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# SHAREPOINT PUBLIC FACING WEBSITES

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Training Document



MARCH 4, 2015  
STELLENBOSCH UNIVERSITY  
Digital Media Team

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# 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:

<b>Benefits</b>
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

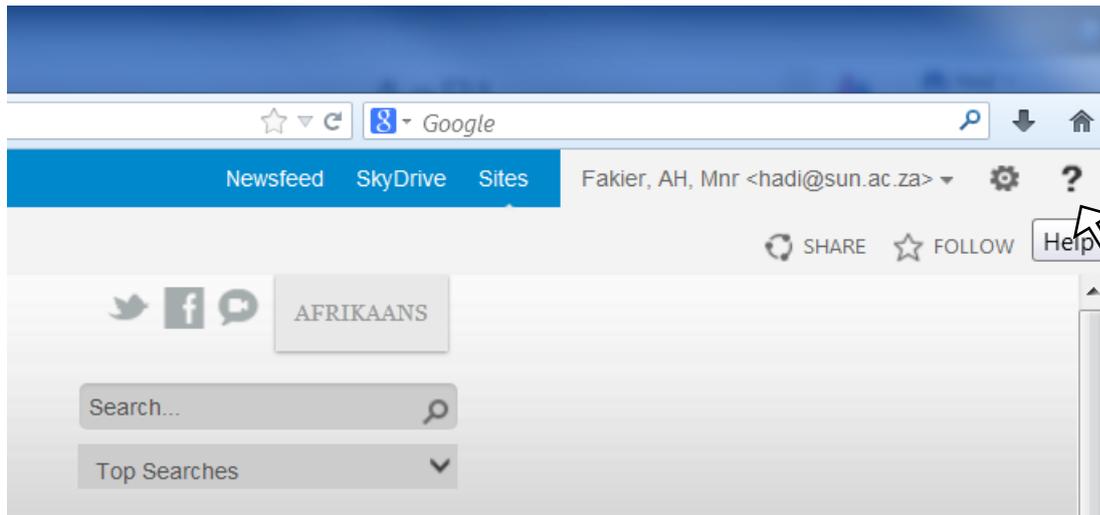
This end-user guide is intended for SU sub-site owners on the SharePoint 2013 platform. The topics covered focus on adding and maintaining content on your website.

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

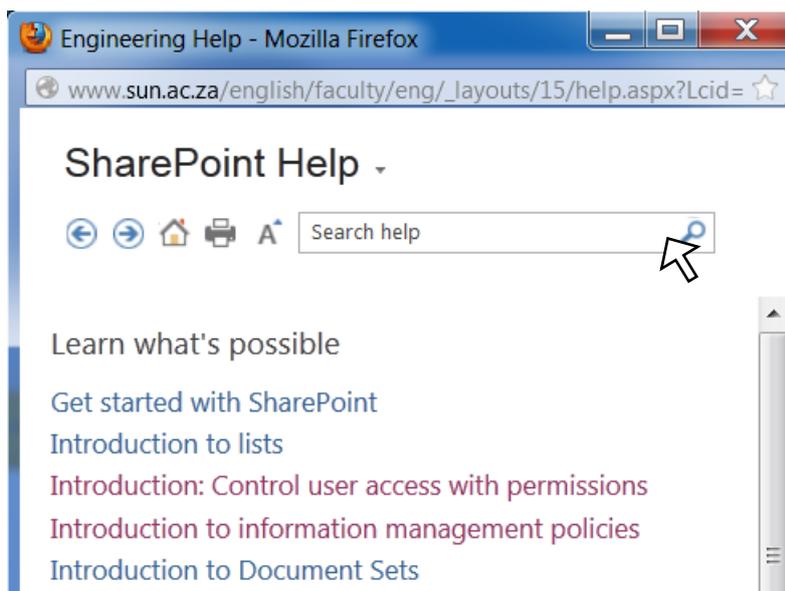
This document serves as the main help source for the SharePoint 2013 setup at Stellenbosch University. The 'how to' steps in this document are based on the way the <http://sun.ac.za> works. There are other useful sources that users can refer for extended help.

## 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.+

## ##\*\* ##\*\* #\* # \*#\* 😊

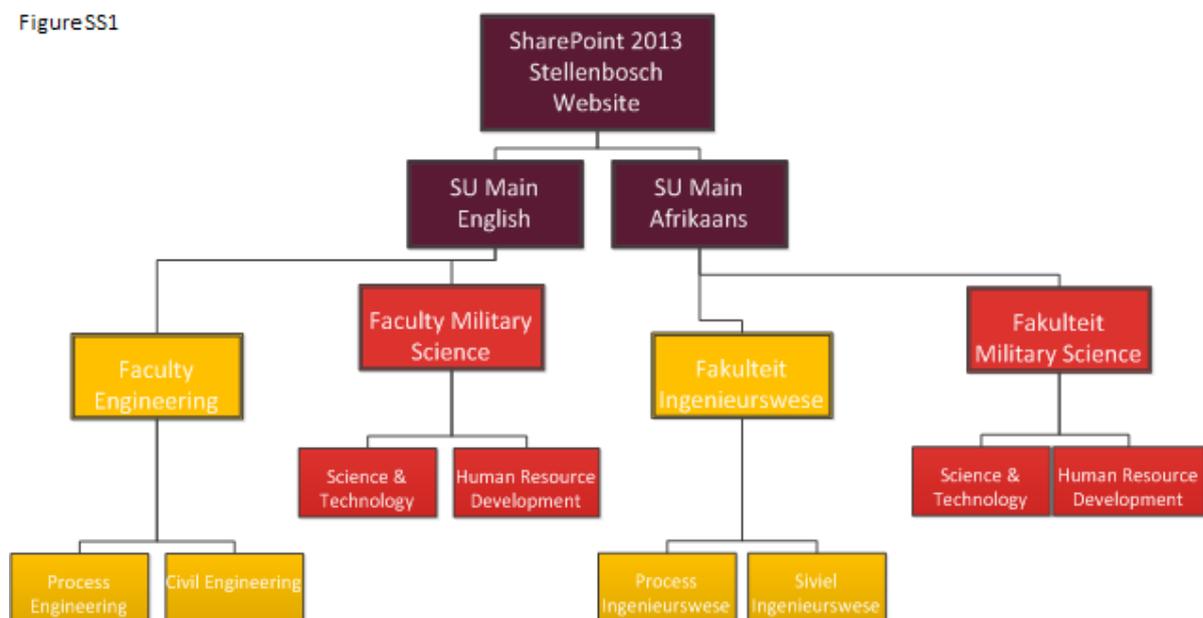
# Site Structure

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.

