
SHAREPOINT 2013

Training Document



JUNE 10, 2013

STELLENBOSCH UNIVERSITY
Communication and Liaison

Contents

Introduction.....	3
SharePoint Help.....	4
1. SharePoint Built-in Help	4
2. Search engines.....	5
3. Youtube or google video results	5
Site Structure.....	6
Creating a Page.....	9
Step 1: Navigating to your site	11
Step 2: Creating a page.....	11
Step 3: Naming a page	12
Step 4: Adding content	13
Step 5: Inserting an image	21
Step 6: Embedding a video.....	24
Save, Check In or Publish	29
Option 1: Save	33
Option 2: Check in.....	33
Option 3: Publish.....	34
News.....	35
Articles, Events & Notices	35
Creating a News Article	35
Step 1: Navigating to the article library	35
Step 2: Create.....	36
Step 3: Adding content	37
Step 4: Adding an image	38
Step 5: Page information	41
Creating an Event.....	44
Page information	44
Creating a Notice.....	46
News Approval Process	47
Step 1: Receiving the Approval Email.....	47
Step 2: Approval	48
Step 3: Done.....	49
Staff Lists	50
Navigating to the Lists	50
Adding a New Item	52
Step 1: New item.....	52

Step 2: Completing the Details	52
Edit a Staff Member	53
Step 1: Opening the List Item.....	53
Step 2: Make the Changes	54
Navigation Carousel	55
Editing the Navigation Carousel	56
Step 1: Locating the List	56
Step 2.1: Adding a New Item	57
Step 2.2: Editing an Existing Item.....	59
Deleting an Item	60
Image Rendition.....	61
About	61
Step 1. Upload your image as you usually would to your SharePoint website.....	61
Step 2: Edit Image Renditions.....	63
Benefit of Image Renditions	65
Thank you	68

Introduction

The new Stellenbosch University (SU) website not only offers the opportunity to enhance the audience experience through an improved content structure and pragmatic navigation, but also to drastically simplify the content owner's task of updating and maintaining web content. The following table depicts all the possible positive outcomes this project can deliver:

Benefits
Standardised websites
Institutional Brand Management
Responsive technology
Website Maintenance done internally
Reduced costs for campus entities
Workflow management
Object-oriented(reusable) approach to content development
Universal Intelligent Search with Top Searches
Simplified and consistent navigation
Sticking with international trends
Setting the trend

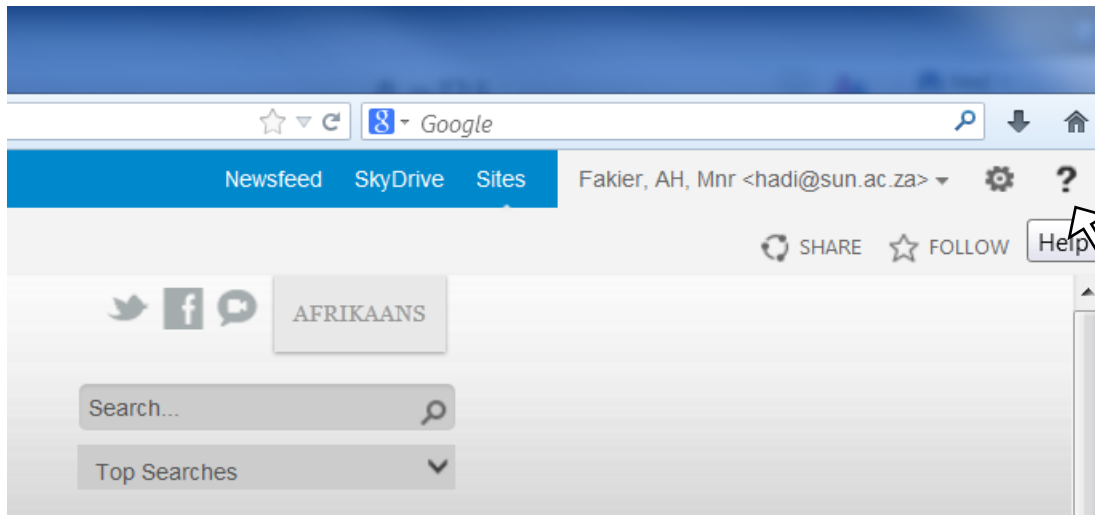
This end-user guide is intended for SU sub-site owners on the SharePoint 2013 platform. The topics covered focus on adding and maintaining content on your website.

Also makes use of the SU-SharePoint mailing list to post questions and share awesome discoveries within SharePoint so that we can build a better SharePoint community of practice world university website.

SharePoint Help

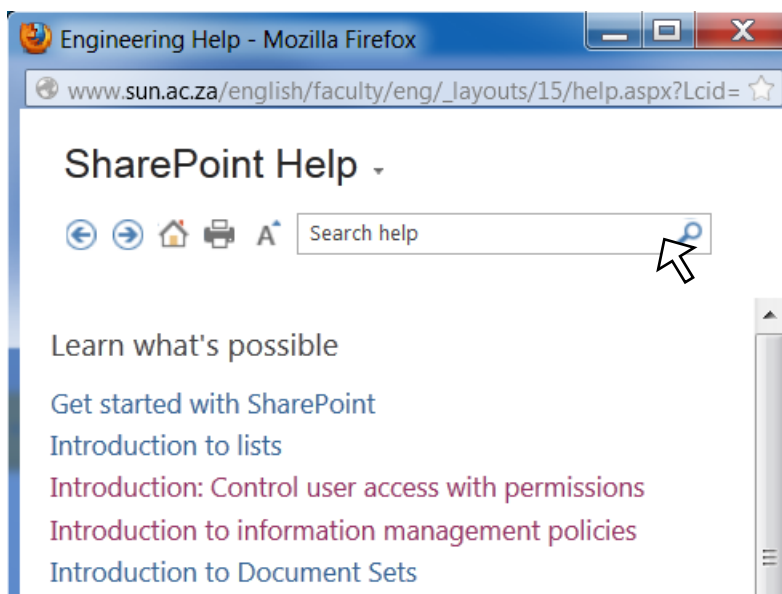
This document serves as the main help source for the SharePoint 2013 setup at Stellenbosch University. The 'how to' steps in this document are based on the way the <http://sun.ac.za> works. There are other useful sources that users can refer for extended help.

1. SharePoint Built-in Help



Wherever you are in your SharePoint site there will be ? (help) icon in the top right.

Click the icon and the following screen will appear. Search for anything you like.



SharePoint is your oyster 😊

2. Search engines

Use your favourite search engines to ventilate those SharePoint gremlins on your mind.

Be sure to construct your search strings efficiently to get optimal search results by including keywords such as **SharePoint, 2013**, etc.

Google is your friend 😊

3. Youtube or google video results

For those of us that prefer animated instructions, search youtube.com for videos related to your questions or filter (video) you search engine results.+

##** ##** #* # *#* 😊

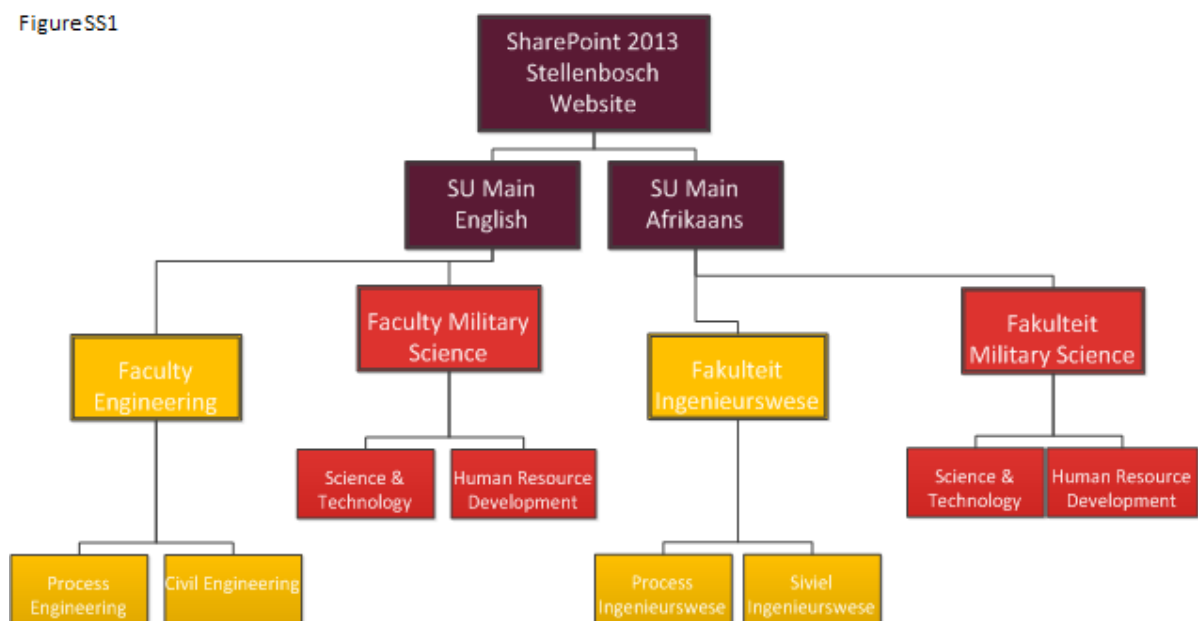
Site Structure

SharePoint has an overarching library that keeps all the information of the various pages that each site contains. This library is split into two parts, the English and Afrikaans side (see figure SS1). Every English page that is created will have an Afrikaans equivalent that SharePoint will automatically create for you. This does not happen the other way around. As indicated in figure SS1, one can see that each version of the site is stored under a separate of the overarching library, English sites and their pages under first SU Main English then the English version of the Faculty, in this case Engineering and the Afrikaans equivalents under SU Main Afrikaans then the Afrikaans version of the Faculty, Ingenieurswese.

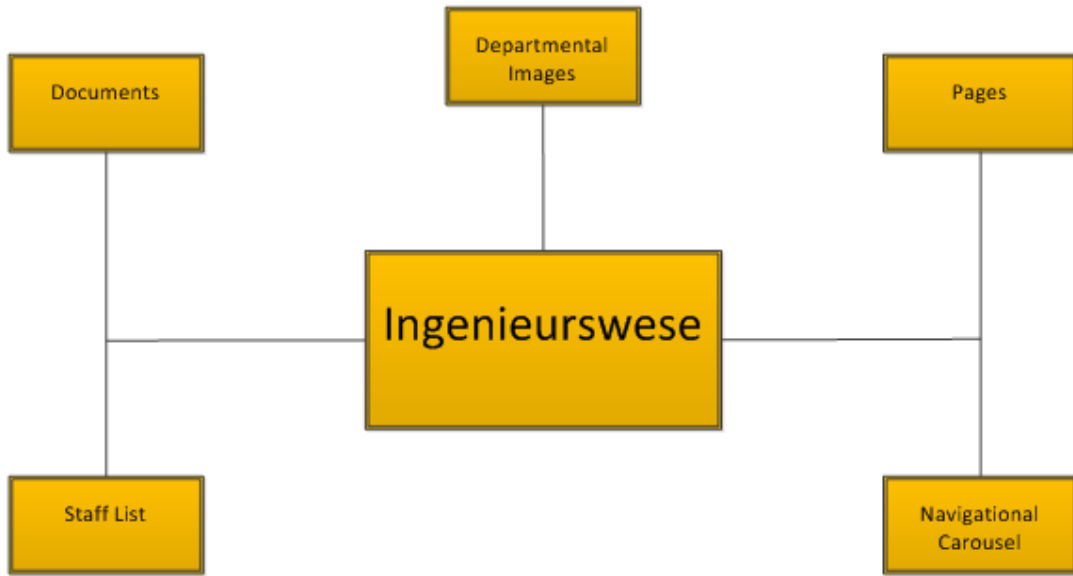
It is important to note that the English and Afrikaans pages work off separate libraries as the English and Afrikaans versions of the Faculty site are separate entities that merely communicate with one another (See figures SS2 and SS3). If you upload a document, as we will show you shortly, on the English side, it will not appear in the Afrikaans library of your site and vice-versa.

The News pieces work slightly differently from the rest of the website. The actual News pieces, be they events, articles or notices, all stay on SU Main English's library (see figure SS4) and not within each faculty's site as with the rest of the objects such as pages, documents and photos. Even though they are stored on the English side they have been enabled to be created in a dual view that allows one to put in the information needed for both pieces on the same page, next to one another. This reduces the chances and mistakes being made when creating these pieces.

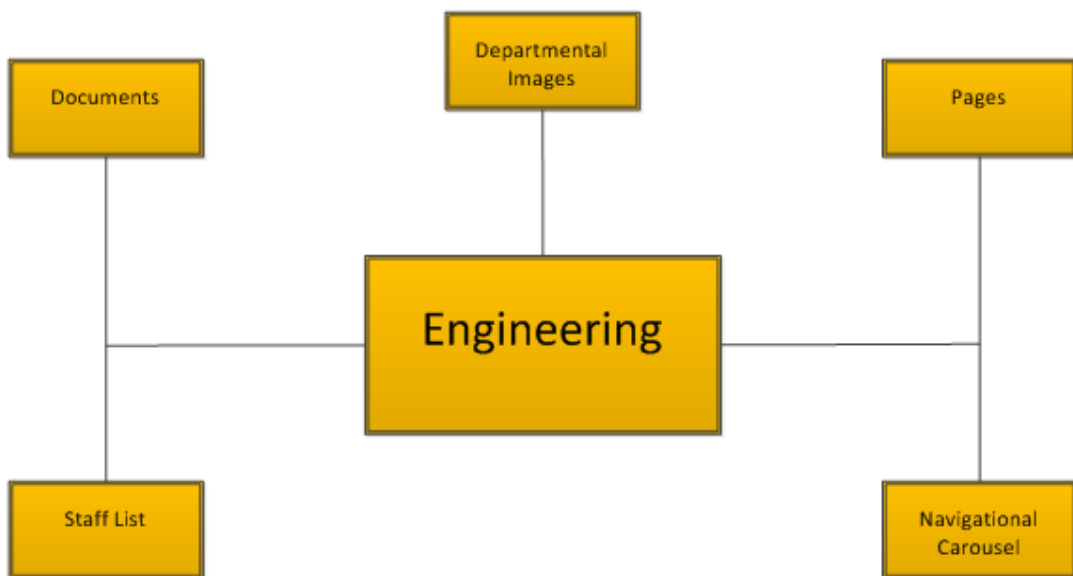
FigureSS1



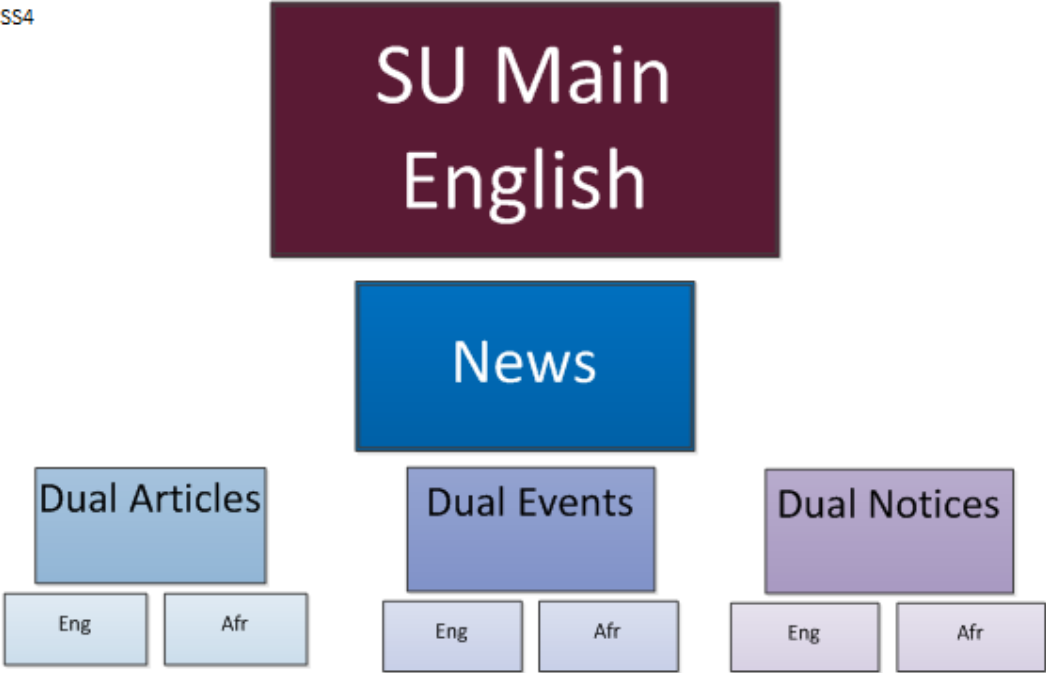
FigureSS3



FigureSS2



FigureSS4



Best Practice

Naming Conventions

When uploading documents to your SharePoint site, you must remember that the document and photos will be downloadable for the users (when they are linked or displayed on your website) and as a result of this the name of the item they are trying to download will be visible to them.

An example of this is if you have a pdf document for your users to download and you have named it according to its location on the site or on your computer it will look something like this *faculty/department_of_electrical_engineering/students/application_form.pdf*

This is a very long name and gives the user unnecessary insight into the back end of your computer or site contents and looks messy and confusing to the user. To solve this problem we suggest that you have a properly organized library on your SharePoint site and name your document more relevantly for the user such as *undergraduateApplicationForm.pdf*
This is a lot more informative to the user.

Some good practices in document naming

Camel Case

Camel case is a good way of eliminating spaces and underscores in your document names and still keeping the text in it clear and understandable.

How to Name with Camel Case:

The first word of the name is all lower case and all subsequent words start with a capital letter, example: *undergraduateApplicationForm*

Remember to make sure you don't have too many short words and joining words such as 'and' should not be used.

Special Characters

Do not use special characters when naming your documents. When you attempt to upload a document to SharePoint that has special characters in its name, SharePoint will not upload the document.

If the special character is an ampersand (&) then you can just leave it out of the name.

Special Characters Include:

&^*%\$#@!~?_

There are more special characters that are available such as special markings on letters and these should be avoided when naming your document as well

Relevance

Make sure the document makes sense and is relevant to the user and not only you from the administration side of things. Also avoid naming documents after your faculty or department name, if there are too many files with this name, your actual faculty or department becomes less relevant on the SharePoint search results.

Meta-Tagging

What is Meta-Tagging?

Metadata is a set of data that helps define and give information on other data. An example of this would be a person's job description. When you have this and the person's name they will have more data about them giving you a better idea about what they do and who they are in relation to you.

What does this mean for your documents on SharePoint?

In the case of Meta-Tagging and SharePoint this means adding data to the files that you upload to your SharePoint site, this will help identify your documents and make them unique, it will give you more information on the document, this is especially useful when it's a document that you added a while ago. It also helps the document become more searchable, when using SharePoint's search functionality the more information there is on a document the easier it will be able to find it using the search.

How do you Meta-Tag a document in SharePoint?

When adding a document through SharePoint you have several options on how to do it, you can drag and drop it into your library, you can upload it from the page you are editing or you can use the upload button in your library.

*Note that an image file has more Meta-Data then a PDF or Word document would have because the latter two have information in them in the form of the words in the document. The only Meta-Data that will be available to you for these documents would be their name and the title of the document.

Drag & Drop:

When dragging and dropping documents into your library, you don't have the opportunity to immediately tag the document/documents that you are adding. Once you have added them you need to hover over the image, click on the ellipsis button ('...') and then again on the ellipsis button and then finally on 'Edit Properties' and you will have a page with all of the different types of Meta-Data that you will need to tag your document correctly

Uploading from Library:

When uploading from your library you must go to the top of the page where the ribbon is, go to the 'Files' tab and then press 'Upload Document.' From there you chose the document you want to add and it will then take you directly to the Meta-Tagging page.

Uploading from your Page:

When you are in edit mode on your page you will have the option to directly upload a document from there. In the ribbon at the top, open the 'Insert' tab and then press on 'Upload Document' button, then follow the same procedure as before when uploading from your library.

Creating a Page

In this section we go through the steps of creating a new page. Since the website is dual-language based, every page you create in the English site will be duplicated in the Afrikaans site. To create a page you must be logged into the site with an account with the appropriate permissions to edit the website

Note: Whenever you create a new page, create the page in the English site and it will automatically be duplicated in the Afrikaans site once that page is Published. **You have to wait about 15-30mins for the Afrikaans page to appear.**

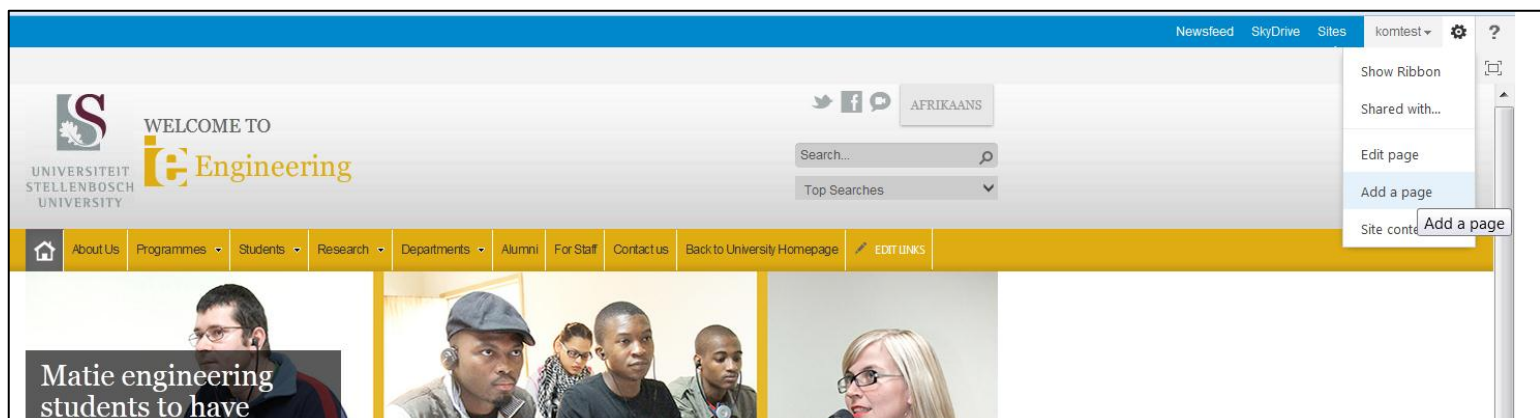
Step 1: Navigating to your site

Navigate to your website. Make sure you are in the English section of your website.



