

Working with the Manage Content and Structure View

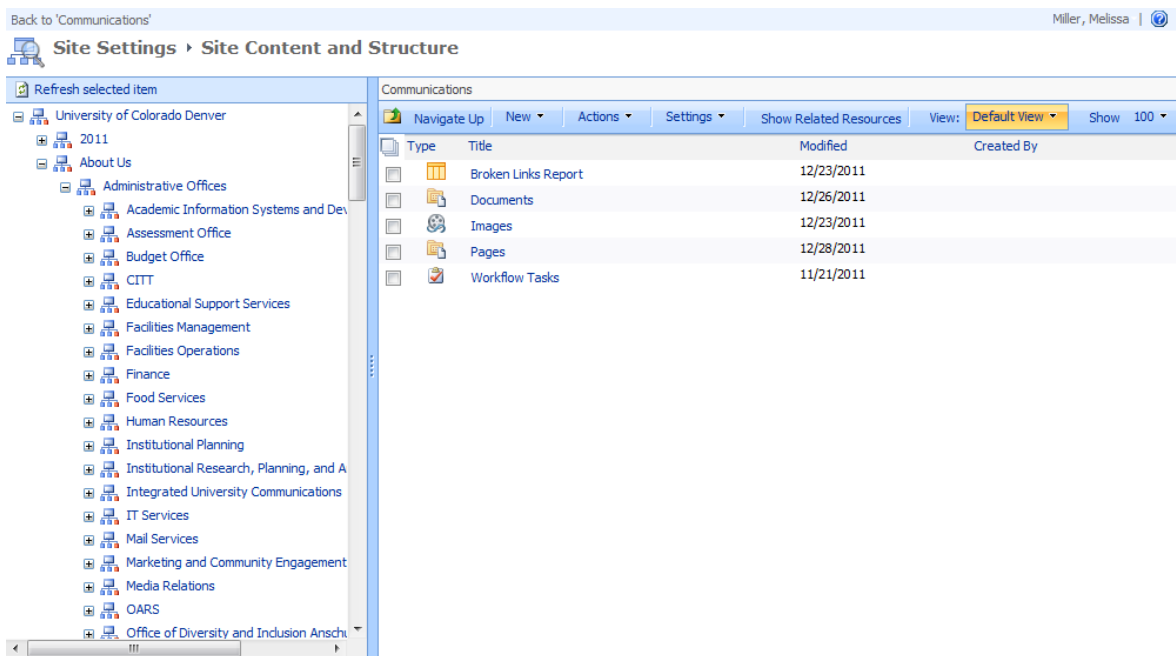
The Administrative Interface

There is an administrative side to SharePoint, which is a windows explorer view of all our web sites. Many of the tasks you completed in the front-end view of the website you can also complete in the administrative side.

To view the administrative side of the web site:

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

The administrative side of the web site appears.



The View

The outline on the left side is the tree view of all the universities web sites. **University of Colorado Denver** is at the top, and all web sites are organized within the university site by category. Your web site is housed within these site files. Seeing the site files in this view provides a great picture of the larger web site, and how all the sites fit together.

NOTE: Although you can see the entire structure of all the web sites for the university, it is likely you only have permission to view and/or edit the files within your web site. The view on the right shows what is inside the folder highlighted on the rig



ht. Every site has a standard set of four folders—Documents, Images, Pages, and Workflow tasks—and then whatever else is added to the site by authorized users. Your site could have just those four folders, or a long list of folders, lists, etc.

Note: Click on the folders in the left pane to view details about their content in the right.

The Functionality

You can perform many of the same tasks performed in the front-end view from this manage content and structure view. Most tasks can be performed both in the left pane, and in the right.

- Make new pages
 - a. Navigate to the **Pages** folder in the site in which you want to add a page
 - b. In the left page, click the drop-down arrow next to **Pages**, click **New**, and then click **Page**
OR
 - c. In the right pane, click the drop-down arrow next to **New**, and then click **Page**
The **Create Page** window opens
 - d. Complete the form, and click **Create**

- Upload new images
 - a. Navigate to the **Images** folder in the site in which you want to upload a new image
 - b. In the left pane, click the drop-down arrow next to **Images**, click **New**, and then click **Item**
OR
 - c. In the right pane, click the drop-down arrow next to **New**, and then click **Image**
 - d. The **Upload Document** window opens
 - e. Browse for the image you want to upload, and then click **OK**
 - f. **NOTE:** When you upload an image from the administrative view, you may have to publish the document before you can use it on your pages
 - g. a) In the right pane, click the check box to the left of the image file
b) Click **Actions**, and then click **Publish**



- Upload New Documents
 - a. Navigate to the **Documents** folder in the site in which you want to upload a document
 - b. In the left pane, click the drop-down arrow next to **Documents**, click **New**, and then click **Item**
OR
 - c. In the right pane, click the drop-down arrow next to **New**, and then click **Item**
 - d. The **Upload Document** window opens
 - e. Browse for the document you want to upload, and then click **OK**
 - f. **NOTE:** When you upload an image from the administrative view, you may have to publish the document before you can use it on your pages
 - g. a) In the right pane, click the check box to the left of the document file
b) Click **Actions**, and then click **Publish**

- Check out/in
 - a. Navigate to the **Pages** folder in the site in which you want to check out/in a page
 - b. In the right pane, click the check box to the left of the page
 - c. Click **Actions**, and then click **Check Out** or **Check In**

- Publish
 - a. Navigate to the **Pages** folder in the site in which you want to publish a page
 - b. In the right pane, click the check box to the left of the page
 - c. Click **Actions**, and then click **Publish**

NOTE: To get back to the front-end GUI view, navigate to the **Pages** folder, and then click on any page.