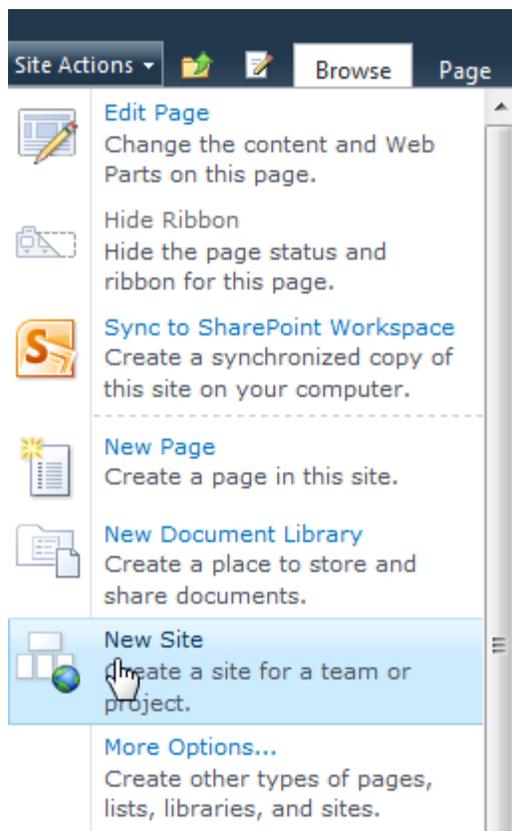


Working with websites in SharePoint 2010

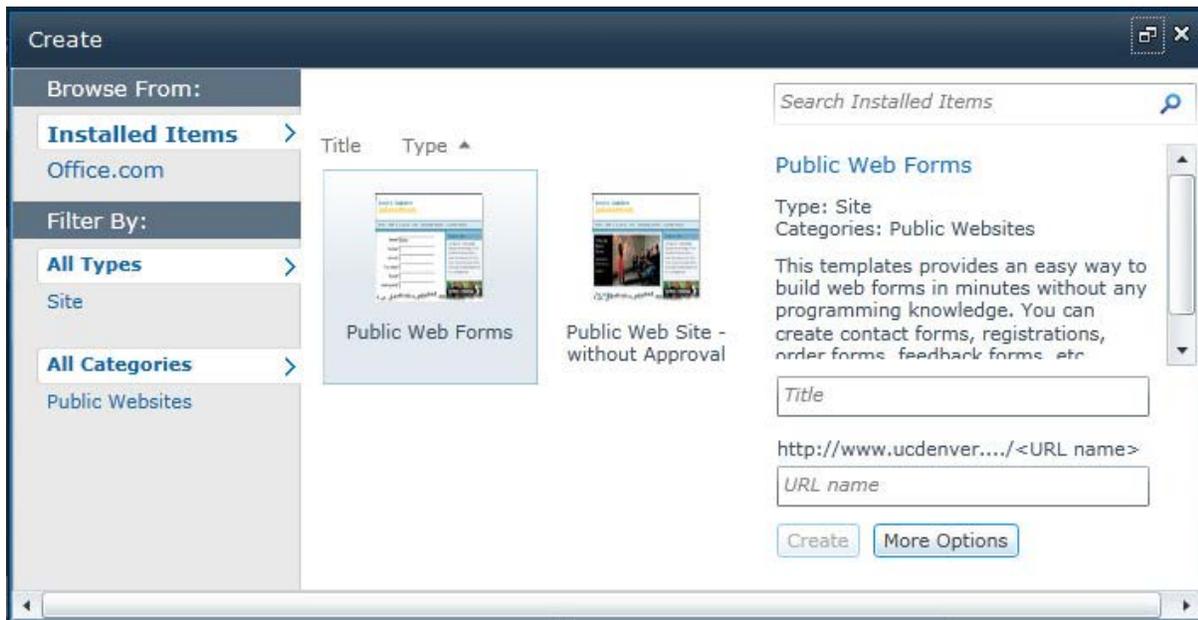
How to Create a Site in SharePoint

You must have a certain level of permission to be able to create a new site. If you need to make a new site, and do not see **New Site** as an option under **Site Actions** in the ribbon, contact your Site Owner or the CMS administrator.

