

Creating a Teamsite



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Creating a Teamsite

A teamsite comes with announcements lists, discussion boards, document libraries, a calendar, a links list, a wiki page library, and a task list already configured and ready for use. These components of the site allow you and your team to quickly set up and begin collaborating on your projects.

Create a Site based on a Template

- 1. Click on the Site Actions menu and select New Site.
- 2. Click on any site icon and notice that on the right side of the window the creation attributes are dynamically displayed for each item.
- 3. Click on Team Site to select it then click on More Options.



- 4. Enter a title and description for the site.
- 5. Enter a URL for the site. **NOTE:** When entering the URL you only need to specify what the site name (last portion of the URL) will be. SharePoint will automatically generate the first portion of the URL. Keep the URL short do not use spaces, use hyphens instead.
- 6. If you do not want the site to inherit permissions from the parent site click Use unique permissions.
- 7. Select whether or not you would like the site to appear on the Quick Launch of the parent site.
- 8. The new site can inherit the top link bar from the parent or have it's own.
- 9. Click Create.

Create				□ ×
	Title and Description	•	Search Installed Items	
00	Type a title and description for your new site.	Title:		
	site.	Test Site		Team Site
-		Description:		Type: Site
Team Site		Site for testing new features in SharePoint 2010		A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar
	Web Site Address			items, tasks, and discussions.
	Users can navigate to your site by typing the	URL name:		
	can enter the last part of the address. You	http://web-sharepoint1/IS/		Create More Options
	should keep it short and easy to remember.	testsite		
	For example, http://web-sharepoint1/IS/ sitename			
	Permissions			
	You can give permission to access your new	User Permissions:		
	parent site, or you can give permission to a unique set of users.	 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			
	Specify whether links to this site appear in the Quick Launch and the top link bar of the parent site.	Display this site on the Quick Launch of the parent site? (•) Yes () No	•	
		Create Cancel)	

Permissions

By selecting Use unique permissions, the Set Up Groups for this Site window will appear. Use this page to specify who can access your site. You can create new SharePoint groups or re-use existing SharePoint groups. *Note: Best Practice for granting permission to users is to add them to a SharePoint group*, *not to give the user access directly to a site. It is much easier to maintain groups across multiple sites than to maintain individual users across multiple sites.*

Site Actions 👻 🐋			WEBLAB\JSzonntag 🕶
Use this page to	Set Up Groups for this Site o specify who can access your site. You can create new SharePoint groups or re-use exis	sting SharePoint groups.	
Home			0
Libraries Site Pages Shared Documents	Visitors to this Site Visitors can read content in the Web site. Create a group of visitors or re-use an existing SharePoint group.	Create a new group	
Lists Calendar Tasks Discussions Team Discussion	Members of this Site Members can contribute content to the Web site. Create a group of site members or re-use an existing SharePoint group.	Create a new group Ouse an existing group Test Site Members WEBLAB\Szonntaa ; Sec 11	
All Site Content	Owners of this Site Owners have full control over the Web site. Create a group of owners or re-use an existing SharePoint group.	Create a new group Ouse an existing group Test Site Owners WEBLABUSzonntag ; Compared by the second seco	
		ОК	

1. Visitors to this Site: create a group of visitors or re-use an existing SharePoint group. To use an existing group click on the down arrow and select from the list. To see a complete list of groups click on More...

Use this page	 Set Up Groups for this Site to specify who can access your site. You can create new SharePoint groups or re-use ex 	isting SharePoint groups.	
Home			
Libraries Site Pages Shared Documents Lists Calendar Tasks Discussions Team Discussion	Visitors to this Site Visitors can read content the Web site. Create a group of visitors or re-use an existing SharePoint group. Hembers of this Site Members can contribute content to the Web site. Create a group of site members is are-use an existing SharePoint group.	Contraste a new group Use an exercise group Information Service Members Information Service Visitors Information Service Visitors Information Test Site Members WEBLABUS2conntag;	
All Site Content	Owners of this Site Owners have full control over the Web site. Create a group of owners or re-use an existing SharePoint group.	Create a new group Use an existing group Test Site Owners WEBLABUSzonitaa ;	

2. Members of this Site: a new group is automatically created for this group. You can add members to this group by typing in the user's name or clicking on the address book icon

I. Separate each user's name with a semicolon.

- 3. Owners of this Site: a new group is automatically created for this group. You can add members to this group by typing in the user's name or clicking on the address book icon. Separate each user's name with a semicolon. Permissions are cumulative, therefore if you add someone to the Owners group there is no need to add them to the other groups.
- 4. Click Ok when all of the changes have been made.

