

20 SharePoint Tips & Tricks

Spring 2013

Main Topics We'll Cover Today

- General formatting
- Hyperlinks
- Photos and images
- Document management



First things first!

- Check in, check out, save & close, publish—there's a method to the madness 😊
- Check in/out is like a library book
- Save & close saves your work and keeps the page checked out to you
- PUBLISH makes your edits go LIVE for all to see AND checks the page back in

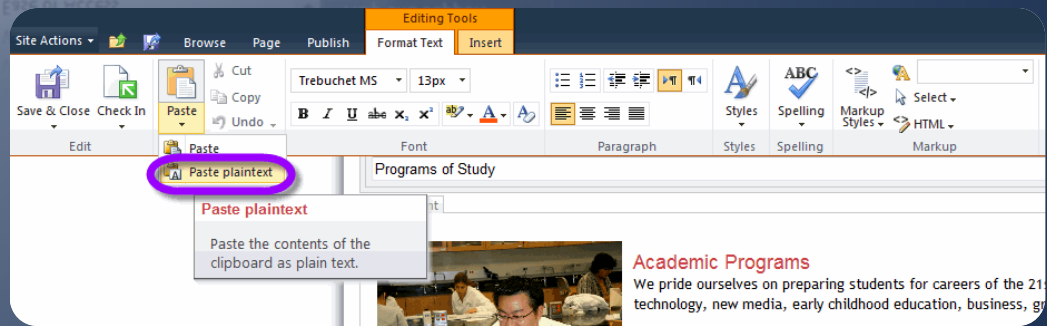
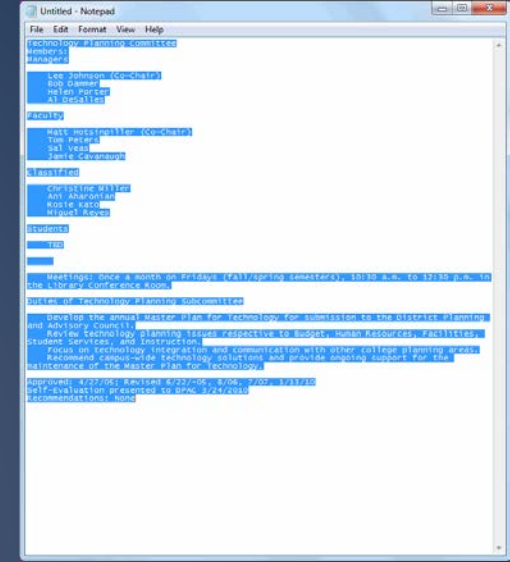
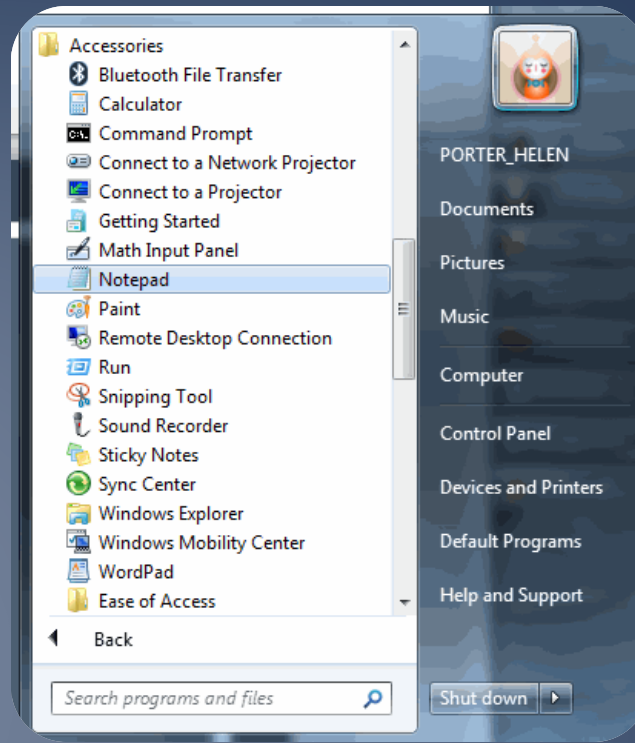


The background features a light gray gradient with numerous thin, vertical green lines of varying lengths and positions, creating a grass-like or abstract pattern. A solid green horizontal bar spans the bottom of the image, containing the text.

General Formatting

Notepad is your friend!

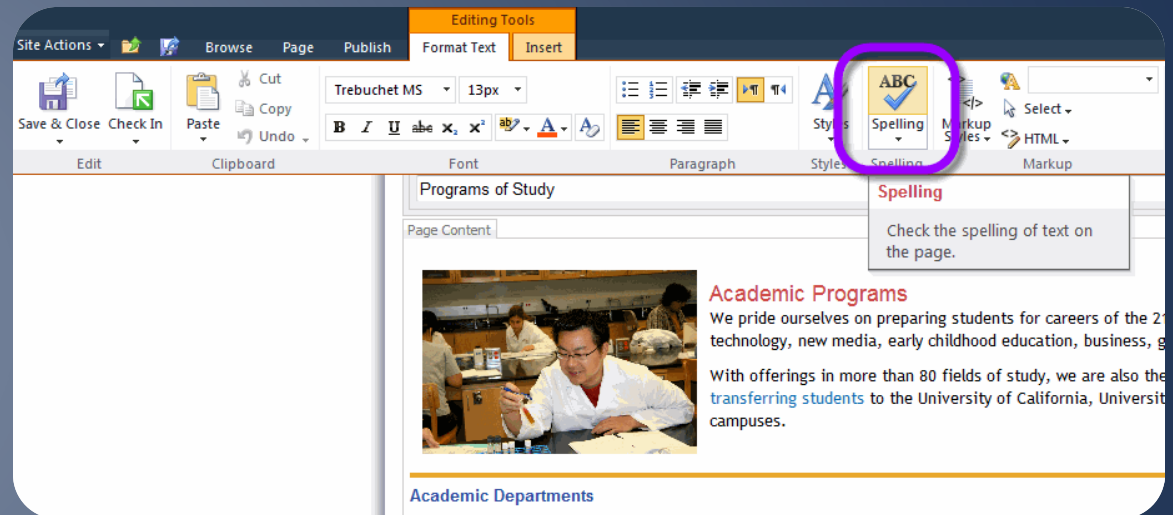
You also have a “paste plaintext” option.



