



# Working with pages in SharePoint 2010

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After you have built out your site following your information architecture, look at your copy decks and create new pages. When you want to make changes to content or upload images to an existing page, you will choose Edit from the Site Actions menu.

## Create a New Page

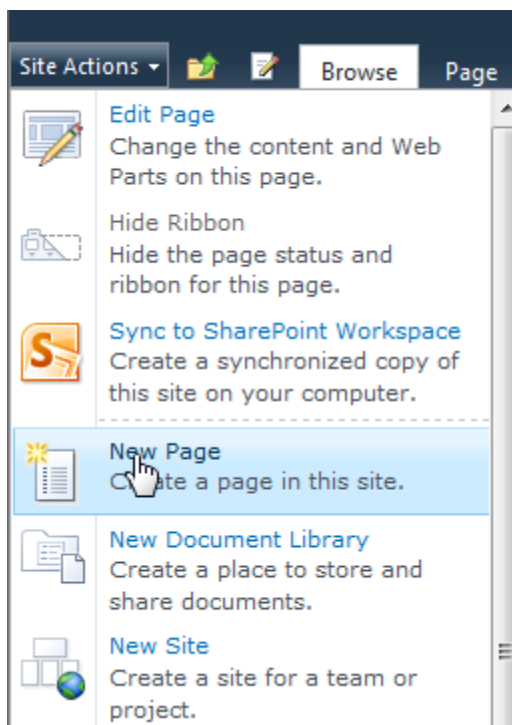
You can easily create new pages in your web site.

*To create a new page:*

1. Navigate to the section of your web site in which you'd like to add the new page.

**NOTE:** SharePoint will add the new page to the section you are in when you complete this task. Make sure you are in the appropriate section before you move to step 2.

2. Click **Site Actions**, and then click **New Page**



3. The **New Page** window opens.



New Page

This page will be created in the Pages library.

New page name:

Blank spaces in the page name will be converted to '-'.

Create Cancel

4. Type the name of your new page in the **New Page name** field.

**TIP:** Name the page something short, concise, and logical to the page content, keeping in mind that the page name will be displayed in the URL for the new page.

5. The new page opens in Edit Mode
6. Click **Create**
7. Your new page is created, and opens in edit mode.

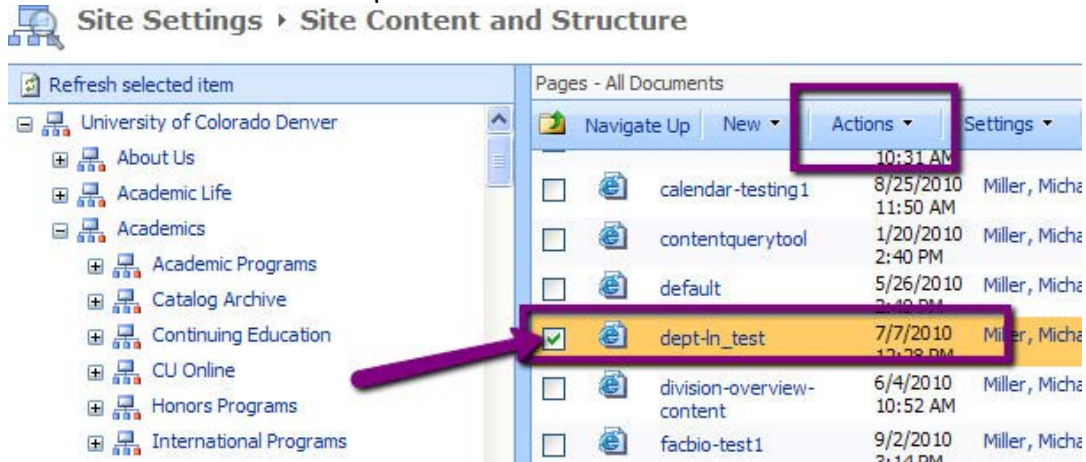
**NOTE:** The **Page Headline** and **Page Subheadline** fields are automatically populated on your new page. Make sure you replace the auto-populated text with the title and subtitle of your page or your new page will publish with "Page Headline" and "Page Subheadline" in the title sections.

**TIP:** If you do not see your new page in the left navigation, refresh the page.

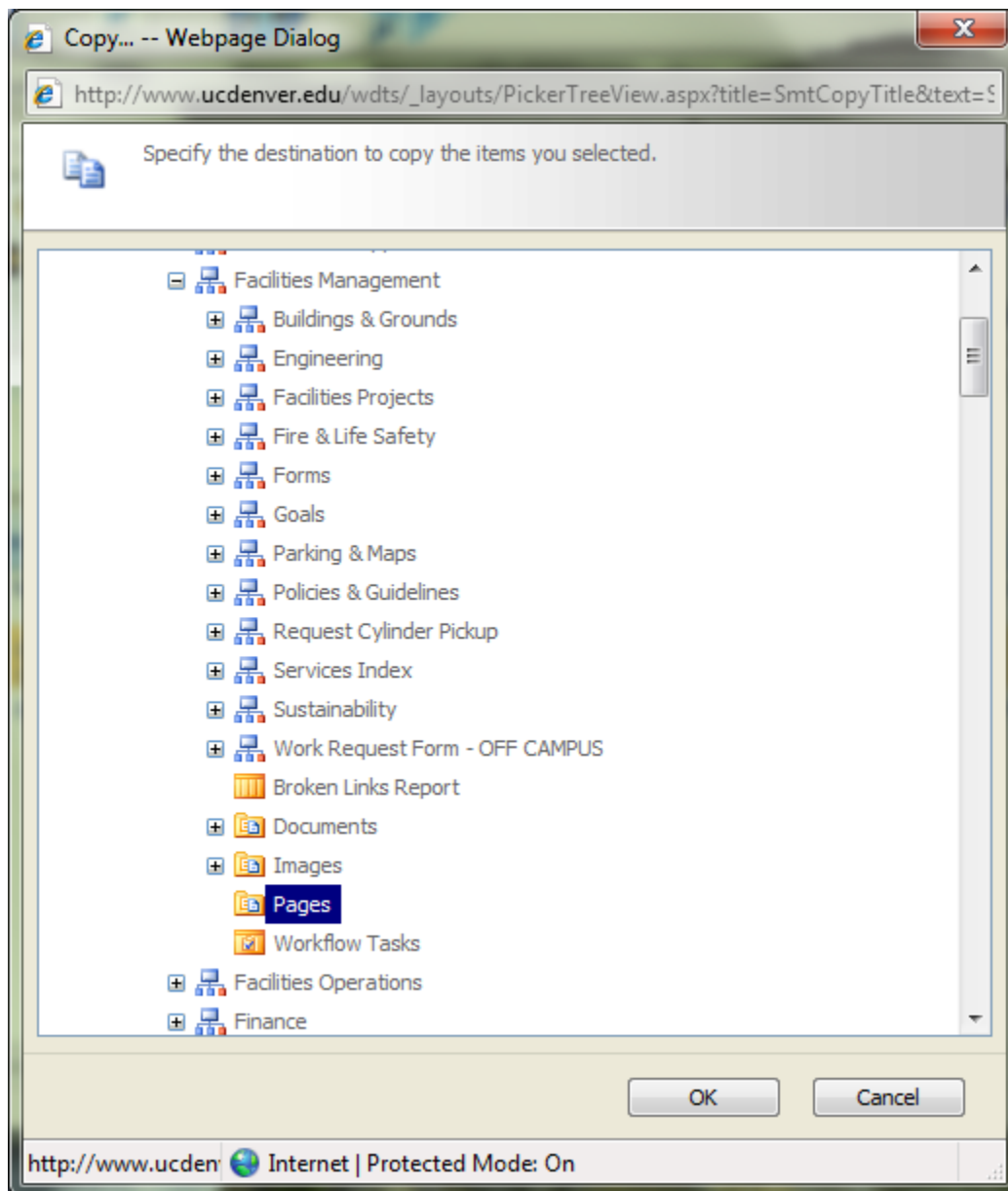
## How to move or copy a page (file) to another location.

NOTE: You cannot copy/move a file into the same directory you are copying it from.