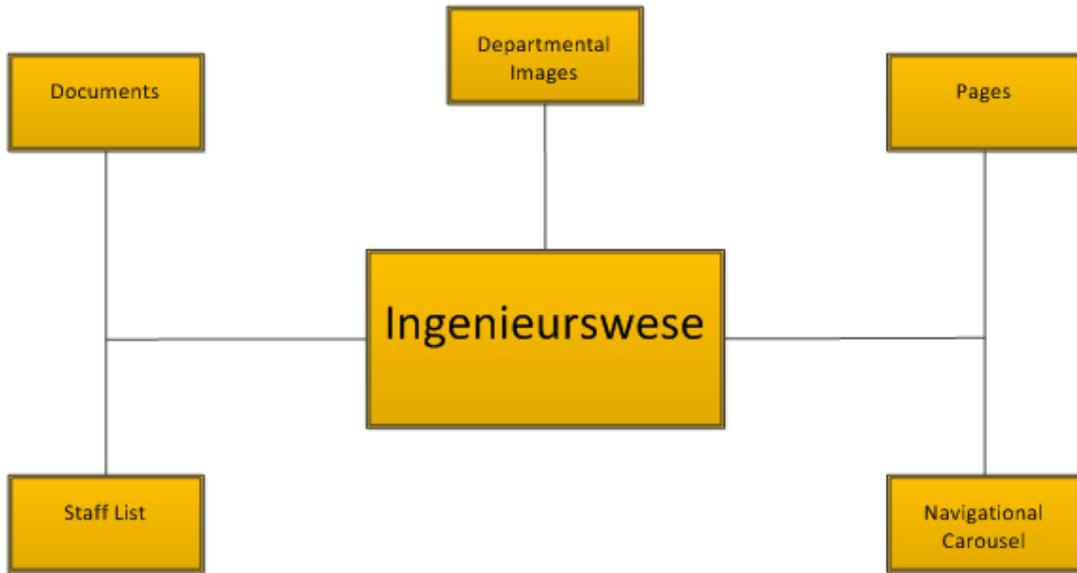
It is important to note that the English and Afrikaans pages work off separate libraries as the English and Afrikaans versions of the Faculty site are separate entities that merely communicate with one another (See figures SS2 and SS3). If you upload a document, as we will show you shortly, on the English 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.