Academic Programs
We pride ourselves on preparing students for careers of the 21st century in technology, new media, early childhood education, business, and...

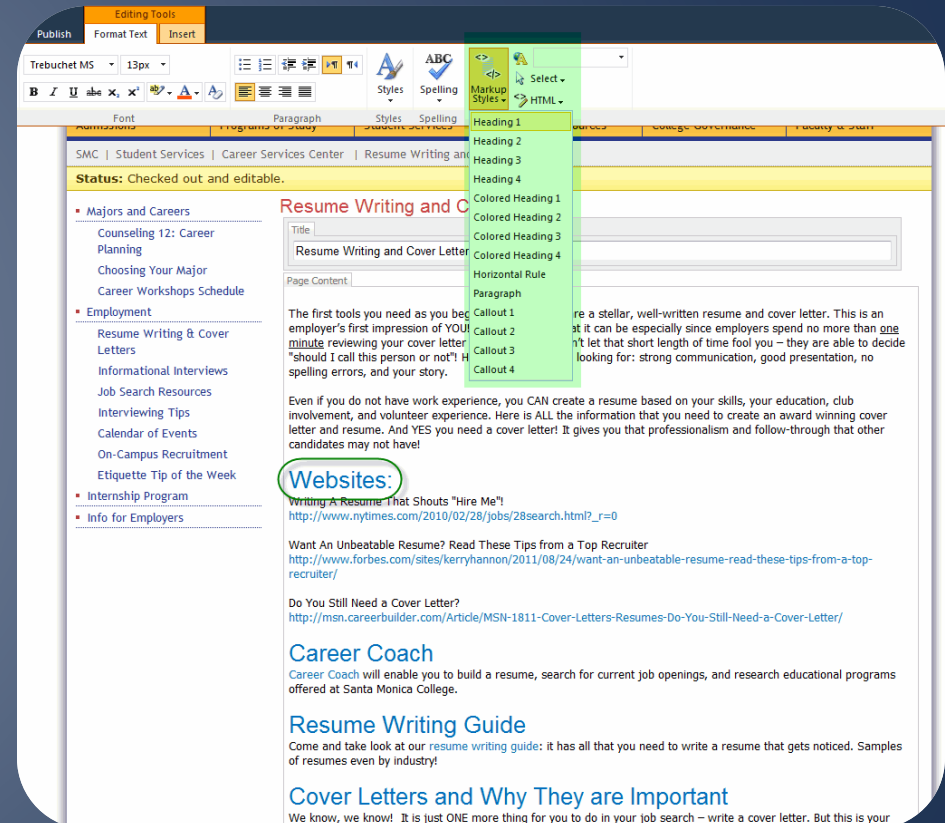
Spell Check is also your friend!

Don't overlook this tool—spelling errors are more common than you think.



Use Built-In “Markup Styles”

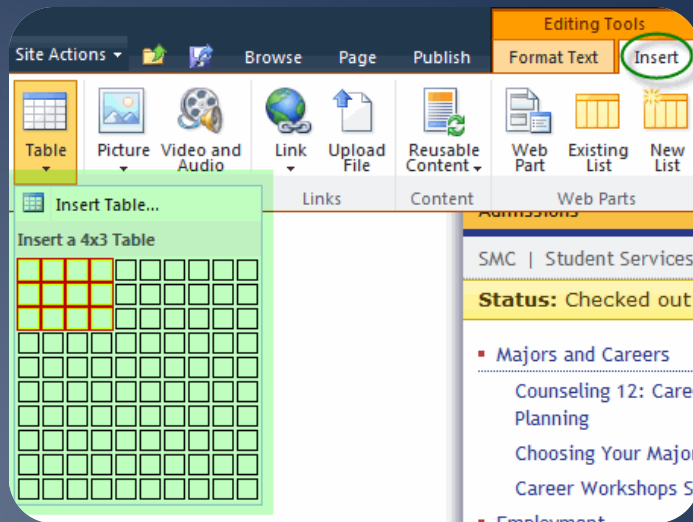
- It makes consistent formatting easier and quicker
- It makes webpages more accessible for visitors with disabilities



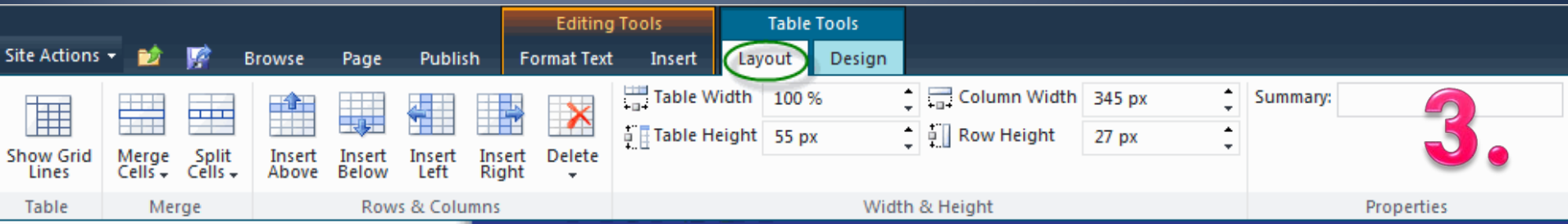
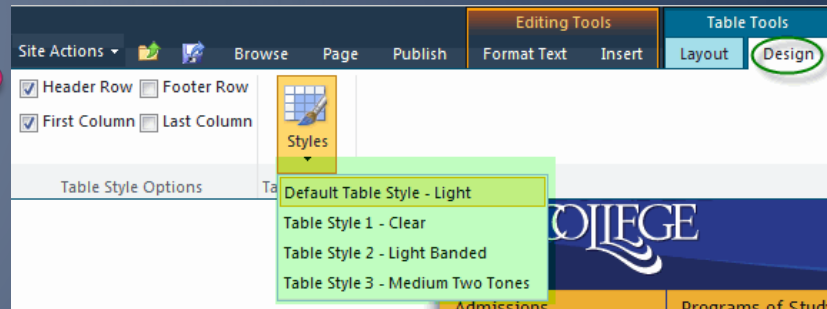
Create simple tables within SharePoint

Just go to the “Insert” tab. Once you’ve inserted a table, you’ll see 2 table control tabs.