1. Click **Site Actions**, and then click **Manage Content and structure**
2. Locate the file(s) or subsite you want to move or copy.
3. Check the check box next to the file(s) you want to move or copy.
4. Click the **Actions** button drop-down on the menu bar.



5. Select **Move** or **Copy** depending on your need.
6. A smaller window will pop-up with a site tree.
7. Select the **Destination** you want to move or copy the file to.  
**NOTE:** if you are moving or copying a web page to another site, you'll want to select the Pages folder for the destination.



8. **Wait a minute for the pop-up window to refresh** (or reload - the screen should briefly flash).
9. Click **OK**.
10. Copying may take several minutes. You will receive a screen that indicates that files are copying or moving.
11. When the copying or moving process is complete, open the destination site and check to confirm that your new files or sites have successfully relocated.



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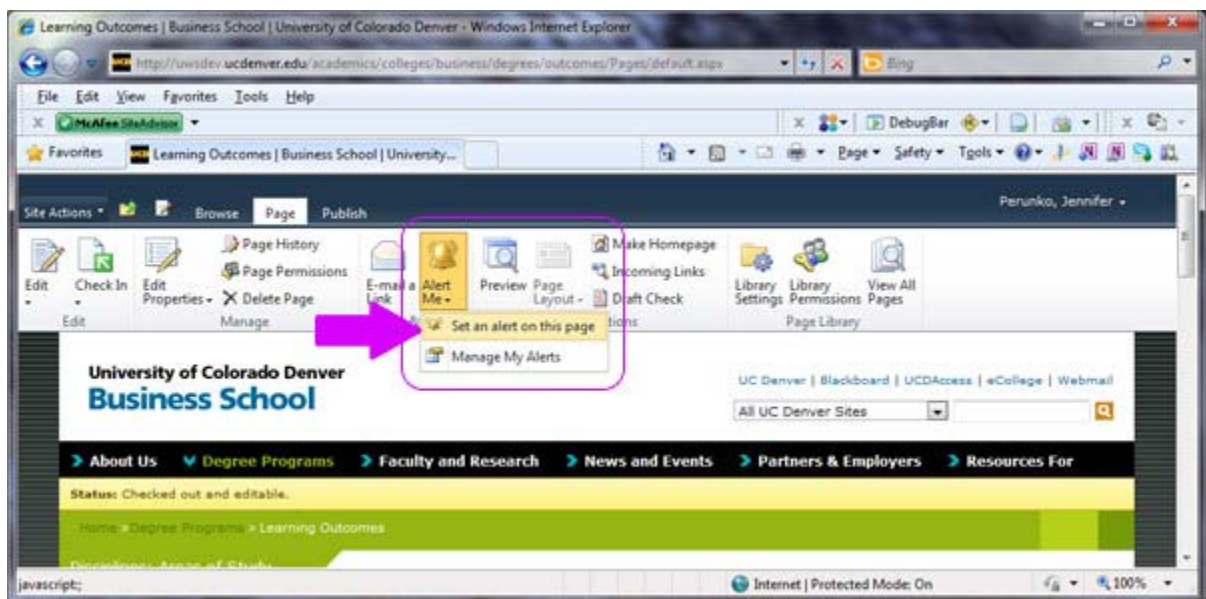
**NOTE:** if you receive an error that says, "...this site cannot be copied or moved onto itself" this means you didn't wait for the pop-up window to refresh and the system does not know the new location you want to move or copy the site to. You'll need to repeat the process and wait for the pop-up window to refresh when you make your destination selection.

## How to setup alerts on your page

You can easily send an e-mail alert when a page is changed. You can receive an e-mail every time a particular page has been changed. This can be useful for monitoring updates to an important page. Set up alerts for yourself or other people. Alerts must be addressed to a ucdenver.edu e-mail address (a university account).

*To set up an alert:*

1. Check Out the page.
2. From the Page group in the ribbon, click the drop-down menu under Alert Me
3. Choose Set an Alert on the Page



4. A New Alert interface in an overlay will appear.



## How to change page layouts

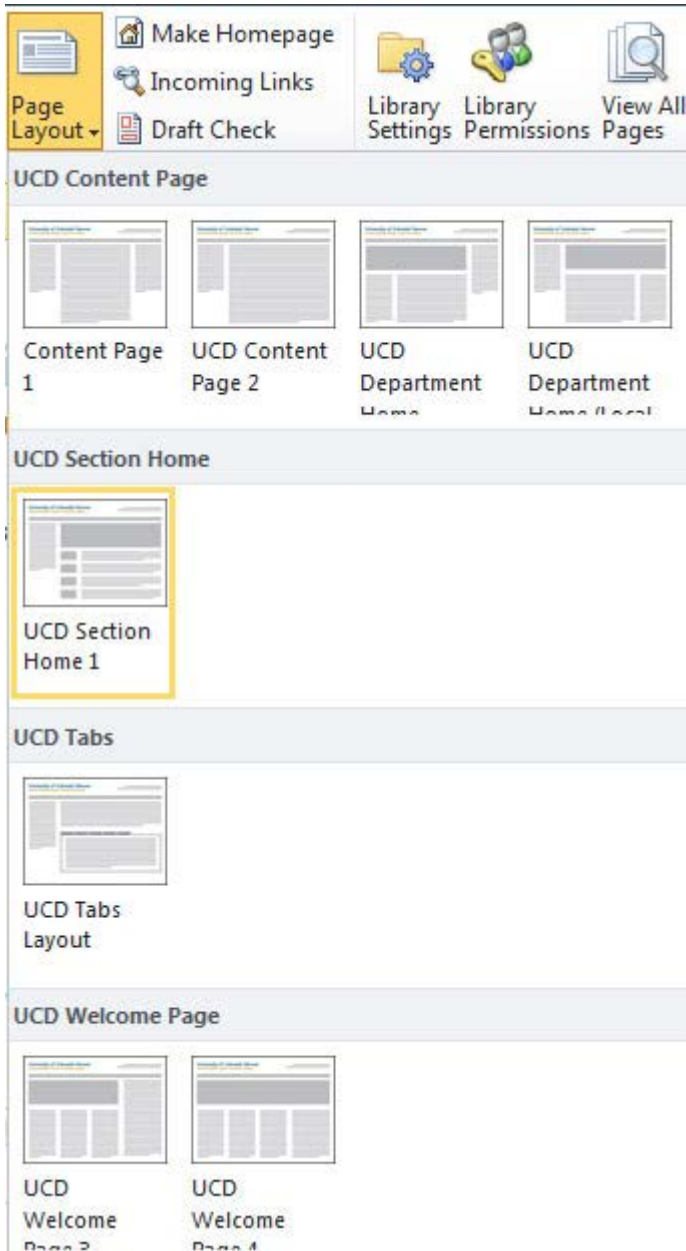
There are several different page layouts you can choose from for each of your pages. Once your page is created, you can quickly change to a different page layout if your content would work better in a different format.

Although page layouts vary slightly across the different themes used in the University, common pages include a 2-column page, and 3-column page, and a tabs page, to name a few. You can easily change between page layouts at any time.

*To change your page layout:*

1. Navigate to the page where you want to change the layout
2. In the **PageEdit** group, click **Edit**
3. In the **Page** tab, **Page Actions** group, click the drop-down arrow under **Page Layout**  
A menu of available page layouts will open



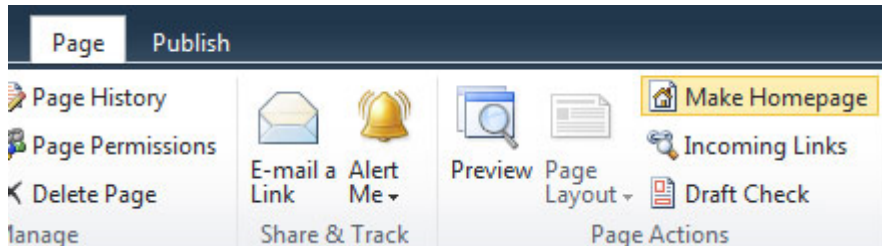


4. Click your desired page layout  
SharePoint will adjust your page to the new page layout.
5. In the **Page** tab, **Edit** group, click **Check In** to create a permanent version of your changes.