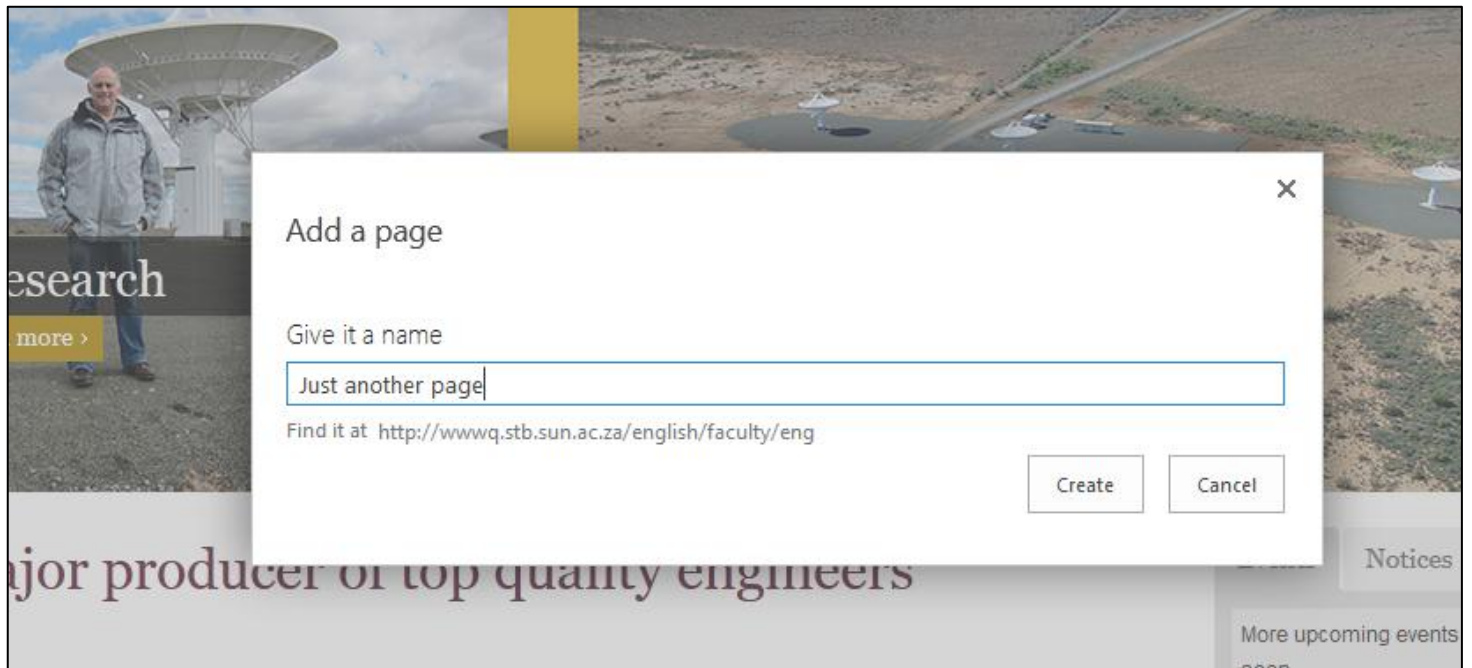
Step 2: Creating a page

Click on the cog in the top-right and select 'Add a page'



Step 3: Naming a page

Give your page a name and click 'Create'

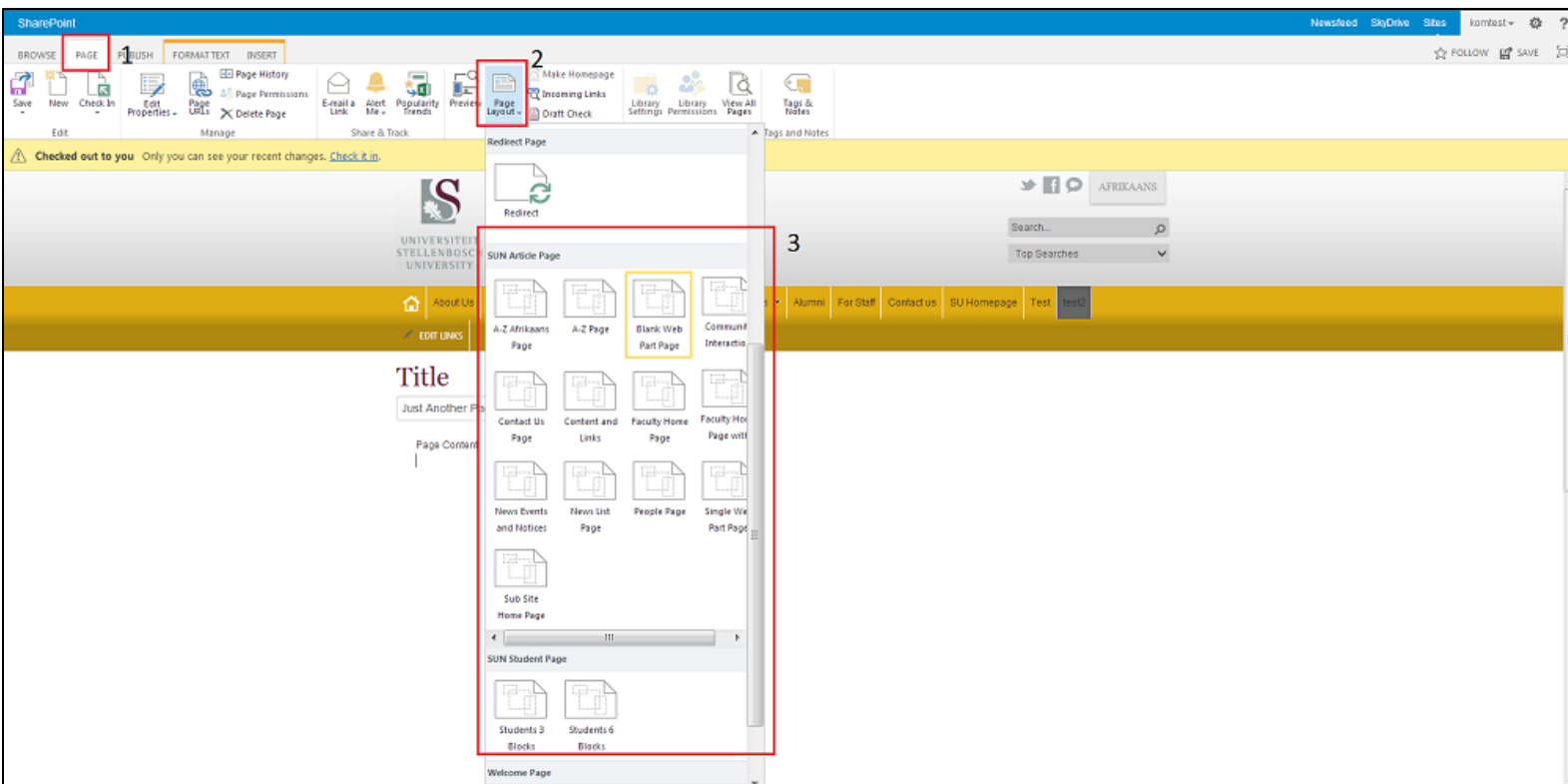


Step 4: Page layout

When you create a new page, or even work on a page that you have already published, you have the choice of changing the page layout. There are several reasons for changing the layout of your page, chief among which is the type of page that you want to present. In most cases the 'Blank Web Part Page' will be the ideal layout but there are other layouts such as the 'Contact Us' page layout and 'Faculty Home Page' layout that each have their specific functions within your website.

Choosing a page layout

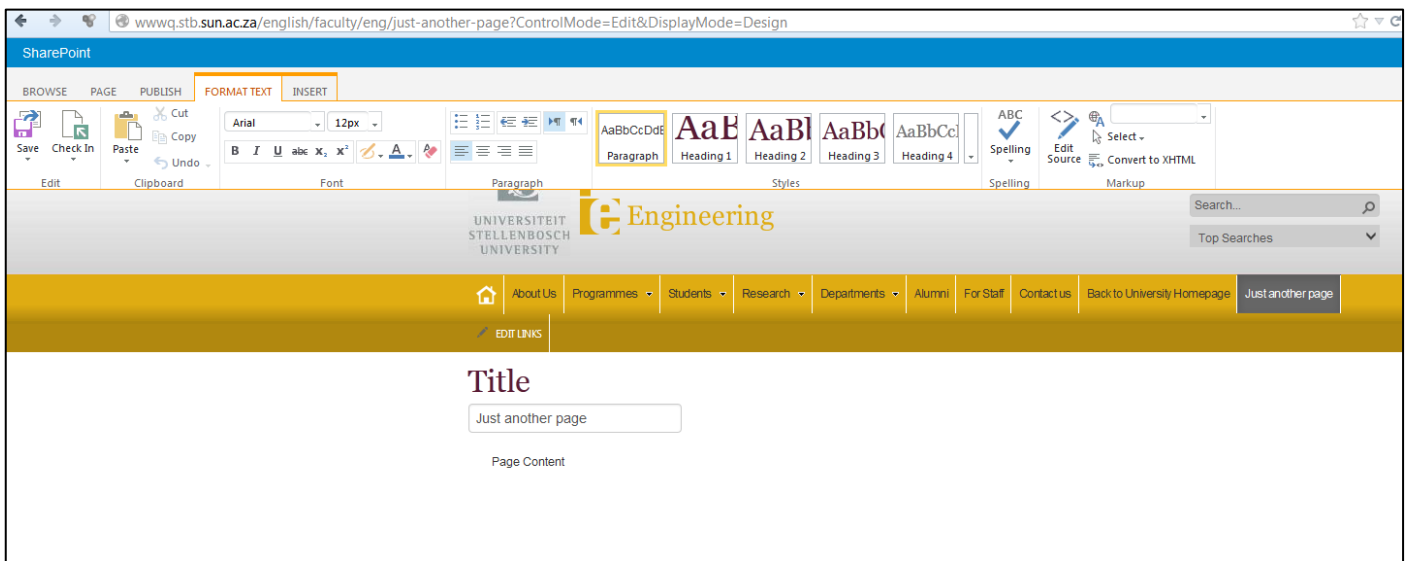
When you create a page it goes directly into edit mode. In the top ribbon you will see the 'PAGE' tab, open that tab. You will then see the 'Page Layout' option within that tab, select that, scroll down to the sections that say 'SUN Article Page' and 'SUN Student Page.' These are the page layouts that have been set up using the Stellenbosch University standards and that you can choose from to make your pages look great.



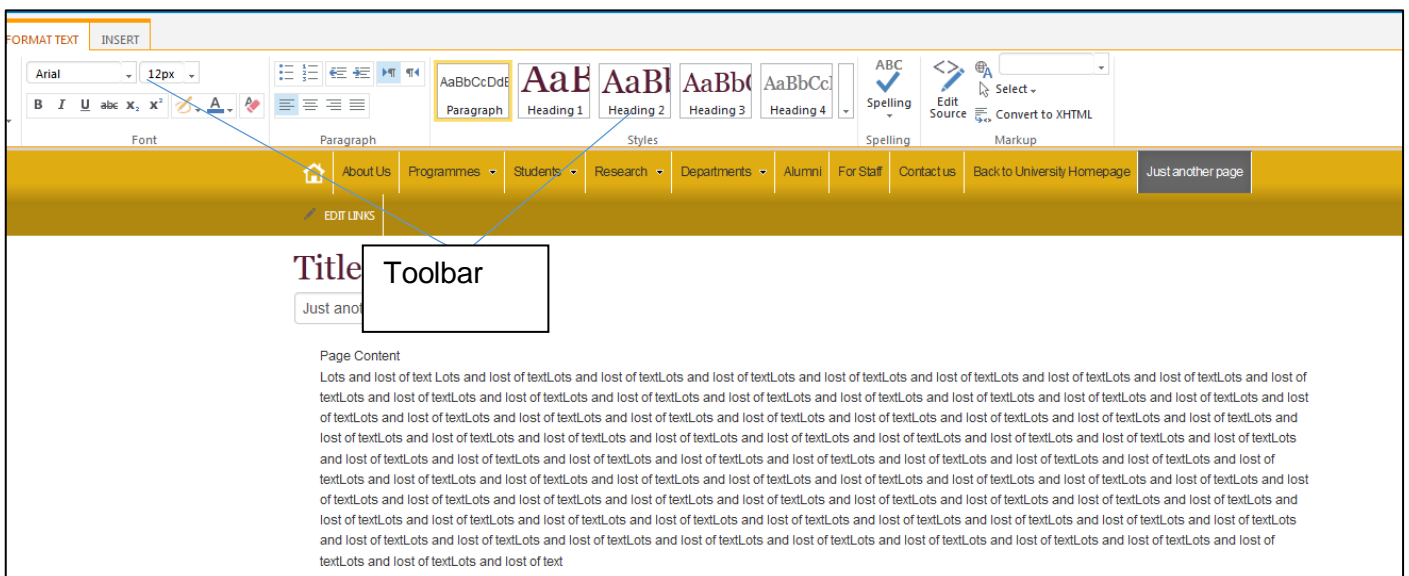
Step 5: Adding content

The page you have just created will now open up in edit mode. You will see that in the Title area of the page the name you gave the page is automatically there, you can edit this name if you want but that will not change it in the navigation or the friendly URL in the address bar. In the Page Content section of the page you can add as you wish to the body of the page. You can leave the page title as is unless you want to rename the page at a later stage.

Now move your cursor to area beneath 'Page Content' to add content.



The Content section of the webpage works the same as it would if were a 'MS Word' document. In this way you can use the toolbar at the top of your page to format the text.



Step 6: Inserting a link

If you want to add a link to the content area of your page, whether it's to another site, another page within your site or a document that you have on the SharePoint site, there are only a few simple steps to do this successfully.

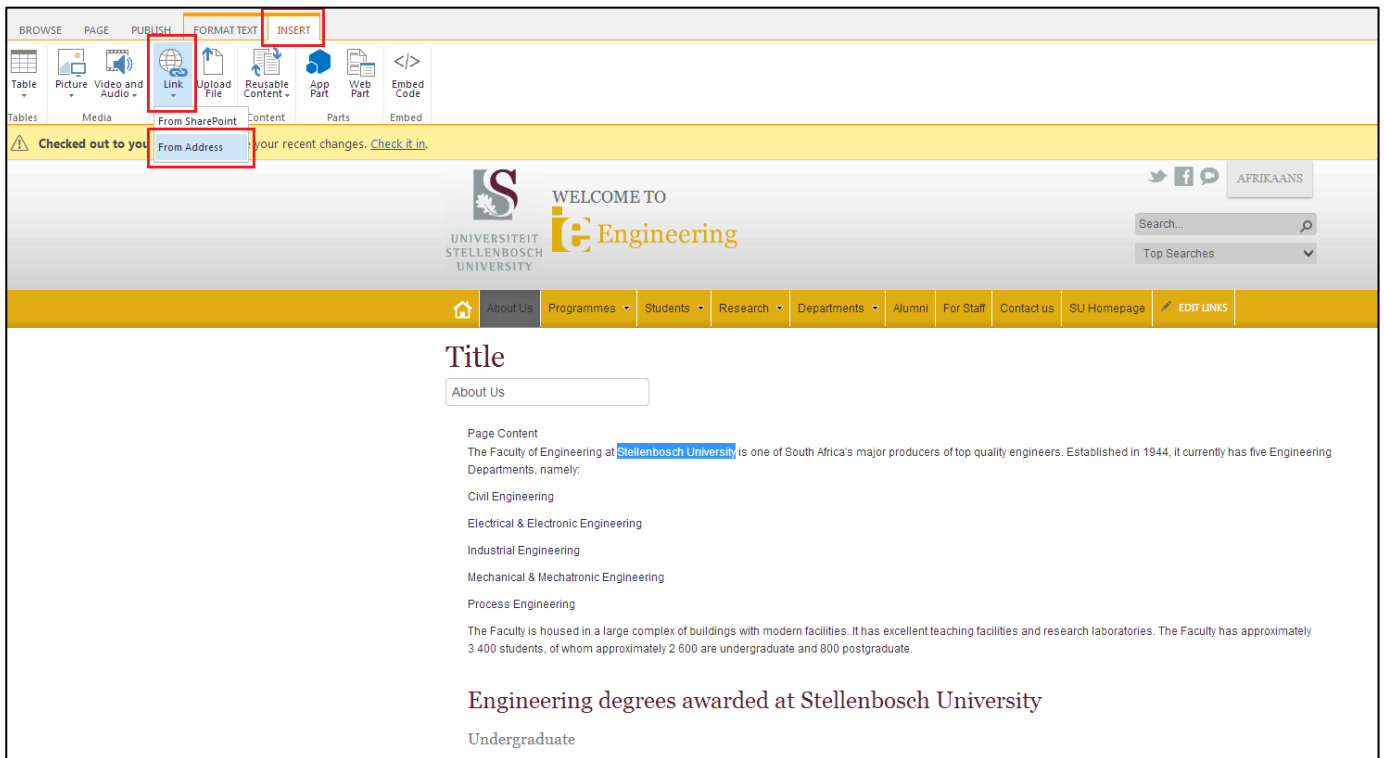
From Address

If you are linking from an external non-SharePoint 2013 site then you will be adding a link 'From Address.'

In the content area of your page, select where you want the link to appear by highlighting the word(s) that will act as the link.

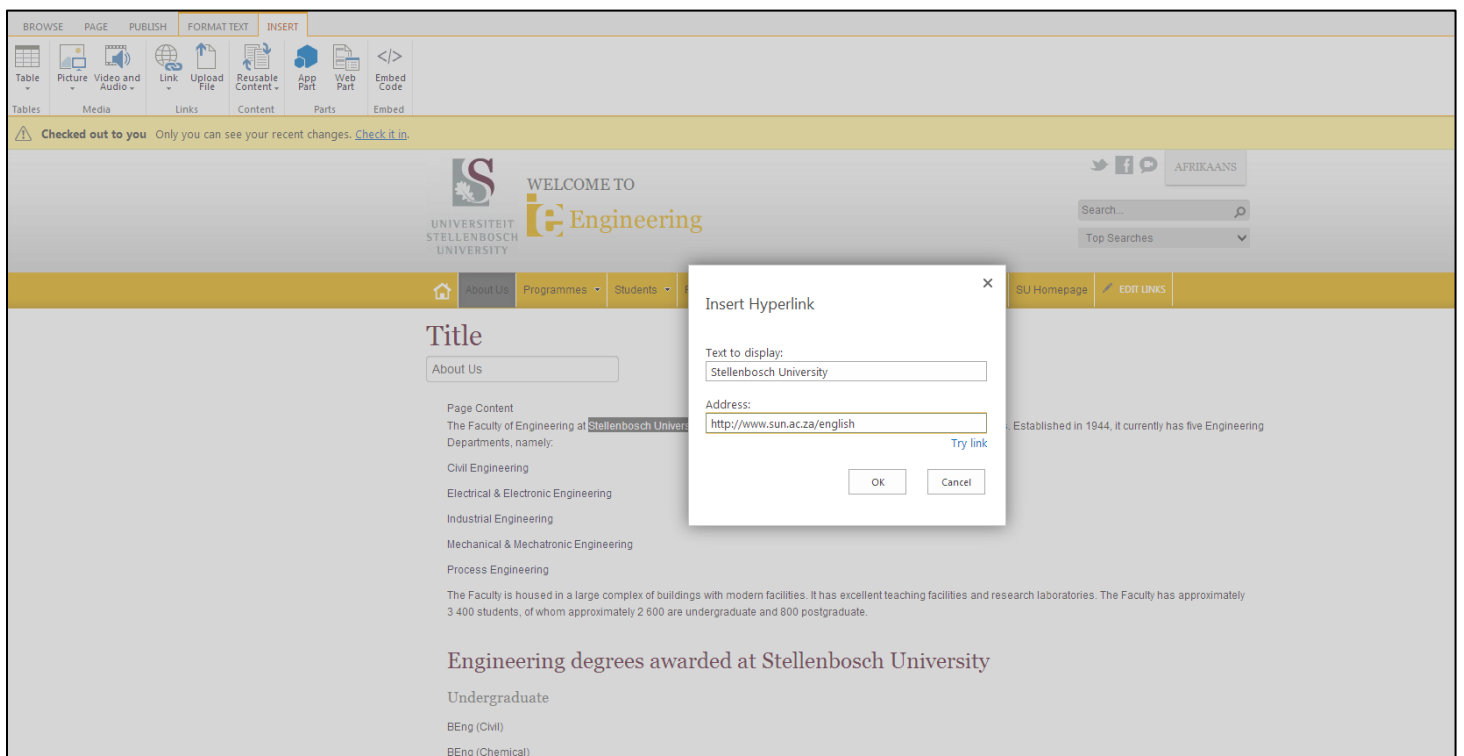
The screenshot shows the SharePoint 2013 web page editor interface. The top ribbon is set to 'INSERT'. The page header features the Stellenbosch University logo and the text 'WELCOME TO Engineering'. A navigation menu includes links for 'About Us', 'Programmes', 'Students', 'Research', 'Departments', 'Alumni', 'For Staff', 'Contact us', 'SU Homepage', and 'EDIT LINKS'. The main content area has a 'Title' field with the text 'About Us'. Below the title is a 'Page Content' section containing a paragraph: 'The Faculty of Engineering at Stellenbosch University is one of South Africa's major producers of top quality engineers. Established in 1944, it currently has five Engineering Departments, namely: Civil Engineering, Electrical & Electronic Engineering, Industrial Engineering, Mechanical & Mechatronic Engineering, Process Engineering. The Faculty is housed in a large complex of buildings with modern facilities. It has excellent teaching facilities and research laboratories. The Faculty has approximately 3 400 students, of whom approximately 2 600 are undergraduate and 800 postgraduate.' The text 'Stellenbosch University' in the first sentence is highlighted in blue. Below the paragraph is a section titled 'Engineering degrees awarded at Stellenbosch University' with a sub-section for 'Undergraduate'.

Once the text is selected go to the insert tab, press 'Link' and then press 'From Address'



Make sure the text appears in the 'Text to Display' textbox. If it doesn't press cancel and then start the process again by deselecting the highlighted text and then highlighting it again and the text should display as it is highlighted. In the 'Address' textbox you can fill in the link that you would like to use, this link needs to be filled out with the "http://www" in front of it to ensure that it works. Once you are happy press 'OK'

*Note, if you want to make sure the link works correctly then just press the 'Try link' link just below the 'Address' textbox.



Now that you have inserted the link your text will have changed to a light grey and in the ribbon at the top you should see options about your link that you have just inserted. In the description textbox type in a short description of what your link is about, this description will appear when you hover your mouse over the link.

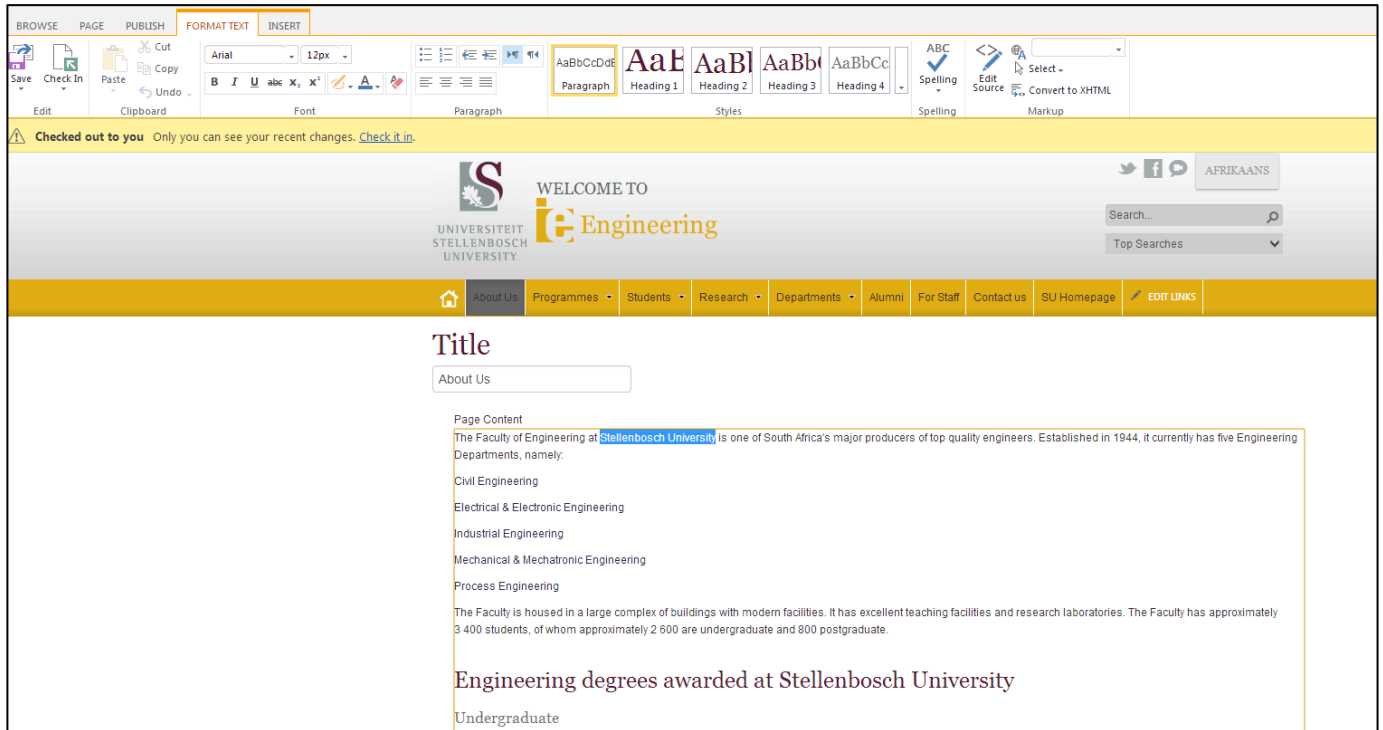
If you want the link to stand out more in a paragraph on your page highlight the text and press Ctrl+U on your keyboard to underline it. If it is in a list or standing alone in a line then you can make it bold by pressing Ctrl+B on your keyboard whilst the text is highlighted. These are standard practices used throughout the sun.ac.za website.

Once you have done that your link is ready to use and you can continue editing your page. If you want to edit the link at a later stage, in the edit view put your cursor anywhere on your link or highlight the link and you will be able to edit it in the link tab in your ribbon.

From SharePoint

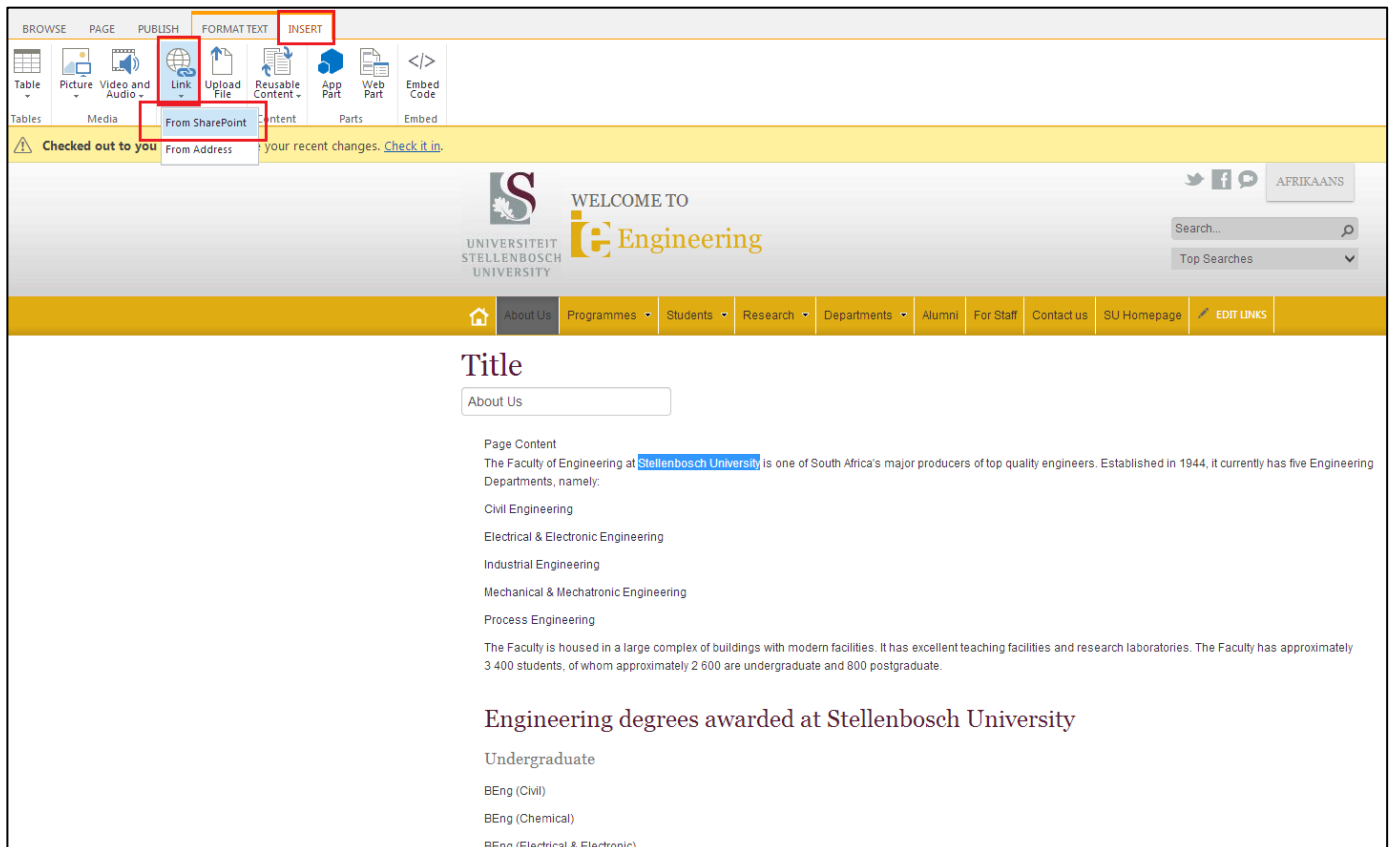
If you are adding a link to a SharePoint site or to a document that you have saved on your SharePoint library then you will use the function to add a link 'From SharePoint.'

