Microsoft SharePoint 2007
Content Management System
Website Hands-on Training
Before we start

- Open Internet Explorer (preferably 9), Click Tools, Click Compatibility View settings, Add AUB’s website
• This document covers the basic functions you will need to create and update your website.
• You can check the FAQ for help
http://www.aub.edu.lb/it/kb/cms/
• You can check this link for guidelines
http://www.aub.edu.lb/communications/Pages/digital.aspx
Please do not hesitate to contact us should you need any assistance.

- Nidal Mawas, Digital Media Director, Office of Communications  
  nm74@aub.edu.lb

- Sara Wehbe, Senior Software Engineer and Analyst, IT  
  sw09@aub.edu.lb

- Ali Zaiter, Software Engineer and Analyst, IT  
  az39@aub.edu.lb
• You can access [http://www.aub.edu.lb/templates](http://www.aub.edu.lb/templates) to view Red (for Administrative Departments) and Green (For Academic departments) templates’ options for main and inner pages
• Do not publish pictures on the homepage of a website on your own. Contact us for picture and design requests.
• Use proper English and keep the content short and easy to read. Make sure to follow AUB's Style Sheet.
• AUB website is best compatible with Internet Explorer.
• Links to documents should open in a new window.
• Links to websites within AUB should open in the same window.
• Links to websites outside AUB should open in a new window.
• Maintain fresh, up to date and brief content on your website
• Ask external credible and related websites to link to your website
• Link to credible websites from your own website (quality rather than quantity)
• When using links, use the full name of the link instead of “Click here”
• Use meaningful keywords and cluster your web pages to have specific keywords
• Add a description to each page and to each image and document you upload
• Add the word “image” or “picture” in the image ALT tag
• URL should be search friendly with keywords in the URL itself
• Consider using blogs and social media, as well a social component on the website
• Have a sitemap for the website
Quick Tips

• While Editing the page content:
  - Use the **Enter** Key to start a new paragraph
  - Use the **Shift+Enter** Keys to start a new line within the same paragraph

• Some useful reports you can find in Site Actions → View reports:
  - **Checked out to me**: All items* that are still checked out to me
  - **Pending Approval**: All items* submitted for approval but still not yet approved
  - **All Drafts Documents**: All items* checked in but still not yet submitted for approval

* Items: All pages, documents and Images
Quick Tips

• To preserve the CSS style of the default web templates do not copy and paste from Microsoft Word or any other similar source. Always copy and paste using Notepad.

• URL’s of pages, documents and pictures should be lower caps without spaces (use – or _)

• Website (home 2, 6) 765x256px in the center

• Website (home 3, 4, 5) 547x240px in the center

• Website (inner 2, 3) 214x214px on the right
Outline

- User roles/permissions
- Access
- Documents and Libraries
- Site Management
- Page Management
The administrator of the website will have the role of:

- **Contributor**
  Can view, add, update, and delete pages, list items and documents

- **Hierarchy Manager**
  Can create sites and edit pages, list items, and documents

- **Approver**
  Can edit and approve pages, list items, and documents
- User roles/permissions
- Access
- Documents and Libraries
- Site Management
- Page Management
 User roles/permissions
 Access
 Documents and Libraries
 Site Management
 Page Management
Site Actions ➔ View All Site Content

- **Documents**
  - Used to upload any document used in the site
  - Use PDF, classed in folders and sub-folders
  - Use small names, lower case and no spaces
  - Use small size files (< 4 MB)

- **Pages**
  - Where all the pages of this site reside

- **Images**
  - Picture resizing to the appropriate display size
  - Used to upload any image used in the site
  - Use folders and sub-folders
  - Use small names, lower case and no spaces
  - Use small size pictures (< 1 MB)

- **Site and Workspaces**
  - Where you can find the sub-sites you create
 User roles/permissions
 Access
 Documents and Libraries
 Site Management
 Page Management
• Site Actions → Create Page

• Title: Appears in breadcrumbs and left navigation

• Description: choose keywords describing the site (useful for search engines)

• URL name: use short names, lower case, no spaces, if needed link by "-" or "_"

• Template: choose home or inner

• Create!

Every site comes with a default.aspx page which is by default its welcome page!
Choose page layout

- Site Actions ➔ Create Page ➔ Set Page Settings
- Set the title, description and URL name
- Choose the page Layout depending on its type (Home page or Inner page)
• Access the Images Directory Site Actions → View All Site Contents → Images
• Upload → Choose local file and upload
• Do not forget to check in and publish the image
• Organize photos by folders
• Go to the page, click Edit, set the cursor where you need to add the picture, you will get the editing toolbar,
• Use the picture icon to add an image that you already uploaded to the Images directory
• Access the Documents Directory: Site Actions → View All Site Contents → Documents
• Upload → Choose local file and upload
• Do not forget to check in and publish the file
• Organize files by folders
• Go to the page, click Edit, select the sentence that you need to link to your file
• Click the Hyperlink icon from the toolbar and refer to the file you need
• If you need to link to an external file or website just paste its URL in the Selected URL field
• After choosing the file, you can tick the **Open in a new window** checkbox
UN Resident Coordinator and UNDP Resident Representative Marta Ruedas said, "This report will tell us if the labor market that young people are in is suited to the education they are getting and it will tell us about the policies required to redress the situation."
• **Site Actions ➔ Site Settings ➔ Modify Navigation**

You can Show Hide pages when necessary, and change their order in menu.

• You can create Headings and add links below them.
User roles/permissions
Access
Documents and Libraries
Site Management
Page Management
• Locate yourself in the desired page
• Site Actions → Edit Page
• You can change the layout
• Edit content using the office toolbar, or in HTML mode
• Don’t forget to save your work, or check-in where you’re done!
• When you finish updates with the page and want to publish it online, Submit the page after checking-in.
Quick Tips

• Display Toolbar: Site Actions ➔ Show Editing toolbar

• Change page title: Page ➔ Page Settings and Schedule ➔ Modify title field

• Make sure pages that are finalized and ready to go online are approved, else they won’t appear online
Thank you!