To check or make changes to group or individual permissions click on Site Actions and select Site Permissions. From this page you can grant permissions, create new groups, edit or remove user permissions.

			Permission Tools					WEBLAB\1Szonntag
Site Actions -	• 🐋 в	rowse	Edit					WEBERD 0520111kag •
8	<u> _</u>	28	S> S	a de la comercia de l	dermission Levels			
Inherit Permissions	Grant Permission	Create Group	Edit User Remove Permissions Permissi	User Check ons Permissions				
Inheritance	Gra	nt	Modify	Check	Manage			
This web si	te has unio	que perm	nissions.					
Libraries			Name			Туре	Permission Levels	
Site Pages		V	Information Service V	isitors		SharePoint Group	View Only	
Shared Doo	cuments		Test Site Members			SharePoint Group	Contribute	
Lists			Test Site Owners			SharePoint Group	Full Control	
Tasks								
Discussion								
Trem Dies								
ream Discu	199101							
Recycle	Bin							
All Site	Content							

1. Edit User Permissions: check the box next to the group or individual name that you would like to make the changes to and click on Edit User Permissions. Select the new permission level and click Ok.



2. Remove User Permissions: check the box next to the group or individual name that you would like to remove all permissions for. A warning window appears, click Ok to remove permissions.

Message fr	rom webpage
?	You are about to remove all permissions for the following user or group to "Test Site": Information Service Visitors
	OK Cancel

3. Add or Remove Individuals from a Group: click on the group name, click the New drop down menu and select Add Users

Site Actions 👻 🐋					WEBLAB\JSzonntag +
Use this group to	ite Settings > People and Groups - To o grant people contribute permissions to the Sha	est Site Members arePoint site: Test Site			
Home				Search this	s site 🔎 🕜
Groups	New - Actions - Settings -				View: Detail View -
Test Site Members Test Site Owners Information Service Members More	Add Users Add users to this group.	Name WEBLAB\JSzonntag	About me	Title	Department
Libraries Site Pages Shared Documents					
Lists Calendar Tasks					
Discussions Team Discussion					
Recycle Bin					

4. Enter the user name. You can enter more than one user name, separate the names with a semicolon. Click Ok when finished.

Select Users You can enter user names, group names, or e-mail addresses. Separate them with semicolons.	Users/Groups:
	OK Cancel

5. To remove a user from a group, click on the group name check the box next to their name and click on the Actions pull down menu. Select Remove Users from Group, a warning window will appear, click Ok.

Site Actions 👻 🐋						WEBLAB\:	ISzonntag 🗸	
Test Site > S Use this group to	i te Setting o grant people	S ➤ People and Groups - Test Site e contribute permissions to the SharePoint si	Members te: Test Site					
Home					Search this	site	2	0
Groups	New -	Actions - Settings -				View:	Detail View	•
Test Site Members		E-Mail Users	7			L		
Test Site Owners		Send an e-mail to selected	me	About me	Title	Department		
Information Service Members	V	Call/Message Selected Users	BLAB\JSzonntag					
More			_					
		Remove Users from Group Remove selected users from this SharePoint group.						

6. Grant Permissions: to add individual users or groups to a site click on Grant Permissions. Enter the user names or group names, remember to separate them with a semicolon. Select which SharePoint group the user should be added to or grant them permissions directly by selecting Grant users permission directly. Click Ok when finished.