In the content area of your page, select where you want the link to appear by highlighting the word(s) that will act as the link.



The screenshot shows the SharePoint page editor interface. The 'FORMAT TEXT' ribbon is active, displaying options for font, paragraph, styles, spelling, and markup. The page content area shows a title 'Title' with a subtitle 'About Us'. Below the title, there is a section titled 'Page Content' containing text about the Faculty of Engineering at Stellenbosch University. A red box highlights the text 'The Faculty of Engineering at Stellenbosch University' in the first paragraph.

Once the text is selected select the 'Insert' tab, then press the 'Link' button and then select 'From SharePoint.'



The screenshot shows the SharePoint page editor interface with the 'INSERT' ribbon selected. The 'Link' button is highlighted, and a dropdown menu is open, showing the option 'From SharePoint' selected. The page content area shows the same text as the previous screenshot, but now the text 'The Faculty of Engineering at Stellenbosch University' is highlighted in blue, and the 'From SharePoint' option is selected in the dropdown menu.

Once you have pressed the 'From SharePoint' button it will give you a new window, once in this window you need to navigate to your library (once you have done this navigation a first time it should remember which library is specifically yours) once you have found your specific library then you will be able to find your document, image or page you want to link, each type of file lies under their own specific sub library, documents are in the Documents library, images are in the Images library and pages are in the Pages library.

*Note the pages name will be the original name given to the page when created so it may be different to the title that you see at the top of your page.

*Note: if you have something stored under the Afrikaans site then you will have to look initially under Universiteit Stellenbosch and then down the list and if you have it stored on your English library then you will start with Stellenbosch University and then to that library

Select an Asset

Current Location: 2013 at <http://sun.ac.za/english/Documents/Statistics/2013>

<ul style="list-style-type: none"> Images Pages Reusable Content Site Assets Site Collection Documents Site Collection Images Site Pages Style Library Tasks Variation Logs Workflow Tasks Search Stellenbosch University <ul style="list-style-type: none"> Comments Documents <ul style="list-style-type: none"> 2013 About Engineering Faculties HOPE_Docs KOnvokasie Language Legal_Services maties_docs Rector Statistics <ul style="list-style-type: none"> 2013 Strategic_docs Students 	<table border="1"> <tr><td>fig3_4.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>fig5.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>fig6.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>fig7.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>Pers2011_2012.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr style="background-color: #e1ecf4;"><td>Statistiese Profiel 2012 Voorwoord.docx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table1.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table2.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table3.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table4.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table5.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table6.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table7.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table8.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> <tr><td>table9.xlsx</td><td>...</td><td>April 17</td><td><input type="checkbox"/></td><td>Bartlett, Lorna <lbar@sun.ac.za></td></tr> </table>	fig3_4.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	fig5.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	fig6.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	fig7.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	Pers2011_2012.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	Statistiese Profiel 2012 Voorwoord.docx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table1.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table2.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table3.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table4.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table5.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table6.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table7.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table8.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>	table9.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>
fig3_4.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
fig5.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
fig6.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
fig7.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
Pers2011_2012.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
Statistiese Profiel 2012 Voorwoord.docx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table1.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table2.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table3.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table4.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table5.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table6.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table7.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table8.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								
table9.xlsx	...	April 17	<input type="checkbox"/>	Bartlett, Lorna <lbar@sun.ac.za>																																																																								

Once you have found the file you want, just double click on it or select it and press the 'Insert' button on the bottom right of the page and the file will be linked to your text. It will take you back to the page you are editing and then you can fill in the 'Description' of the file by selecting or highlighting the linked text and going to the 'Link' tab in the ribbon.

BROWSE PAGE PUBLISH **FORMAT TEXT** INSERT LINK

Select Link Remove Link

URL: /english/Documents/Statistics/201... Open in new tab

Description: Statistical Profile Display Icon

Bookmark:

Link Properties Behavior

Checked out to you Only you can see your recent changes. [Check it in.](#)

STELLENBOSCH UNIVERSITY Top features

Home About Us Programmes Students Research Departments Alumni For Staff Contact us SU Homepage **EDIT LINKS**

Title

About Us

Page Content

The Faculty of Engineering at Stellenbosch University is one of South Africa's major producers of top quality engineers. Established in 1944, it currently has five Engineering Departments, namely:

- Statistical Profile
- Civil Engineering
- Electrical & Electronic Engineering
- Industrial Engineering
- Mechanical & Mechatronic Engineering
- Process Engineering

The Faculty is housed in a large complex of buildings with modern facilities. It has excellent teaching facilities and research laboratories. The Faculty has approximately 3 400 students, of whom approximately 2 600 are undergraduate and 800 postgraduate.

Engineering degrees awarded at Stellenbosch University

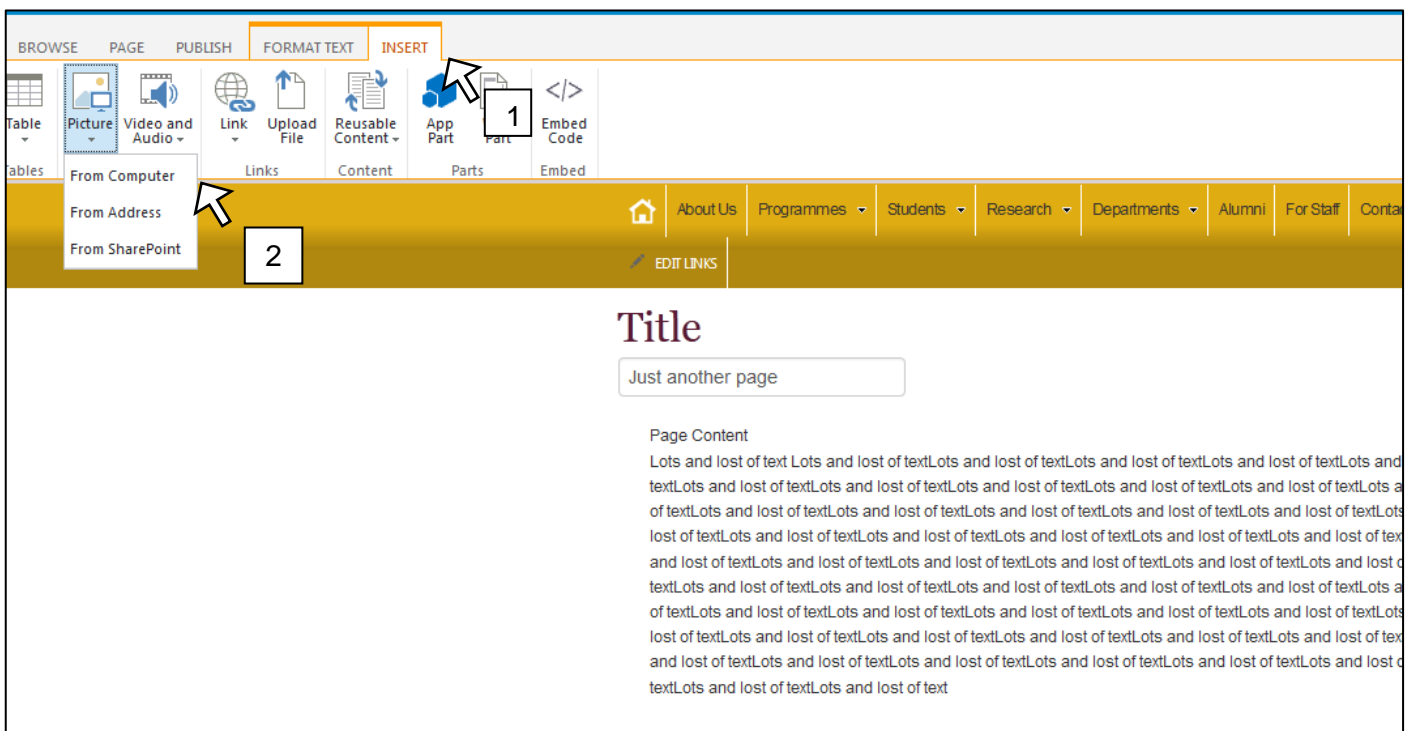
Undergraduate

Now that the link has a description and is properly linked to the file that you want, highlight the text and then press Ctrl+U to underline it or Ctrl+B to make it bold. You will make a link bold if it is standing alone or is a list item, you will underline a link if it falls inside a paragraph. These methods help it stand out. Once this is done you are ready to carry on editing your page.

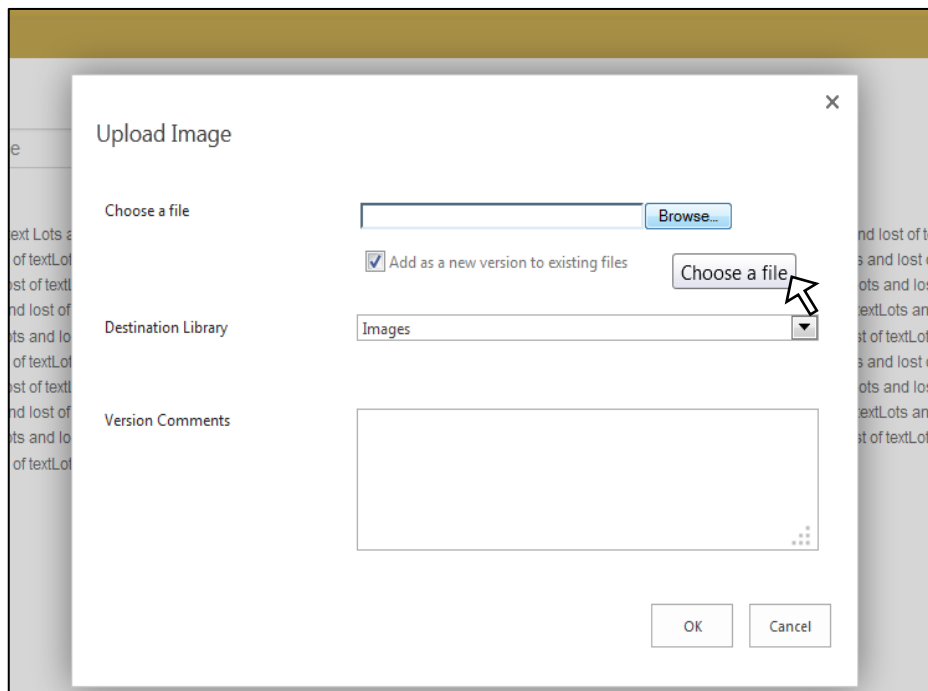
Step 7: Inserting an image

Now that you have your text, you may want to add images to your page to liven it up a little bit so it doesn't look too text heavy.

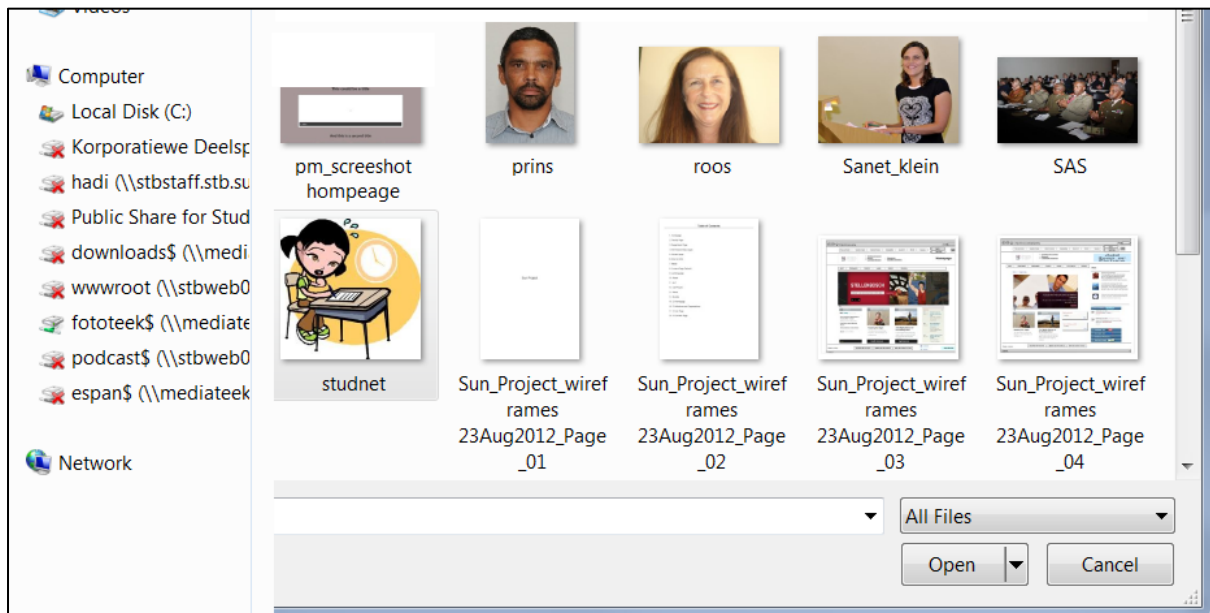
1. Insert Image:
 - a. Position the cursor where you want to add the image.
 - b. Click on 'Insert' in the toolbar. Click on 'Picture' and select where you want to add picture from. For the purpose of this tutorial we will insert a picture from the computer. **Note: This still means we have to upload to SharePoint first.**



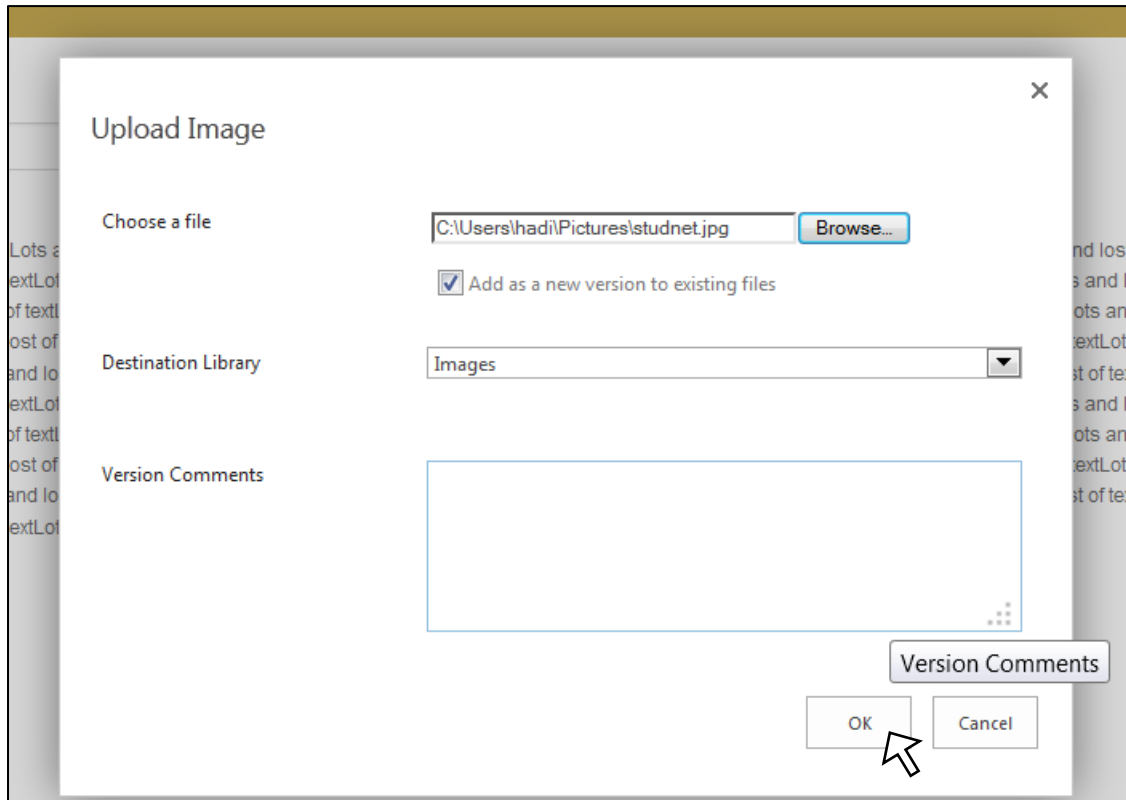
Once you have clicked 'From Computer' a new dialogue box will appear. On this dialogue box click on the 'Browse...' button.



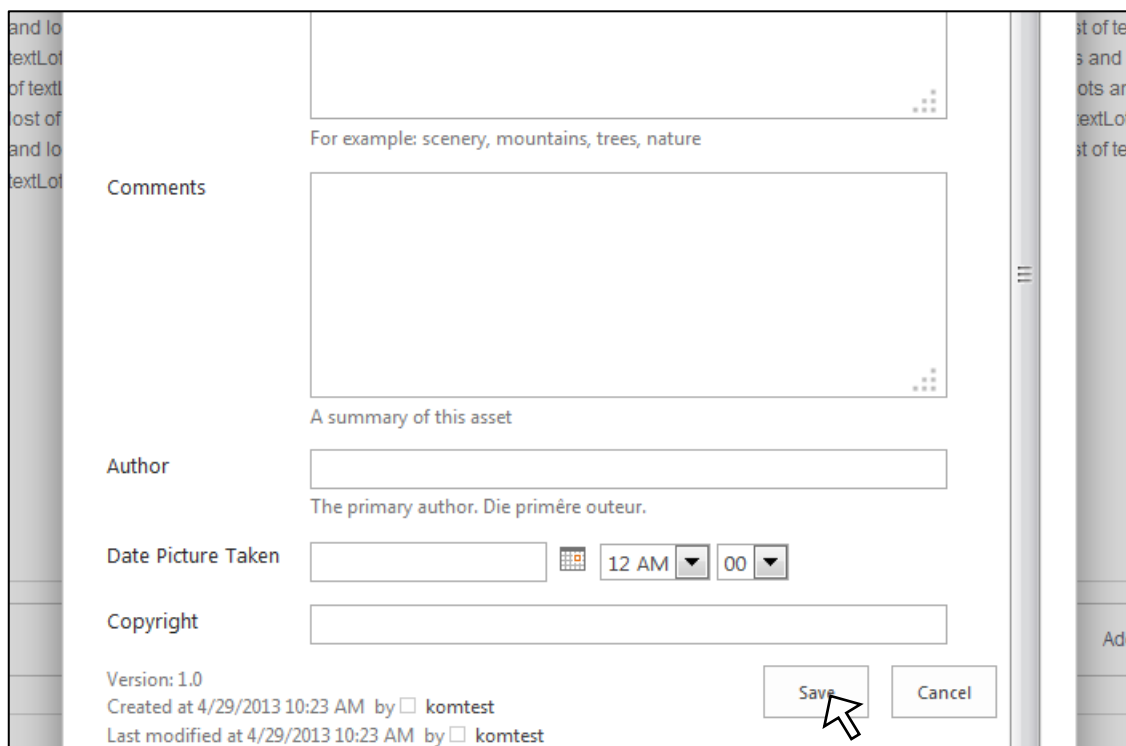
This will open up your computers files. Find and select the image you want and press the 'Open' button.



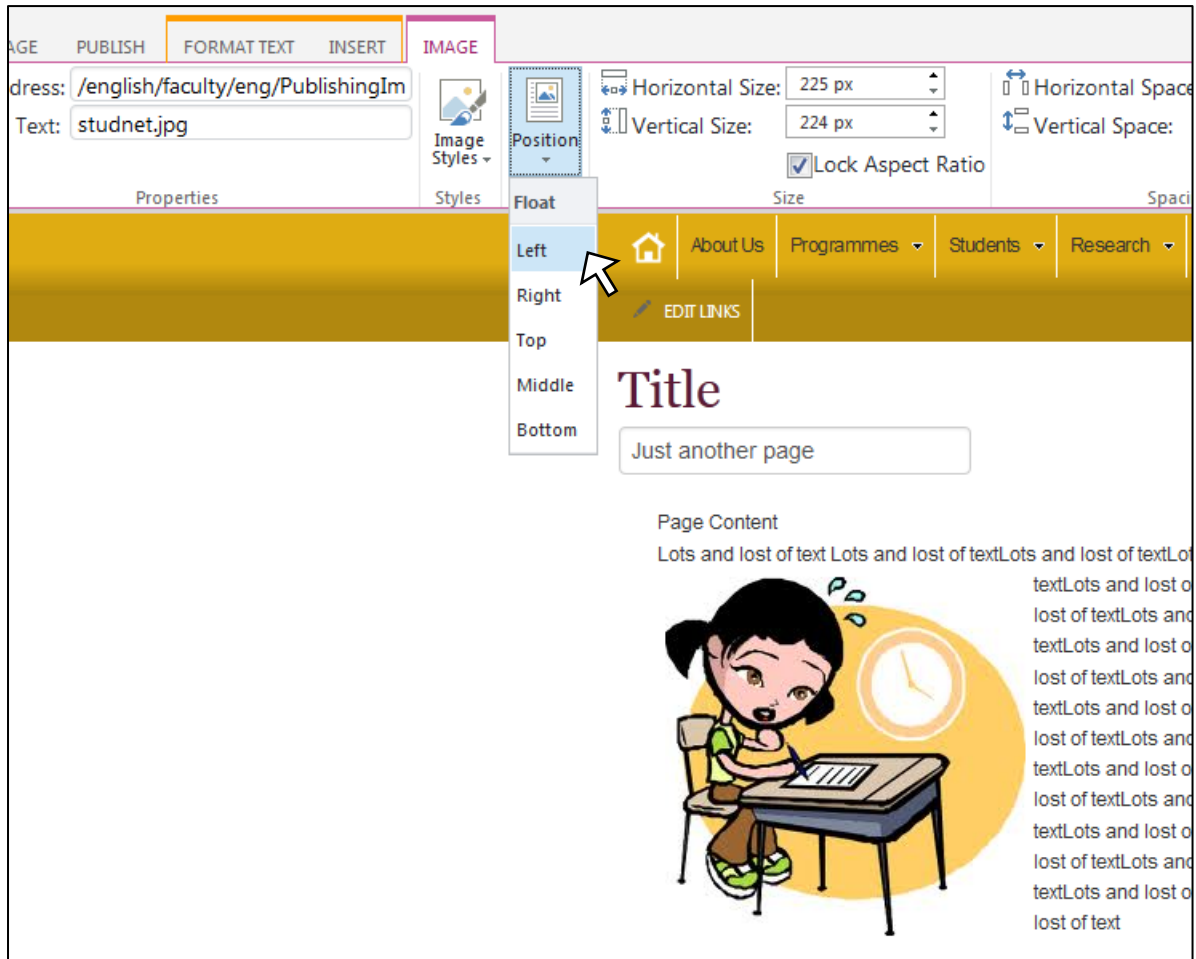
Now you will have the original dialogue box in front of you, on this dialogue box press the 'OK' button. This will upload your image.



Your image is now uploaded. The window below will appear where you can edit metadata. Click on 'Save' when done.



The image appears, but not exactly where we want it to. Select the image and hold left-click and drag image. Select from positioning options in the toolbar. **Note:** After some practice positioning images will be a breeze.

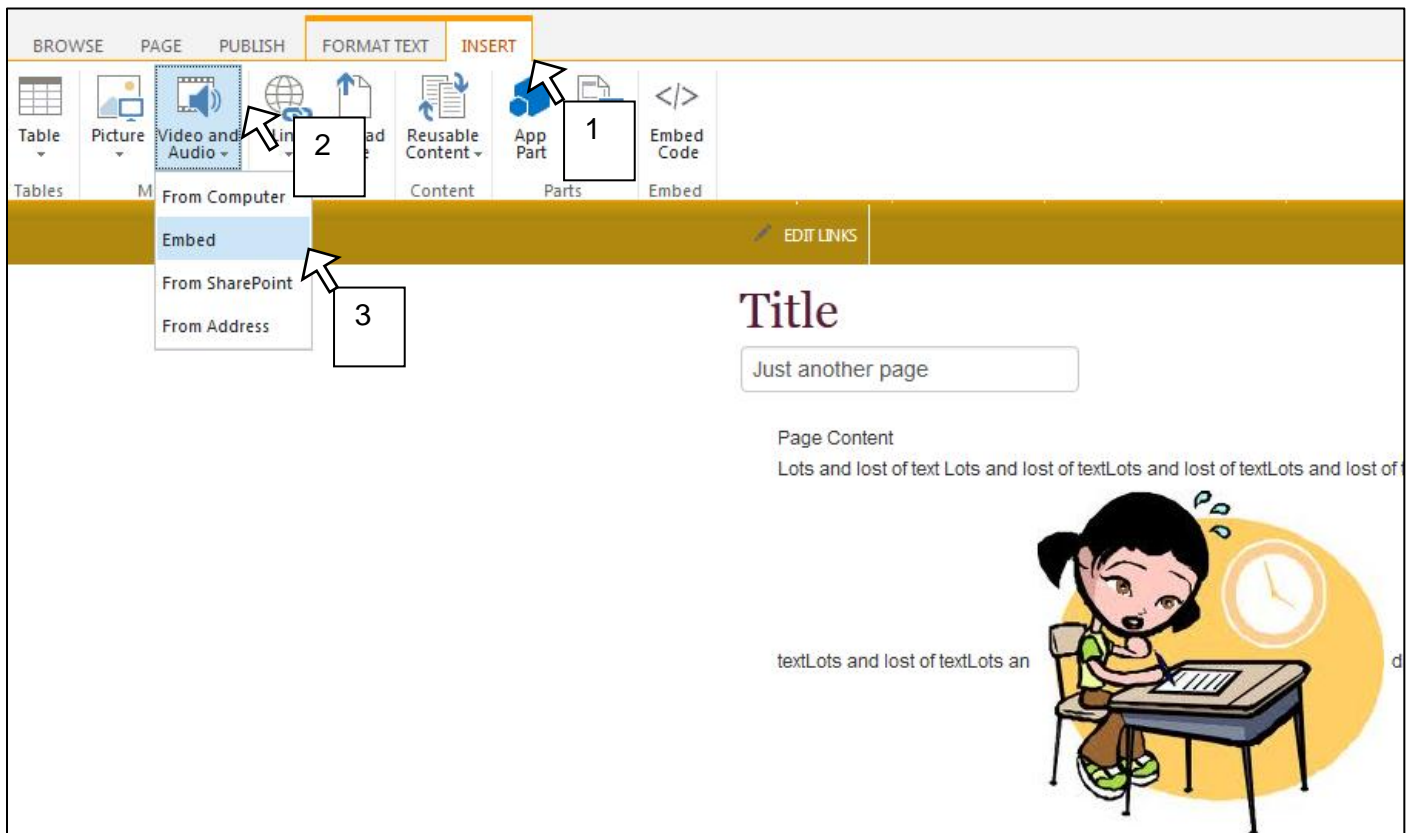


Step 8: Embedding a video

You also may want to embed a video into your page that is related to the content display. With SharePoint 2013 this is made very easy. Simply visit the video you want to embed (in this example the video is on YouTube).