1.



2.






3.

Create Tables with Fancier Formatting

- If your table needs fancy background colors or borders, make it in Word first
- Do only the formatting and text in Word – add links and images in SharePoint
- This is one of the few instances where I recommend copying from a Word doc! ;-)
- Please keep accessibility in mind

Visit SMC Not sure if SMC is right for you? We invite you to stop by and give us a try! Visit SMC. >>	Apply Now! Why wait? Applying is free, and easy. Apply now. >>	Prepare for SMC Follow the Steps to Success to ensure your spot at SMC. Prepare. >>	SMC Near U! Find out if we're coming to a high school or college fair near you! Calendar. >>
--	---	--	---

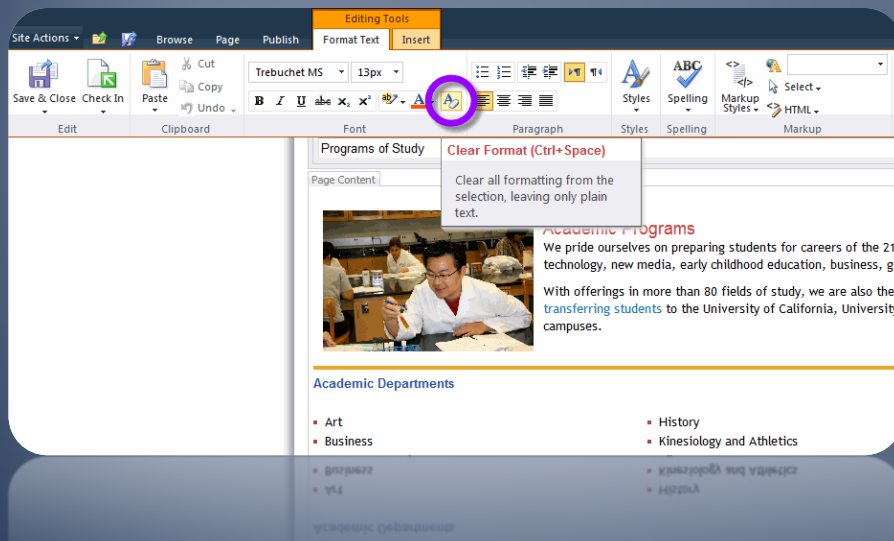
Table created & formatted in Word Document

			
Apply Now! Why wait? Start your application now. It's free and easy. Apply now. >>	Schedule a Tour Not sure if SMC is right for you? We invite you to stop by and give us a try! Visit SMC. >>	Find a Counselor Our team of counselors is excited to meet you! Learn how & where to find us. Meet the team. >>	Connect! Get to know us on Facebook and Twitter.  

Finished table with images and links added

Clear Out Funky Formatting

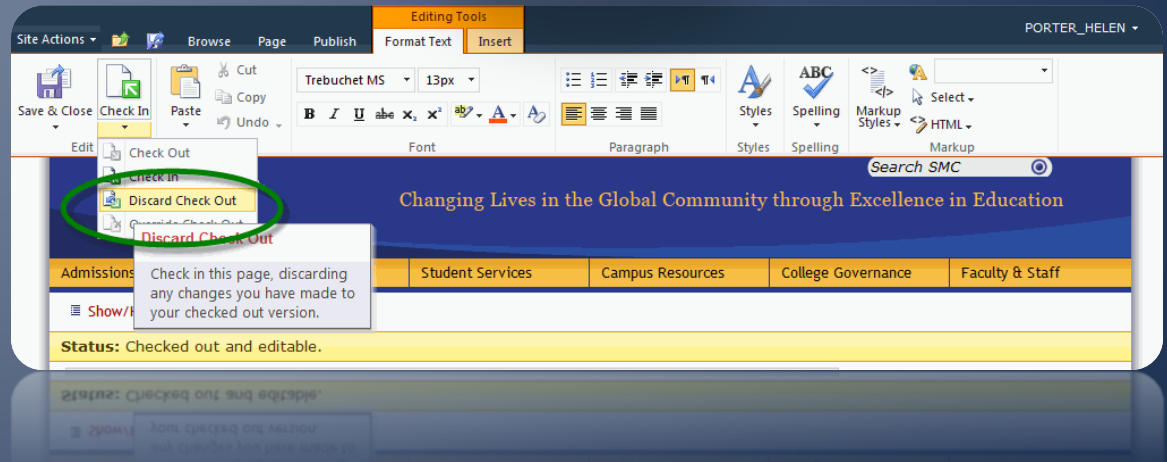
- If a section of your page is exhibiting formatting quirks:



- Highlight the “messed up” section
- Click the “Clear Format” button
- This should leave the section as plaintext only

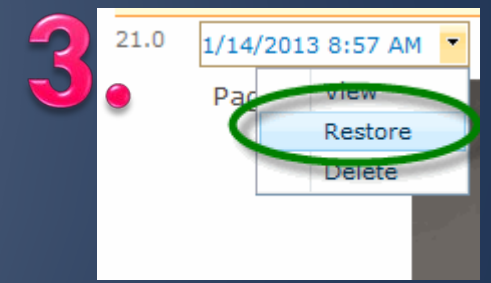
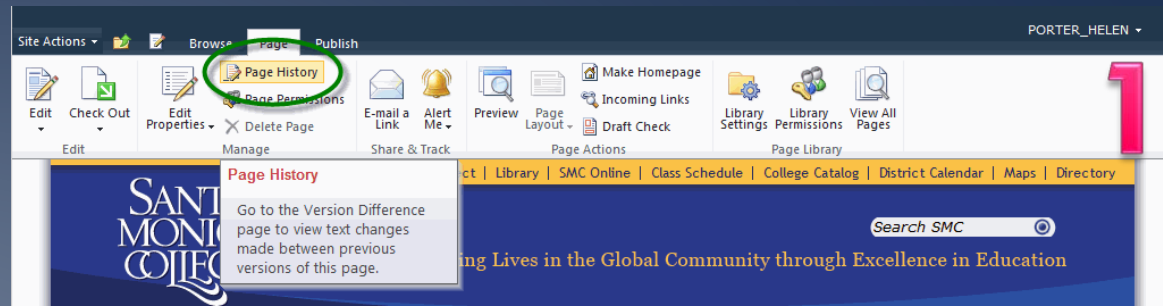
Did you mess up your webpage?