Grant Permissions Grant Permissions Select the permissions you want these users to have. You can add users to a SharePoint group fract has already been granted the appropriate permission levels, appropriate permission levels.	Select Users You can enter user names, group names, or e-mail addresses. Separate them with semicolons.	Users/Groups:
	Grant Permissions Select the permissions you want these users to have. You can add users to a SharePoint group that has already been granted the appropriate permission levels, or you can grant the users specific permission levels. Adding users to a SharePoint group is recommended, as this makes managing permissions easier across multiple sites.	Grant Permissions Add users to a SharePoint group (recommended) Test Site Members [Contribute] View permissions this group has on sites, lists, and items Full Control - Has full control. Gortribute - Can view, add, update, delete, approve, and customize. Contribute - Can view, add, update, and delete list items and documents. Read - Can view pages and list items and download documents. View Only - Can view pages, list items, and documents. View only - Can view pages, list items, and bounded. Records Center Web Services Submitters - Submit content to this site using Web Services.

7. Create Group: to create a new group click on Create Group, enter the group name, description and select a permission level. Click Create when finished.

Site Actions 👻 📸		WEBLAB\JSzonntag 🗸
Create a new S	Site Settings → Create Group iharePoint group. This group will be available throughout this Site Collection.	
Home		8
Libraries Site Pages Shared Documents Lists Calendar Tasks Discussions	Name and About Me Description Type a name and description for the group.	Name: About Me: 新聞 亂 為 [⑦ ♥] 圓 許 詳 圓 圖 [⑧ 圖 图 A A] B [[] 필] 詳 書 專] 註 註 第 第] A 例 H M
Team Discussion	Owner The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.	Group owner: WEBLAB\JSzonntag ;
	Group Settings Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Who can view the membership of the group? Group Members C Everyone Who can edit the membership of the group? Group Owner G Group Members
	Membership Requests Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request. Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group. Give Group Permission to this Site Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected. View site permission assignments	Allow requests to join/leave this group? Yes No Auto-accept requests? Yes No Send membership requests to the following e-mail address: Choose the permission level group members get on this site: http://web-sharepoint1/IS/testsite Full Control - Has full control. Design - Can view, add, update, delete, approve, and documents. Contribute - Can view, add, update, and delete list items and documents. Read - Can view pages and list items and download documents. View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded. Records Center Web Service Submitters - Submit content to this site using Web Services.

Check Permissions Tool

New to SharePoint 2010 the Check Permission tool will evaluate what permission a particular user or group has. To view the permission levels:

- 1. Click on the Site Actions pull down menu and select site permissions.
- 2. Click on the Check Permissions icon on the Ribbon.

			Permission To	ols			WERLAR\157nnatag
Site Actions -	2	Browse	Edit				
Inherit	Gran	Create	Edit Usar	Sa Pamoya Ilsa	Chack	dermission Levels	
Permissions	Permissi	ons Group	Permissions	Permission	Permissions		
Inheritance	G	Frant	Mo	dify	Check	Manage	

3. Enter the username or group name and click Check Now. A window will appear listing all the persmissions for that particular user or group.

Check Permission To check permission user or group, ente name or e-mail addr	ns Ins for a In their Tress.	User/Group: WEBLAB\JSzonntag;
Permission leve	els given t	Check Now Close Cose (WEBLAB\JSzonntag)
Full Control	Given thro	ough the "Test Site Owners" group.
	Characteristics	whether Press Cite Manufacer I and a

Edit Page

The Edit Page option is used to change the site image, the welcome text or add new lists to the

page. To begin editing click the Edit button located to the right of the Site Actions drop down menu on the Ribbon or click on Site Actions and select Edit Page.

Change the Site Image:

- 1. Click the Edit Button.
- 2. Click on the picture to highlight it.
- 3. Click on the Picture Tools tab that appears on the Ribbon.
- 4. Select the Change Picture icon.
- 5. Select the location to upload the picture from; either from you computer or from the web.

site Actions 👻 📝	Browse Page F	Editing Tools ormat Text Insert	Picture Tools Design				Sz	zonntag, Julianna 🚽
Change Picture Processing Address /_lay	outs/images/homepag ole collaborating perties	Image Styles Arrange	Horizontal Size: 395 p Vertical Size: 264 p Vertical Size: 264 p Vertical Size	x C x C k Aspect Ratio				
From Address Site Pages Shared Documents Lists Calendar Tasks	Add a new image, can click on Share getting started sec Shared Docume	to your site change this welcom ed Documents to add tion to share your si ents	e text or add new lists t files or on the calendar te and customize its loo	o this page by clicking th to create new team eve k.	e edit button above. You nts. Use the links in the	-		
Discussions Team Discussion	Type There are no items to	Name to show in this view of th	Modified e "Shared Documents" docur	Modified By ment library. To add a new ite	m, dick "New" or "Upload".	y -	ER	
All Site Content	🖶 Add documer	nt				-		
						Cotting Ctarted		

6. If you select a picture stored on your computer it will upload to your **Site Assets** library or one of the other site libraries. Select which library to upload the picture to by clicking on the down arrow.

