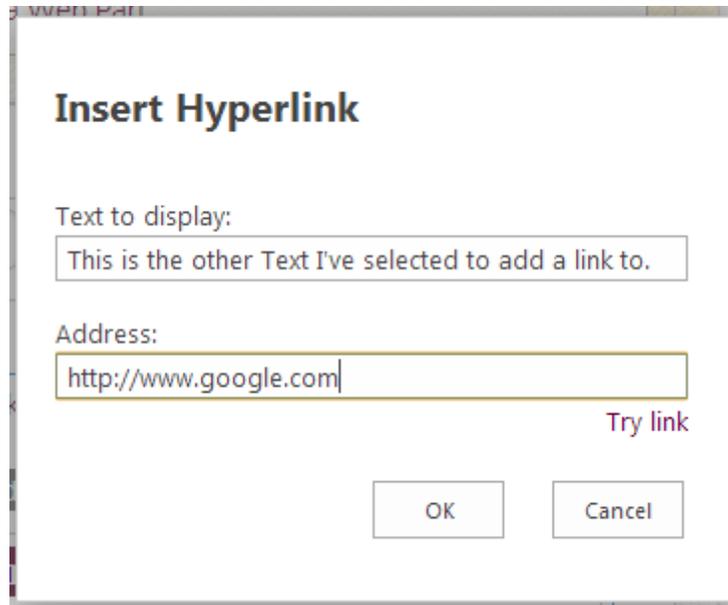
1. Select the location where the link should be inserted in the content area. This could be selected text, icon or an image.
2. Select the **INSERT** tab from the ribbon.



3. Click the down arrow below the **Link** button.
4. Choose the correct location (**From SharePoint; From Address**)
5. If **From SharePoint** is selected, the **Select and Asset** dialog box will open.
6. In this example I have scrolled through the column on the left and selected **Pages** under the **Current Students** site, then selected the **default** page.



7. Click **Insert**.
8. The link isn't active in **Edit** mode. Click **Save** in order to test the link.
9. If **From Address** is selected, the **Insert Hyperlink** dialog box will open.
10. Insert the text to display and the address for the link. If you type different text in the **Text to display:** box, the text on the page will change to the new text you just typed.



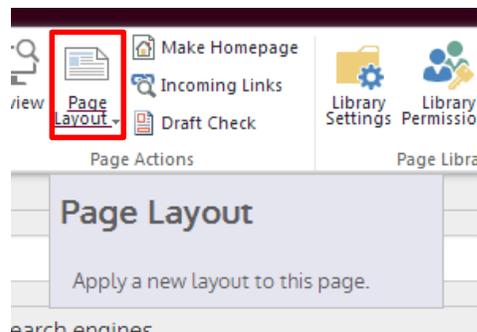
11. Click **OK** and your text will become a link to the indicated URL.

12. The link isn't active in **Edit** mode. Click **Save** in order to test the link.

Changing the page layout

There are several different options for page layout, which can be changed using the following steps:

1. Select the **Page** tab from the ribbon.
2. Click the **Page Layout** button and select a page layout from the available options.



Inserting a “Table”

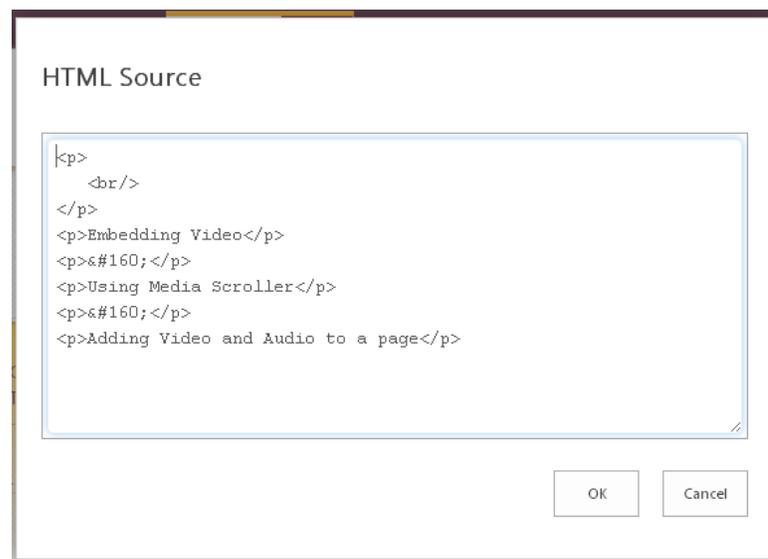
Tables, as used in previous versions of the web page, are not responsive and negatively impact pages on mobile devices. In order for the web pages to be responsive and useful in mobile devices, the use of **Bootstrap** is employed to allow web pages to adjust to accommodate varying sizes of screens.

Instead of tables, under **Bootstrap**, use **Grids** to serve the same purpose.

1. While editing your page, place your cursor where you would like your **Grid** to begin.
2. Click the **Format Text** tab
3. Click the **Edit Source** button



4. The **HTML Source** dialog box will open



5. Insert the appropriate HTML code for the columns and rows desired
 - a. Each row is 12 units wide that can be divided into adjustable columns. The total of columns and off-sets must equal 12 units.
 - i. 12 columns of 1 or 3 columns of 4 or 1 column of 4 and 1 column of 8 or any combination that equals 12. You get the idea
 - ii. For 1 column of 4 and 1 column of 8 insert

```

<div class="row-fluid">

  <div class="span4">...</div>

  <div class="span8">...</div>
  
```

</div>

6. The 3 dots between the arrows (> . . . <) is the text, images or data that will be replaced to be inserted in that column.
 - a. The text can be replaced during normal editing of the content and doesn't have to be done during editing of the HTML source.
 - b. To insert images in the columns, the editing must be done during normal editing of the content and cannot be done during editing of the HTML source code.
7. To add more rows, add the HTML code again in the HTML source code.
 - a. Each row can have different amount and size of columns as long as they add up to 12 units in each row.
8. For more information regarding **Bootstrap** and use of **Grids**, browse to <http://getbootstrap.com/2.3.2/scaffolding.html#gridSystem>