At the top of your page, select the 'Insert' tab, then under there the 'Video and Audio' tab and under that the 'Embed' Option



A dialogue box will appear with a text box inside of it. Paste the embed code you copied from YouTube. Make sure video width and height is correct. (You can see the changes you make on the example of the video below)

Embed

Paste some script or embed code below.

```
<iframe width="560" height="315" src="http://www.youtube.com/embed/JQa_WXqFkA?list=PL97H-YMxdthq_Felf1Dst6lQ8wJ_5YB10" frameborder="0" allowfullscreen></iframe>
```

1

Insert Cancel

2



US Wordfees 2013: 'n Onderhoud met Athol Fugard

Playlist US Wordfees (26 videos)

The image shows a screenshot of a web application's 'Embed' dialog box. At the top, the title 'Embed' is displayed. Below it, the instruction 'Paste some script or embed code below.' is followed by a text area containing a YouTube embed code. A mouse cursor points to the text area, which is labeled with a box containing the number '1'. Below the text area are two buttons: 'Insert' and 'Cancel'. A mouse cursor points to the 'Insert' button, which is labeled with a box containing the number '2'. Below the buttons is a video player. The video player has a title 'US Wordfees 2013: 'n Onderhoud met Athol Fugard' and a play button in the center. Below the video player, it says 'Playlist US Wordfees (26 videos)'. The video player shows a man with a white beard and a blue cap, looking slightly to the left. The background is a lush green forest.

Click on 'Insert'

Extra Page & Site Features

SEO Properties

What does SEO mean?

Search Engine Optimization (SEO) is a tool that is used to help enhance and the likelihood of the object you do SEO Meta-Tagging for to be found by a search engine. It works on a similar concept as the Metadata that is used for documents as explained in the previous section but this type of tagging is particular to pages on your site rather than documents or images and these tags can be picked up by most search engines, such as the sun.ac.za search function, Google, Yahoo, Bing and many others besides.

What does this mean for your site?

In effect, this means you can make your site even more accessible than before with words, phrases and terminology that is closely linked with your site or particular page.

As a faculty you could catch the attention of someone that is looking up universities with your particular offerings, such as an individual from the Eastern Cape looking up universities with Civil Engineering using the Google search engine. Because you have enhanced your pages Metadata the Civil Engineering department's result will become more relevant to the search engine, showing up higher in the search results meaning the individual is more likely to seriously consider coming to Stellenbosch.

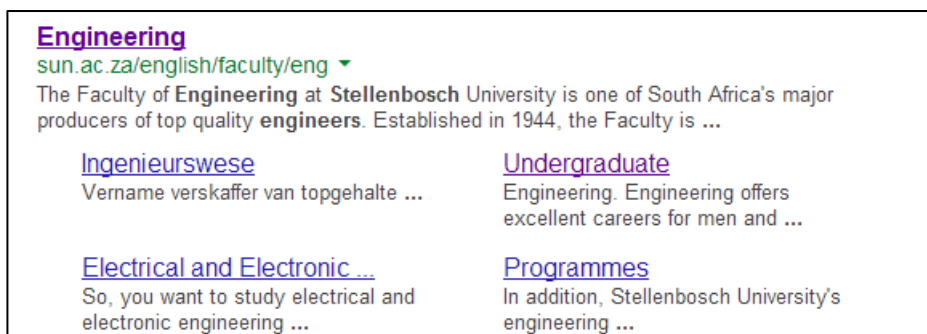
What type of Metadata will you need to fill in?

The type of Metadata you use for your SEO properties will affect how relevant that particular page or site will have when the public use a search engine to find it.

If the Civil Engineering department uses terms like 'digger,' 'cement' and 'road' it's not likely that their department will be prominent on search results of the different search engines, however, if they use terms like 'Civil,' 'Engineering' and 'Stellenbosch' then it is more likely to start enhancing the possibility that the search results will be more relevant for the users out there looking for 'Civil Engineering at Stellenbosch.'

Extra benefits of customizing the SEO Properties

When filling out the properties it also gives you an opportunity to customize the message that appears with the result to the search. For example:



Engineering
sun.ac.za/english/faculty/eng ▾
The Faculty of **Engineering** at **Stellenbosch** University is one of South Africa's major producers of top quality **engineers**. Established in 1944, the Faculty is ...

Ingenieurswese Vername verskaffer van topgehalte ...	Undergraduate Engineering. Engineering offers excellent careers for men and ...
Electrical and Electronic ... So, you want to study electrical and electronic engineering ...	Programmes In addition, Stellenbosch University's engineering ...

Having searched for 'Stellenbosch Engineering' using Google this was the first result that came up. Each of the links that show up are the titles of the pages in the Engineering site. The descriptions below are in fact extracts from the content area of the pages. Customizing the SEO Properties will give you the opportunity to customize these descriptions.

Filling in the SEO Properties for your page

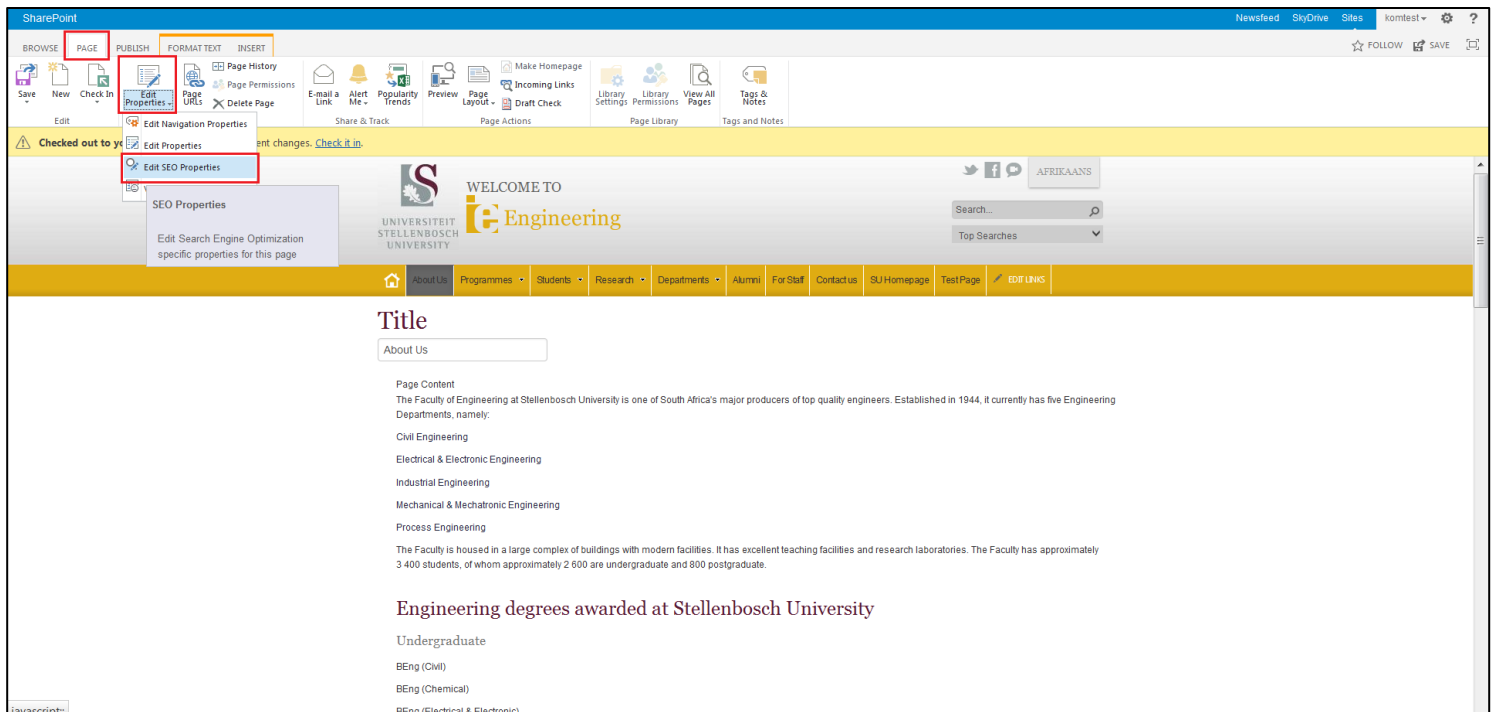
Now that we know what we are going to be effecting and to what end, let's go through the process of actually creating these changes. Once your page has been created and you are able to edit the page then you will be able to affect the SEO Properties.

Step 1: Choosing the page

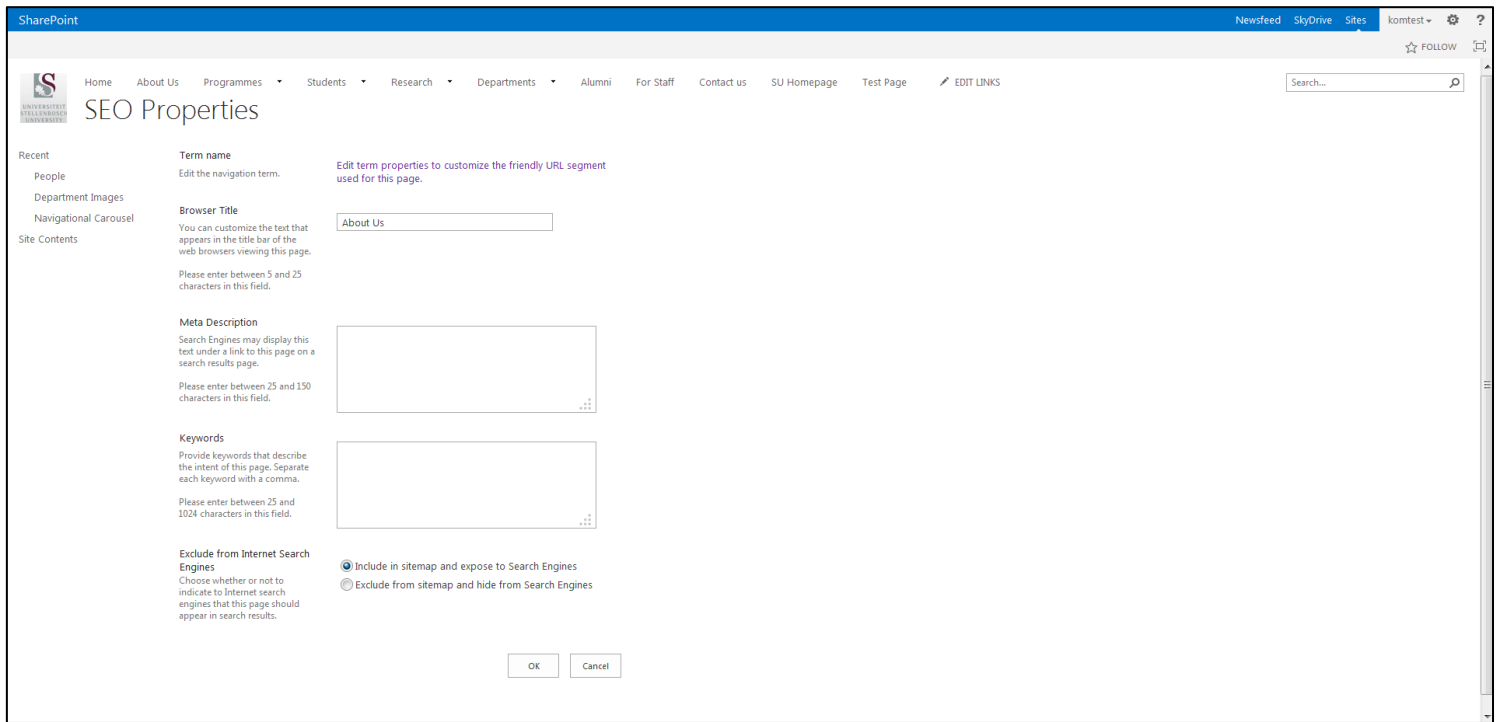
Navigate to the page that you would like to change the properties of. If you are unsure and/or only want to change the properties of one of your pages then you should navigate to your landing (home) page. You can consider this page as the front door to your site and as first impressions are important this should be, visually, your best looking page for the public to see and the easiest to find.

Once you have navigated to the page that you want to edit the SEO Properties of then go into edit mode.

Step 2: Navigating to the SEO Properties



In the ribbon at the top of your screen, choose the 'Page' tab and under that select the dropdown for 'Edit Properties' and select 'Edit SEO Properties' and you will find yourself on a new page that has text boxes on it for you to fill out like the image below.



Step 3: Editing the SEO fields

Browser Title: The text that appears in the Browser Title textbox is the text that will appear at the top of your browser in the tab. It does not affect the title on your page or the text that appears in the navigation.

If you want the page name and the Browser Title to differ then you can change it but otherwise leave the text as it is.

Meta Description: The Meta Description textbox is where you put in a short description of what the page is about. This description will appear in the results of the search engines beneath the link.

The description needs to be short and to the point as the description area of search results do not show large pieces of text. These descriptions should indicate the type of information that you can find on your site or page.

Example: 'The Engineering Faculty of Stellenbosch offers a wide variety of top quality skills and knowledge. We have five departments, Civil, Electrical & Electronic, Industrial, Mechanical & Mechatronic and Process Engineering. All of the departments specialize and excel in their fields.'

Keywords:

The keywords and the searchable words that describe the intent of the page or website specifically for the search engines to look at. These keywords should correlate with what a user will typically type in to find your website on a search engine.

Example of a user search: A user trying to find the Engineering website would typically type in a statement such as: 'the Stellenbosch University Faculty of Engineering'

When the search engine looks for when the user presses enter are keywords, it drops words that it doesn't need and looks for the site with the highest correlation to the keywords it uses.

What the search engine looks for: 'stellenbosch,' 'university,' 'faculty' and 'engineering.' Notice the search engine drop the words 'the,' and 'of' and looks for each of the other word individually regardless of upper or lower case.

Putting your Keywords into the text box is easy. Type in the words that you think best describe the page or site you are promoting through SEO customization and separate each word using a comma.

Example: 'stellenbosch, university, faculty, engineering, civil, mechanical, mechatronic, industrial, process, electrical, electronic'

Step 4: Finishing off

Once you have added all of the information that you want to add to the SEO Properties then your page should look similar to the example below. If you are happy with the information press the 'OK' button at the bottom of your screen and the results will be added to your page and the search engines should start to pick it up in their results within 24 hours or so.

Now you are done, you can go back and edit these properties at any time. Make sure to Publish your page after you have finished with these changes.

The screenshot shows the 'SEO Properties' configuration page in SharePoint. The page title is 'SEO Properties' and the breadcrumb is 'Home > About Us > Programmes > Students > Research > Departments > Alumni > For Staff > Contact us > SU Homepage > Test Page > EDIT LINKS'. The page is for the 'About Us' page.

Term name
Edit the navigation term.
Edit term properties to customize the friendly URL segment used for this page.

Browser Title
You can customize the text that appears in the title bar of the web browsers viewing this page.
Please enter between 5 and 25 characters in this field.
About Us

Meta Description
Search Engines may display this text under a link to this page on a search results page.
Please enter between 25 and 150 characters in this field.
The Engineering Faculty of Stellenbosch offers a wide variety of top quality skills and knowledge. We have five departments, Civil, Electrical & Electronic, Industrial, Mechanical & Mechatronics and Process Engineering. All of the departments specialize and excel in their fields.

Keywords
Provide keywords that describe the intent of this page. Separate each keyword with a comma.
Please enter between 25 and 1024 characters in this field.
stellenbosch, university, faculty, engineering, civil, mechanical, mechatronic, industrial, process, electrical, electronic

Exclude from Internet Search Engines
Choose whether or not to indicate to Internet search engines that this page should appear in search results.
 Include in sitemap and expose to Search Engines
 Exclude from sitemap and hide from Search Engines

OK Cancel

Save, Check In or Publish

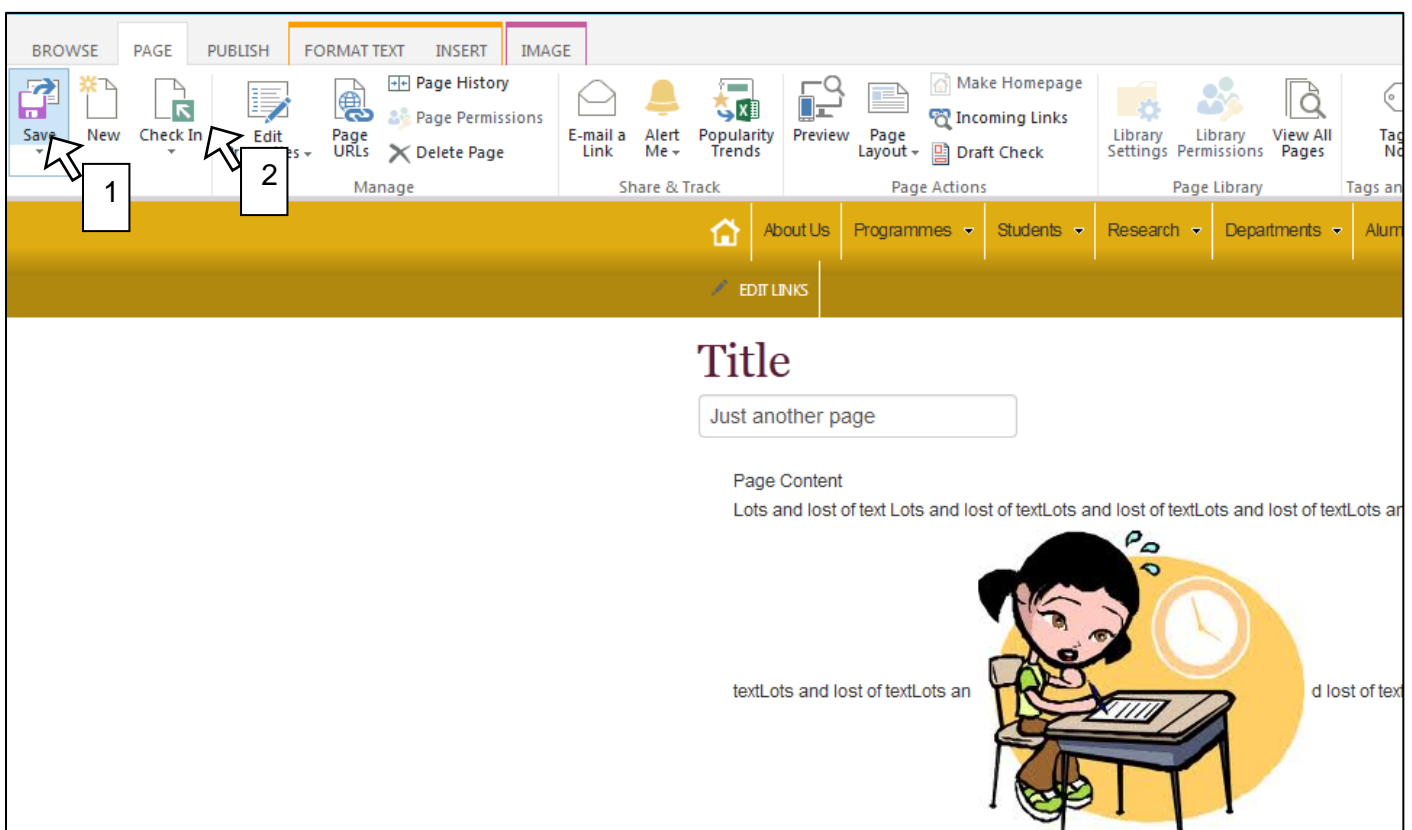
Once the content is complete you have 3 options:

Option 1: Save

'Save' the page. This will save your content but not make the page available for everyone to see. Also nobody else in your website group can edit the page.

Option 2: Check in

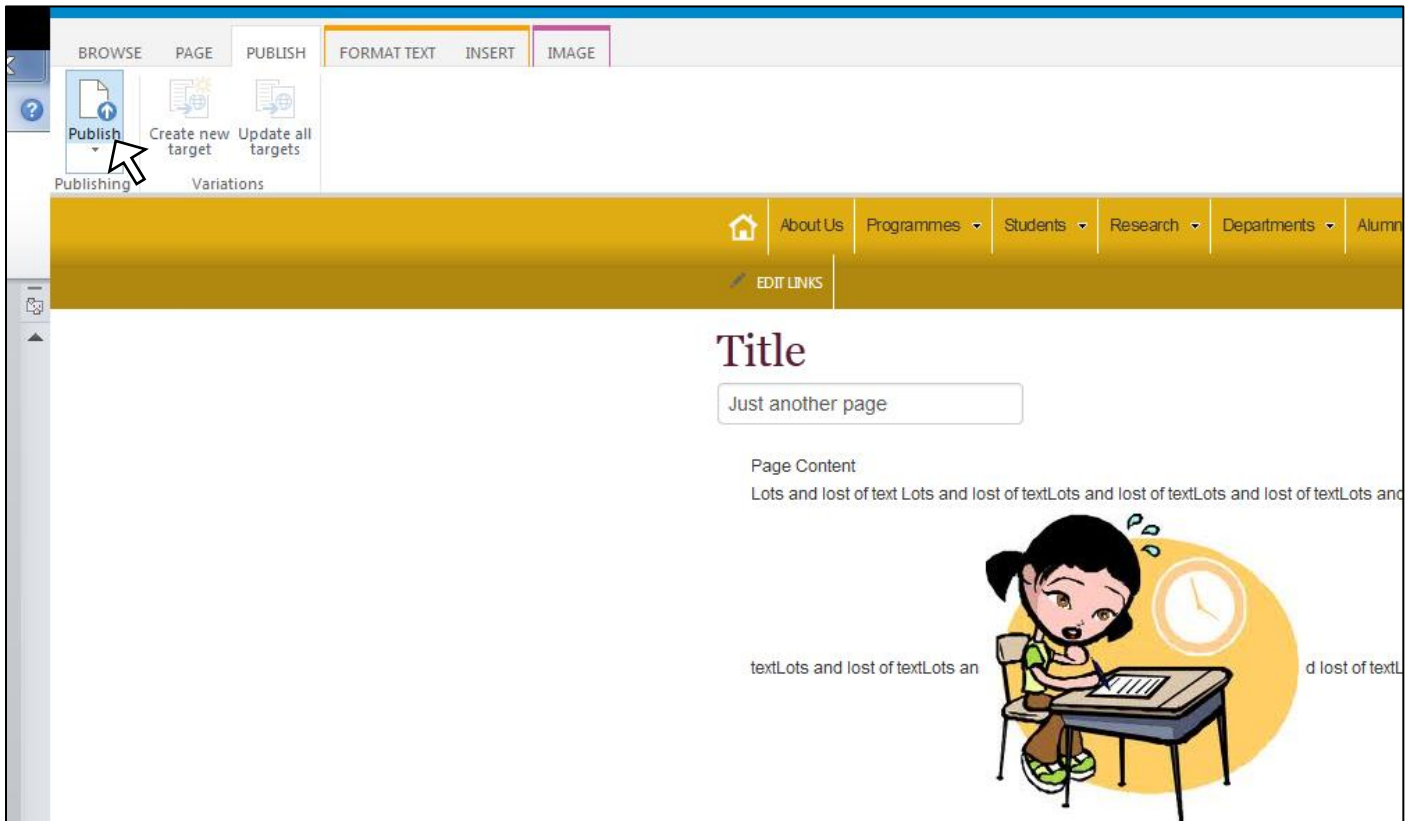
You can 'Check In' the page. Your page still won't be public but other people in your website group can edit the page.



Option 3: Publish

You can **'Publish'** the page, which is more like. Click on 'Publish' and follow the wizard.

Your page will automatically be saved, checked in and made available for the rest of the world to see. **Note:** Once your page is published the world can always see your page unless you unpublish it.



Next we must complete the Afrikaans version of the page. Click on 'AFRIKAANS' button.

Note: you have to wait about 15mins for the Afrikaans page to appear.

News

Articles, Events & Notices

Articles, Events and Notices are pieces that will be publically available to be seen by anyone visiting the site and each vary in their function and where they display but the basic structure behind them remains very similar. These pieces can only be created by SUN Site Owners (the Communications and Liaison Office) and Sun Subsite Owners (the Faculty Staff that have been granted permission to use SharePoint).