Asset Library: An asset library is a document library that is specially designed to store digital assets such as images, audio files, and videos. This kind of library can be used as a repository for media files that will be used throughout the SharePoint environment, for example corporate logos, training videos, etc.

Select Pi	ture		n ×
Name:		Browse	
Upload to:	Site Assets Site Assets Shared Documents		-
	ОК	Cancel	

7. When you are finished making your changes click on the Save & Close icon.



- 8. You can also click on the Save & Close icon that has more options. From here you can:
 - Save and Close
 - Save and Keep Editing
 - Stop Editing

Site actions 🔹 💽 🕼 Browse Page	Editing Tools Library Format Text Insert Documents	Tools Web Part Tools Library Options				Szonntag, Julianna 👻
Save & Close Close Check Out	Verdana • 8pt • B I ∐ abe x, x ² [®] • <u>A</u> •	□□□律律 /1 1	A Styles	Text Layout -	<>	
Edit pboard	Font	Paragraph	Styles	Layout	Markup	
Save & Close Save and Keep Editing Stop Editing	e to your site!					

Remove the Getting Started Links

1. Highlight all the links . Notice the Table Tools tab that appears on the Ribbon. The getting started links are a table.



2. Click on the Layout tab under Table Tools and click on the Delete icon. Click Delete Table.

					E	diting To	ols	Table Too	ols					
Site Actions	- 🖄	V	Browse	Page	Forma	at Text	Insert	Layout D	Design					
								Table Widt	th 100 %	🗘 📮 Column \	Vidth	1.5 "	÷	Summary:
					1			i 🗄 Table Heig	ht 94 px	🛉 🕴 Row Heig	ght	50 px	•	
Show Grid Lines	Merge Cells v	Split Cells +	Insert Above	Insert Below	Insert Left	Insert Right	Delete •	*		•			•	
Table	Me	rge		Row	s & Colu	mns	👫 De	ete Cell		Width & Height				Properties
Libraries							📈 De	lete Column						
Site Pages	s		Wol	com	o to	VOU	🔿 🗛	ata Row						and the second s
Shared Do	ocument	s	WC1	com		C	🔀 De	lete Table	$\mathbf{\Sigma}$					1000

- 3. Highlight the text Getting Started and hit the backspace key to delete the text.
- 4. Click Save and Close before exiting the page.

Content Editor

1. Highlight the text to edit and select the font and size from the Format Text tab. Additional formatting options are located on the Ribbon.



2. Click Save and Close before exiting the page.

Web Parts: A web part is an aggregation of information from other sources which can be displayed on a page. Web parts can display many types of data, including lists, libraries and other web pages.

Adding a Web Part

- 1. Click on the page where you would like to insert a web part.
- 2. Click on the Insert tab located under the Editing Tools tab to activate the Ribbon.
- 3. Select the Web Part icon on the Ribbon to display the web part choices.



4. Highlight the web part and click Add to insert it onto the page.

Removing a Web Part: when you remove a web part you are not deleting the information contained within the web part, you are only removing the link to it.

- 1. To remove a Web Part, such as the Shared Documents library shown in the example below, click to highlight it this will activate the Web Part Tools tab on the Ribbon.
- 2. Click on the Web Part Tools tab and select Delete.



Drag and Drop Web Parts on a Page

- 1. Click the Edit button on the ribbon to begin editing the page.
- 2. Click on the title of the web part that you would like to move.