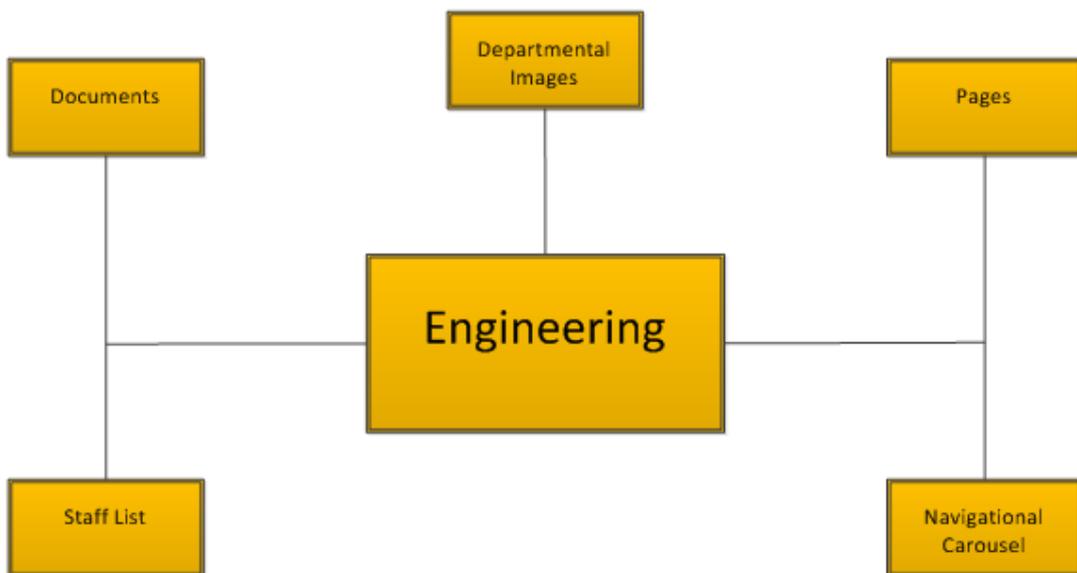
FigureSS1



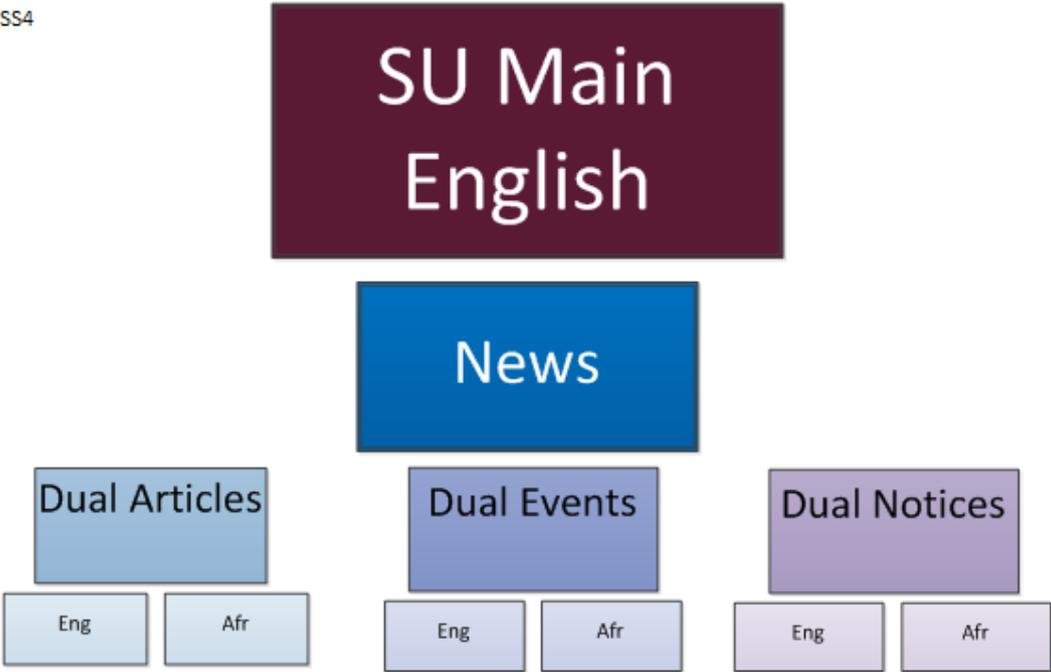
FigureSS3



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.**

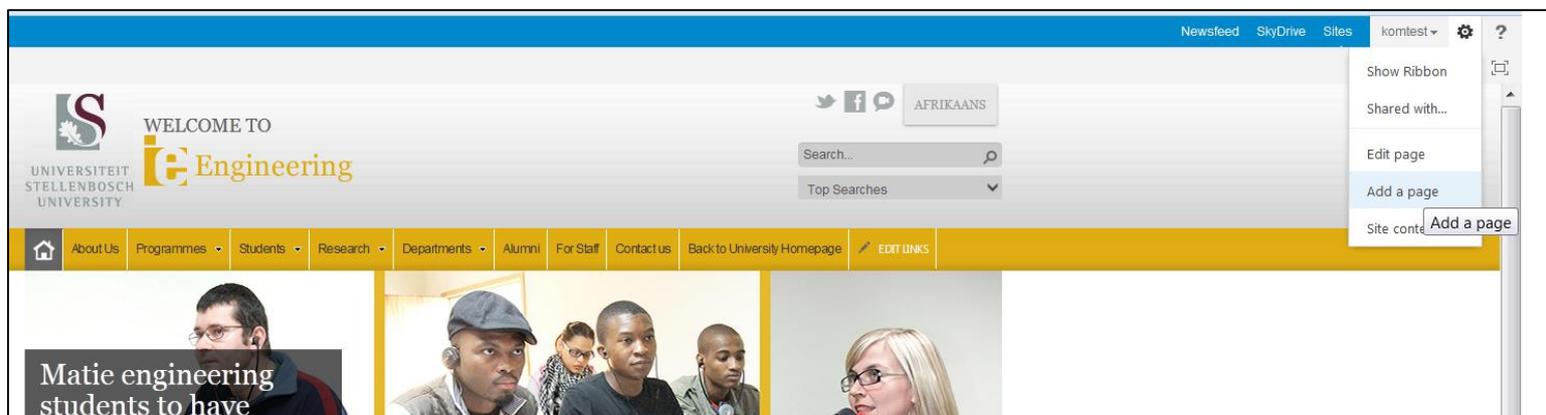
## Step 1: Navigating to your site

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



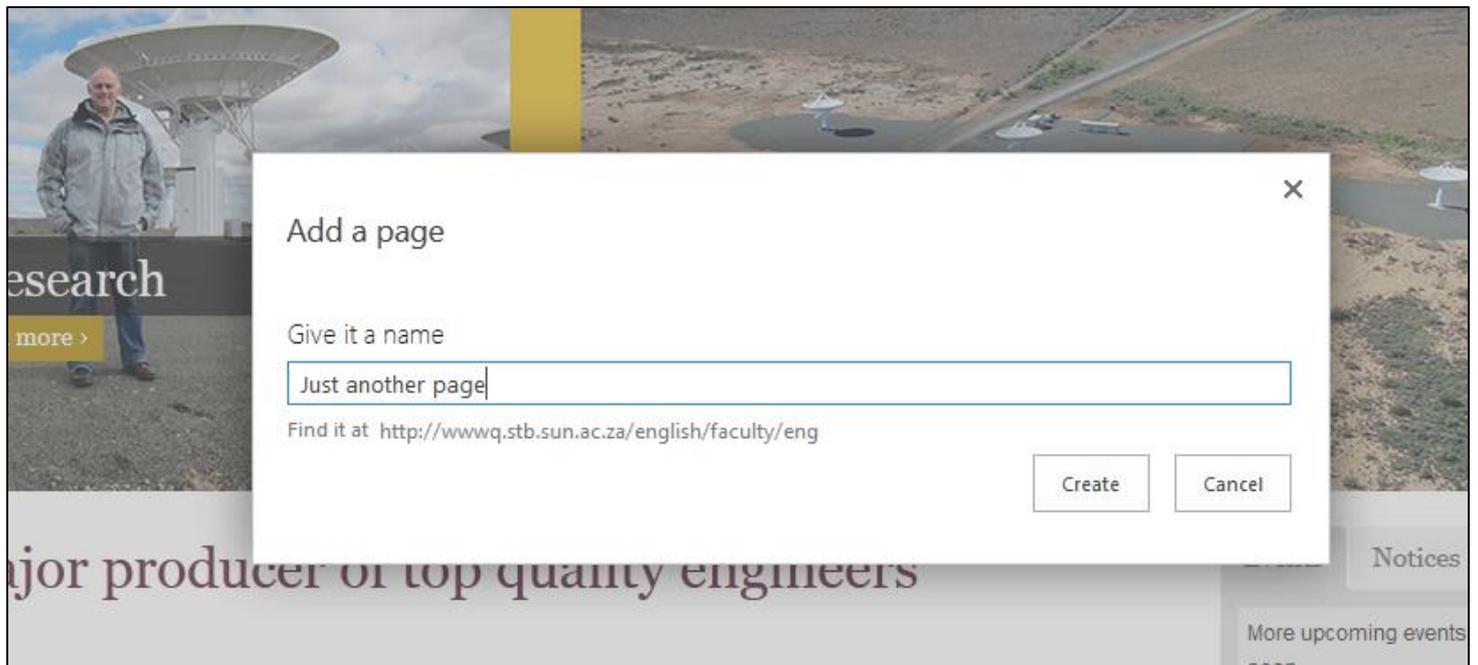
## Step 2: Creating a page

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'

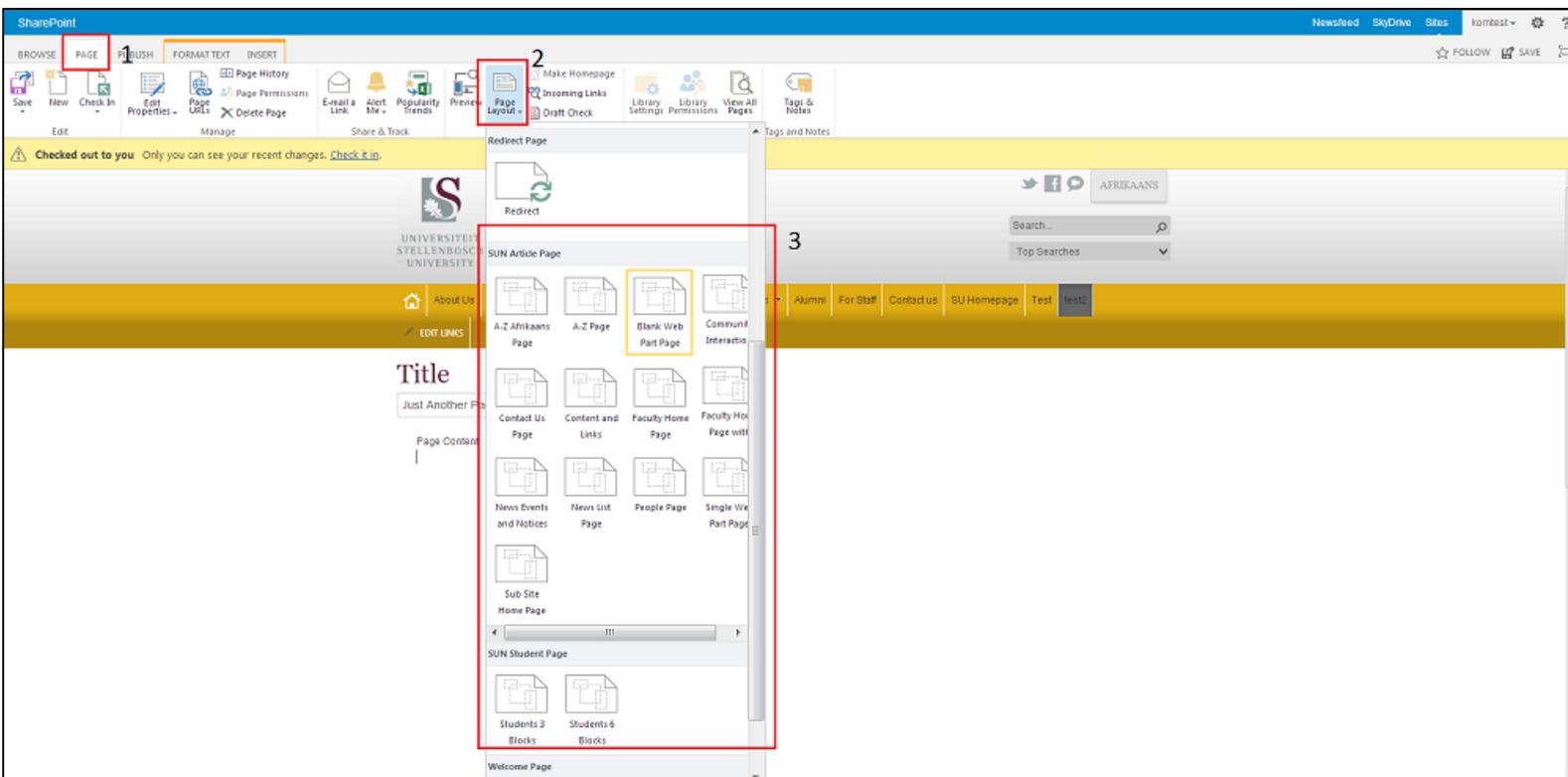


## Step 4: Page layout

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.