Each piece will appear in different parts of the website according to what is indicated by the piece create and each piece has a specific area in which it will display on the pages chosen. You will be able to see the difference in the instructions below.

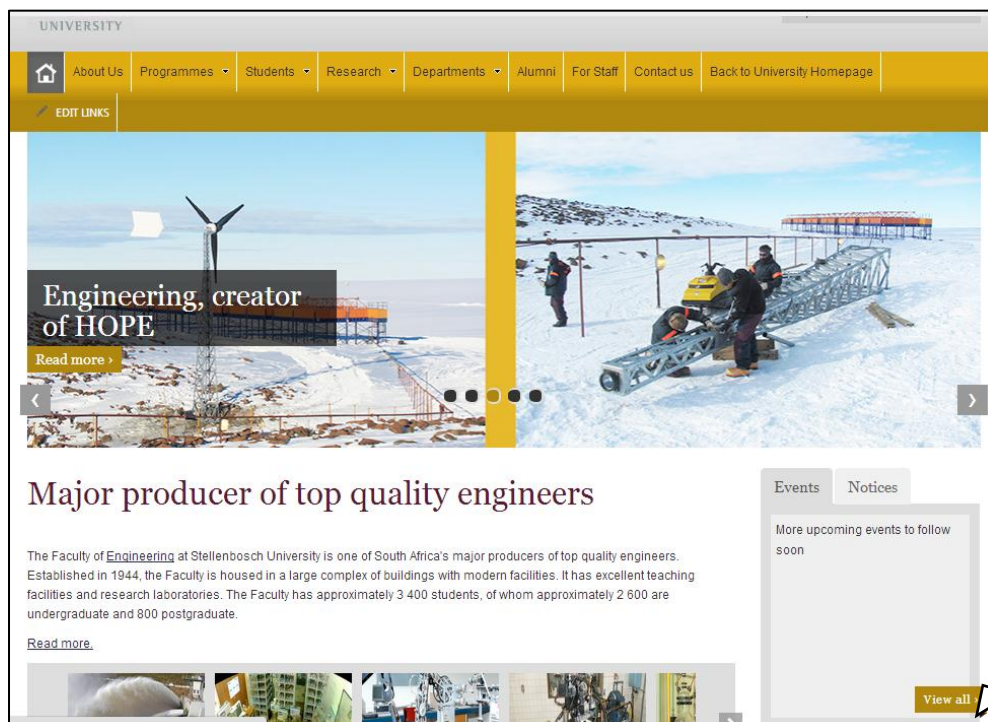
The pieces that you create get stored on the Sun website and not your own subsite but you will have access to them and they will appear where specified, if the necessary permissions are granted to the locations requested.

Creating a News Article

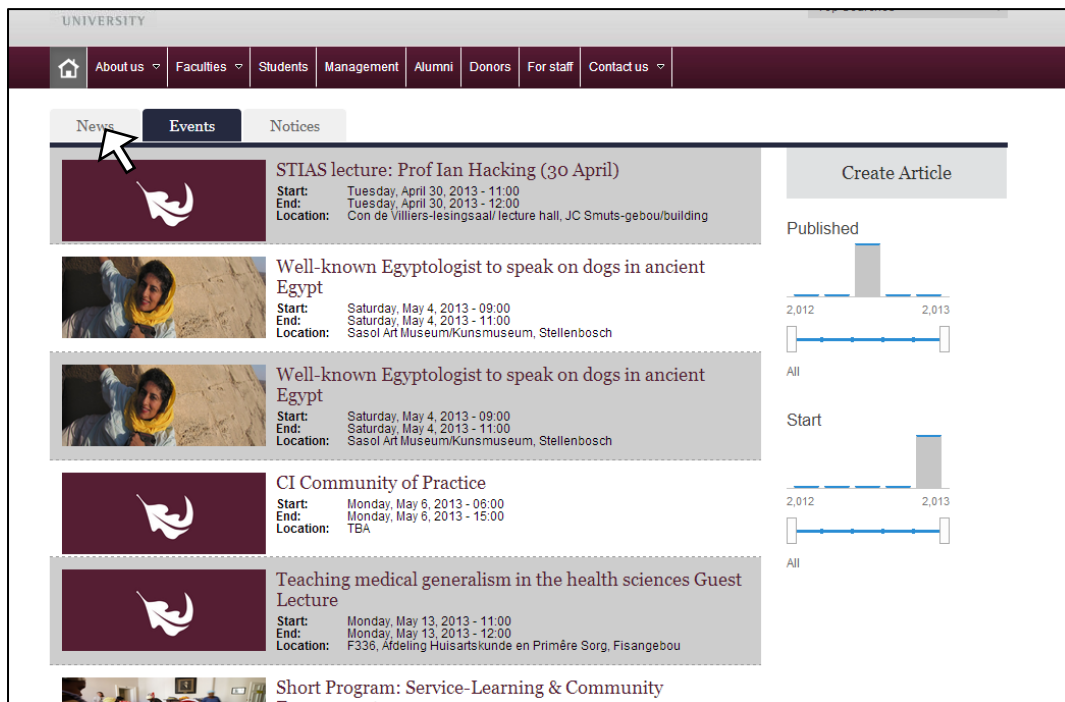
Step 1: Navigating to the article library

On your faculty's Homepage in the bottom right hand corner there is a box with two headings on it; Events and Notices. At the bottom of this box there is a button that says "View All."

Click on this button. (Note: Before adding an Article of any sort, make sure you have added the image you wish to use before hand to your library.)

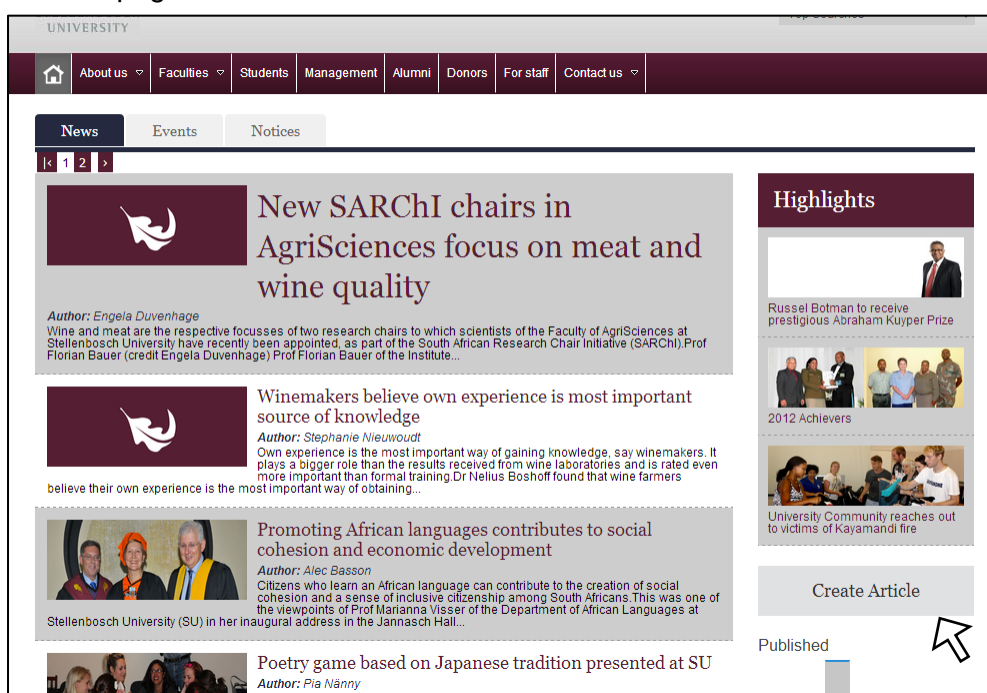


Once you have pressed this button it will take you to a page displaying all the current Events. At the top of this display and below the navigation there will be tabs to change between News, Events and Notices. Choosing between these tabs will affect the type of Article you will create. Click on the News tab.



Step 2: Create

Now that you are on the News tab you can press the “Create Article” button on the right hand side of the page.

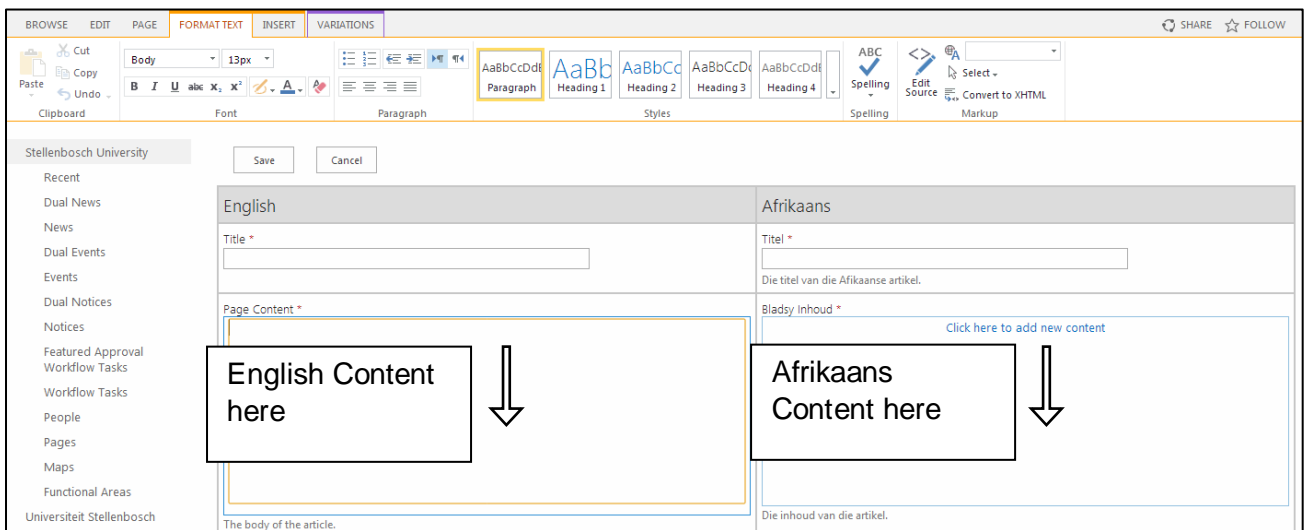


Step 3: Adding content

Now you are in the view where you will be adding content. You will notice that this view has many similarities with a Microsoft Word document. The toolbar at the top is the same format but does not have as much functionality on it. There is also an English and Afrikaans panel with spaces for both and title and content in either panel.

In these areas you may copy paste your news piece and its title or you may type it out.

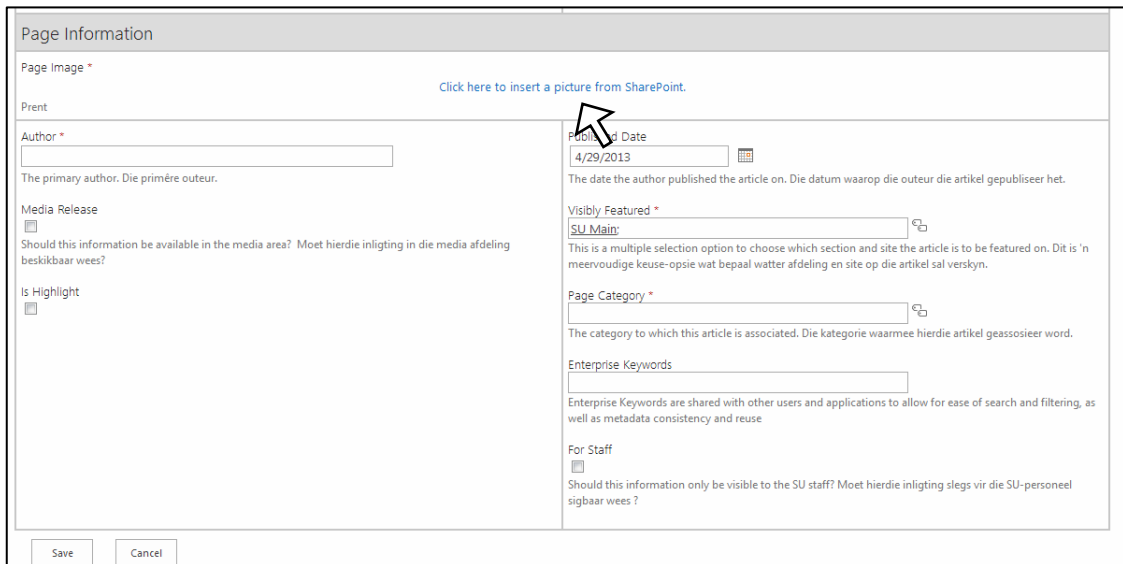
When copy pasting, make sure to press Ctrl on the keyboard and then selecting the “Paste Clean” option. This Ensures there is no extra formatting in your document.



The screenshot displays a web-based content management system interface. At the top, there is a navigation bar with tabs for BROWSE, EDIT, PAGE, FORMAT TEXT, INSERT, and VARIATIONS. Below this is a rich text editor toolbar with various formatting options like bold, italic, underline, and font color. The main content area is split into two columns: English and Afrikaans. Each column has a 'Title' field and a 'Page Content' field. The English 'Page Content' field contains the text 'English Content here' with a downward arrow pointing to it. The Afrikaans 'Page Content' field contains the text 'Afrikaans Content here' with a downward arrow pointing to it. The interface also includes a sidebar on the left with a list of recent items and a bottom status bar.

Step 4: Adding an image

Now that you have added the actual article you need to add the picture and several other important bits of information. To add a picture you simply need to click on the click “[Click here to insert a picture from SharePoint.](#)” This will take you to a dialogue box that gives you the option to browse for your desired picture you added before you started creating the Article as mentioned in step 1.



Page Information

Page Image * [Click here to insert a picture from SharePoint.](#)

Prent

Author *
The primary author. Die primêre outeur.

Media Release
 Should this information be available in the media area? Moet hierdie inligting in die media afdeling beskikbaar wees?

Is Highlight

Publish Date
4/29/2013
The date the author published the article on. Die datum waarop die artikel gepubliseer het.

Visibly Featured *
SU Main
This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.

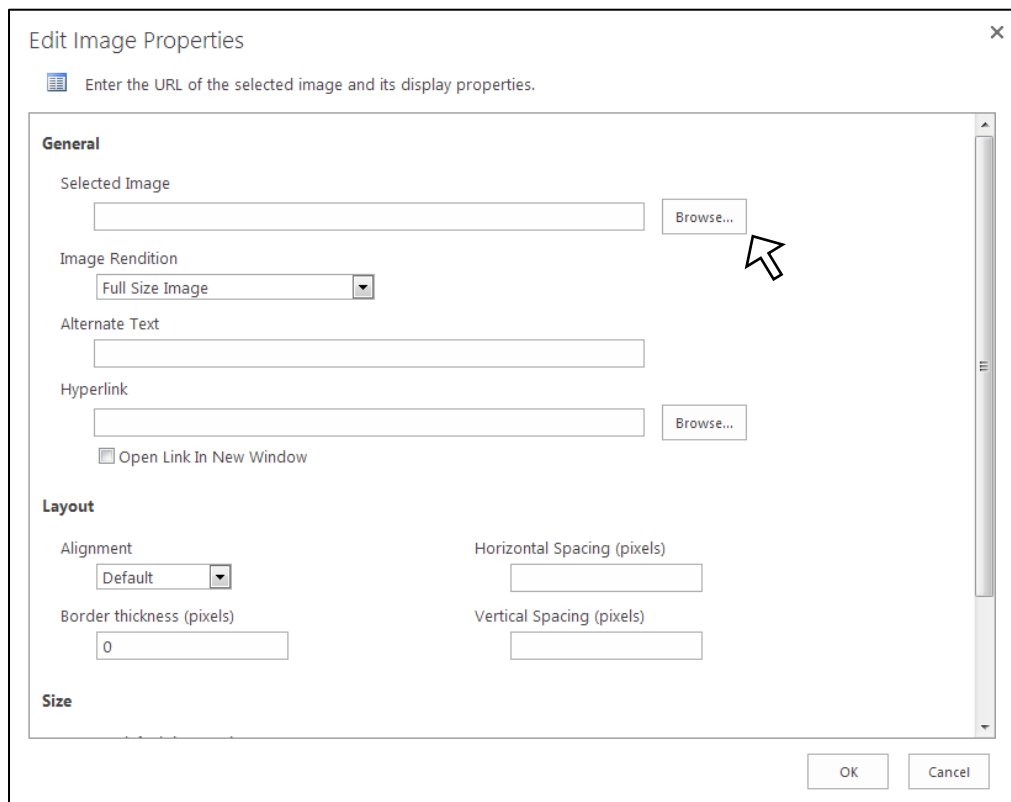
Page Category *
The category to which this article is associated. Die kategorie waarmee hierdie artikel geassosieer word.

Enterprise Keywords
Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse.

For Staff
 Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?

Save Cancel

Press the 'Browse' button. This will open the library dialogue box.



Edit Image Properties

Enter the URL of the selected image and its display properties.

General

Selected Image
Browse...

Image Rendition
Full Size Image

Alternate Text

Hyperlink
Browse...

Open Link In New Window

Layout

Alignment
Default

Horizontal Spacing (pixels)

Border thickness (pixels)
0

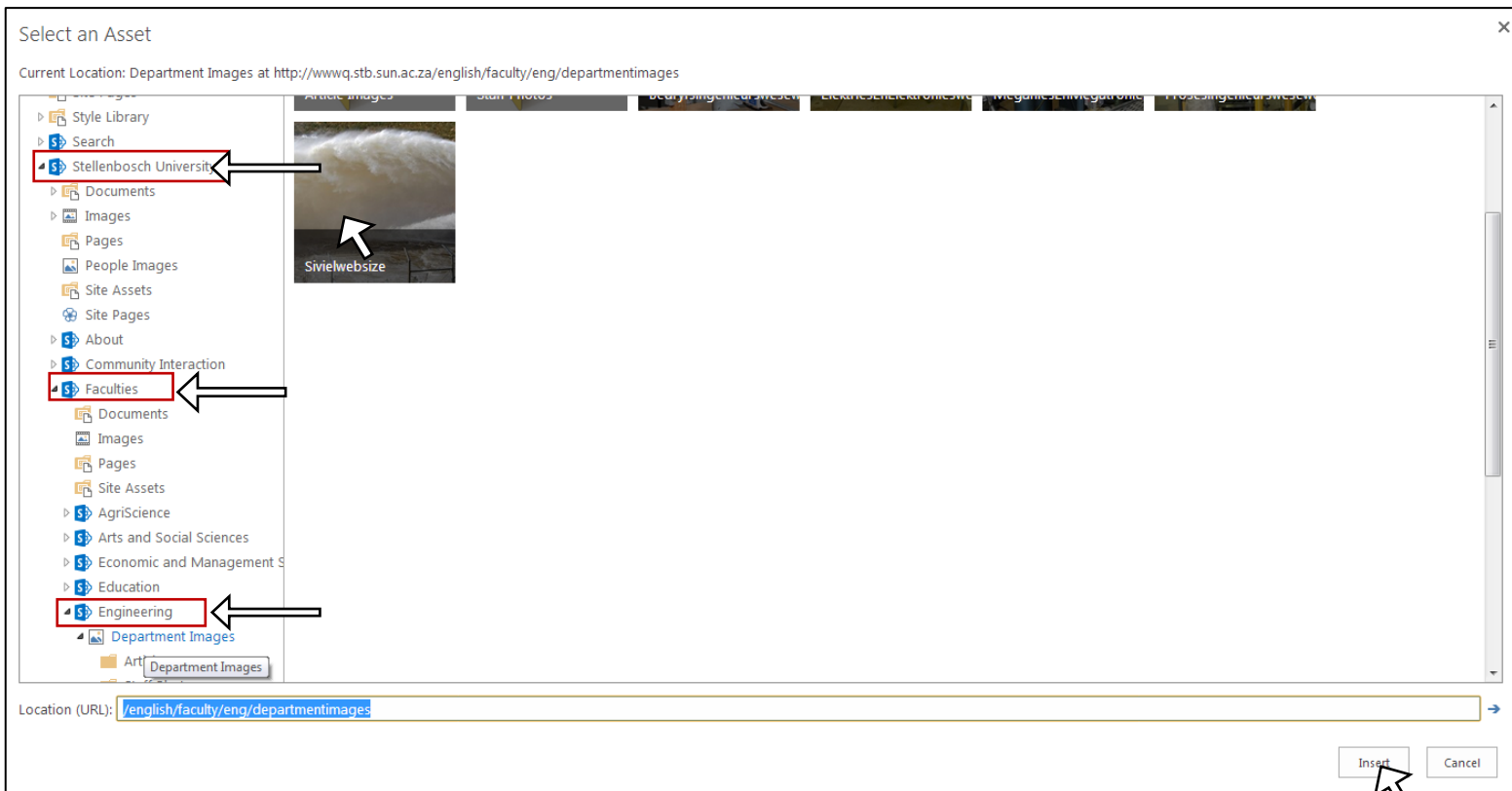
Vertical Spacing (pixels)

Size




OK Cancel

Now that you have navigated to your library you may select the image you want for the article by double clicking or by selecting the image and then pressing Insert.

Once you have done that you then press ok and the image will be displayed below your article.



Next: Now it is time to fill in the other important information. Each of the fields is explained in on the site but we will run a brief overview of each.

Page Information	
Page Image *	
	
Prent	
Author *	Published Date
<input type="text"/>	<input type="text" value="4/29/2013"/> 
The primary author. Die primêre outeur.	The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.
Media Release	Visibly Featured *
<input type="checkbox"/>	<input type="text" value="SU Main"/> 
Should this information be available in the media area? Moet hierdie inligting in die media afdeling beskikbaar wees?	This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.
Is Highlight	

Step 5: Page information

Author

This will display with your article and it should display the original author of the article.

Author *

The primary author. Die primêre outeur.

Media Release and Highlight

If you check the Media Release button the article will be available in the Media area in addition to where you specify the document to appear.

The Highlight Radio button determines if the news article is of high importance or is a highlight for the University as opposed to a regular news article. If an article is a highlight it will remain more relevant to the search engines and the display carousels for longer than a regular news piece.

Media Release

Should this information be available in the media area? Moet hierdie inligting in die media afdeling beskikbaar wees?

Is Highlight

Published Date

The Published Date calendar selection will display when the article was published, this will appear below the article to the user when they read it and it will also help people search for the article if they are looking for specific dates. This does not effect when the article will become visible on the carousel and in the library for the public

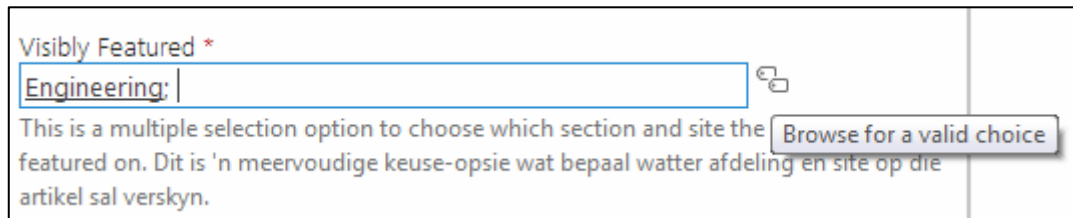
Published Date


The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Visibly Featured

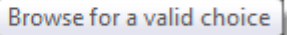
Visibly Featured is where you determine where you want your article to appear on the Stellenbosch website. This will automatically have SU Main selected but depending on how relevant the article is to the university as a whole you should remove that and put your faculty's English name, in this case Engineering. You do this by pressing on the tags next to the text box and selecting your faculty from there.



Visibly Featured *

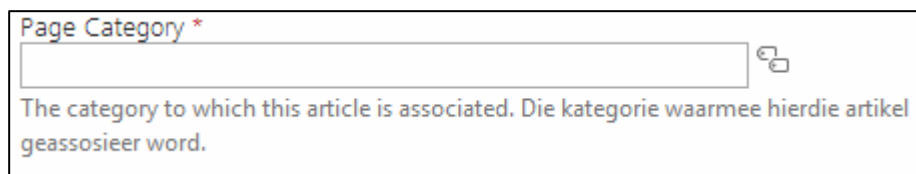
Engineering; 

This is a multiple selection option to choose which section and site the featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.


 Browse for a valid choice

Page Category

The page category will help indicate who the article is most relevant to, in terms of current students, prospective students, staff etc... The selection process works the same as the Visibly Featured options.



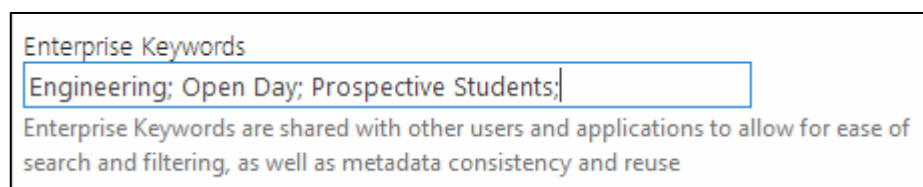
Page Category *



The category to which this article is associated. Die kategorie waarmee hierdie artikel geassosieer word.

Enterprise Keywords

Enterprise Keywords will highlight what the article is about, such as Engineering or Open Day etc... The keywords placed in here can be typed out and must be separated by a “;” as displayed in the image below.



Enterprise Keywords

Engineering; Open Day; Prospective Students;

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

For Staff

Lastly there is the “For Staff” radio button. This determines if the article is visible only to staff members or to everyone.

For Staff

Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees ?

Approval

Once you are happy with your article and all the details then check the approval process button in the bottom right hand corner then press ‘Save’ and you have a complete News Article.

The article is now complete, begin the approval process

Creating an Event

To create event, follow the same steps as when creating a News Article. There are only a few extra Information boxes at the bottom that need to be filled out. These steps will be explained below.

Page Information

Page Image * [Click here to insert a picture from SharePoint.](#)

Prent

Start Date *
4/29/2013 1 PM 00

End Date *
4/29/2013 1 PM 00

Location

Plek

Contact Name

Contact Name is a site column created by the Publishing feature. It is used on the Page Content Type as the name of the person or group who is the contact person for the page.