	0 Ar ev Ge	nouncements - Use this list to track up ents, status updates or other team news at Started with Microsoft SharePoint F	Modified 3/28/2012 1:44 PM	
₽ A	dd new	announcement		
	ea voc	cuments		
	Type	Name	Modified	Modified By
	Type	Name	Modified 6/18/2012 2:19 PM	Modified By Szonntag, Julianna
	Type	Name Anchors-Links-inContribute-2 Classes_Prof_Dev	Modified 6/18/2012 2:19 PM 6/18/2012 2:19 PM	 Modified By Szonntag, Julianna Szonntag, Julianna

3. Drag it to the new location and release the mouse.

📃 Туре	Name	Modified	Modified By
B	Anchors-Links-inContribute-2	6/18/2012 2:19 PM	🔳 Szonntag, Julianna
e la	Classes_Prof_Dev	6/18/2012 2:19 PM	🔳 Szonntag, Julianna
👜 Add doc	General-SP-pres-notes ument	6/18/2012 2:19 PM	Szonntag, Julianna
Add doc	General-SP-pres-notes ument nents	6/18/2012 2:19 PM	Zzonntag, Julianna
Add doo	General-SP-pres-notes ument nents tle	6/18/2012 2:19 PM	Szonntag, Julianna

4. Announcements is now located below the Shared Documents web part.

Creating Links

Creating a hyperlink

- 1. Click on the Edit page icon located on the ribbon.
- 2. Highlight the text you would like to turn into a hyperlink.
- 3. Click on the Insert tab located under Editing Tools on the ribbon.
- 4. Click on the Link icon.



- 5. Enter the URL address in the Insert Hyperlink box and click OK.
- 6. Once you created the hyperlink the Link Tools tab will appear on the ribbon.
- 7. You can add a description for the link, have it open in a new tab and display an icon.



8. To delete the hyperlink click Remove Link located on the Link Tools ribbon.

Creating a document link

- 1. Open the library that contains the document you wish to create a link for, right click on the document and select copy shortcut.
- 2. Click on the Edit button.
- 3. Type the text on the page where you would like the link to appear.



- 4. Highlight the text that will become the link.
- 5. Click on the Insert button.
- 6. Click on the Link icon.
- 7. Paste the URL into the Link box.
- 8. Click Ok.
- 9. Click the Link Tools tab, enter a description and check the Open in new tab option if you would like the link to open in its own window.



Create a link using Double Brackets

Links can be created to pages and lists within a teamsite by using double brackets instead of the link icon.

Creating a link to a Page

- 1. Click the Edit button to begin editing.
- 2. Place the cursor where the link should appear.
- 3. Type double brackets, [[, SharePoint shows the pages within the teamsite that a link can be created for.

[[1	
Shi	Home How To Use This Library		
	Market Segments List: View:	Modified	Modified By
	PER PERSONAL	6/18/2012 2:19 PM	Szonntag, Julianna

- 4. Select an item by using the down arrow, hit enter.
- 5. SharePoint will automatically add the 2 closing brackets. **Note:** if you would like a larger font for the link, change the font size before you start typing.



6. Click Save and Close, the link becomes active.



Creating a link to a List

- 1. Follow steps 1through 3 from the section above.
- 2. Select List from the list of options.
- 3. The word list appears inside double brackets. [[List:]]
- 4. Type the name of the list that you would like to link to after the semicolon. For example, Announcements, Calendar, Team Discussion, etc. [[List:Calendar]]

- 5. You can insert descriptive or alternate text for the list link if you want a name other than the list name.
- 6. Insert a pipe symbol (|) after the word Calendar and add the text Team Calendar, there are no spaces before or after the pipe sign.

[[List:Calendar|Team Calendar]]

7. Click Save and Close for the link to become active.

Home Boot Camp	Home Boot Camp Web Team Information Services								
Libraries Site Pages Shared Documents	Welcome to your site!								
New Library Add a new image, change this welcome text or add new lists to this page by clicking the edit button above. You can click on Shared Documents to add files or on the calendar to create new team even Use the links in the getting started section to share your site and customize its look. Calendar View Anchors and Links in Contribute									
Tasks Discussions	How to create Superscripts and Subscripts in Contribute.								
Team Discussion	Team Calendar The descriptive list link								

Changing the Text Layout

There are several design options to choose from for the page layout. **Note:** You will not lose any content when you change the text layout of the page.

- 1. Click on the Edit button to begin editing the page.
- 2. Click on the Text Layout drop down menu.
- 3. Select the option that best suits your needs.