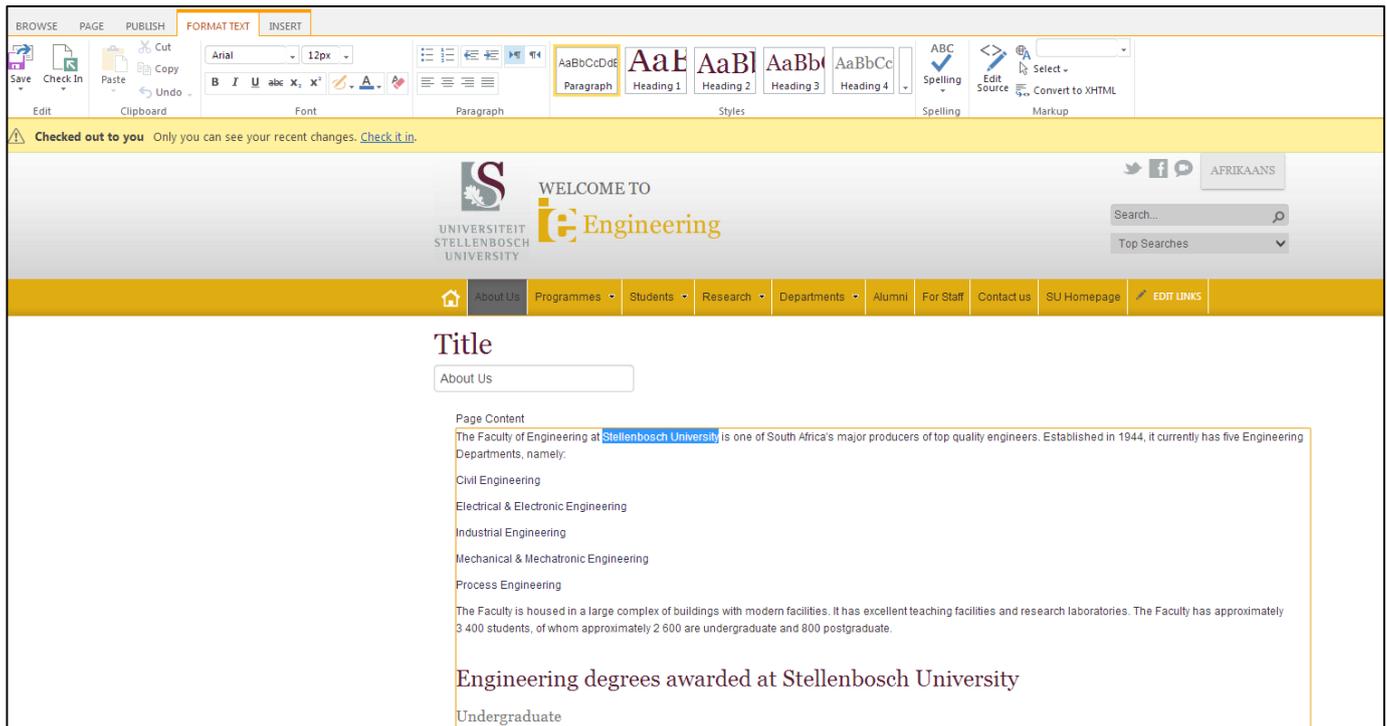
## Step 6: Inserting a link

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

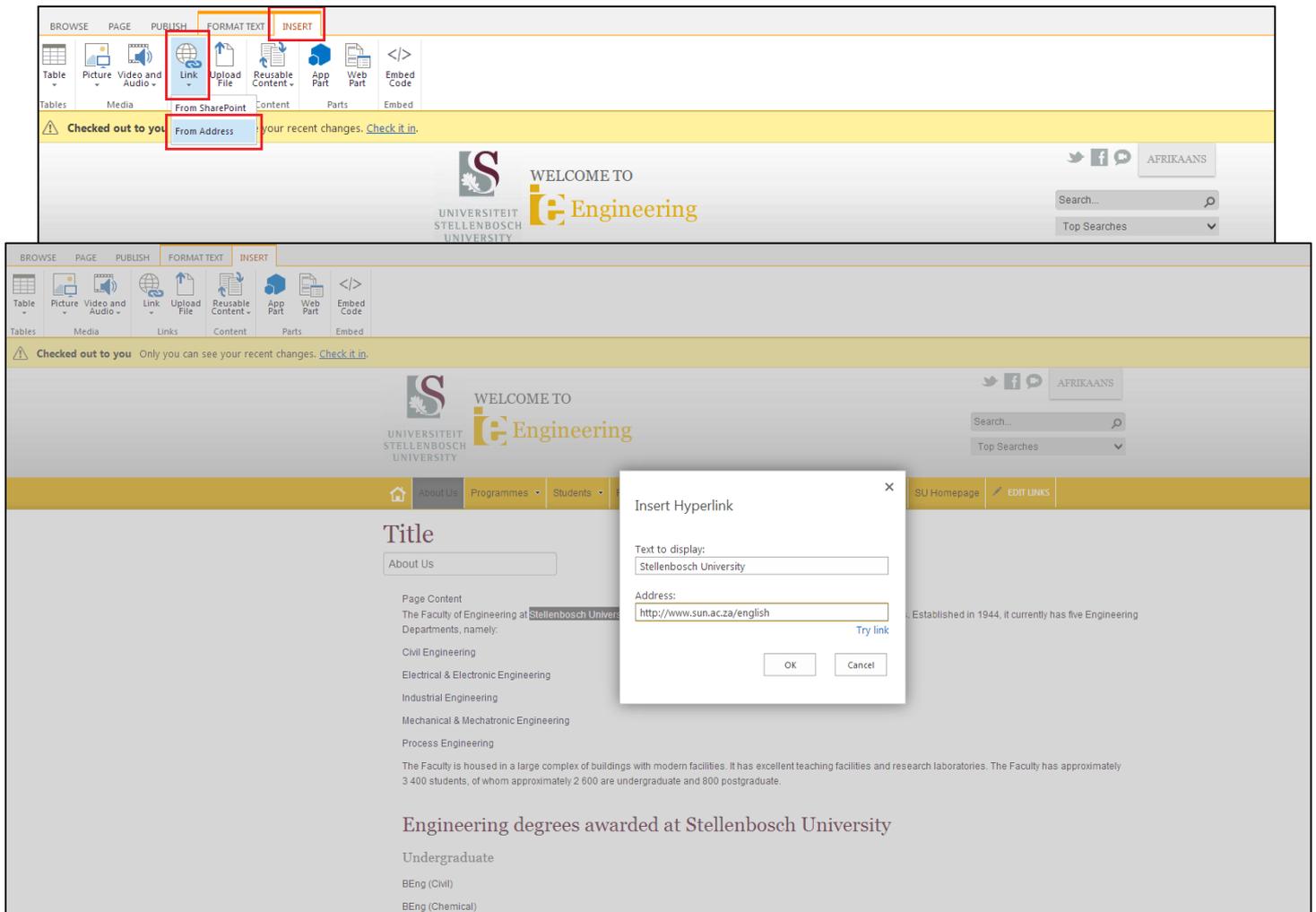
If you are linking from an external non-SharePoint 2013 site then you will be adding a link 'From Address.'

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 displays the SharePoint 2013 user interface. At the top, the ribbon is set to 'INSERT'. The main content area shows a page titled 'Title' with a sub-header 'About Us'. Below this, there is a section titled 'Page Content' containing text about the Faculty of Engineering at Stellenbosch University. The text includes a list of engineering departments: Civil Engineering, Electrical & Electronic Engineering, Industrial Engineering, Mechanical & Mechatronic Engineering, and Process Engineering. It also mentions that the faculty has approximately 3,400 students, with 2,600 undergraduate and 800 postgraduate students. Below the text, there 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 you 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.