1. Navigate to the site under which the new sub site should be created.
2. After you have logged in, on the site's home page click the Site Actions button opening the Site Actions menu.
3. Click **Site Actions**, and then click **New Site**



NOTE: The **Create New Site** dialog menu will open. If you do not see the **New Site** option, you do not have the proper authorization.



Step 1: Choose a Template

1. Choose the **Template** on which the site should be based. The template identifies the default format and components included in the site. Please refer to **Which Template Should I Choose?** for more information about templates.
2. In the **Title** field, type a name for your new site
NOTE: The title is the site name that will display throughout the pages on your site, including in the navigation.
3. Enter the **URL** name for the site.
NOTE: You can make this the same as the site title or rename to something that is short and easy to reference. Do not include spaces or special characters in the **URL** name. See the **Search Engine Optimization (SEO)** resource for more information on how to organically improve your search ranking and choosing a **URL** name.

to simplify branding and you can easily control who publishes content.

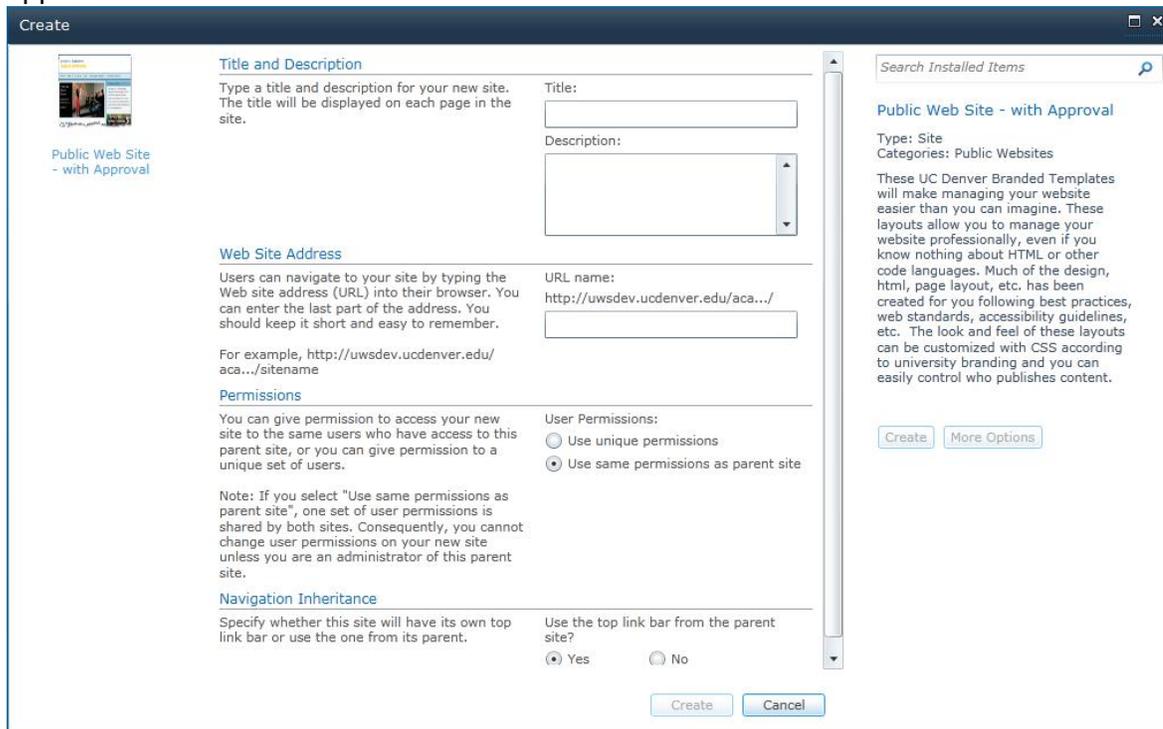
Title

http://uwsdev.ucdenv.../<URL name>

URL name

Create More Options

- To add description, **choose More Options**. The advanced **Create Site** menu will appear.



Title and Description
Type a title and description for your new site. The title will be displayed on each page in the site.

Title:
Description:

Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, <http://uwsdev.ucdenver.edu/aca.../sitename>

URL name:

Permissions
You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

User Permissions:
 Use unique permissions
 Use same permissions as parent site

Note: If you select "Use same permissions as parent site", one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

Navigation Inheritance
Specify whether this site will have its own top link bar or use the one from its parent.