Don't panic! If you haven't published yet, all you have to do is "discard check-out."



But what if I already published?

Not to worry: go to the Page tab > Page History > Version History. Then restore the 2nd most recent version.



The background features a light gray gradient with numerous thin, vertical green lines of varying lengths and positions, creating a textured, grass-like effect. A solid green horizontal bar spans the bottom of the image, containing the title text.

URLs and Hyperlinks

Editing Your Navigation Menu

- Links on the left side of your department's web pages are your navigation menu
- To edit them, go to Site Actions > Site Settings > Navigation.
- Keep your end users in mind!

The screenshot displays the 'Navigation Editing and Sorting' interface. At the top, a green header bar contains the title and a toolbar with icons for 'Move Up', 'Move Down', 'Edit...', 'Delete', 'Add Heading...', and 'Add Link...'. Below the header, a text box explains: '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 subites.' A green arrow points from this text box to the 'Navigation Menu controls' label. The main content area is a list of navigation items, organized into sections: 'General Information', 'Testing Policies', 'Tests and Services', 'Testing Results', and 'Documents'. Each section contains a list of links, such as 'About Assessment', 'Location & Directions', 'Testing Requirements', 'Academic Integrity', 'Learning Outcomes', 'Links to SMC Services', 'FAQs', 'New Students', 'Continuing Students', 'Concurrent Enrollment Students', 'Retesting Policies', 'Out-of-Area California Students', 'Out-of-State Students', 'Prepare Before Testing', 'English Assessment & Prep', 'ESL Assessment & Prep', 'Math Assessment & Prep', 'Math Challenge Exam', 'Chemistry Challenge & Prep', 'Math Proficiency & Prep', 'Ability-to-Benefit & Prep', 'Faxing Test Results', 'Proctoring Services', 'Waivers and Exemptions', 'Interpreting Your Results', 'View Your Placement Eligibility', 'Placement Recommendations', 'Forms', 'Placement Charts and Brochures', and 'ABC'.

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 subites.

Navigation Menu controls

- General Information
 - About Assessment
 - Location & Directions
 - Testing Requirements
 - Academic Integrity
 - Learning Outcomes
 - Links to SMC Services
 - FAQs
- Testing Policies
 - New Students
 - Continuing Students
 - Concurrent Enrollment Students
 - Retesting Policies
 - Out-of-Area California Students
 - Out-of-State Students
- Tests and Services
 - Prepare Before Testing
 - English Assessment & Prep
 - ESL Assessment & Prep
 - Math Assessment & Prep
 - Math Challenge Exam
 - Chemistry Challenge & Prep
 - Math Proficiency & Prep
 - Ability-to-Benefit & Prep
 - Faxing Test Results
 - Proctoring Services
 - Waivers and Exemptions
- Testing Results
 - Interpreting Your Results
 - View Your Placement Eligibility
 - Placement Recommendations
- Documents
 - Forms
 - Placement Charts and Brochures
 - ABC

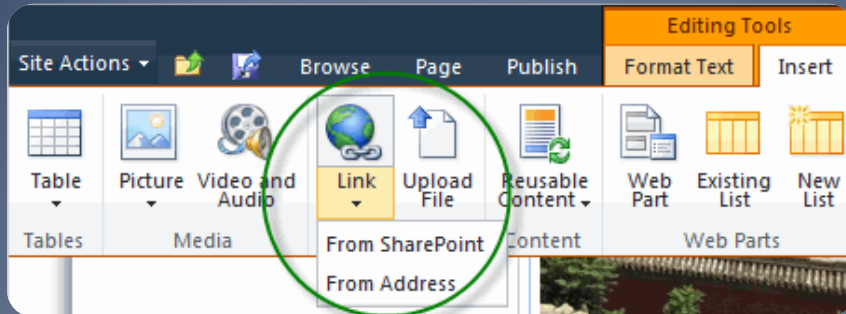
Vanity URLs

You can send me these requests!

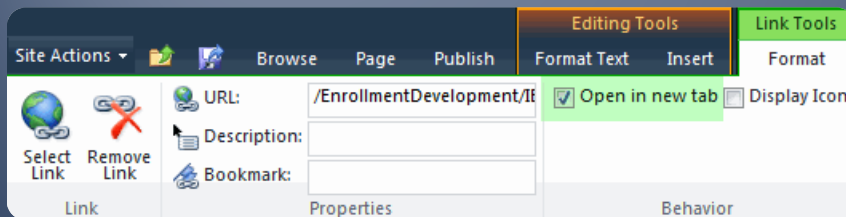
- A vanity URL makes this:
<http://www.smc.edu/EnrollmentDevelopment/IEC/Pages/Contact-the-International-Education-Counseling-Center.aspx>
- Become this:
www.smc.edu/askIECC