## How to change the welcome page

When a new site is provisioned, SharePoint automatically creates a “home page” using a default page layout. If you don’t want to use this default layout, create a new page using the desired page layout. For instance, all pages in your site use the “Content2” page layout. But the home page (default.aspx), which was created when the site was provisioned, uses the “SectionHome1” layout. Now, you can easily make any page the welcome page.


1. Make sure the page you want to designate as the welcome page exists. If not, create the page.
2. Navigate to the page you want to designate as the welcome page.
3. From the Page tab, select Make Homepage from the Page Actions group.



4. This page will now be designated as the home page or (default).

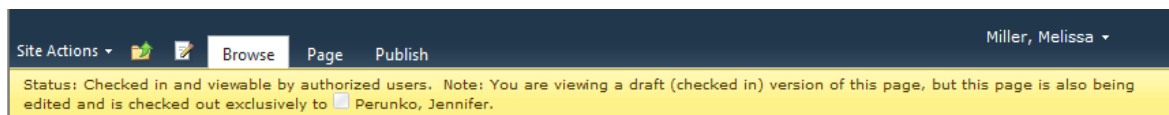
## How to Edit a Page

There are several ways to edit a page. You can browse to the page through a browser window or open it through the Pages folder in the Manage Content and Structure view. You may also copy and paste the address into the browser.

1. Browse to the page in a browser window. You can do this using navigation or links on the website. You can also past the URL of the page into the address bar of your browser.
2. Sign in to the website using the link in the footer (See Login, page Error! Bookmark not defined.)
3. The page will reload, and you will see the Ribbon toolbar across the top of the page. Note: To see the ribbon, click Site Actions, and then click Show Ribbon.
4. You can use any of the following three actions to initiate edit mode:
5. In the ribbon, click the edit icon 
6. Click Site Actions, Edit Page
7. In the Page tab, Edit group, click Edit



8. If, however, you see that someone else is working on the page, make sure to contact that person before overriding their checkout. If the page is checked-out, you will see a yellow checkout message below the main menu as displayed below.




9. For more information on how to gain access to a page that is checked out, please see Discard Check-out page.

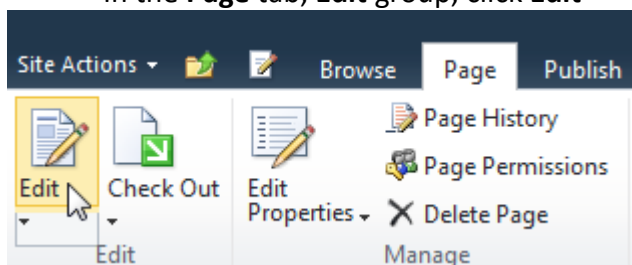
## How to Initiate Edit Mode

To initiate edit mode so you can make changes to a web page, you must first navigate to the page that needs editing. You can use either of the following actions to get to a specific page:

- Browse to the page using your internet browser
- If signed in, click **Site Actions**, and then click **Manage Content and Structure** to browse to the page using the windows explorer view

You can use any of the following three actions to initiate edit mode:

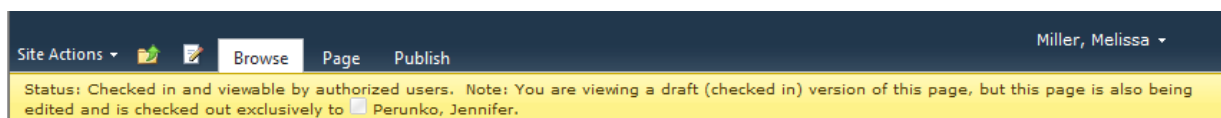
- In the ribbon, click the edit icon 
- Click **Site Actions**, **Edit Page**
- In the **Page** tab, **Edit** group, click **Edit**



**Edit** is different than **Edit Properties**, which is simply an administrative interface to a page. You can update some of your page content and attributes using the **Edit Properties** functionality, but the **Edit** functionality is the preferred, most user-friendly way to make simple changes to your web pages.

SharePoint automatically checks the page out to you when you initiate Edit Mode. Also, a yellow **Status** bar appears under the ribbon noting that the page is checked out and editable.

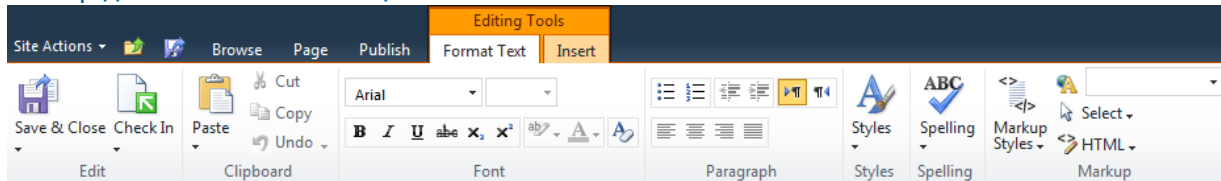
**EXCEPTION:** If the page is already checked-out to another user, the page will not go into Edit Mode, and will not be checked out to you. To avoid conflicts with multiple people working on the same page, only one user can edit a page at a time. The yellow **Status** bar will note that the page is already checked out, and will show the name of the user who is currently editing the page.



You'll notice Edit Mode looks different than the published view of the page. There are boxes for editing, zones for web parts, gray boxes for titles, etcetera. All the changes you make to your web pages will happen in this Edit Mode.

### Editing tools, Format Text tab

The **Format Text** tab is intended to offer tools to style text. CU Denver requires that certain brand guidelines be followed in regard to font and color. Please see the brand guidelines at <http://www.ucdenver.edu/brand>.



**NOTE:** The formatting tools should not be used to select font attributes—family, size, color and alignment. These characteristics are predetermined for you based on the CU brand, and should be selected through the Markup Styles functionality.

### Editing Tools, Insert tab

The **Insert** tab offers several different elements you can insert into your content areas. You can place tables, images, links, reusable content and various web parts, including special Video/Audio and List web parts.



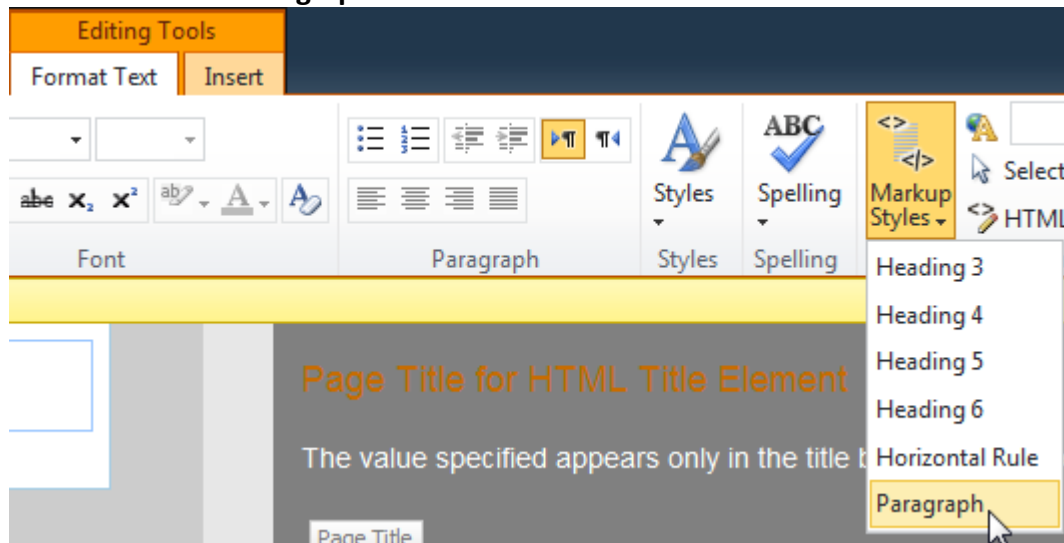
## Add and format text

There are two basic ways to add text to your web pages. The first is to simply type text into the appropriate section of your web page. The second is by copying/pasting text from another application, such as Word or Outlook. It's very common that people paste/copy a majority of the text for their web sites from other sources.