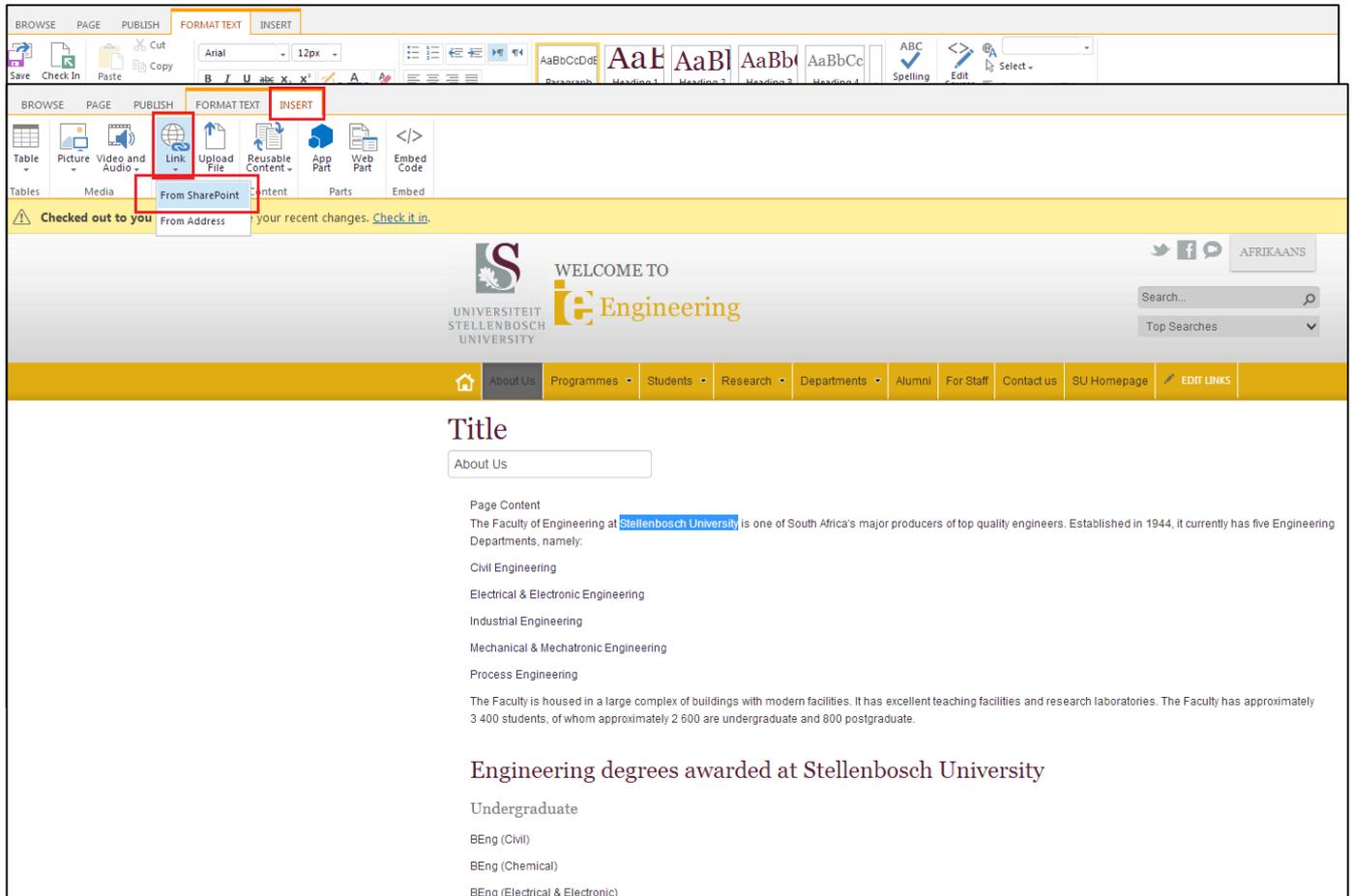
Once you have done that your link is ready to use and you can continue editing your page. If you want to edit the link at a later stage, in the edit view put your cursor anywhere on your link or highlight the link and you will be able to edit it in the link tab in your ribbon.



## 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 top ribbon has tabs for BROWSE, PAGE, PUBLISH, FORMAT TEXT, and INSERT. The INSERT tab is active, and the 'Link' button is highlighted. A dropdown menu is open under 'Link', showing options: From Address, From SharePoint, Content, Parts, and Embed. The 'From SharePoint' option is highlighted. Below the ribbon, a yellow status bar indicates 'Checked out to you' and 'your recent changes. Check it in.' The main content area features the Stellenbosch University logo and the text 'WELCOME TO Engineering'. A navigation menu includes 'About Us', 'Programmes', 'Students', 'Research', 'Departments', 'Alumni', 'For Staff', 'Contact us', 'SU Homepage', and 'EDIT LINKS'. The page content includes a title 'Title' with a text input field containing 'About Us'. Below the title, the text reads: '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: 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.' Below this, a section titled 'Engineering degrees awarded at Stellenbosch University' lists 'Undergraduate' degrees: BEng (Civil), BEng (Chemical), and BEng (Electrical & Electronic).

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

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>

Asset Name	Icon	More	Date	Owner
fig3_4.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
fig5.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
fig6.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
fig7.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
Pers2011_2012.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
Statistiese Profiel 2012 Voorwoord.docx	Word	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table1.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table2.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table3.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table4.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table5.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table6.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table7.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table8.xlsx	Excel	...	April 17	<input type="checkbox"/> Bartlett, Lorna <lbar@sun.ac.za>
table9.xlsx	Excel	...	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:

Properties Behavior

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

STELLENBOSCH UNIVERSITY

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**

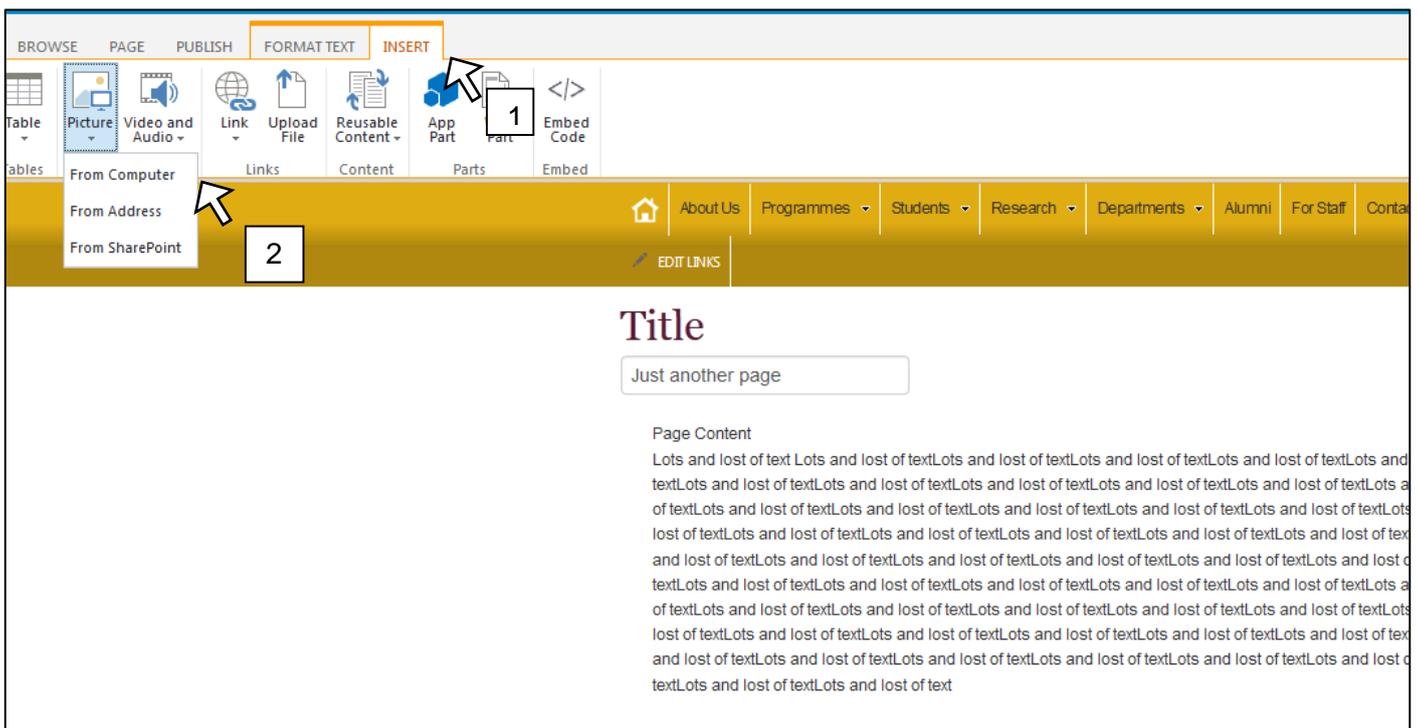
[Undergraduate](#)

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.