Make Document & External Links Open in a New Tab

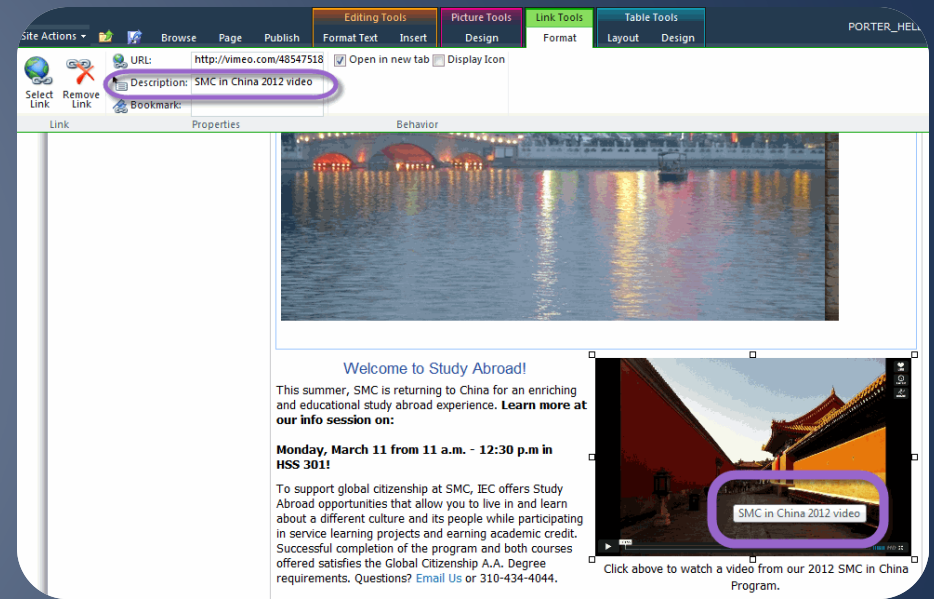


- You'll provide a better user experience by making links to **documents** and **external sites** open in a **new tab**
- All you have to do is check “open in new tab” in the Link Tools tab



Add Description Text to Links

- Adding description text for a hyperlink increases accessibility and gives visitors more info about the link
- It's imperative to include a description for linked images

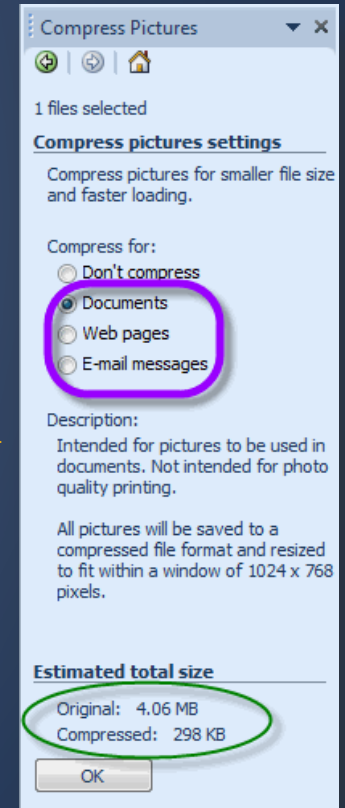
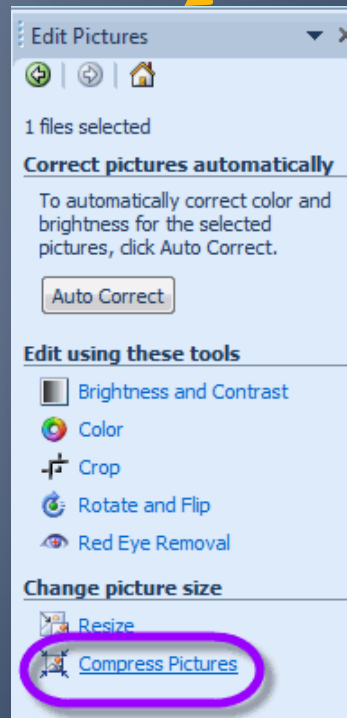
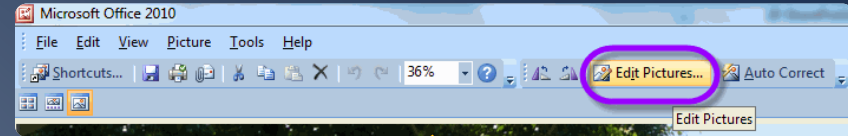
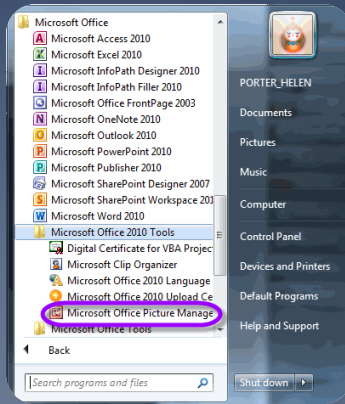


The background of the slide features a pattern of vertical, slightly wavy green lines of varying thicknesses, resembling blades of grass or reeds, set against a light gray gradient. A solid, vibrant green horizontal bar spans the width of the slide, positioned in the lower half. The text "Photos and Images" is centered within this green bar.

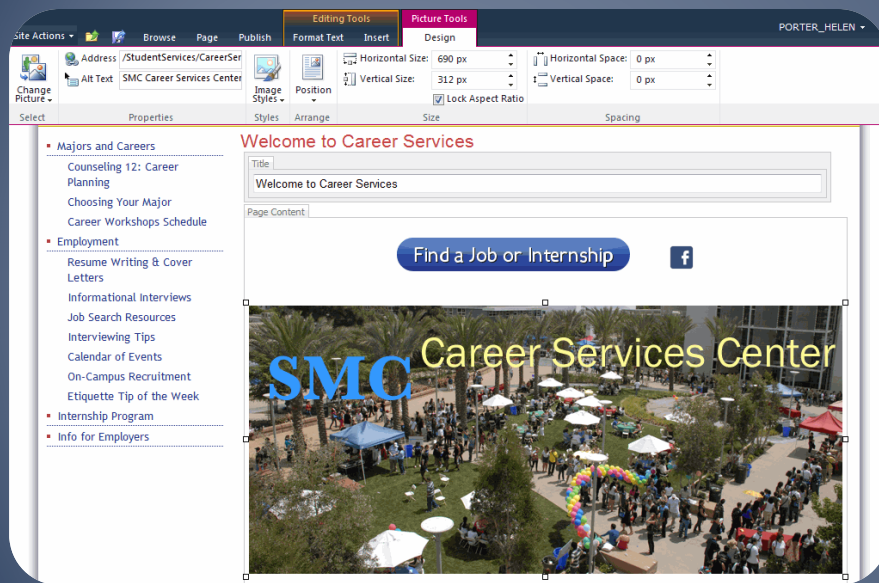
Photos and Images

Before you upload: compress!