When we copy/paste text from another application into SharePoint, there are a couple important steps we must take to ensure both that our text aligns to the university brand, and that we keep clean code on the back end of our web site.

To copy and paste text from another application into your web page:

1. In SharePoint, navigate to the page where you want to copy/paste text
2. In the **Page** tab, **Edit** group, click **Edit**
3. In the external application, copy the text you want to bring to your web page
  - Highlight text, right-click, and then click **Copy**
4. In SharePoint, **Page Content** zone, click to place your cursor where you want to add your text
5. Right-click, and then click **Paste** to add the text to your web page
6. Highlight the text you pasted
7. In **Editing Tools**, **Format Text** tab, click the drop-down arrow under **Markup Styles**, and then click **Paragraph**



The CU branded paragraph formatting is applied to the text you highlighted.



**NOTE:** The CU branding styles are coded into these **Markup Styles**. You have several heading options, as well as a paragraph option. The standard formatting tools will be inactive, so you must use these **Markup Styles** to format the text on your pages.

8. In **Editing Tools, Format text tab, Font group**, click the **Clear Format** button.

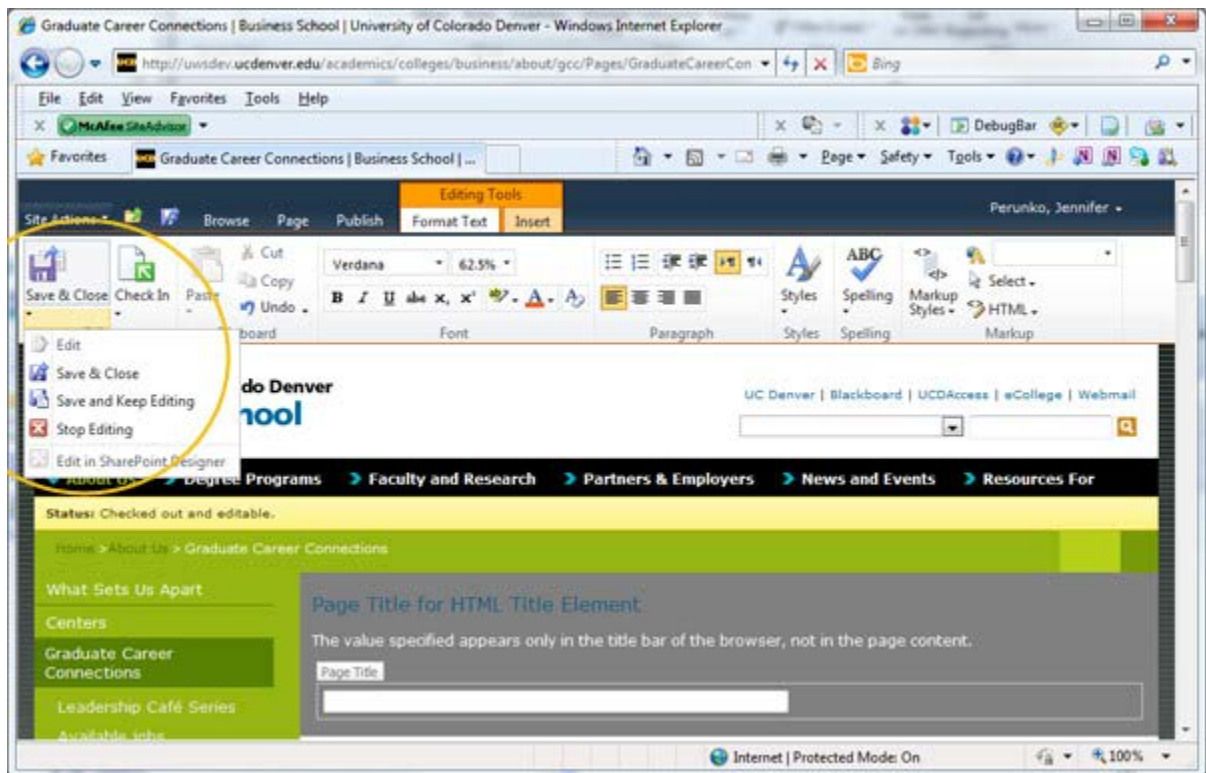
**NOTE:** When you copy/paste text from other applications, SharePoint adds a bunch of unneeded code in the back end of your web pages. Using the **Clear Format** button on the text you brought over will clean up all that unneeded code in the back end. Although you won't notice a change in your text on the page, the code is a lot cleaner in the HTML view.

9. In the **Page tab, Edit group**, click **Check-In** to create a permanent version of your changes.

## How Save and Close is different than Check-in

The **Save and Close** button on the Page contextual menu tab on the ribbon can be confusing. It does not accomplish the same result as the **Check In** button. It has a drop-down menu under the button that offers more options but the same result.

- The **Save and Close** option will save your work so that may close your window or walk away from the computer without losing your work.
- It will show you a preview of your work in progress.
- It will **not** share your progress with other authorized SharePoint users.