Site Actions 🕶 🐋 🥻	Browse Page	Editing Tools Format Text Insert				
Save & Close Check Out	Paste	Verdana • 8pt • B / U abe x x ² * A • Ao		∎ A Stres	Text	<> Select - Markup
• •	 Undo - Cliphoard 	Eont	Paragraph	tyles	layout 🗸	Styles - SHTML -
Libraries		, on	Turugruphi			One column
Site Pages	Welcom	e to vour site!				One column with sidebar
Shared Documents		,				
New Library	Add a new ima above. You car	ge, change this welcome text or add ne n click on Shared Documents to add files	w lists to this page by cli or on the calendar to cr	cling the edit eate new tea		Two columns
Lists	Use the links in	the getting started section to share you	ir site 🗋 and customize	e ts look.		Two columns with header
Calendar						
Tasks						Two columns with header and footer
Discussions	Shared Doc	uments				Three columns
Team Discussion	🔲 Туре	Name	Modified	Modified By		Three columns with header
Reople and Croups		Anchors-Links-inContribute-2	6/18/2012 2:19 PM	Szon tag, :		
People and Groups	e	Classes_Prof_Dev	6/18/2012 2:19 PM	Szonntig, :		Three columns with header and footer
_	ലി	General-SP-pres-notes	6/18/2012 2:19 PM	Szonntad.		
					\mathbf{N}	

4. Save and Close the page when you are finished.

Customizing the Quick Launch Bar

Adding a New Navigation Link

Note: best practice for creating new links is to have the URL at hand prior to adding the link. We will demonstrate how to add a library link.

- a) Go to All Site Content to find the library you would like to add to the Quick Launch bar.
- b) Right click on the library name and go to properties.
- c) Copy the URL of the library **except** for the /Forms/Allitems.aspx portion.

Properties	X
General	
	Allterns aspx
Protocol:	HyperText Transfer Protocol with Privacy
Type:	ASPX File
Address: (URL)	https://gp.wcupa.edu/vp/a/acad/web/asm/bootca mp/penn/New%20Library/Forms/Allterns.aspx
	OK Cancel Apply

- d) Close the window.
- 1. Click on the Site Actions drop down menu and go to Site Settings.
- 2. Under the Look and Feel category click on Navigation.
- 3. Scroll down to the Navigation Editing and Sorting section.
- 4. Under the Current Navigation section click on the heading where you would like to add a link. In this example we will add a library under the Libraries section.

Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.



5. Click on Add Link.



- 6. Type a title for the link in the Title box.
- 7. Paste the URL into the URL box.
- 8. Click Ok.

🧧 Nav	vigation Link '	Webpage Dialog	
	Edit the title, UR	L, and description of the navigation item.	
	Title:	Juli's Files	
	URL:	https://sp.wcupa.edu/vp/is/acad/webteam/bi	Browse
		🔲 Open link in new window	
	Description:	*	
		-	
	Audience:		S 🕼
		ОК	Cancel

- 9. The name of the Library will appear in the Library list.
- 10. Scroll to the bottom of the page and click Ok.

Delete a Navigation Link

- 1. Click on the Site Actions drop down menu and select Site Settings.
- 2. Under Look and Feel click on Navigation.
- 3. Click on the link that you would like to delete.
- 4. Click Delete. **Note:** this does not delete the library, only the link is deleted.



5. Scroll down to the bottom of the page and click OK.

Adding a New Heading

Note: best practice for creating a new heading is to have the URL at hand prior to adding the link. We will demonstrate how to add the People and Groups heading.

- a) In Site Settings under the Users and Permissions group right click on People and Groups.
- b) Go to Properties.
- c) Copy the entire URL.

P	roperties	×	J
Γ	General		1
		people.aspx	
l	Protocol:	HyperText Transfer Protocol with Privacy	
	Туре:	ASPX File	l
	Address: (URL)	https://sp.wcupa.edu/vp/is/acad/webteam/bootca mp/perm/_layouts/people.aspx	
		OK Cancel Apply	

- d) Close the window.
- 1. From the Site Actions drop down menu select Site Settings.
- 2. Under Look and Feel select Navigation.
- 3. Click on Current Navigation to select it.
- 4. Click on Add Heading.