Contact E-Mail Address

Contact E-mail Address is a site column created by the Publishing feature. It is used on the Page Content Type as the e-mail address of the person or group who is the contact person for the page.

Business Phone

Published Date
4/29/2013
The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Visibly Featured *
SU Main
This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.

Page Category *
The category to which this article is associated. Die kategorie waarmee hierdie artikel geassosieer word.

Enterprise Keywords

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

For Staff

Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?

Save Cancel

As you can see, the right hand side panel has remained the same but on the left hand side there are new options to be filled in.

Page information

Start/End Date

The Start and End Date determines when the event will be taking place. The date is in the format of MM/DD/YYYY. This is due to SharePoint being an American product. Double check that you have put the date in correctly when making an event. You can also choose the date by pressing the calendar next to the text box and selecting the relevant date there. The time options will help you define the duration of the event.

*Note this start/end date does not determine when the event will be showing on the carousel it is the actual start end date of the event. If you are writing on an event past then it is a New article and not an event

Start Date *
4/29/2013 1 PM 00

End Date *
4/29/2013 1 PM 00

Location

In the Location text box you can put in the building name or the street address etc... as to where your event will take place.

Location <input type="text"/>

Contact

The Contact section of the form will determine the primary contact person for the event that you are creating, this information will display to the public when they view the event so make sure it isn't their private contact information but rather their business contact information. This information can be typed into the text boxes.

Contact Name <input type="text"/> Contact Name is a site column created by the Publishing feature. It is used on the Page Content Type as the name of the person or group who is the contact person for the page.
Contact E-Mail Address <input type="text"/> Contact E-mail Address is a site column created by the Publishing feature. It is used on the Page Content Type as the e-mail address of the person or group who is the contact person for the page.
Business Phone <input type="text"/>

Done

Once you are happy with all the settings and information, check the 'The article is now complete, begin the approval process' and click on 'Save' and then you have created your Event Article to be approved by the necessary site owners.

Creating a Notice

The Notice format works the same as the News Article creation process. The only difference is by the Page Information. Certain options are not there but process will work the same way.

Page Information	
Page Image * Click here to insert a picture from SharePoint.	
Prent	
<p>Published Date <input type="text" value="4/29/2013"/> </p> <p>The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.</p> <p>Visibly Featured * <input type="text" value="SU Main"/> </p> <p>This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.</p> <p>Page Category * <input type="text"/> </p> <p>The category to which this article is associated. Die kategorie waarmee hierdie artikel geassosieer word.</p> <p>Enterprise Keywords <input type="text"/></p> <p>Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse</p> <p>For Staff <input type="checkbox"/></p> <p>Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?</p>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Once you have filled in all the details you want on your notice, check the 'The article is now complete, begin the approval process' and press save and you've created a notice that will wait for approval before being visible to the public.

News Approval Process

The News approval steps are very simple with the workflow that SharePoint utilizes and will make the News carousels safe from unwanted news pieces and gives power to the site owner to manage the site in the way that they want.

Step 1: Receiving the Approval Email

Once you have saved your News piece and the option to send through approval was checked then the Site Owner(s) will be informed of your request to publish a news piece on the news carousel that they have control over through an email.

 Reply  Reply All  Forward

 Mon 2013/05/27 09:44 AM
Stellenbosch University <sharepoint@sun.ac.za>
Please approve News article to be featured on Law Site.

To Ortlepp, SC, Mnr <scotto@sun.ac.za>
 You forwarded this message on 2013/05/27 09:44 AM.

Do you want this article featured on your site?

ARTICLE	Test
FEATURED SITE	Law
SHOW ON IMAGE CAROUSEL	True
SHOW ON HOME PAGE SNIPPETS	False

To complete this task:
1. Open task [here](#).
2. Select Approve or Reject.

This email informs you of the Article name where it is requesting permission for.

Next to the Article heading there is a link to the article in the form of the Article's English name, if you press this link you will see a preview of the article in the dual medium, the same as the creation process.

At the bottom it gives you the option the "Open task [here](#)." Click on this link to start your approval process.

Step 2: Approval

The link will open a page in your browser for the Article approval process. The page should look like this:

The screenshot shows a SharePoint article approval form. The top navigation bar includes 'SharePoint', 'Newsfeed', 'SkyDrive', and 'Sites'. The user is logged in as 'Ortlepp, SC, Mnr <scotto@sun.ac.za>'. The form is titled 'Stellenbosch University' and contains the following fields:

- Title ***: Please approve News article to be featured on Law Site.
- Assigned To ***: Law Owners x
- Featured Site ***: Law
- Carousel**:
- Snippet**:
- Task Status**: Not Started (dropdown menu)
- Description**: Do you want this article featured on your site?
Article Title: Test
Article URL: http://www.sun.ac.za/english/lists/dualnews/dispform.aspx?ID=187

At the bottom of the form, there are four buttons: 'Approved', 'Rejected', 'Save', and 'Cancel'. The form also includes a sidebar with navigation options like 'Recent', 'Dual News', 'News', 'Dual Events', 'Events', 'Dual Notices', 'Notices', 'Featured Approval Workflow Tasks', 'Workflow Tasks', 'People', 'Pages', 'Maps', and 'Functional Areas'.

There are several options that you can change on the page but the sections that you will be changing will be from Carousel down till Task Status. We will now run through these different options as well as what the buttons at the bottom of the page do.

The Carousel check box controls whether the article will appear on the Carousel or not, checked means it will, unchecked means it will.

The Snippet check box controls whether the article will appear on the area at the side of your page as a snippet or not, checked means it will and unchecked means it won't

The Task Status drop down determines which button you will be using at the bottom here are the different options and their outcomes

Option 1: Work on Article Later

If you wish to do the approval later there are some options which you can choose in the “Task Status” Option, namely: “Not Started”, “In Progress” or “Waiting for someone else” you can select these options and then press save and the status of the article will change.

Option 2: Approve Now

In the “Task Status” Option select “Completed” and then at the bottom of the Article press the “Accepted” button and your article will be approved and will display on your approved area.

Option 3: Defer

If you want to hand over the responsibility to one of the other site owners for your faculty then under the “Task Status” option select “Deferred” and then press the “Save” button on the bottom of the article and the status of the article will be changed.

Option 4: Reject

In the “Task Status” option select the “Completed” and then press the “Rejected” button at the bottom of the page and the article will be rejected and will not appear on the areas that they have requested for.

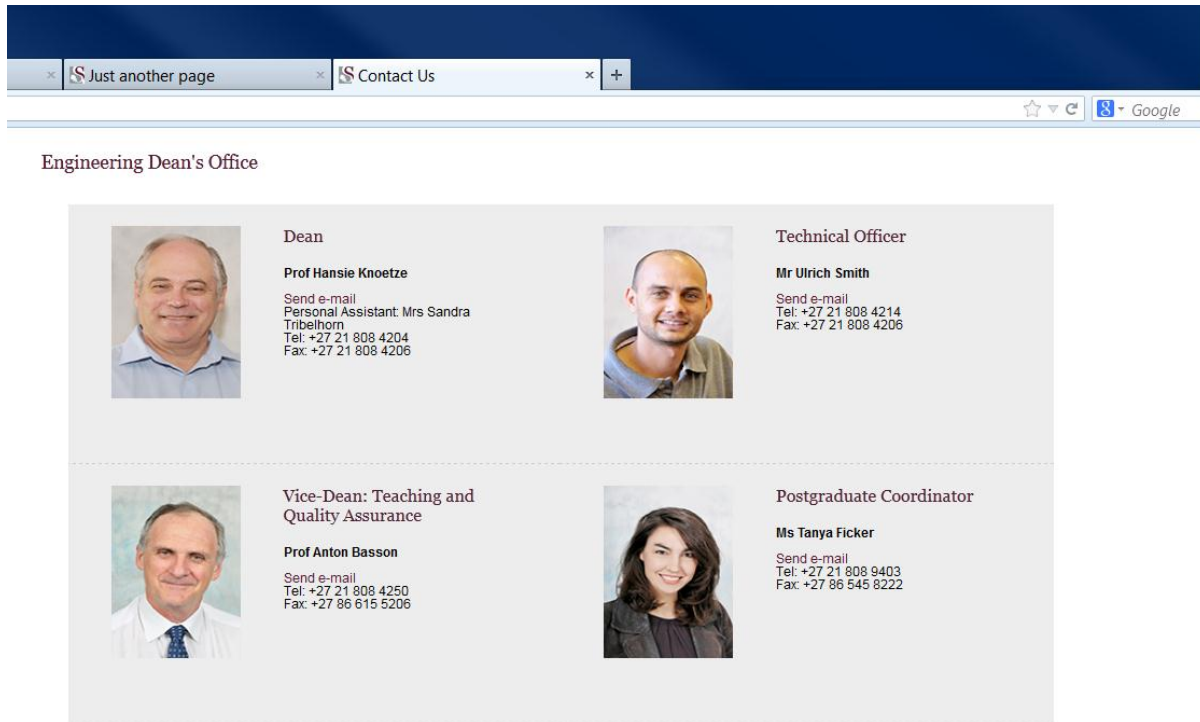
Step 3: Done

Now that you have chosen the option that suits your needs you are done. If you have gone with the “Work on article later” option then you can work on it again by accessing the workflow page through the original email you received.

Staff Lists

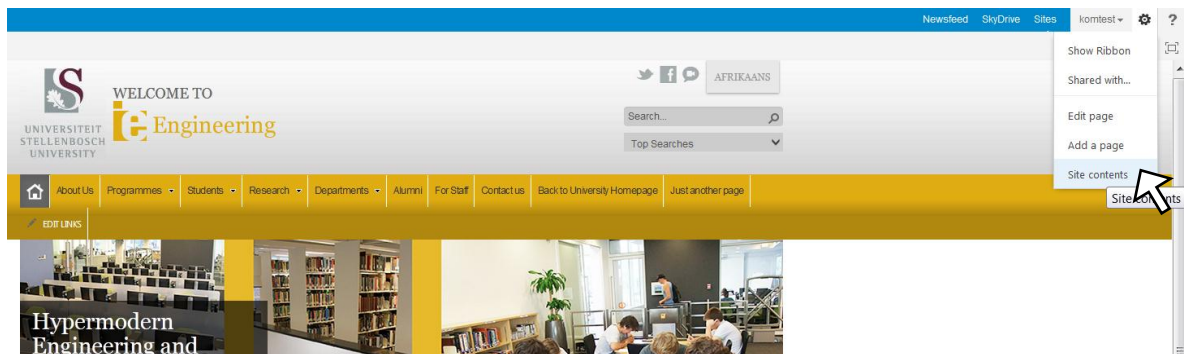
Navigating to the Lists

The staff list below displays on Engineering's 'Contact Us' page.

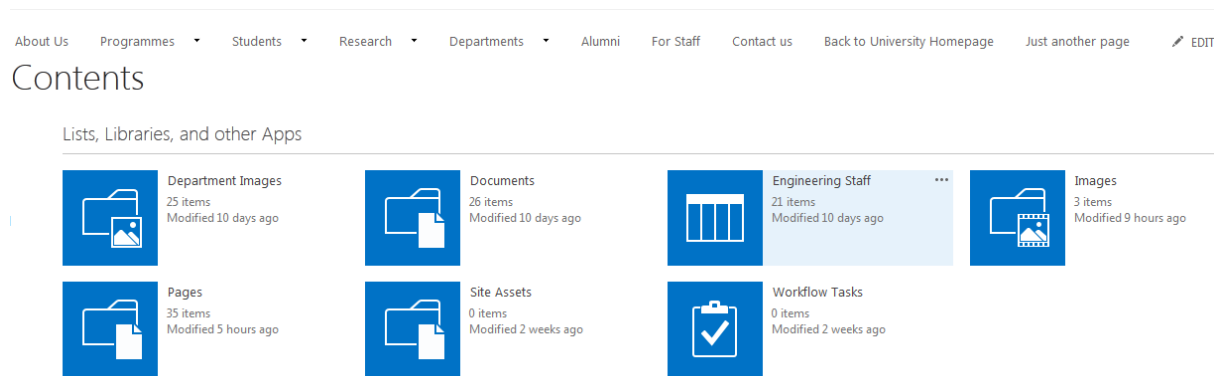


If you need add/edit people to this list you will have edit the list in the backend by completing the following instructions.

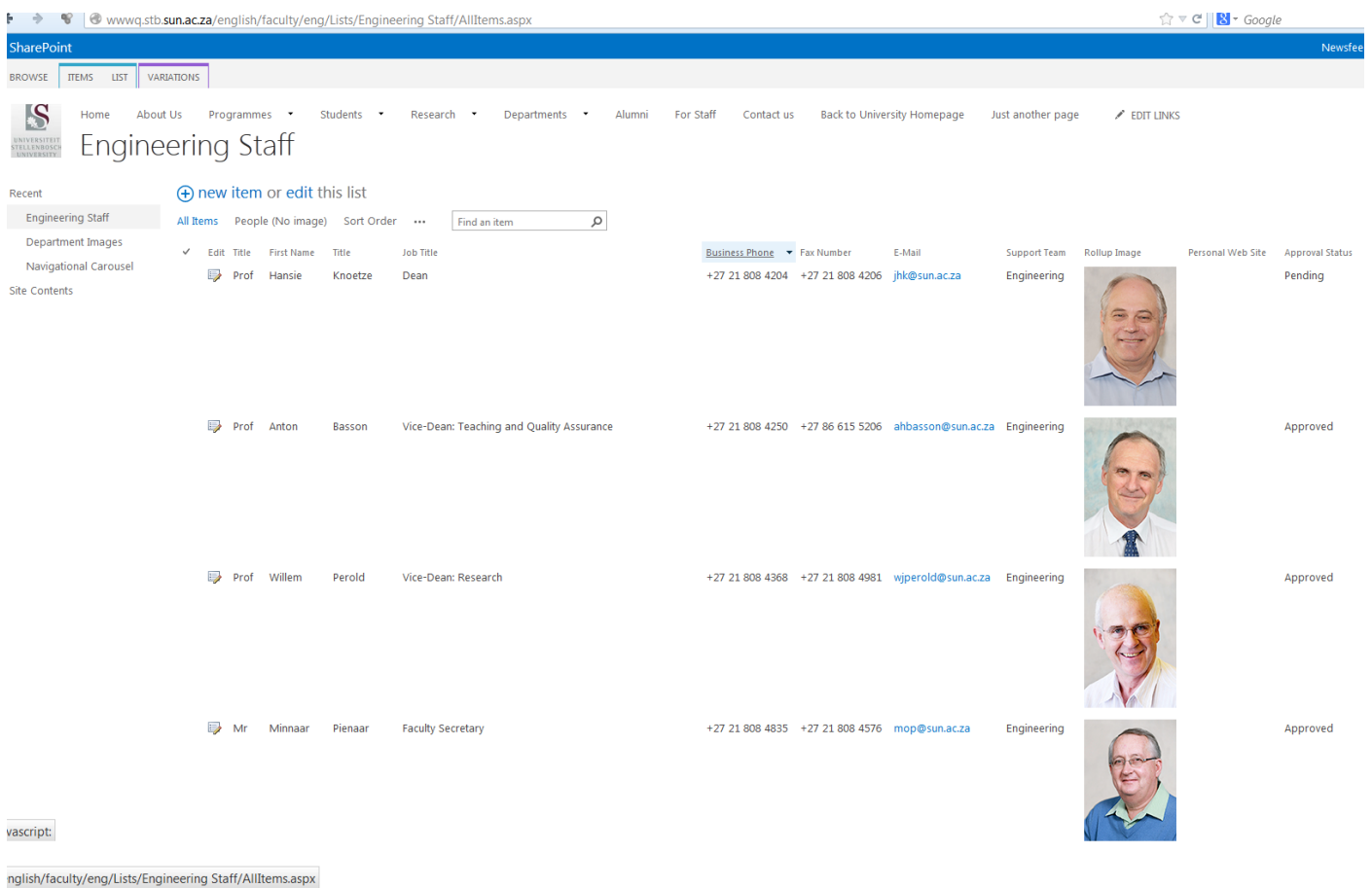
Click on the cog in top-right and select 'Site Contents'



Click on the list which stores staff details.



The staff list now appears, see image below. Here you can add items to or edit list.



The staff list now appears, see image above. Here you can add items to or edit list.

Adding a New Item

Step 1: New item

Click on 'new item'

SharePoint

BROWSE ITEMS LIST VARIATIONS

UNIVERSITEIT STELLENBOSCH UNIVERSITY

Home About Us Programmes Students Research Departments Alumni For Staff Contact us

Engineering Staff

Recent

[+ new item](#) or [edit this list](#)

All Items


✓	Edit	Title	First Name	Title	Job Title	Business Phone	F
		Prof	Hansie	Knoetze	Dean	+27 21 808 4204	+

Site Contents

Step 2: Completing the Details

Complete details (fields exist for both English and Afrikaans). Image must be 110px X 166px

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Title	<input type="text" value="Dr"/>
Title *	<input type="text" value="Very"/>
First Name *	<input type="text" value="Clever"/>
Job Title *	<input type="text" value="President"/>
E-Mail *	<input type="text" value="smarty@moon.ac.za"/>
Personal Assistant	<input type="text" value="if you want to"/>
Business Phone *	<input type="text" value="021022552200"/>
Fax Number	<input type="text" value="021022552205"/>
Personal Web Site	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>
Support Team	<input type="text" value="Engineering"/>
Rollup Image *	 <div style="border: 1px solid black; padding: 5px; color: red; display: inline-block;">Image must be 110px X 166px</div>
Order	<input type="text"/> <small>The order in which the items will be displayed. Die volgorde van die items</small>
Titel	<input type="text" value="Dr"/> <small>Die titel van die Afrikaanse artikel.</small>
Pos Titel	<input type="text" value="Prof"/>

Mr Minnaar Pienaar Faculty Secretary

+27 21 808 4835 +27 21 808 4576

Click on 'Save' when done

✓	Mrs	Marié	Wilken	Secretary to Process Engineering	+27 21 808 4423		mwilken@sun.ac.za	Engineering		Pending
✓	Ms	Tanya	Ficker	Postgraduate Coordinator	+27 21 808 9403	+27 86 545 8222	tanya@sun.ac.za	Engineering		Approved
	Dr	Clever	Very	President	021022552200	021022552205	smarty@moon.ac.za	Engineering		Pending

The new list item (staff member) appears (screenshot above) in the list and will take about 30-60mins to appear in the webpage itself.

Edit a Staff Member

Step 1: Opening the List Item

On the list page click the 'edit icon' next to the item (person) you want to edit.

[+ new item](#) or [edit this list](#)



[All Items](#) [People \(No image\)](#) [Sort Order](#) ...

✓	Edit	Title	First Name	Title	Job Title	Business Phone	Fax Number	E-Mail	Support Team	Rollup Image	Pers
✓		Prof	Hansie	Knoetze	Dean	+27 21 808 4204	+27 21 808 4206	jhk@sun.ac.za	Engineering		
		Prof	Anton	Basson	Vice-Dean: Teaching and Quality Assurance	+27 21 808 4250	+27 86 615 5206	ahbasson@sun.ac.za	Engineering		
		Prof	Willem	Perold	Vice-Dean: Research	+27 21 808 4368	+27 21 808 4981	wjperold@sun.ac.za	Engineering		

*Note: The icon is a piece of paper with a pencil over it

Step 2: Make the Changes

Make the desired changes and click 'Save' when done.

Fax Number	<input type="text" value="+27 21 808 4206"/>
Personal Web Site	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>
Support Team	<input type="text" value="Engineering"/> 
Rollup Image *	
Order	Prent <input type="text" value="1"/> The order in which the items will be displayed. Die volgorde van die items
Titel	<input type="text"/> Die titel van die Afrikaanse artikel.
Pos Titel	<input type="text"/>

Version: 11.0
Created at 4/9/2013 10:35 AM by Ortlepp,, SC,, Mnr <scotto@sun.ac.za>
Last modified at 4/19/2013 5:40 PM by Ortlepp,, SC,, Mnr <scotto@sun.ac.za>

Changes will reflect in the list and should appear on affected web page 30-60mins

Navigation Carousel

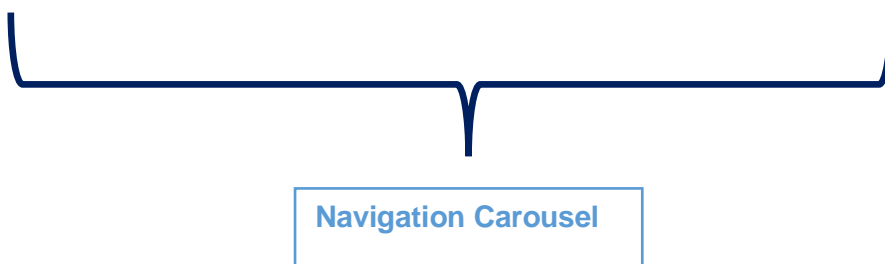
The screenshot shows the top section of the Stellenbosch University Community Interaction website. At the top left is the university logo and the text 'WELCOME TO Community Interaction'. A search bar and 'Top Searches' dropdown are on the right. A dark navigation bar contains links: Home, About, CI Projects, Service Learning, SU Schools Interaction, Partnerships, Student CI, Funding, Links/Resources, and EDIT LINKS.

The main content area features a large carousel image of school children with the text 'Introducing school learners to nuclear and environmental science' and a 'Read more >' button. Below this are three smaller article cards, each with an image, title, short text, and a 'Read more >' button:

- Knitted outfits for premmies – all the...**: From old age homes and retirement villages in Cape Town all the way to New South Wales in Australia,...
- Register/update your Community...**: Register/update your Community Interaction projects for 2013! SU staff members in all faculties and...
- Rector visits community partners in...**: The lack of an up-to-date database of residents in Kayamandi and the role such a database could play...

To the right of these cards is an 'Events' and 'Notices' section with a list of dates and titles, and a 'View all >' button.

At the bottom, there is a horizontal carousel of project thumbnails with labels: HIV/AIDS, Kayamandi Community Profile, Matie Community Service (MCS), Railton Community Assessment (CAP), and Technology Research Activity Centre (TRAC) South Africa. To the right of this is a bar chart titled 'SU Community Interaction Projects 2012'.

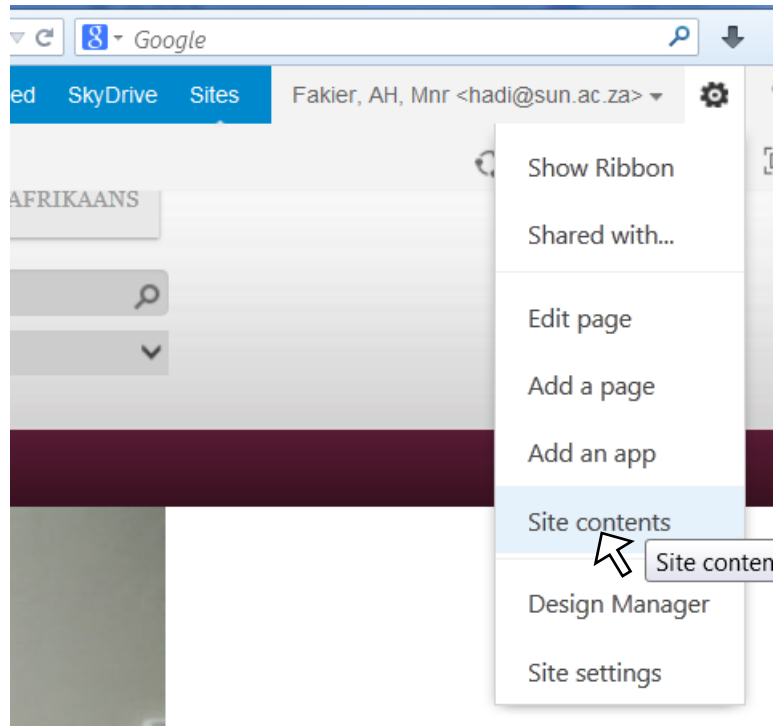


This is your navigation carousel. It is used primarily as a tool to quickly link to departments within a faculty but in addition has images attached so that it is eye catching for the user. If you put more images in this bar than will fit then the carousel will simply scroll over to the side to make the additional items visible.

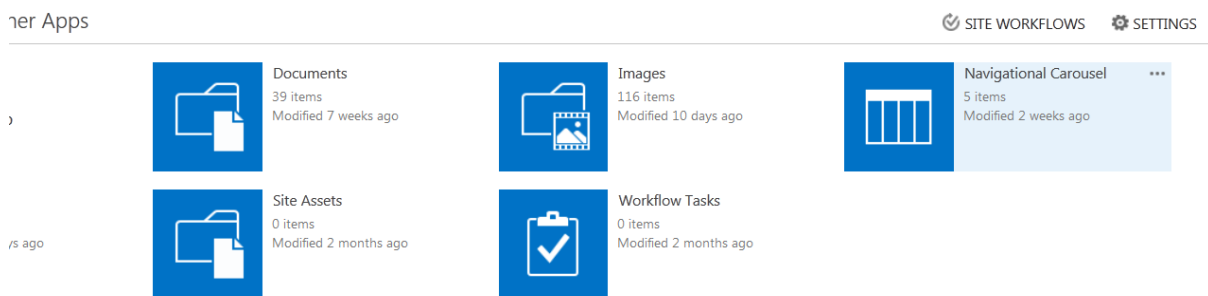
Editing the Navigation Carousel

Step 1: Locating the List

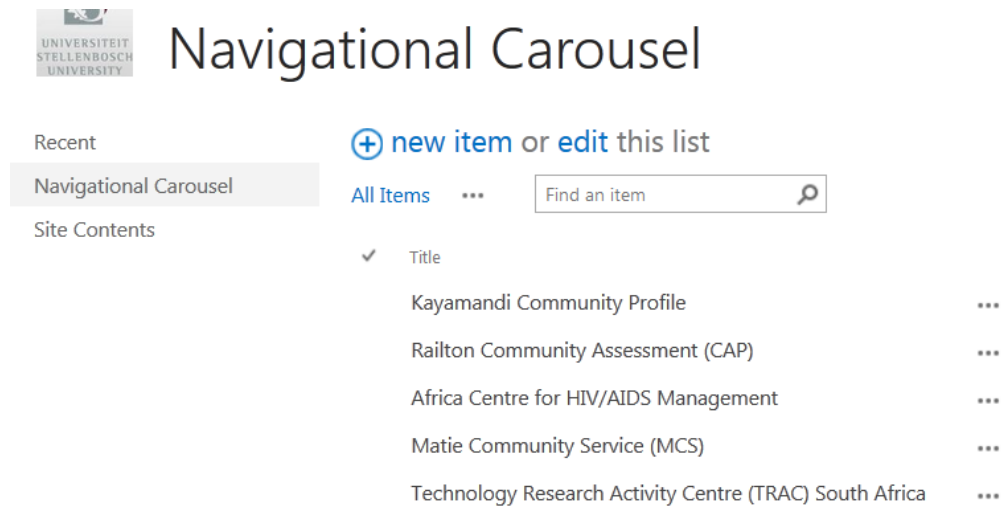
1. Click on the cog and click on site contents



Look for the **Navigation Carousel** folder and click on it.