Use Microsoft Office
Picture Manager to
compress photos for the
web.



Get to Know Your Picture Tools



- Manually adjust horizontal or vertical size to make an image fit on your page (keep **aspect ratio** locked!)
- SharePoint automatically adds 5 pixels of space around your image, but you can reduce this
- The “Position” menu gives you control over how text flows around your picture

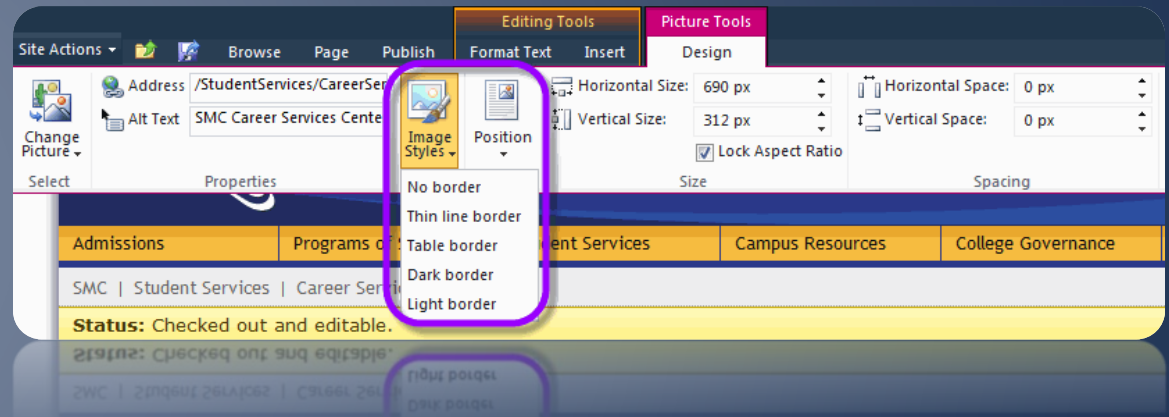
ALWAYS add “Alt Text”

You must add alt text to every picture for accessibility purposes

The screenshot shows a web editor interface with a navigation menu at the top containing 'Admissions', 'Programs of Study', 'Student Services', 'Campus Resources', 'College Governance', and 'Faculty & Staff'. The current page is 'SMC | Student Services | Career Services Center'. A yellow status bar indicates 'Status: Checked out and editable.' The main content area is titled 'Welcome to Career Services' and features a blue button labeled 'Find a Job or Internship' and a Facebook icon. Below this is a large image of a crowded outdoor event with the text 'SMC Career Services Center' overlaid. The editor's toolbar at the top shows the 'Alt Text' field for the selected image, which contains the text 'SMC Career Services Center'. The toolbar also includes options for 'Horizontal Size' (690 px), 'Vertical Size' (312 px), 'Horizontal Space' (0 px), and 'Vertical Space' (0 px). The user's name 'PORTER_HELEN' is visible in the top right corner.

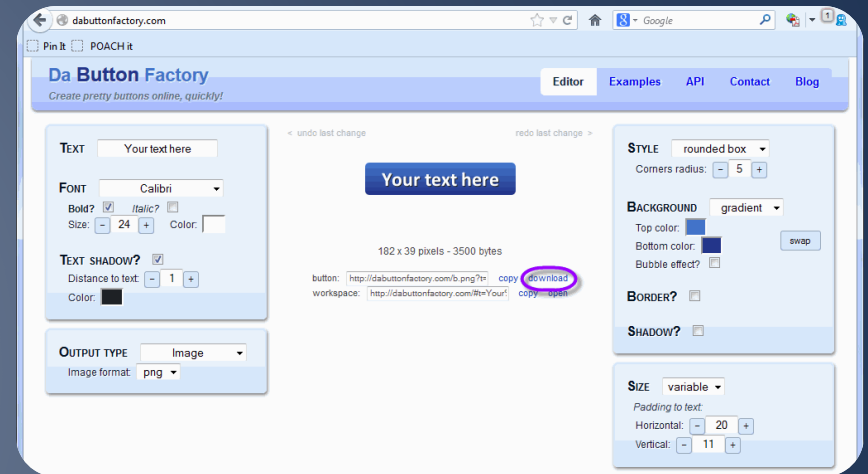
Try built-in photo borders

Find them in the “Image Styles” menu. As you hover over each style you’ll see a preview.



Need clickable buttons?

- Check out dabuttonfactory.com
- This free online tool lets you create & download custom “button” images
- You can then add these to pages and link them to content, apps, etc.



[Back to New Students Home](#)

[Find a Job or Internship](#)

[Out of State Students](#)

[Back to Fashion Homepage](#)

[Counselors](#)

[High School Students](#)

The background features a light gray gradient with numerous thin, vertical green lines of varying lengths and positions, creating a textured, grass-like effect. A solid green horizontal bar spans the bottom of the image, containing the text.

Document Management

Take stock of your website!

Periodically go to Site Actions > View All Site Content to review & clean up your documents and pages.

The screenshot shows the 'All Site Content' management interface for Santa Monica College. The page features a navigation menu on the left with categories like 'Majors and Careers', 'Employment', and 'Internship Program'. The main content area is titled 'All Site Content' and includes a 'View:' dropdown set to 'All Site Content'. Below this, there are sections for 'Document Libraries', 'Picture Libraries', 'Lists', 'Discussion Boards', 'Surveys', 'Sites and Workspaces', and 'Recycle Bin'. The 'Document Libraries' section is highlighted with a purple box and contains three entries: 'Documents', 'Images', and 'Pages'. Each entry includes a description, a 'Create' button, and a table with 'Items' and 'Last Modified' columns. The 'Recycle Bin' section at the bottom shows a 'Recycle Bin' entry with a description and a count of 0 items.