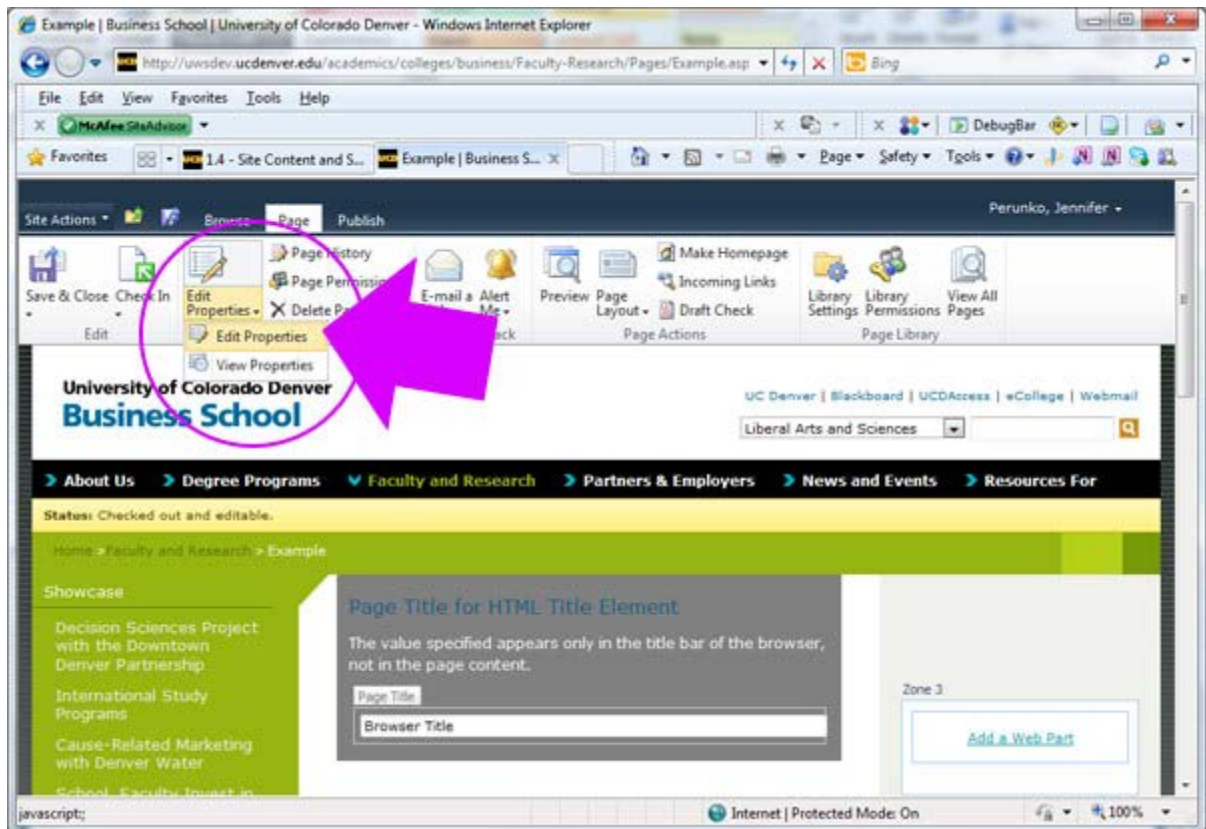




## How to change the Page name or URL

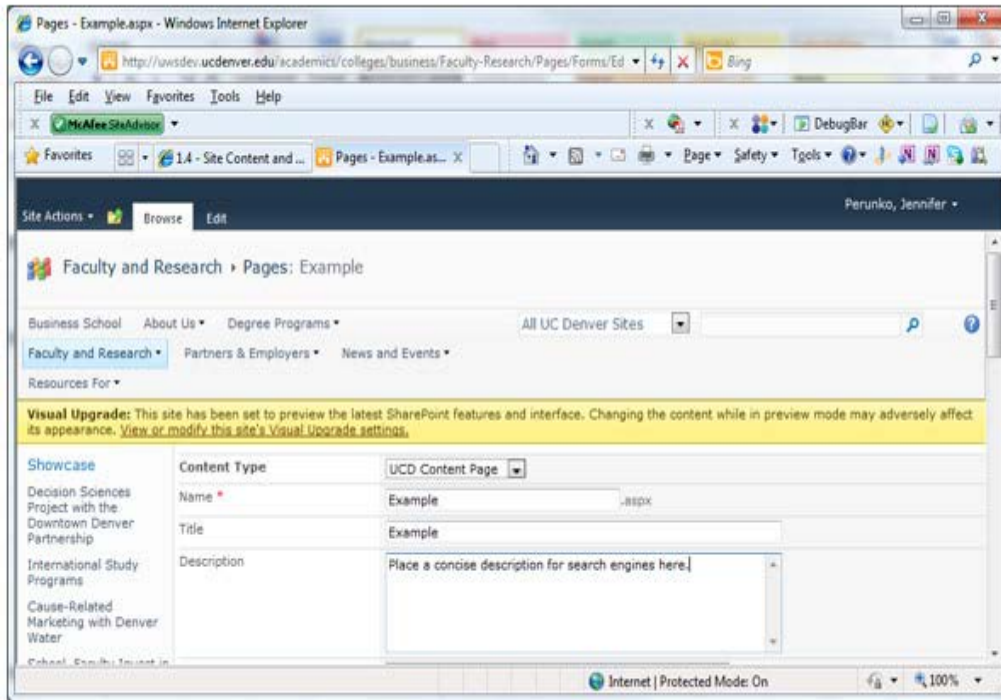
To change the title and description on a page or site that has already been created, choose Edit Properties. The Title and Description setting are found under the Edit Properties option.

1. On the **Ribbon**, under the **Page** contextual menu tab, click the **Edit Properties** button.





2. On the resulting **Edit Properties** screen, edit the **Title** and **Description**.



Name *	OpenHouse.aspx
Title	OpenHouse
Description	<input type="text"/>
Scheduling Start Date	

3. Notice that the **Name** field is completed with the text you entered above for the page name. Keep in mind that the page name is the page URL.
4. The **Title** field is displayed to the visitor in the navigation and browser window. However, adding text to the **Page Title** field will override the browser title (see **Page Title**). This information is independent of page URL.
5. The text in the **Title** field will impact the name of your page as it appears in the left and top menus (navigation)



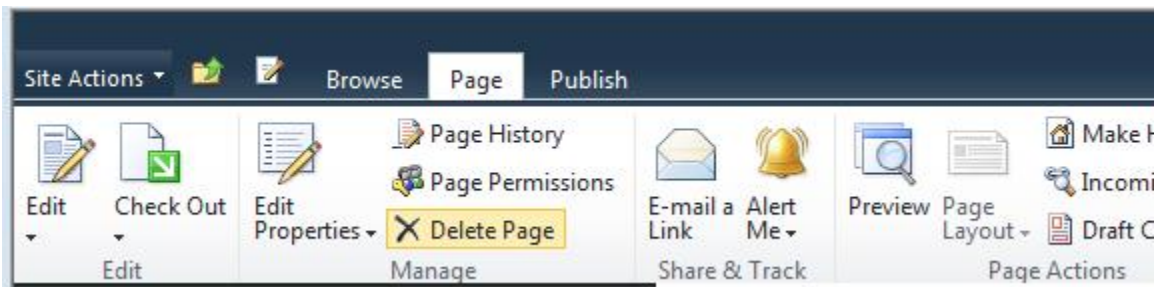
6. Text in the **Description** field is seen by search engines as metadata. Describe the unique attributes of the page content.
7. The **Description** appears within the HTML code for the page. It is used to provide more information about the page to search engines like Google or Yahoo.
8. Select **Save** when complete.

## How to delete a page

Here are a couple ways to delete a page. However, a page that is designated as the welcome (home) page--the word default in parenthesis (default)—cannot be deleted. A new page must be designated as the home page first, before that page can be deleted.

### Ribbon

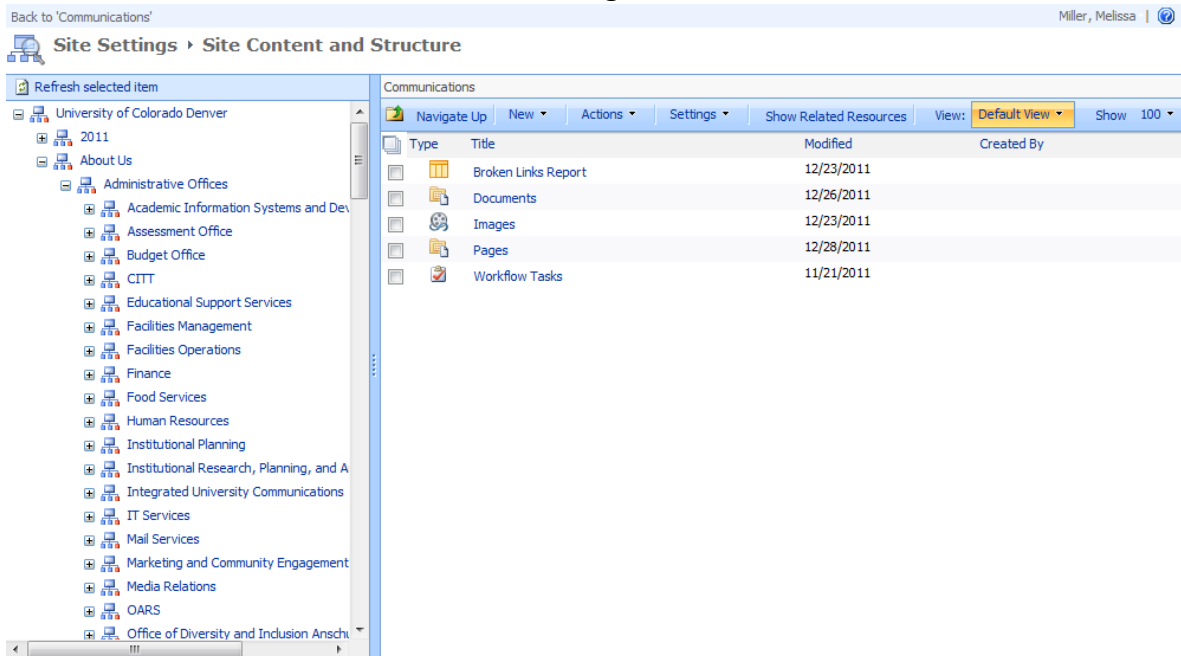
1. Navigate to the page to be deleted
2. From the **Page** tab, select **Delete Page** from the **Manage** group



3. Double-check and make sure this is really the page you want to delete. If so, select **OK**.
4. The page is deleted and sent to the recycling bin

### Manage Content and Structure view

1. Click **Site Actions**, and then click **Manage Content and Structure**



2. Navigate to the pages folder in the appropriate site
3. Open the pages folder by clicking on the text **Pages** in the left-hand navigation pane



4. In the right-hand pane, select the drop-down menu to the right of the page to be renamed and choose **Delete**



5. Double-check and make sure this is really the page you want to delete. If so, select **OK**.
6. The page is deleted and sent to the recycling bin

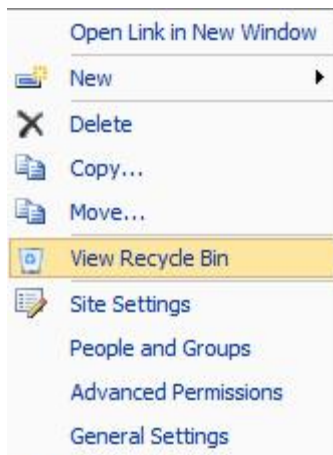
## Restoring deleted page

The recycle bin in SharePoint is synonymous to the recycle bin in windows and helps users recover files which have been deleted accidentally. The contents in the recycle bin contain only the items within the site.