The following screen will appear listing your current navigation items.



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

Navigational Carousel

Recent

Navigational Carousel

Site Contents

+ new item or edit this list

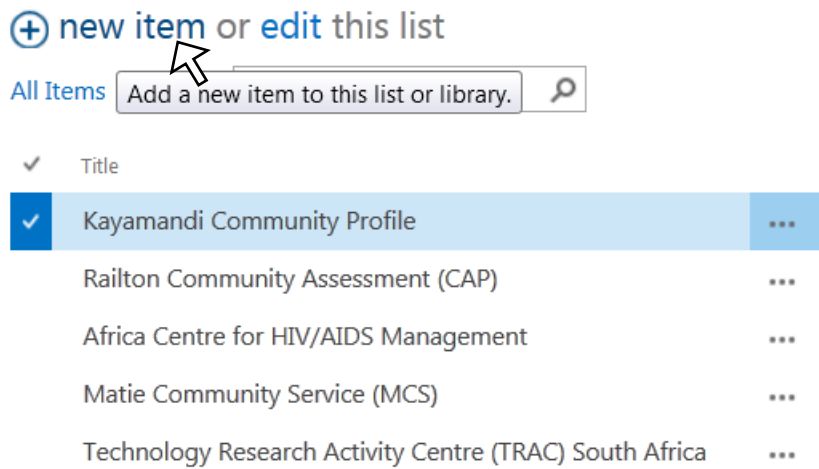
All Items ... Find an item

✓ Title

- Kayamandi Community Profile ...
- Railton Community Assessment (CAP) ...
- Africa Centre for HIV/AIDS Management ...
- Matie Community Service (MCS) ...
- Technology Research Activity Centre (TRAC) South Africa ...

Step 2.1: Adding a New Item

Click on **New item**



+ new item or edit this list

All Items Add a new item to this list or library. Find an item

✓ Title

- ✓ Kayamandi Community Profile ...
- Railton Community Assessment (CAP) ...
- Africa Centre for HIV/AIDS Management ...
- Matie Community Service (MCS) ...
- Technology Research Activity Centre (TRAC) South Africa ...

1. Add all the details for the new item. If you unsure of some of the options please contact e-Communication.

*Note this is for both the English and Afrikaans version of the Carousel item.

2. Insert **carousel image with dimensions 940 width X 311 height**
3. Click Save when done

SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Recent

Navigationl Carousel

Site Contents

Title *

Titel

Site Link *

Site Link Afrikaans

Programme Details

Programme Details Afrikaans

Functional Area

Functional Category

Location

Active *

Rollup Image

Die titel van die Afikaanse artikel.

Type the Web address: (Click here to test)

http://

Type the description:

The site where this items gets directed to. Die site waarheen hierdie item direk word.

Type the Web address: (Click here to test)

http://

Type the description:

Department

The choice of functional area, which will be visible on the A-Z list. Die keuse van funksionele opsies wat op die A-Z lys sigbaar is.

Plek

Should it be visible in the "Navigation Carousel"? Moet hierdie inligting sigbaar wees in die "Navigation Carousel"?

Prent

Click here to insert a picture from SharePoint.

2

3

Save

Cancel

Step 2.2: Editing an Existing Item

1. Click on the ... (dots) next to item you want to edit
2. Click on **Edit Item**
3. Save changes

ellenbosch UNIVERSITY

Navigation Carousel

Recent

Navigation Carousel

Item Contents

+ new item or edit this list

All Items ... Find an item

✓	Title	...
✓	Kayamandi Community Profile	...
	Railton Community Assessment (CAP)	...
	Africa Centre for HIV/AIDS Management	...
	Matie Community Service (MCS)	...
	Technology Research Activity Centre (TRAC) South Africa	...

View Item 1

Edit Item

Compli Edit Item 2

Workflows

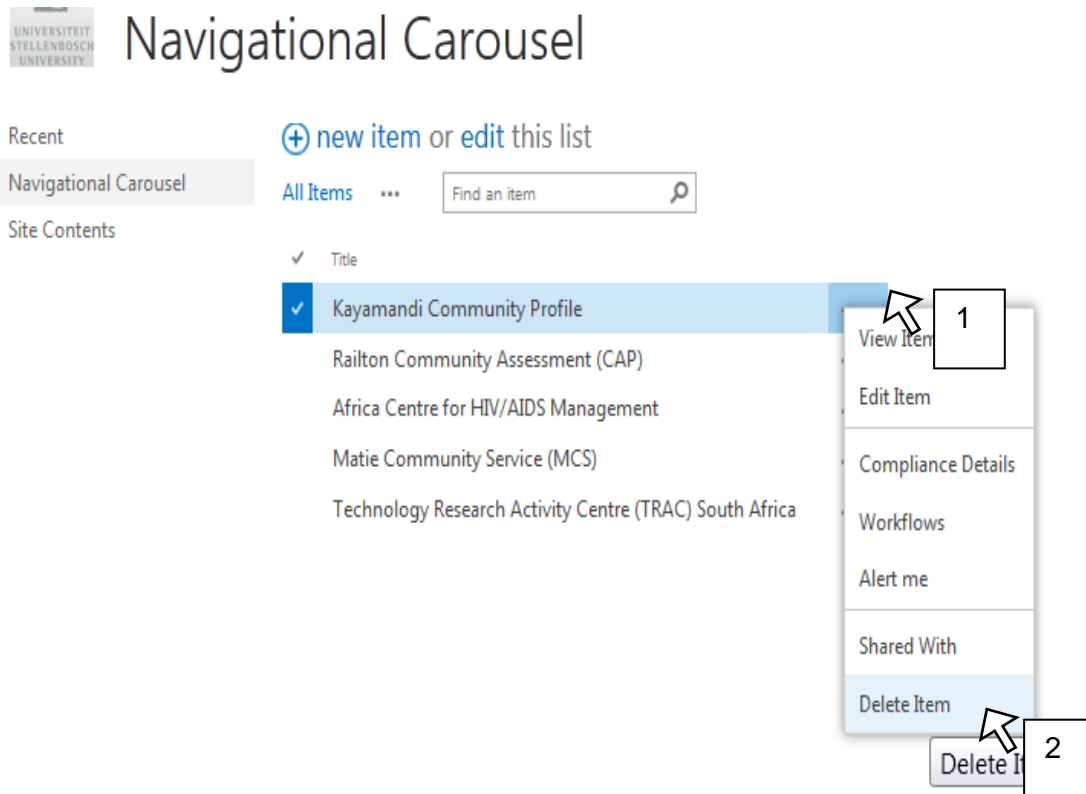
Alert me

Shared With

Delete Item

Deleting an Item

1. Click on the ... (dots|) next to the item you wish to delete
2. Click on **Delete Item**



*Note: Once you delete an item you will not be able to recover it and if you want it back you will need to make a new item from scratch

Image Rendition

About

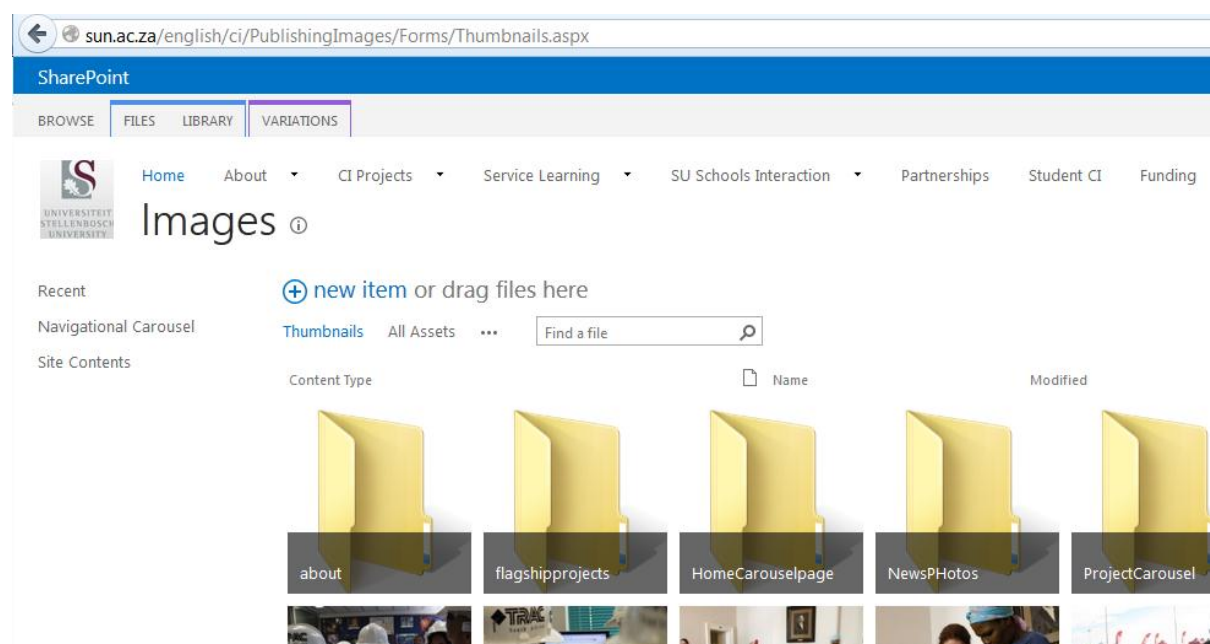
(Source <http://msdn.microsoft.com/en-us/library/jj720398.aspx>)

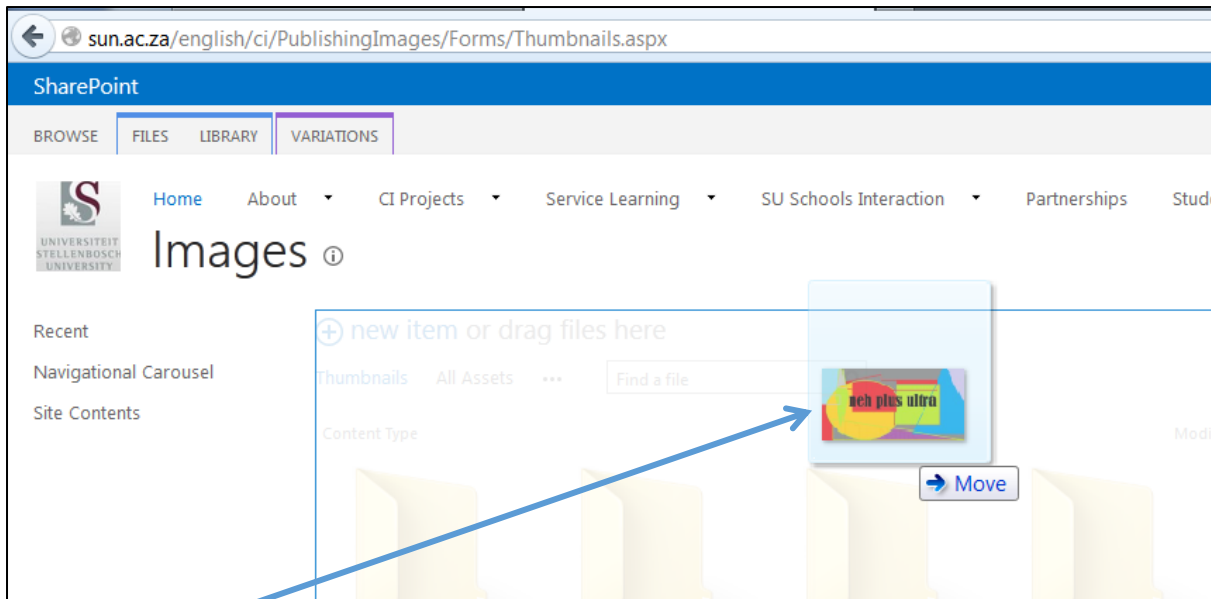
Image renditions enable you to display differently sized versions of an image on different pages in a publishing site, based on the same source image. When you create an image rendition, you specify the width and/or height for all images that use that image rendition. The image renditions are available for every image that is uploaded to a library in that site collection. For example, designers can create an image rendition to display thumbnail images and another image rendition to display banner images. When an image is added to a page, the author can specify the image rendition to use on that image. Authors can also crop the image rendition to specify the portion of the image to use in the image rendition. The correct image size is displayed when the page is rendered.

Image renditions enable you to render a single image in multiple ways. An image can be displayed in various sizes or with different cropping. The first time that an image is requested, SharePoint Server uses the specified image rendition to generate the image. When a user views a SharePoint site, the correctly sized version of the image is downloaded to the client computer. This reduces the size of the file that is downloaded to the client, which improves site performance.

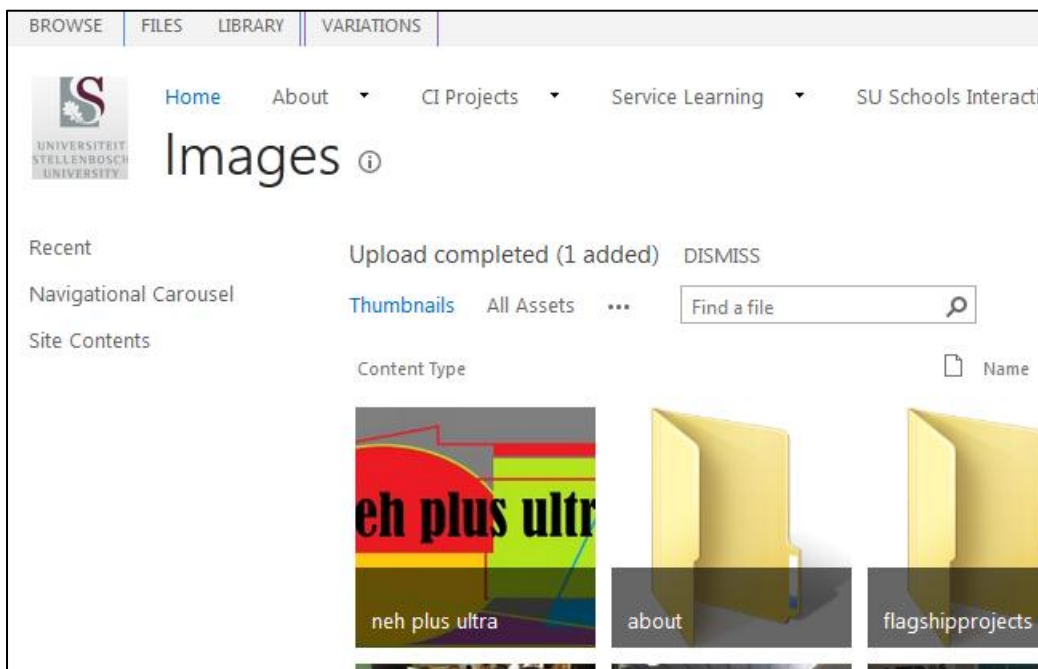
Step 1. Upload your image as you usually would to your SharePoint website

Ignore this step if you image is already uploaded. If you have not already uploaded the image you want to edit the renditions for, please upload the image to your image folder in your website



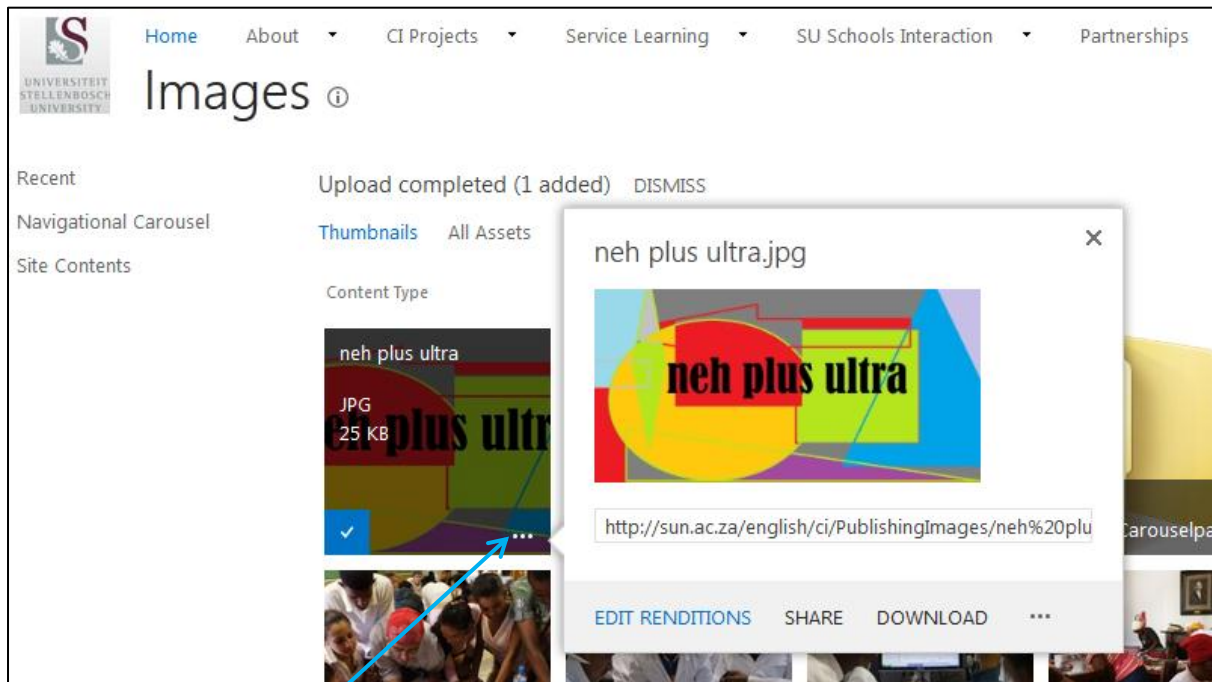


1. Drag and drop the image to your folder or uploaded using whichever method you prefer



2. Your image now appears in your image folder

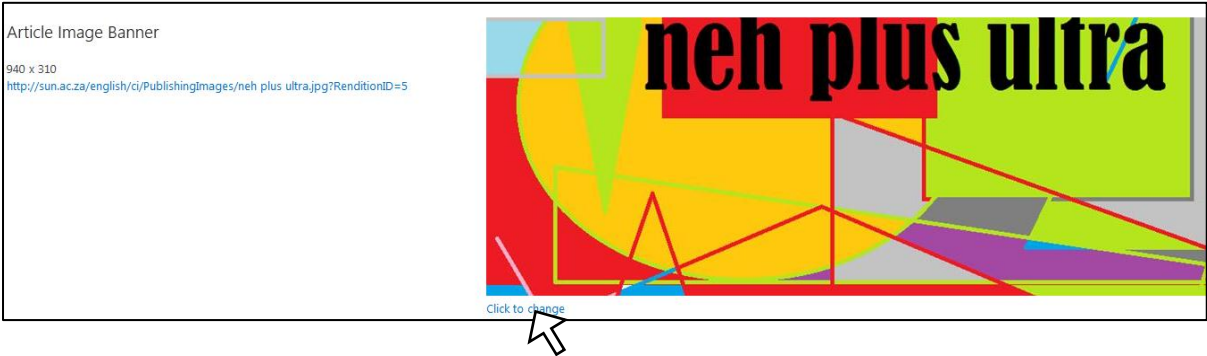
Step 2: Edit Image Renditions



1. Click on the dots(...) at the bottom-right of the thumbnail
2. The click on the **Edit Renditions** link in that appears in the popup

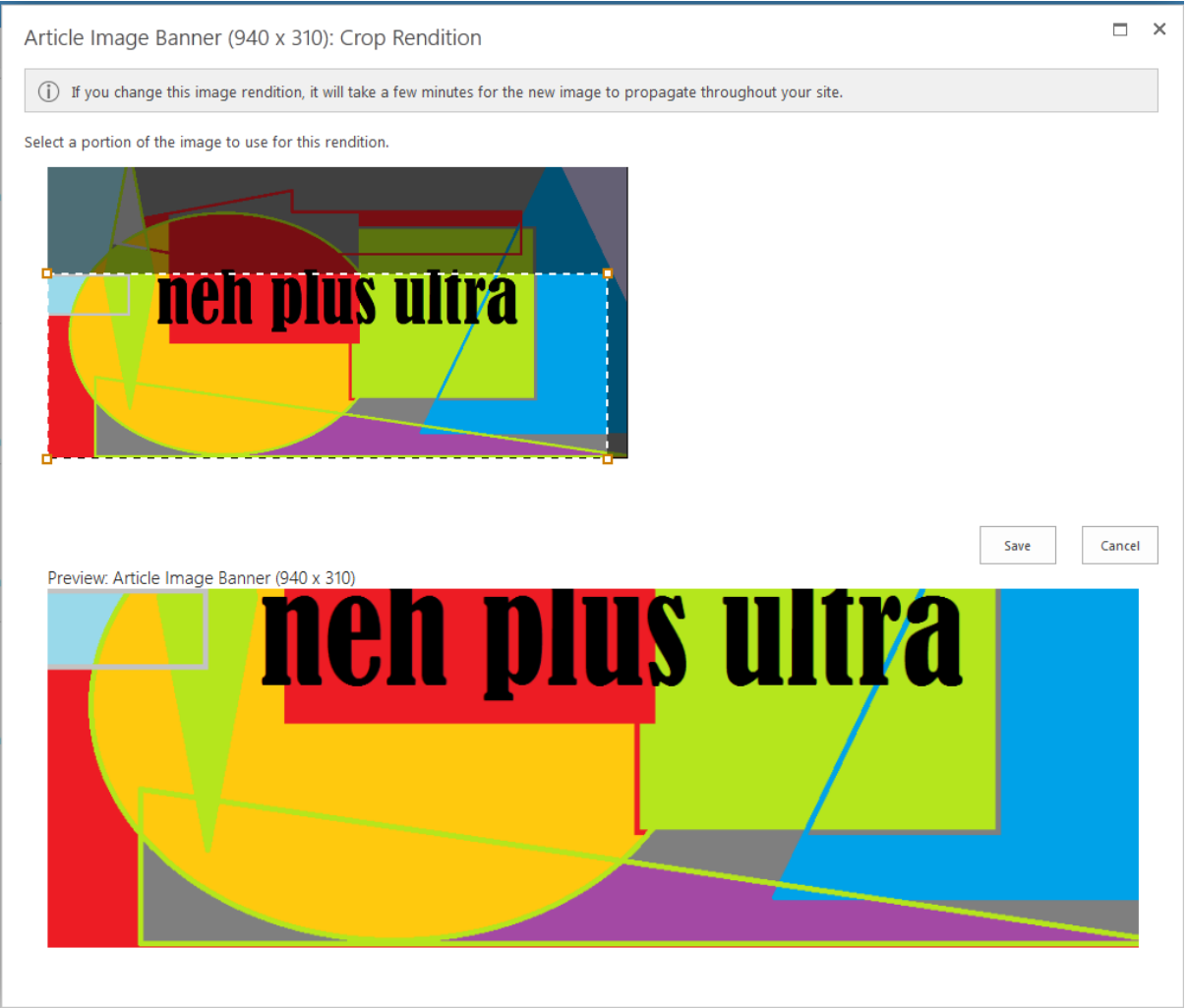
The screen below appears displaying the different renditions of the image.





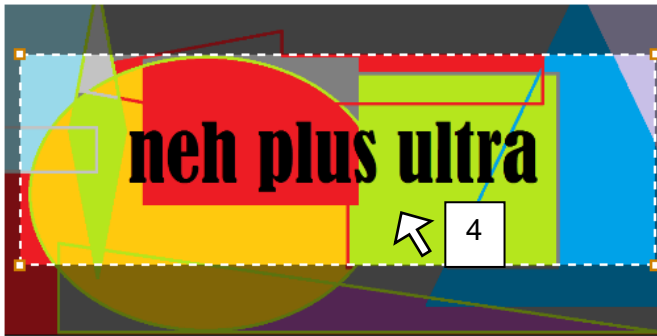
3. In this example we will change the rendition for image used in a news article i.e **Article Banner Image(940 X 310)**. Click on [Click to change](#)

The following screen appears



4. If we want to have the text *neh plus ultra* centered, simply click the box and drag it so that the text is centered. See below

Select a portion of the image to use for this rendition.



Preview: Article Image Banner (940 x 310)

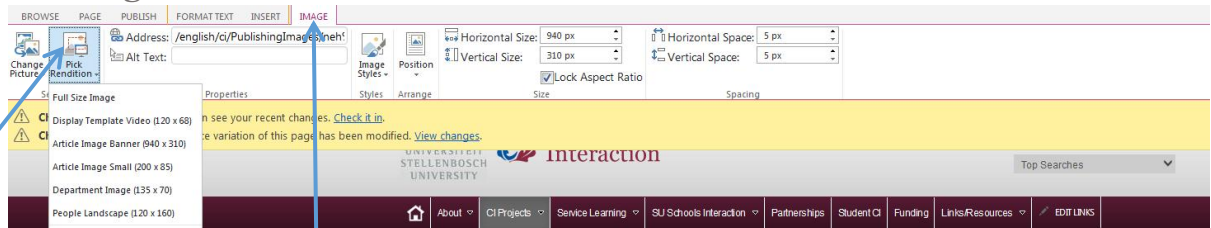


5. Click on **Save** when done.

Benefit of Image Renditions

Next time you use an image in a page you will get the option to select the rendition you wish to use.