PORTER_HELEN

Corsair Connect | Library | SMC Online | Class Schedule | College Catalog | District Calendar | Maps | Directory

SANTA MONICA COLLEGE

Search SMC

Changing Lives in the Global Community through Excellence in Education

- Majors and Careers
 - Counseling 12: Career Planning
 - Choosing Your Major
 - Career Workshops Schedule
- Employment
 - Resume Writing & Cover Letters
 - Informational Interviews
 - Job Search Resources
 - Interviewing Tips
 - Calendar of Events
 - On-Campus Recruitment
 - Etiquette Tip of the Week
- Internship Program
- Info for Employers

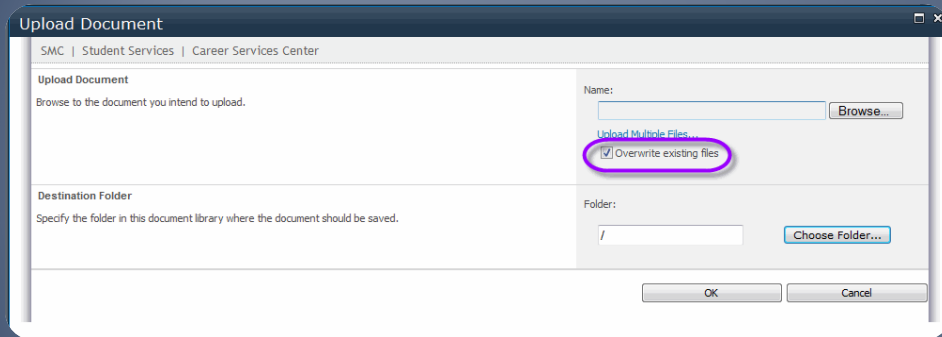
All Site Content

View: All Site Content

	Items	Last Modified
Document Libraries		
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	17 2 weeks ago
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	10 6 weeks ago
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	19 8 days ago
Picture Libraries		
There are no picture libraries. To create one, click Create above.		
Lists		
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	0 2 years ago
Discussion Boards		
There are no discussion boards. To create one, click Create above.		
Surveys		
There are no surveys. To create one, click Create above.		
Sites and Workspaces		
Career Coach		2 weeks ago
Internship Program		3 months ago
Recycle Bin		
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	0

Santa Monica College • 1900 Pico Boulevard Santa Monica, CA 90405 USA • (310) 434-4000
© Santa Monica Community College District • Accessibility Statement • Contact Us

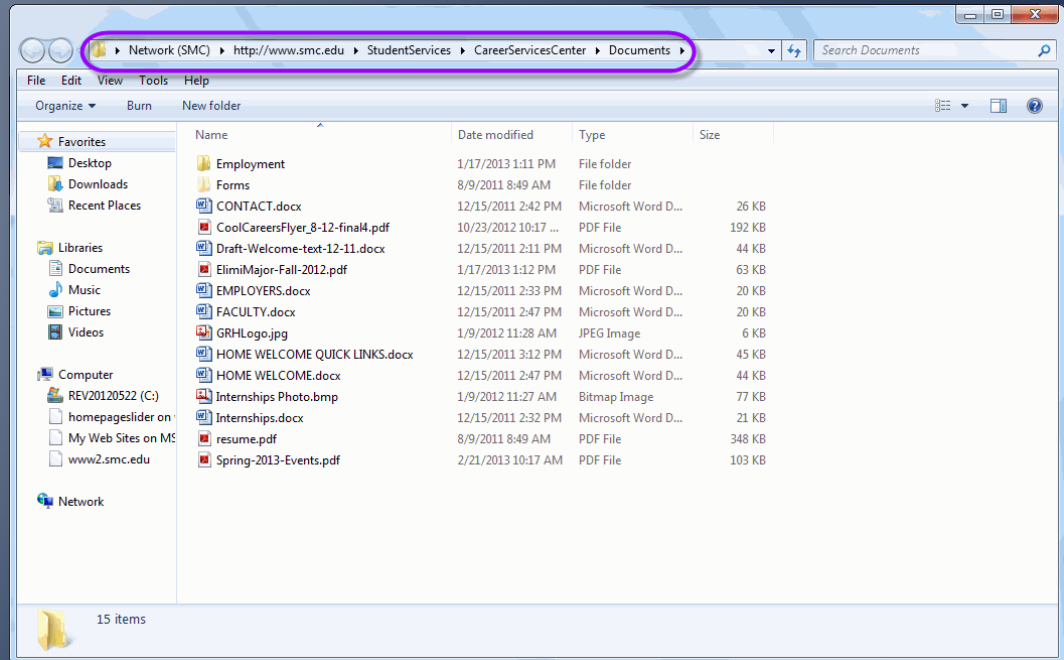
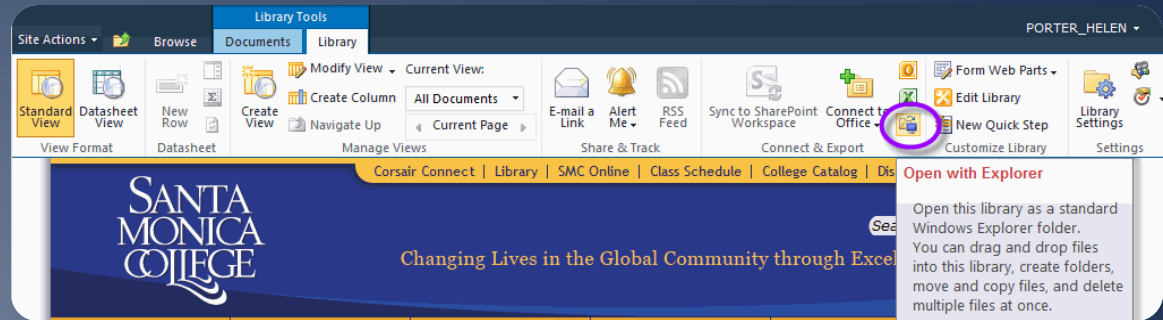
How to Replace a Document



- Do you have a document that's updated every semester?
- Avoid having to update all links to the document by **replacing it** instead of uploading a new version
- Simply give the updated doc the **same name** as the one **currently on your website**, then upload it

Bulk Document Management

Click the “Open With Explorer” icon to manage your document library in a familiar Windows interface.