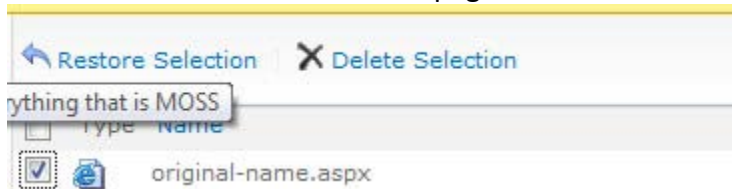
A deleted page can be recovered but a deleted site cannot. Make sure you are careful when deleting a site, because the ramifications are significant.

*Manage Content and Structure view*

1. From Site Actions, choose Manage Content and Structure view
2. Navigate to appropriate site—the subsite where the deleted page lived
3. From the drop-down menu next to the site name, choose View Recycle Bin



4. From the options in the recycle bin, you can restore or delete a selection. Restoring a selection will restore the file to its original location. You must refresh the current directory listing to view the restored file. Deleting a selection will delete the selected file, use caution when choosing this option.
5. Simply click in the box before the page name of the page to restore
6. Select Restore Selection and the page is re-associated with its original file location



7. Navigate to the appropriate file folder and you'll see the restored page



## What can you edit on a page?

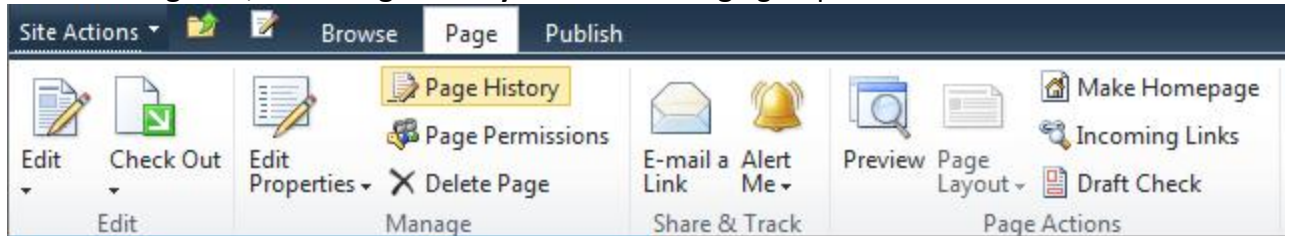
When you chose **Edit**, you will see different content areas to edit depending on the page layout you choose. Content areas that you may edit on a page are as follows:

- **Title**--this controls a portion of the browser <title> tag, this will not appear directly on your page.
- **Headline**--this will appear directly on your page in a large font
- **Subheadline**--this will appear directly on you page, under the headline.
- **Page Image**--this is intended to hold a photograph of a specific size depending on the page layout you have chosen. If you do not have a photo, use the university photo library.
- **Page Content**--this is intended to hold your main textual content.
- **Page Content Sidebar, Page Content Local Navigation**--the Page Content Sidebars (aka Page Content Local Navigation) reside in the narrow left and right columns of a page. These areas are intended to hold textual content and reusable content.
- **Web part Zones**--there will be several web part zones located on a page, the number and location of the zones will change depending on the page layout you choose. These zones are intended to hold web parts chosen from the web part gallery.
- **Rollup Image**--this field allows you to place a small thumbnail image that may be used when this page is listed on the Section home page layout. The rollup image is not used on the page itself, but as a representative image on other pages.

## How to restore previous version

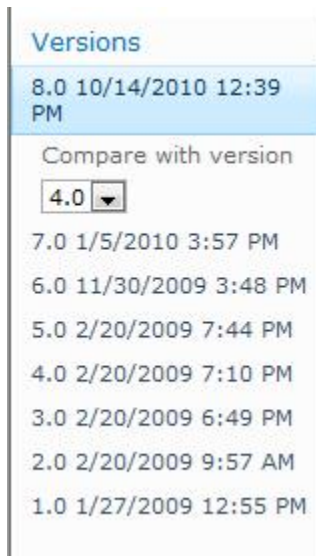
To restore a previous version, you must have the page checked-out (edit mode).

1. From the **Page** tab, select **Page History** from the **Manage** group



**NOTE:** The version numbering will vary depending on how many times the page has been edited, check-in or published.

2. Compare versions by selecting from the menu bar on the left.

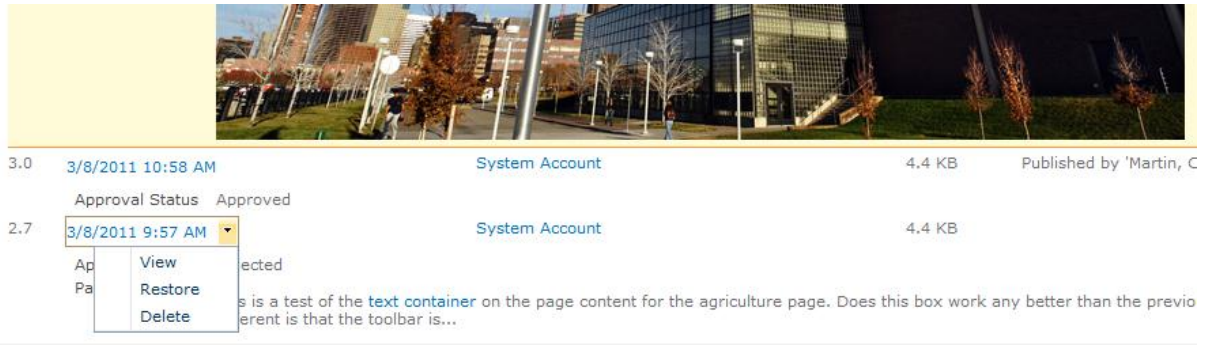


3. View the version you want to restore by selecting **Version History** from the menu toolbar

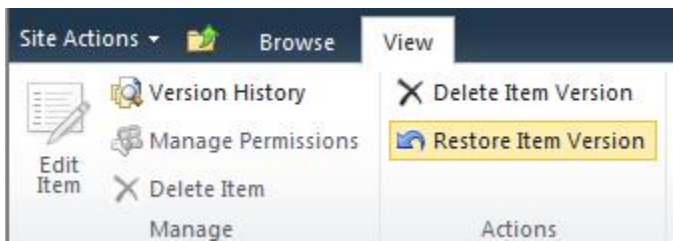


4. Scroll the mouse pointer over the version date. Select **View** from the drop-down menu to the left of the version date.





5. Choose **Restore Item Version** from the **View** menu to make this previous version the current version.



6. From the breadcrumb trail, choose the site name (before **Pages**) to view the restored page.
7. Select **Edit**, **Check-In** or **Publish** from the **Page** tab to take the appropriate action.

## How to Check-in a Page

Checking in pages throughout the editing process is a critical step to web site maintenance in SharePoint. Not only does checking in your page enable other users to view your edits and/or make additional edits to the page, but it also creates a permanent record on the server that you can always restore if/when needed. Use **Check In** like you use **Save** in Microsoft Word—every time you make any changes to your page you do not want to lose, **Check In**.

**NOTE:** SharePoint does have a **Save** option, which will save a local copy of your changes. Saving in SharePoint does not enable other users with permissions to your web site to see your changes, and it does not create a permanent record on the server. If something happens to your system and you have only saved your work, you will lose all changes. Therefore, it is good practice to use **Check In** like you would **Save** in other applications, and to alleviate using the **Save** option in SharePoint altogether.