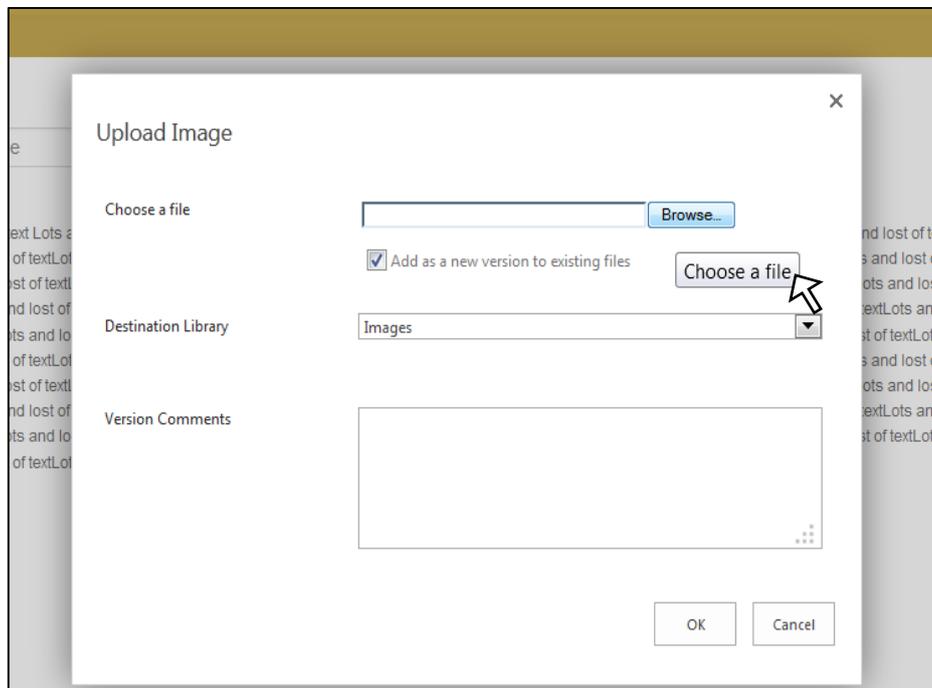
## Step 7: Inserting an image

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.

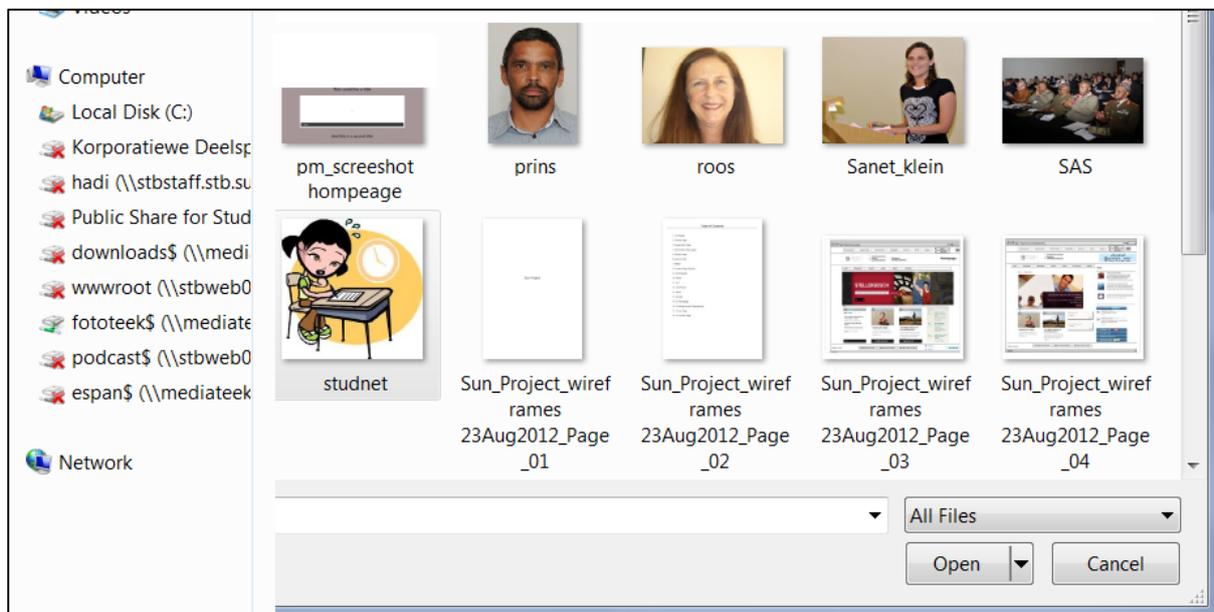
1. Insert Image:
  - a. Position the cursor where you want to add the image.
  - b. Click on 'Insert' in the toolbar. Click on 'Picture' and select where you want to add picture from. For the purpose of this tutorial we will insert a picture from the computer. **Note: This still means we have to upload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



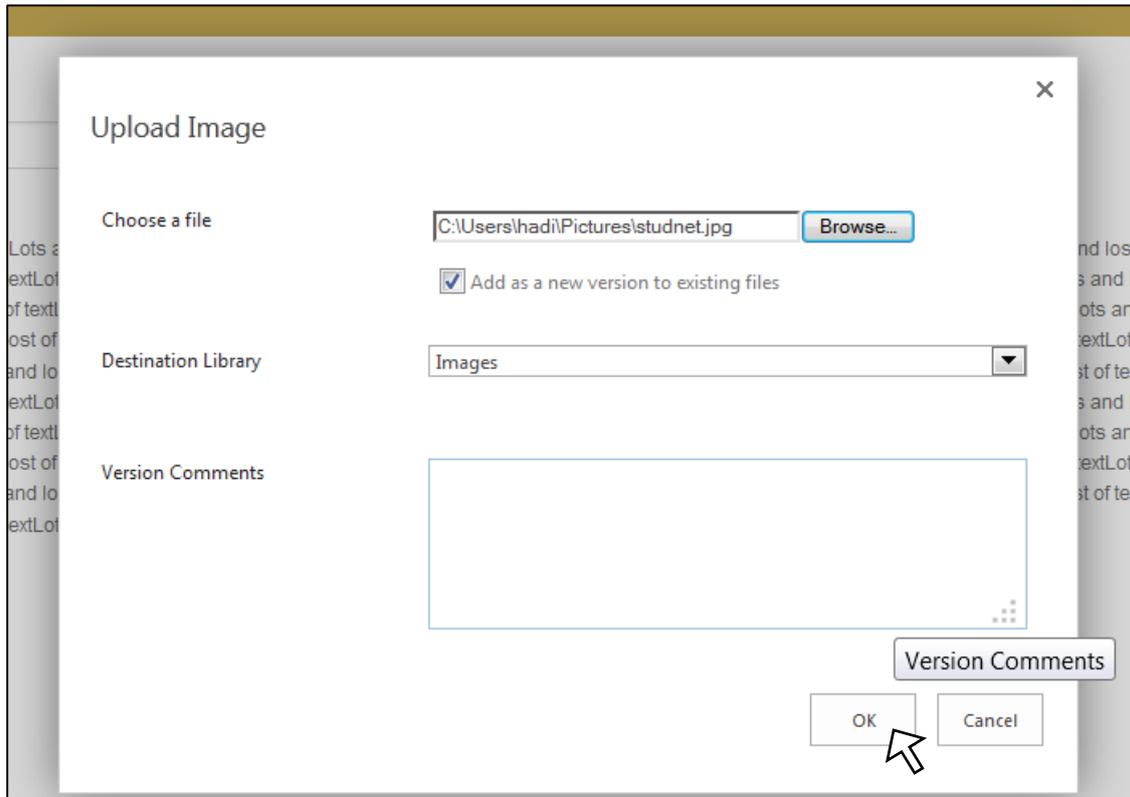
Once you have clicked 'From Computer' a new dialogue box will appear. On this dialogue box click on the 'Browse...' button.