Use the top link bar from the parent site?
 Yes No

- By adding a **Description**, you will be aiding the search relevance ranking for the site. Think of the description as metadata that will help visitors find and understand your site.
- Use the same permissions of the parent site for **Permissions**. When you opt to use the same permissions, security will be based on the permissions of the parent site. Even if you want unique permissions, this ensures that all the necessary groups are provisioned with the site. Then you can change the permissions to be unique if applicable.
- In the **Navigation Inheritance**, if you are building your site to have unique navigation, then select the navigation bar should list the subsites under the current site at the site root level. As you build out the information architecture, the site navigation will be displayed. For, subsites in your structure, more than likely, the navigation bar should inherit the options listed in the parent site's top link bar.



Once all of the necessary information has been entered or selected, click the **Create** button. A set of standard folders will be created, including the following:

- *Documents*: storage for all documents you upload and publish to your site
- *Images*: storage for all images you upload and publish to your site
- *Pages*: storage for all pages in your site
- *Workflow Tasks*: not currently in use

The navigation is linked automatically and the **Default** site home page opens.

Which Template Should I Choose?

There are two basic site templates—a public web site (with or without approval) and web forms. When you require web form functionality, choose a “public web site.” For more information, please see the Forms resource.

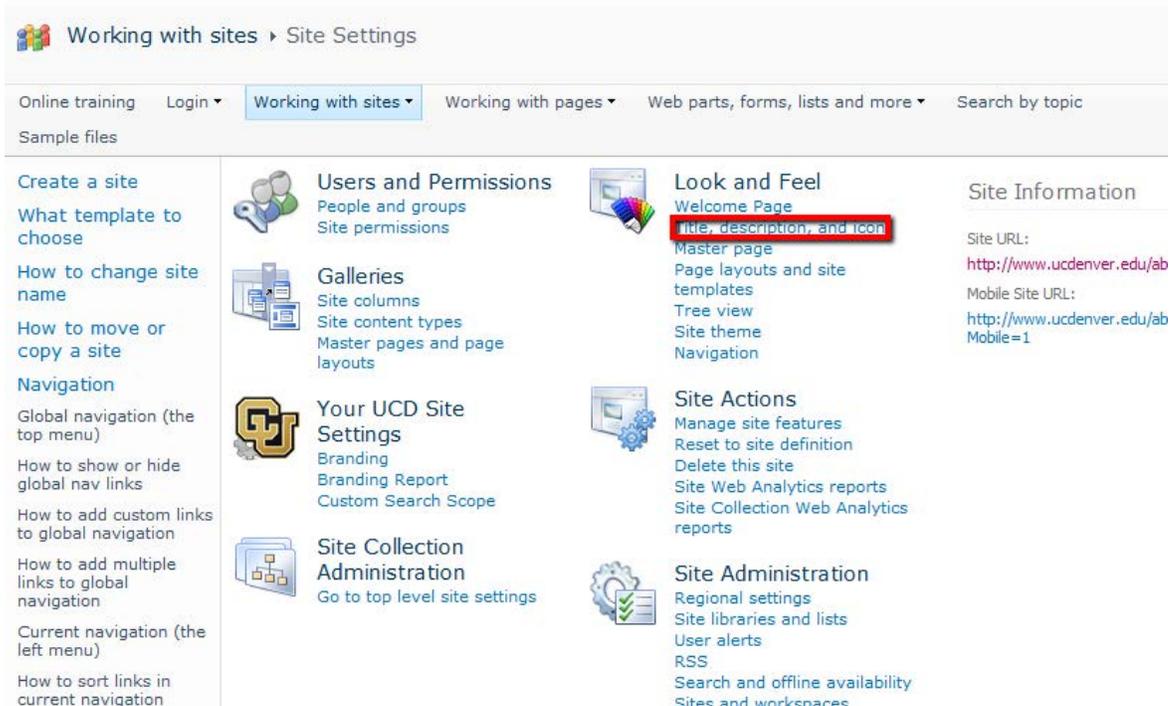
A public web site is associated with the approval workflow automatically. It is harder to add the approval workflow after the fact, so best practice is to build publishing sites with approval initially. Most websites bypass the approval process since site members have been given permission to publish content.

The approval process is used in a situation when content must be approved before it can be published. This decision is made at the departmental level.

If, for some reason, you don't see the above master page layouts, follow the directions load the site templates.