- 5. Type People and Groups into the description box.
- 6. Paste the URL into the web address box.
- 7. Click Ok.

Navigation Heading	g Webpage Dialog	
Edit the title, UR	RL, and description of the navigation item.	
Title:	People and Groups	
URL:	https://sp.wcupa.edu/vp/is/acad/webteam/b	Browse
	Open link in new window	
Description:	A	
	Ŧ	
Audience:		\$
	ОК	Cancel

8. Scroll down to the bottom of the page and click Ok.

Delete a Heading

- 1. Click on the Site Actions drop down menu and select Site Settings.
- 2. Under Look and Feel click on Navigation.
- 3. Click on the heading that you would like to delete.
- 4. Click Delete.



5. Scroll to the bottom of the page and click Ok.

Change Order in the Quick Launch bar

You can change the order of how items appear in the Quick Launch bar.

- 1. Click on the Site Actions drop down menu and select Site Settings.
- 2. Under Look and Feel click on Navigation.
- 3. Click on the link or heading that you would like move up or down.
- 4. Click on the Move Up or Move Down option.



5. Scroll down to the bottom of the window and click Ok.

Customizing the Top Link Bar

Note: If a site is renamed from the Title, Description, and Icon page, the site name is not updated on the top link bar. To change the name that appears on the top link bar, you must edit the top link bar.

Adding a Link to the Top Link Bar

- 1. On the Site Actions menu, click Site Settings.
- 2. In the Look and Feel group, click Navigation.
- 3. If the site is displaying the same navigation links as the parent site the Global Navigation option will not be visible in the Navigation Editing and Sorting section.
- 4. To activate the Global Navigation option, click on Display the navigation items below the current site.

 Display the same navigation items as the parent s Display the navigation items below the current site 	ite e
 Show subsites Show pages 	
Maximum number of dynamic items to show within this level of navigation:	20

- 5. Scroll down to the Navigation Editing and Sorting section.
- 6. Click on Global Navigation.
- 7. Click on Add Heading or Add Link and follow the same steps as described above in the Quick Launch section.
- 8. To reorder or delete links follow the same steps as described above in the Quick Launch section.
- 9. To display the same navigation links as the parent site, click on Display the same navigation items as the parent site. The navigation links that you added will disappear.
- 10. Scroll down to the bottom of the page and click Ok.

Recycle Bin

Each site has a recycle bin from which deleted items can be restored; items such as documents, list items and libraries. **Note:** deleted items that are more than 30 days old will be automatically emptied.

- 1. Click on the Recycle Bin link located at the bottom of the Quick Launch bar.
- 2. Check the box next to the item or items that you would like to restore and click on Restore Selection.

entire Site Col	to restore ite llection go to	ems that you have deleted from this the Site Collection Recycle Bin.	site or to empty deleted items. Items that were d	eleted more than 30 day(s) ago	o will be automatically emptied. To mana	ige deleted item
me Boot Camp	Web Team	Information Services			Search this site	٩
raries	Restor	e Selection X Delete Selection				
e Pages ared Documents	Г Туре	Name	Original Location	Created By	Deleted↓	Size
w Library		New Library	/vp/is/acad/webteam/bootcamp/perm	Szonntag, Julianna 🔳	6/18/2012 2:28 PM	146 KB
	V 🖄	do-not-expire.xls:	/vp/is/acad/webteam/bootcamp/perm/Shared Documents	Szonntag, Julianna 🔳	6/18/2012 2:20 PM	22.4 KB
endar	•	Anchors-Links-inContribute.docx	/vp/is/acad/webteam/bootcamp/perm/Shared Documents	Szonntag, Julianna 🔳	6/18/2012 2:20 PM	289 KB
sks	•	Daff_Days-2012-Order-Form.doc	/vp/is/acad/webteam/bootcamp/perm/Shared Documents	Szonntag, Julianna 🔳	6/18/2012 2:20 PM	68 KB
cussions		daffodil_days.docx	/vp/is/acad/webteam/bootcamp/perm/Shared Documents	Szonntag, Julianna 🔳	6/18/2012 2:20 PM	19.5 KB
m Discussion						