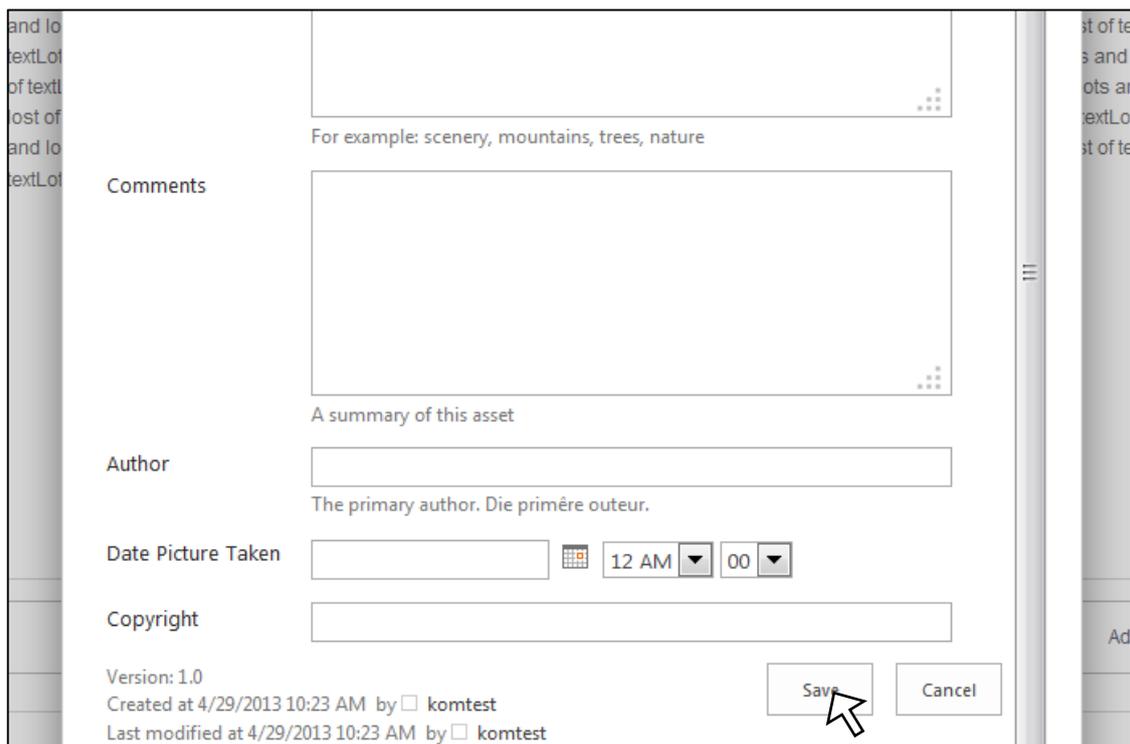
This will open up your computers files. Find and select the image you want and press the 'Open' button.



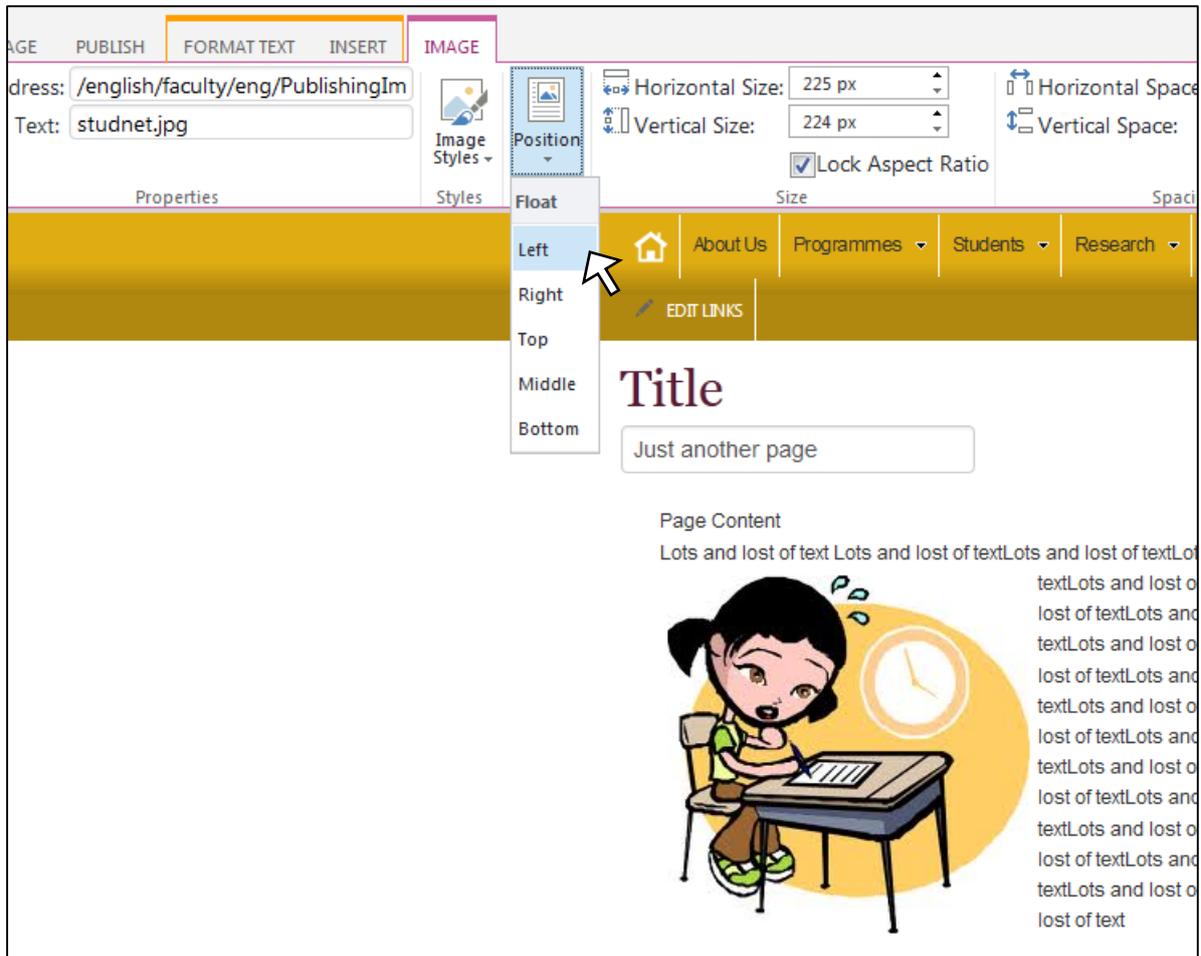
Now you will have the original dialogue box in front of you, on this dialogue box press the 'OK' button. This will upload your image.



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).