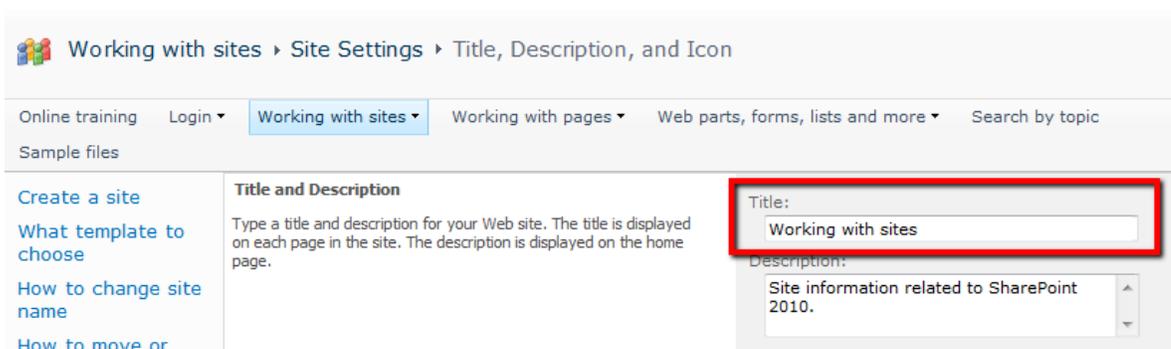
How to change a site name

1. Navigate to the site
2. Click Site Actions, and then click on Site Settings
3. Under the Look and Feel category, select Title, Description and Icon



The screenshot shows the 'Working with sites > Site Settings' page. The 'Look and Feel' category is selected, and the 'Title, description, and icon' link is highlighted with a red box. Other categories visible include 'Users and Permissions', 'Galleries', 'Your UCD Site Settings', 'Site Collection Administration', 'Site Actions', and 'Site Administration'. The 'Site Information' section on the right shows the Site URL as <http://www.ucdenver.edu/ab> and the Mobile Site URL as <http://www.ucdenver.edu/ab> with Mobile=1.

4. Change the title in the Title input box



The screenshot shows the 'Working with sites > Site Settings > Title, Description, and Icon' page. The 'Title and Description' section is active. The 'Title' input box is highlighted with a red box and contains the text 'Working with sites'. The 'Description' text area contains the text 'Site information related to SharePoint 2010.'.



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5. Select OK to proceed with the change or select Cancel to abort the pending change

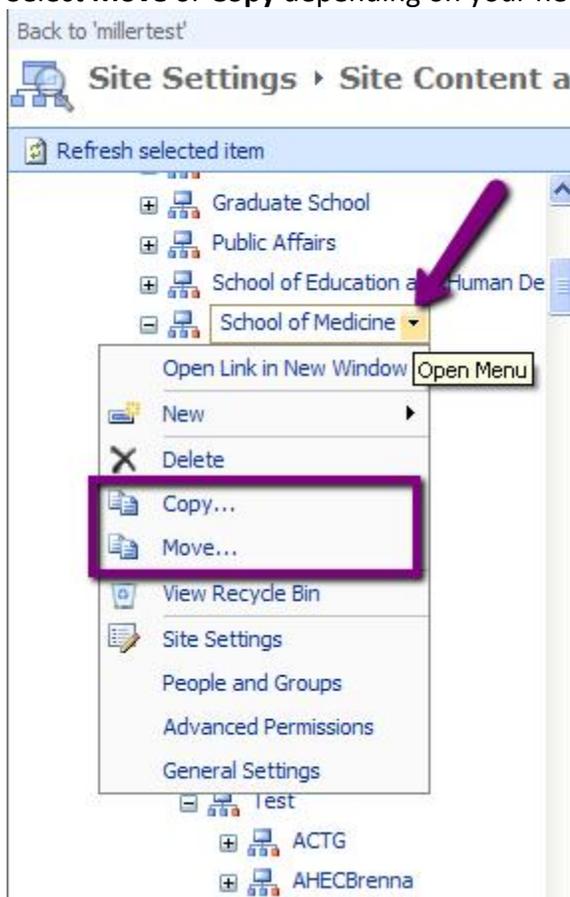


How to Move or Copy a Site to Another Location

Navigate and login to your site.

NOTE: You cannot copy/move a site into one of its sibling site (subsites).