To check your page in:

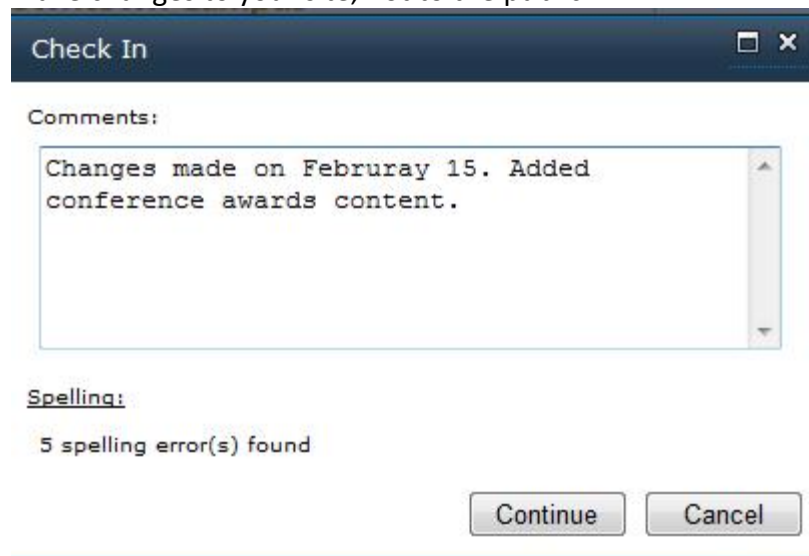
1. On the **Page** tab, **Edit** group, click **Check In**

**NOTE:** **Check In** has a drop-down menu with additional options. Although you do not need to activate the drop-down menu to check your page in, you can **Discard Check Out** if you want to cancel your edits, and you can also **Override Check Out** if someone else has the page checked out and you need to edit the page.

The **Check In** window appears.

2. In the **Comments** field, type details about the changes you made to the page

**NOTE:** Adding comments is good practice to keep a record of the changes being made to your pages; however, the field is optional. Comments are only seen by other users authorized to make changes to your site, not to the public.



Spell check runs during the **Check In** process and displays the number of spelling errors found. If no spelling errors are found, go to step 3. If spelling errors are found and you'd like to correct them before completing the **Check In** process, go to step 3.

3. Click **Continue** to complete the **Check In** process



OR

4. Click **Cancel**

The page will return to edit mode with spelling errors called out in red. In the **Page Headline** and **Page Subheadline** fields, spelling errors will be noted with the statement **Spelling Errors Found** in red next to the field title. In the **Page Content**, spelling errors will be underlined in red, similar to other Microsoft applications.

The screenshot shows a SharePoint page editor interface. At the top, the 'Page Title' field contains 'College of Agriculture' and has a red 'Spelling Errors Found' notification. Below it, the 'Page Headline' field contains 'This is the home page for Agriculture' and also has a red 'Spelling Errors Found' notification. The 'Page Subheadline' field contains 'Be more than a farmer'. Below these fields is a 'Zone 5' section with an 'Add a Web Part' button. The 'Page Content' field contains a paragraph of text with several words underlined in red: 'containter', 'agiculture', 'MOSS', 'float', and 'hpw'.

5. Correct spelling errors

- a. Click **Spelling Errors Found** for errors in the **PageHeadline** and **Page Subheadline** field, and then make corrections using the **Spell Checker** window.
- b. Click in the misspelled words in the **Page Content** section, and then type the correct spelling. The **Spell Checker** window does not appear for errors in the **Page Content** section.

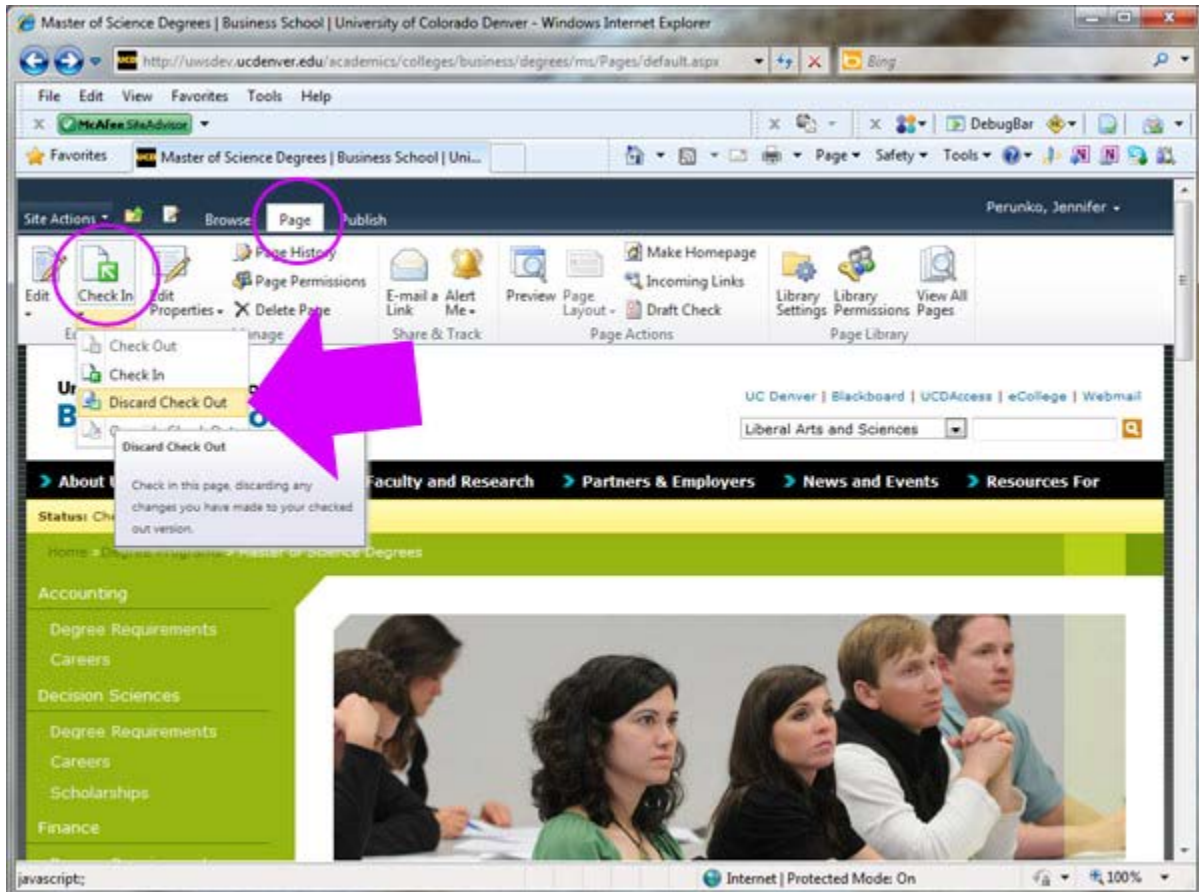
6. On the **Page** tab, **Edit** group, click **Check In**, and then click **Continue** to complete the **Check In** process.

**NOTE:** At any time during page editing, you can check the spelling on your page. Put your cursor in text, and in **Editing Tolls, Format Text** tab, click **Spelling**