In a Page



3. Pick rendition. You can also edit renditions here.

2. Click on the image tab

1. Insert your image into your page click on

Title

CI Projects

Page Content
Community interaction projects require registration on the CI Database.



In an Article

Title * <input type="text"/>	Titel * <input type="text"/> Die titel van die Afrikaanse art
Summary * <input type="text"/> This is the short description of the article. This column is used on the snippets and on the articles list view.	Opsomming * <input type="text"/> Dit is die kort beskrywing van
Page Content * <div style="border: 1px solid #ccc; height: 100px;"></div> The body of the article.	Bladsy Inhoud * <div style="border: 1px solid #ccc; height: 100px;"></div> Die inhoud van die artikel.
Page Information	
Page Image * <small>Dront</small>	Click here to insert a picture from SharePoint.

1. When you insert the **Page Image(carousel image)** you can choose you use the **Article Banner Image** rendition.

Edit Image Properties

Enter the URL of the selected image and its display properties.

General
Selected Image:
Image Rendition:
Alter:
Type:

 Open Link In New Window

Layout
Alignment:
Horizontal Spacing (pixels):
Border thickness (pixels):
Vertical Spacing (pixels):

Size

2. When the above screen appears choose **Article Image Banner (under Image Rendition dropdown)**

The body of the article.		Die inhoud van die artikel.
Page Information		
Page Image *		
		
Prent		
Author *		Published Date
<input type="text"/>		<input type="text" value="6/26/2013"/> 

3. The correct image is automatically inserted.

Note: the same can be done in the article body

Student Page Layout

The student page layout is an extremely useful tool that can remove unnecessary clutter from your navigation bar, it is also a good way to draw attention to the pages and topics that you as a faculty/department or entity think is important for your user to see. It is a visual layout that acts as a gateway into other pages but it also has small bits of information in the presentation so that you can get a better idea what is waiting for you on the page it links to.

Here is an example of a working student page layout:

The screenshot displays a student page layout with the following components:

- Navigation Bar:** A red bar at the top containing a home icon and menu items: About Us, Programmes, Departments & Centres, Research, Community Interaction, Alumni, For Staff, For Students, and Contact.
- Featured Article:** A large image of two men in suits with a semi-transparent text box on the left. The text reads: "Major investment to upskill water and energy skills in South Africa" and includes a "Read more" link.
- Prospective Students:** A green header block with text: "Do you want to become an ecologist, a mathematician, a geologist or a microbiologist? We offer a wide choice of academic programmes structured in such a way to prepare our graduates for their role as professional scientists." and a "Read more" link.
- Undergraduate Students:** A green header block with text: "Are you already looking forward to your graduation, or are you considering postgraduate studies?" and a "Read more" link.
- Postgraduate Students:** A blue header block with text: "We attract full-time and part-time postgraduate students from South Africa, Africa and abroad through formal international linkages and exchange programmes." and a "Read more" link.
- Events & Notices:** A grey block with tabs for "Events" and "Notices". It contains the text: "More upcoming events to follow soon" and a "View all" link.
- Selection & admission requirements:** A red header block with text: "All study programmes are subject to selection, based on marks and number of students that can be accommodated per programme. The minimum requirement is a National Senior Certificate mark of 65%. Closing date is 30 June of the preceding year." and a "Read more" link.
- Information technology services:** A red header block with text: "Students have access to the campus network and IT systems via about 2500 computers on campus. Access Webstudies through your own smart phone, tablet or laptop, or purchase a laptop or smart phone from IT at special student rates." and a "Read more" link.
- Research support & opportunities:** A red header block with text: "Postgraduate research and studies are supported by modern equipment and highly qualified and experienced staff. We offer an incentive programme for doctoral students. New masters and doctoral students can also qualify for bursaries." and a "Read more" link.
- Footer:** A row of four grey buttons labeled: Admission, Bursaries & Loans, Study Fees, and Accommodation.

As you can see the block on the page represent the additional tabs you would normally get if you would use the navigation at the top of the page. They are colourful and have short meaningful headings that help the user navigate through to their desired page. In each block is a short intro of what you can expect on the corresponding page and a link at the bottom of the block where you can click through.

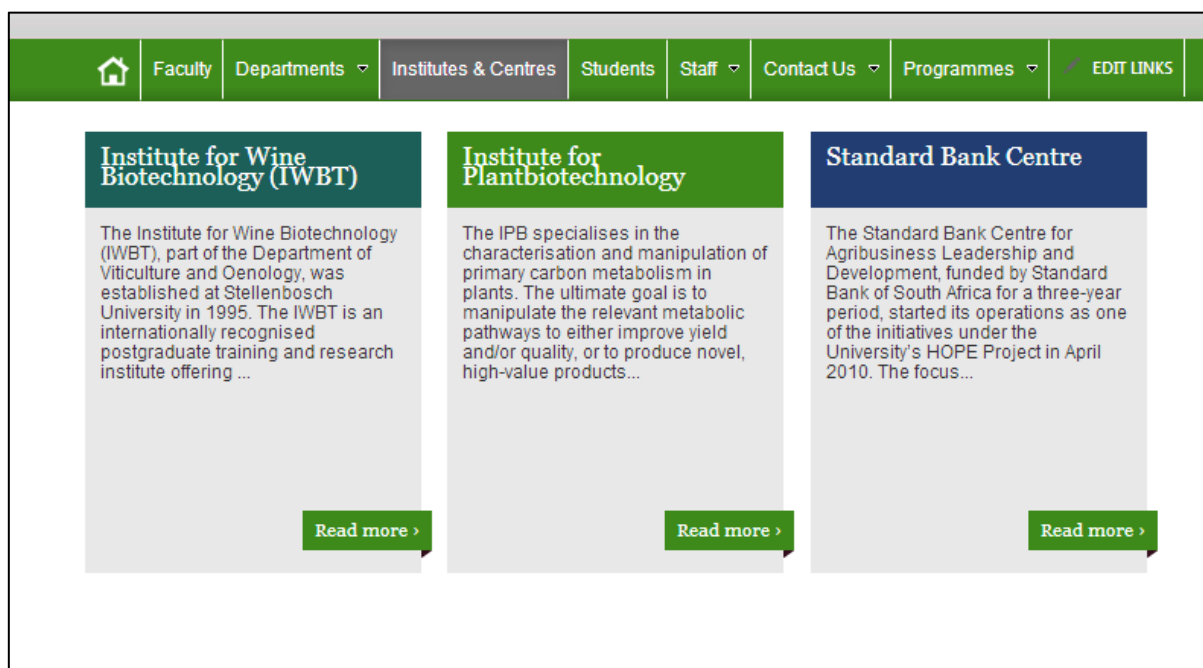
There are additional grey blocks at the bottom of the page that you can add 2 rows deep and 4 blocks across, these are usually links to other sites that are related to your website, in this case it has to do with the students general enquiries about the university as a whole.

In addition to the blocks you also get your news banner again along with the new and events block in the same layout as the 'Faculty Home Page Layout' and these replicate the news on your home page.

How to add the Student Page layout

With the student page layout there are 2 options that you can choose from. The first is a 3 block layout, this has 3 student blocks and also the grey blocks beneath that can be 2 rows deep and 4 blocks wide. There is also the 6 block layout, this looks like the image above.

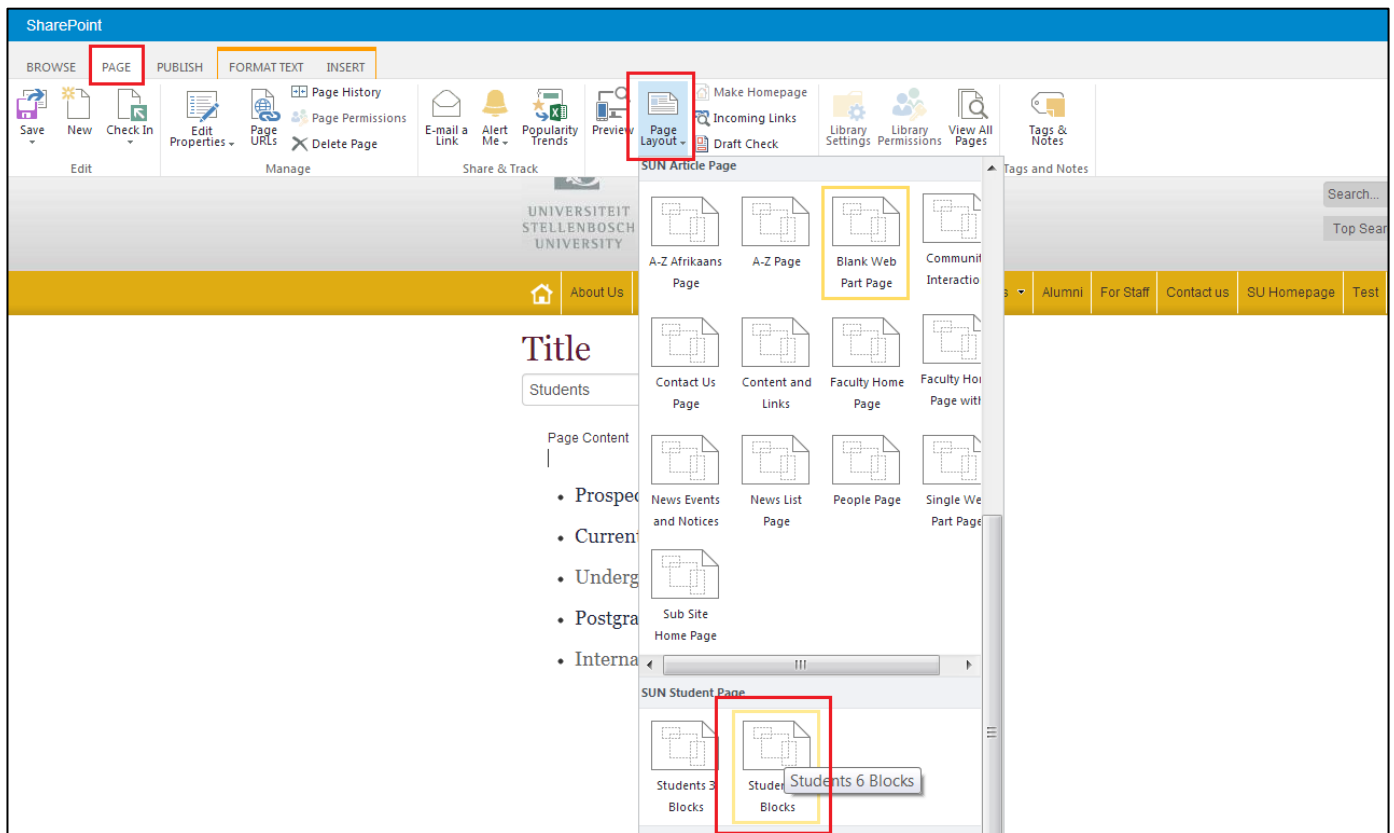
3 block example:



For this example we are going to use the 6 block layout.

Step 1: Getting the page layout

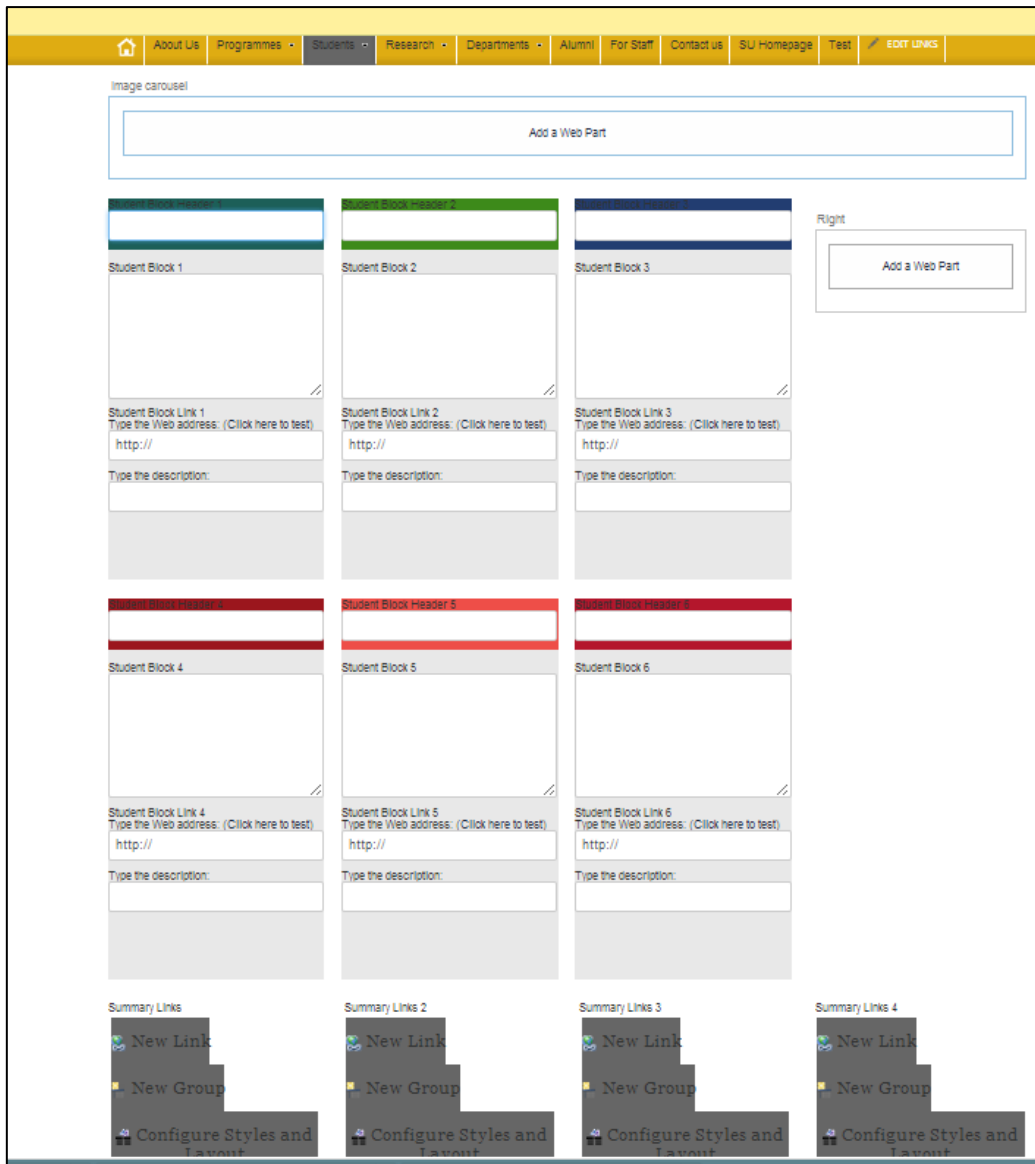
Change the pages page layout to the desired page layout (3 or 6 blocks), in this case the 6 block layout.



Step 2.1: Page layout result

Once the new page layout has loaded it will automatically be in edit mode and there is space for a lot of information to be filled in. When you get here you can take it one block at a time to make it simple and make sure you don't leave any important details out.

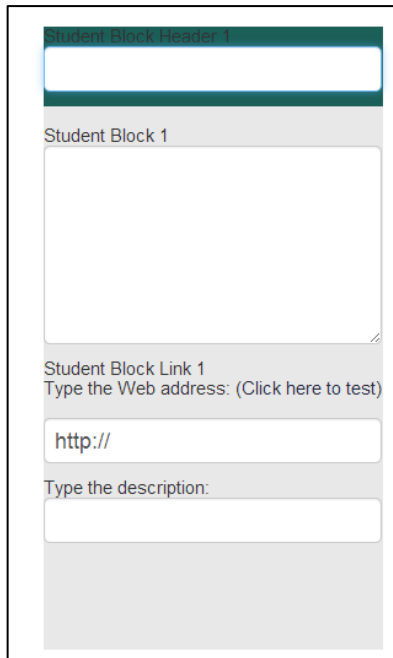
This is how your page should look:



Step 2.2: Filling in a block

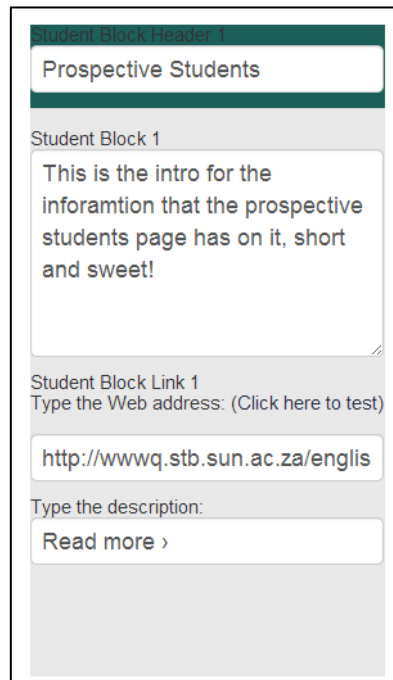
We are going to do an example on one of the colour blocks and 1 of the grey blocks at the bottom of the page.

In the colour blocks you have space for a header, the content of the block, the address of where the block links to and the word you want that link to use



The screenshot shows a form with four sections: 'Student Block Header 1' with an empty text box; 'Student Block 1' with a large empty text area; 'Student Block Link 1' with the prompt 'Type the Web address: (Click here to test)' and a text box containing 'http://'; and 'Type the description:' with an empty text box.

To add in the necessary fields just type them in below the appropriate area. The header blocks are limited to – characters (That includes spaces, punctuation, letters and numbers) and the content area is limited to 250 characters.



The screenshot shows the same form as above but filled with content. The header is 'Prospective Students'. The content area contains the text: 'This is the intro for the information that the prospective students page has on it, short and sweet!'. The link address is 'http://wwwq.stb.sun.ac.za/englis' and the description is 'Read more >'.

Here is all the information in the block. From here you can fill out all of the other student blocks that you have.

*Note when putting in the URL for the link you must put in the full link. That means including the 'http://www' part of the address

Step 3.1: Filling out a grey block

To create a grey block at the bottom of your page you have some options as to where it will display. We suggest using the left most one then moving filling out the line and only then consider using the second line of links to the set.

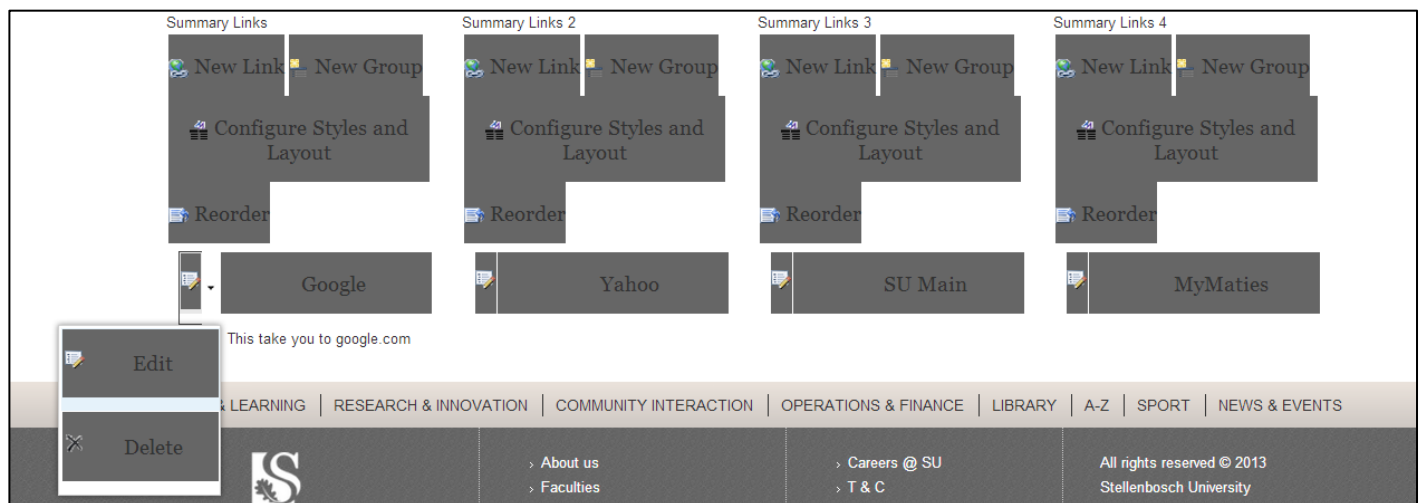


Click on the 'New Link' button and a window will pop up that you can fill in with the details of the block.

If there is already something there?

If there is already a block that has information in it that you no longer want to be there and you want to replace it then you can just press the edit key next to the existing block to edit it or delete it completely. When you press edit then just continue with the instructions below.

*Note if you are deleting the block completely make sure it is on the end of the row, if it isn't then you can replace it with a block from along the line and shift the rest of them along as well. This is for presentation purposes so the page looks professional and consistent



All of the details that you will need to fill out will be at the top of this pop up.

The 'Title' that you insert into the block will appear as the name of the block.

The 'Description' is additional information that you can add that will appear below the block to further inform the user of where the block will take them. This description should be short and concise but doesn't have to be filled out either.

The 'Link URL' is the most important as it takes you to the connecting site.

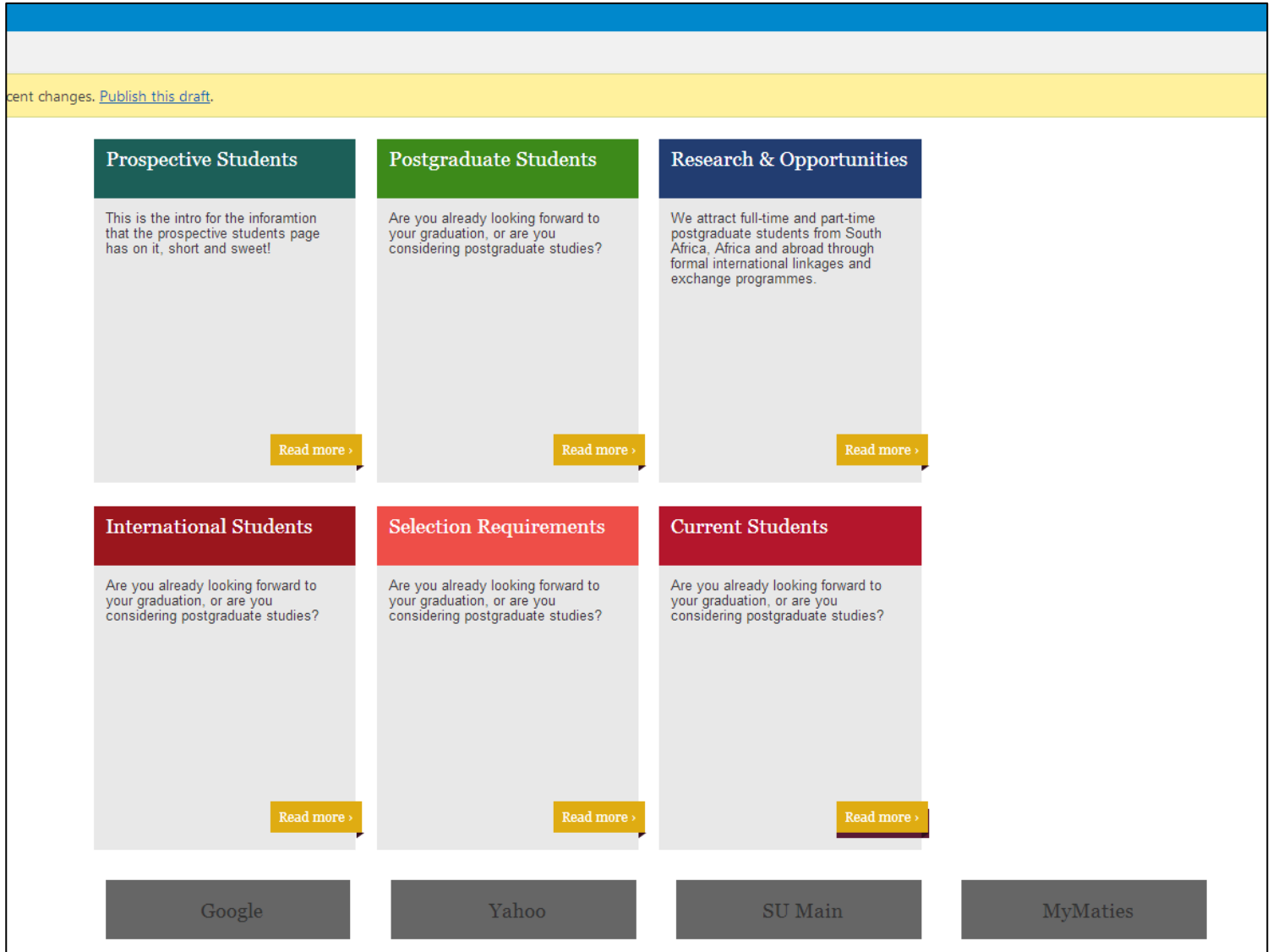
You can also choose to open this joining link in a new window and also add a tooltip to your link, so if you hover over the link it will display additional information on the block (similar to the description of the block).

The rest of the details should be left out.

The same guidelines apply to filling out this block as filling out the student blocks.

Step 4: Finishing off

Once you have filled out all of the blocks then you can save what you have to preview it and once you are happy with what it looks like then you can publish it to have your users start viewing and using it on your page. This is what the end result will look like:



To have the news banner and the Events and Notices block work and show on your page you will have to contact the communications and liaison office to have them set it up for you.

Thank you

If there are sections that the document has not covered or not covered clearly then please email us and let us know.

All the best creating your new SharePoint 2013 website