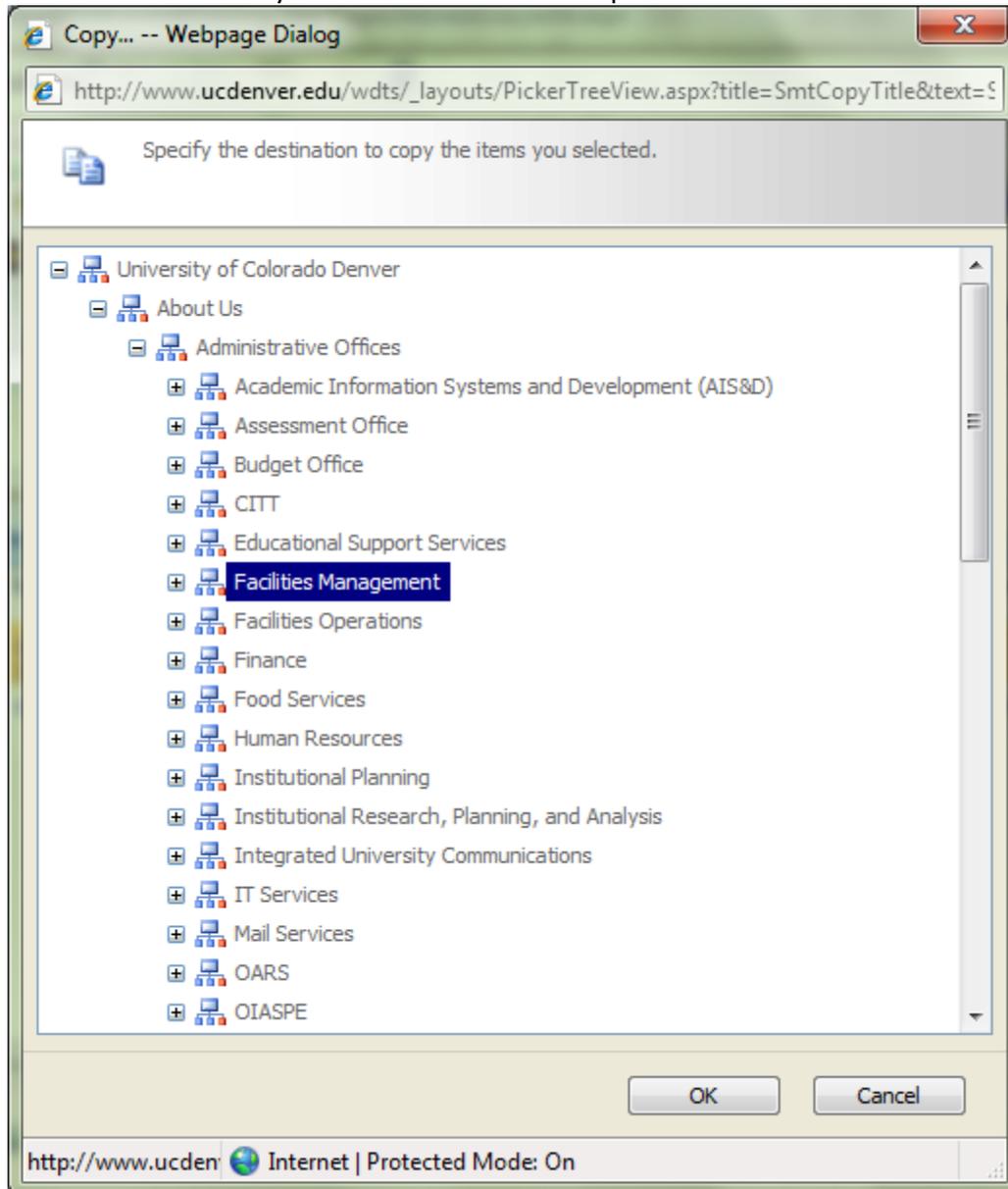
1. Click **Site Actions**, and then click **Manage Content and Structure**
2. Locate the site you want to move or copy.
3. Click the drop down menu to the right hand side of the site you want to move or copy.
4. Select **Move** or **Copy** depending on your need.



5. A smaller window will pop-up with a site tree.



6. Click on the site that you'd like the moved or copied site to reside in.



7. Wait a minute for the pop-up window to refresh (or reload - the screen should briefly flash).
8. Click **OK**
9. Copying may take several minutes. You will receive a screen that indicates that files are copying or moving.



10. 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.

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.