## How to discard a check out

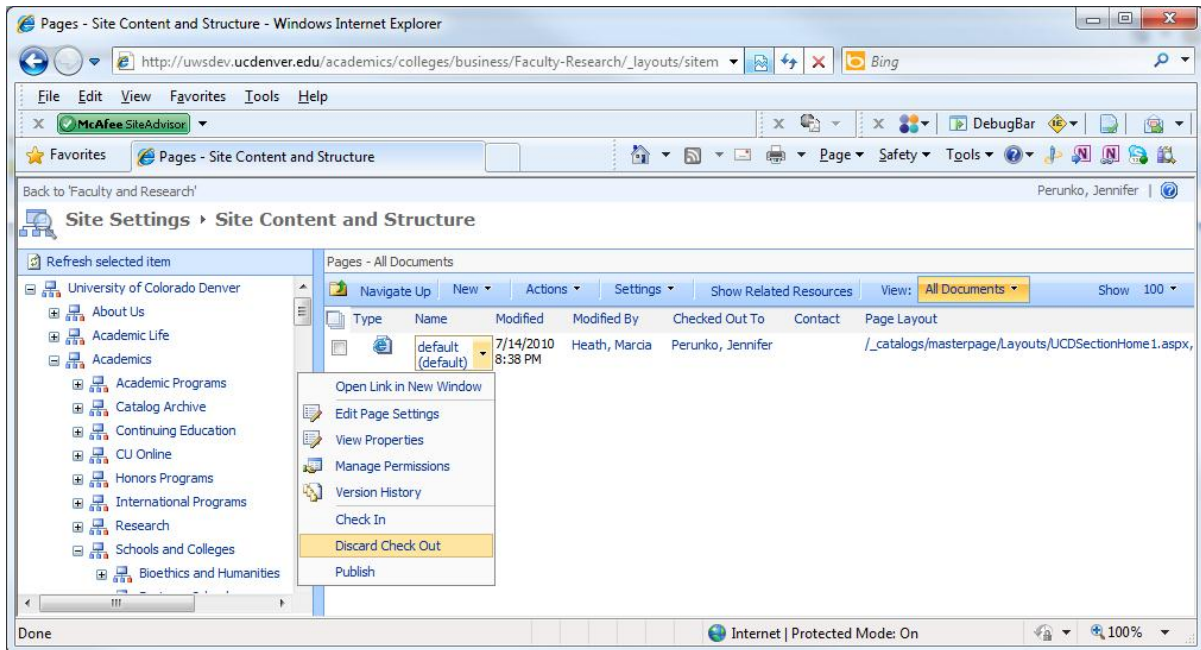
To discard a check-out means to stop editing **without saving** any work. You can discard your check-out if you do not want to save any of your work or if you checked out a page by mistake. You will also release the file so that other people may edit it.

*Using the Ribbon*



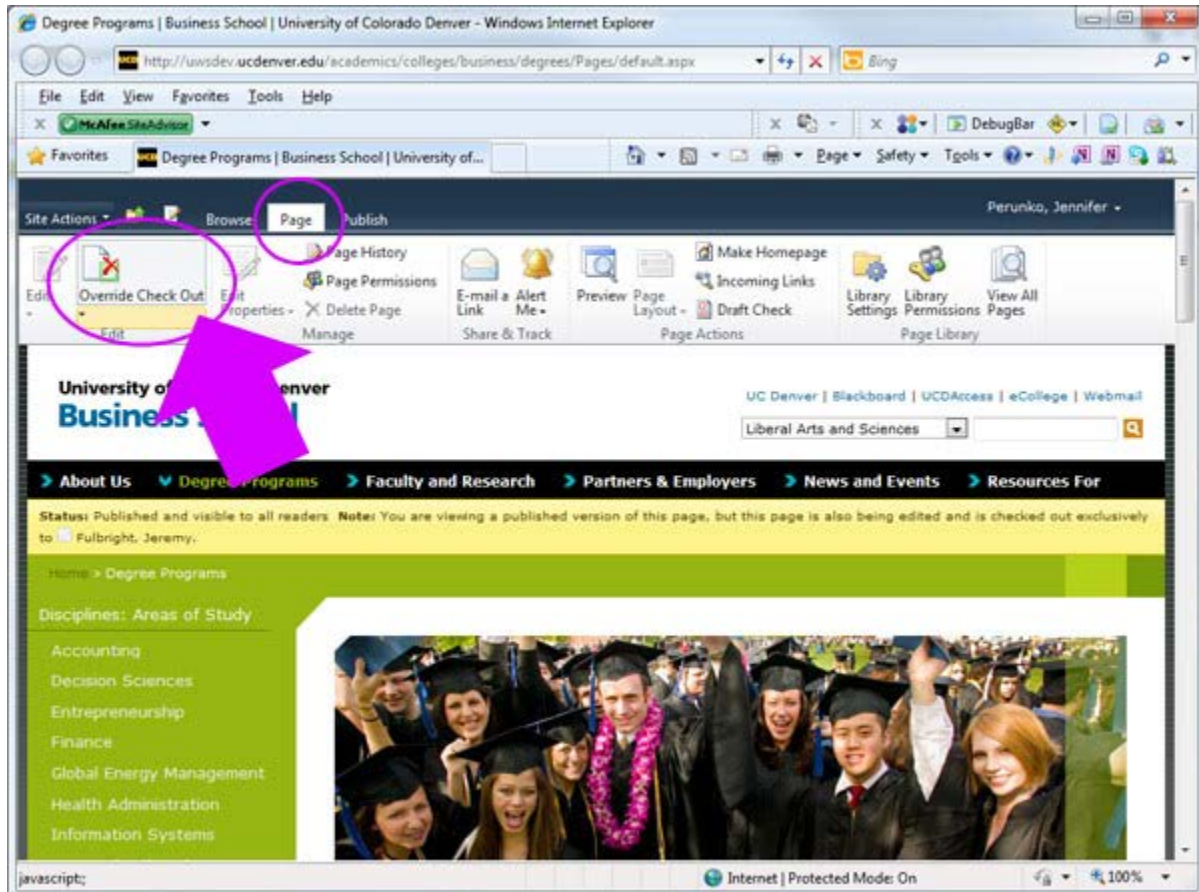
*Manage Content and Structure*

You may also discard your checkout through the **Pages** folder in the **Manage Content and Structure** view.



## How to override a check out

If someone else is working on a page, it will be checked out to that person. You will not be able to work on the page until that person checks the page back in or until you override the checkout. Contact the person, if possible, before you override their check out. You risk losing any changes made that were not saved.





## What is version history?

Versions are revisions to the items or files and the properties as stored. This enables you to better manage content as revised and even to restore a previous version. For example, if you make a mistake in the current version, you can go back in time and recover a previous version.

Versioning is a powerful component of a content management system. With it, you can:

- See when an item or file was changed and who changed it. You can also see when properties, or information about the file, were changed. For example, if someone changes the due date of a list item, that information appears in the version history. For files, you also see comments that people include about their changes.
- Restore a previous version as your current version You can easily replace your current version with a previous version. Your current version then becomes part of the version history.
- View a previous version
- You can view a previous version—for example, to refer to a previous guideline—without overwriting your current version.
- Track both major versions, such as those to which a new section was added, and minor versions, such as those in which a spelling error was corrected

Versions are created in the following situations:

- When a list item or file is first created and checked-in or when a file is uploaded.
- When a file is uploaded that has the same name as an existing file and the Add as a new version to existing files check box is selected.
- When the properties of a item or file are changed.
- When a file is opened, edited and saved. A version is created when you first click Save. This version is updated with the latest changes that you make to the file before closing it. A version is not created every time that you or another user clicks Save, because this would create too many versions.
- When a file is checked out, changed and then checked back in.
- And new to SharePoint 2010 is the addition of version history to web parts.
- If you or another user discards the checked-out version, no version is created.

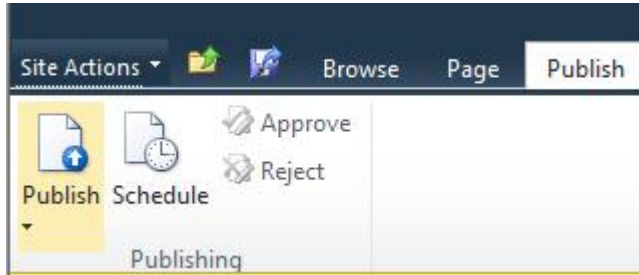
## Publish and Unpublish Pages

### How to publish a page

You must deliberately publish pages in your web site for them to become available for anonymous users on your public-facing web site.

To publish a page to your web site:

1. Navigate to the page you want to publish
2. In the **Publish** tab, click **Publish**



The page is published to your public-facing web site

**NOTE:** Web sites that are built on templates that require approval will not see publish as an option. You must first submit the workflow for approval.



## How to unpublish a page

You must deliberately unpublish pages in your web site for them to be hidden from anonymous users on your public-facing web site.

To unpublish a page to your web site:

1. Navigate to the page you want to publish
2. In the **Publish** tab, click the **Unpublish** button



The page is unpublished from your public-facing web site, you will need to sign in to view, work with, or re-publish the pages.