The Last Two Tips!

(this presentation is almost over...😊)

Online Forms: You Have Options

- If you need a simple form that emails you submissions, contact me
- You can also use Google Drive to create online forms, which will collect submissions in a spreadsheet
 - Short Google forms can be embedded on your page (ask me for help)

The screenshot displays the Santa Monica College website's navigation and content. At the top, the college's logo and tagline "Changing Lives in the Global Community through Excellence in Education" are visible. A search bar and a navigation menu with categories like Admissions, Programs of Study, and Student Services are present. The main content area is titled "Contact the International Education Counseling Center" and includes instructions for international students, a "NOTE" about F-1 students, and a "Contact Form" with various input fields and a "Submit" button. The footer contains contact information for Santa Monica College.

SANTA MONICA COLLEGE
Changing Lives in the Global Community through Excellence in Education

Search SMC

Admissions | Programs of Study | Student Services | Campus Resources | College Governance | Faculty & Staff

SAC | Enrollment Development | International Education Center | Contact the International Education Counseling Center

Contact the International Education Counseling Center

Please fill out the form below if you have a question for an international counselor. *By submitting this form, you are acknowledging that you have read and understand the SMC Online Counseling User Agreement and agree to its terms.*

NOTE: This form is for F-1 students ONLY. If you're not an F-1 student, please visit Online Counseling.

Fields marked with an asterisk (*) are required.

Contact Form

Are you an F-1 student?*

Yes No

Your SMC student ID number:*

First name:*

Last name:*

Date of birth (mm/dd/yyyy):*

Your SMC email address:*

U.S. phone number, if available (10 digit format):*

Are you a new student?*

Yes No

Are you a continuing student?*

Yes No

Which term does your question apply to?*

Winter Summer

Your major or area of interest:*

Your goal at SMC (AA, transfer, personal interest, etc.):*

Your question for the SMC International Counseling team (character limit is 1000):*

Please click the submit button to send your request. You should receive a response within 3-5 working days.

Santa Monica College • 1900 Pico Boulevard Santa Monica, CA 90405 USA • (310) 434-4000
© Santa Monica Community College District • Accessibility Statement • Contact Us

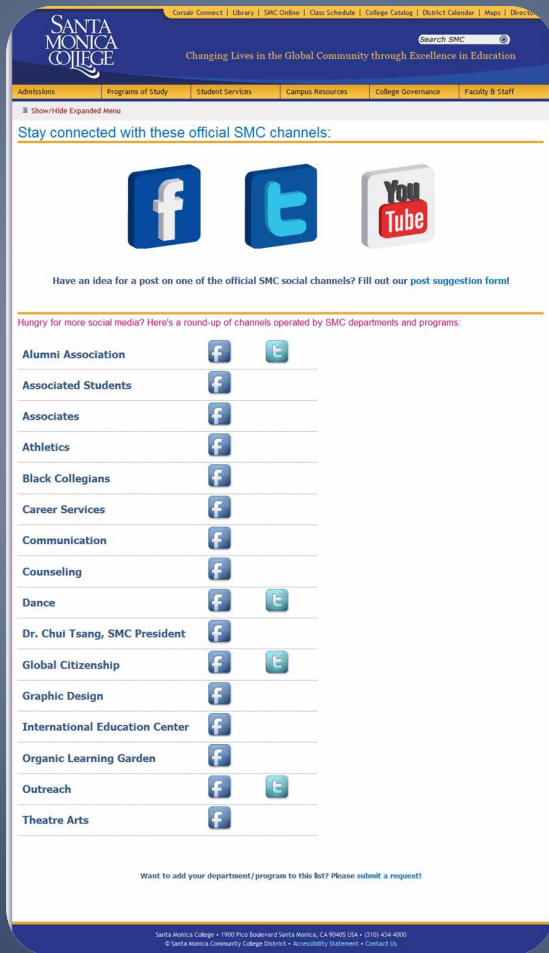
Evaluate Your Accessibility

<http://wave.webaim.org> allows you to scan & evaluate the accessibility of any URL.

The screenshot shows the WAVE web accessibility evaluation tool interface. At the top, it says "WAVE web accessibility evaluation tool" and provides the URL "http://www.smc.edu/EnrollmentDevelopment". Below this are navigation options: "Styles", "No Styles", and "Contrast". A "SUMMARY" section indicates that WAVE has detected the following: 1 ERROR, 18 ALERTS, 13 FEATURES, 19 STRUCTURAL ELEMENTS, 1 HTML/ARIA ELEMENTS, and 1 CONTRAST ERROR. A "Panel Options" section includes "DETAILS: A listing of all the WAVE icons in your page.", "DOCUMENTATION: Explanation of the WAVE icons and how you can make your page more accessible.", and "OUTLINE: The heading structure of the web page."

The screenshot shows the Santa Monica College website. The header includes the college name and tagline "Changing Lives in the Global Community through Excellence in Education". Navigation menus include "Admissions", "Faculty & Staff", "Programs of Study", "Student Services", "Campus Resources", and "College Governance". The main content area is titled "How to Apply to SMC" and includes a section for "International Student Information". It lists various requirements and documents needed for application, such as "Financial Statement", "Copy of Passport information and expiration page", "Transcript of records from last school attended", "Application Fee", "Proof of English Proficiency", and "Essay". A call to action button says "Fill out our easy Online Application Form APPLY NOW!".

A Plug for Social Media 😊



- We want to hear from you! What would you like to share with students?
- Visit www.smc.edu/social to submit post ideas, visit departmental channels, and get your department listed

That's all folks!

Any last questions,
concerns, comments?