Click on

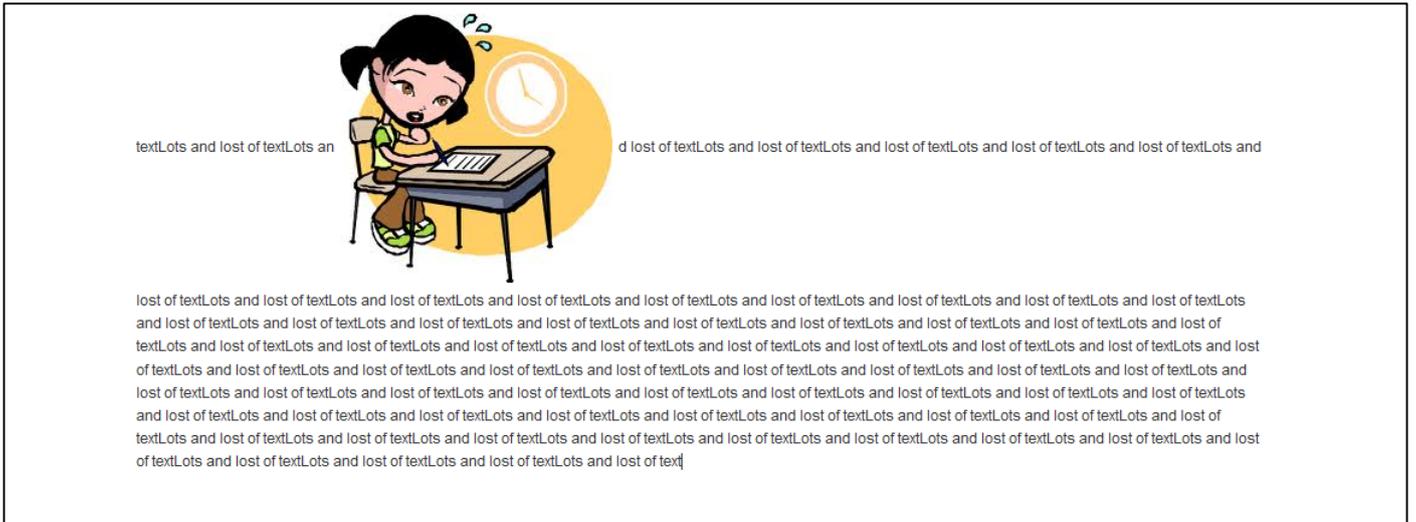
the



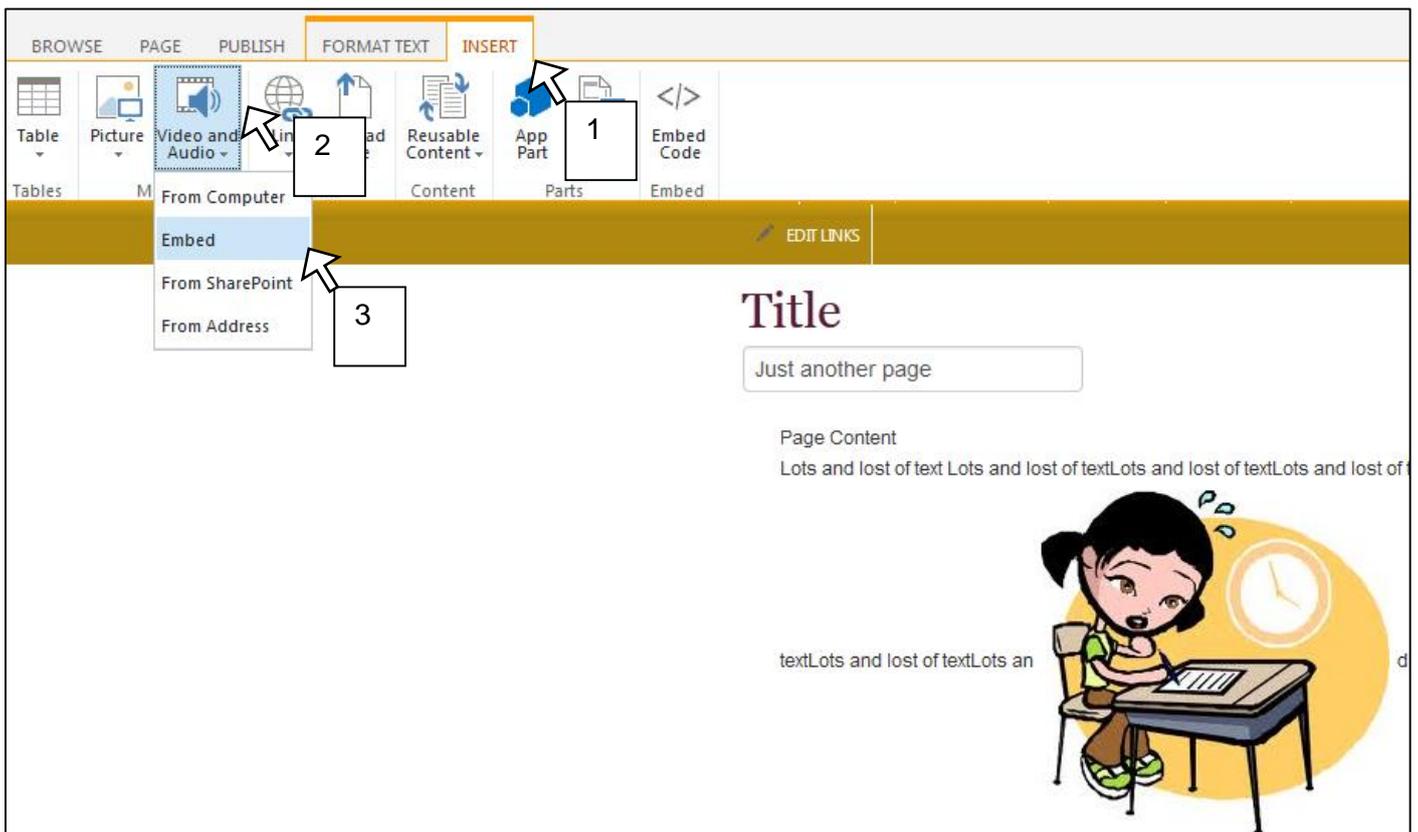
Now click on the 'Embed' tab. This will bring up some code in a text box. Highlight all of this text and copy it.



Back on your page that you added, place the cursor to where you want the video embed.



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)



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.

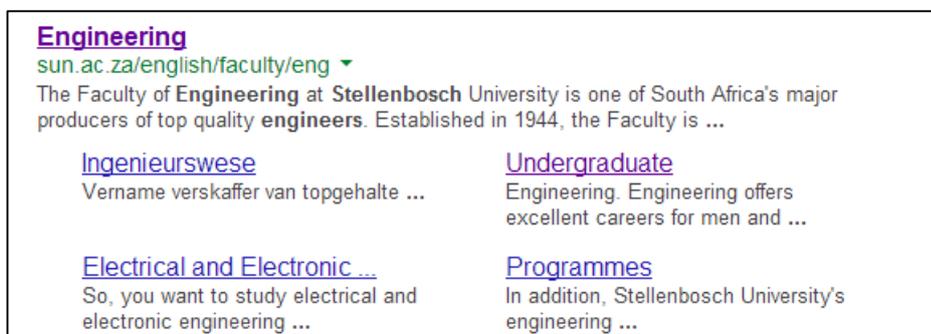
### What type of Metadata will you need to fill in?

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:



<b>Engineering</b> sun.ac.za/english/faculty/eng ▾ The Faculty of <b>Engineering</b> at <b>Stellenbosch</b> University is one of South Africa's major producers of top quality <b>engineers</b> . Established in 1944, the Faculty is ...	
<a href="#">Ingenieurswese</a> Vername verskaffer van topgehalte ...	<a href="#">Undergraduate</a> Engineering. Engineering offers excellent careers for men and ...
<a href="#">Electrical and Electronic ...</a> So, you want to study electrical and electronic engineering ...	<a href="#">Programmes</a> 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

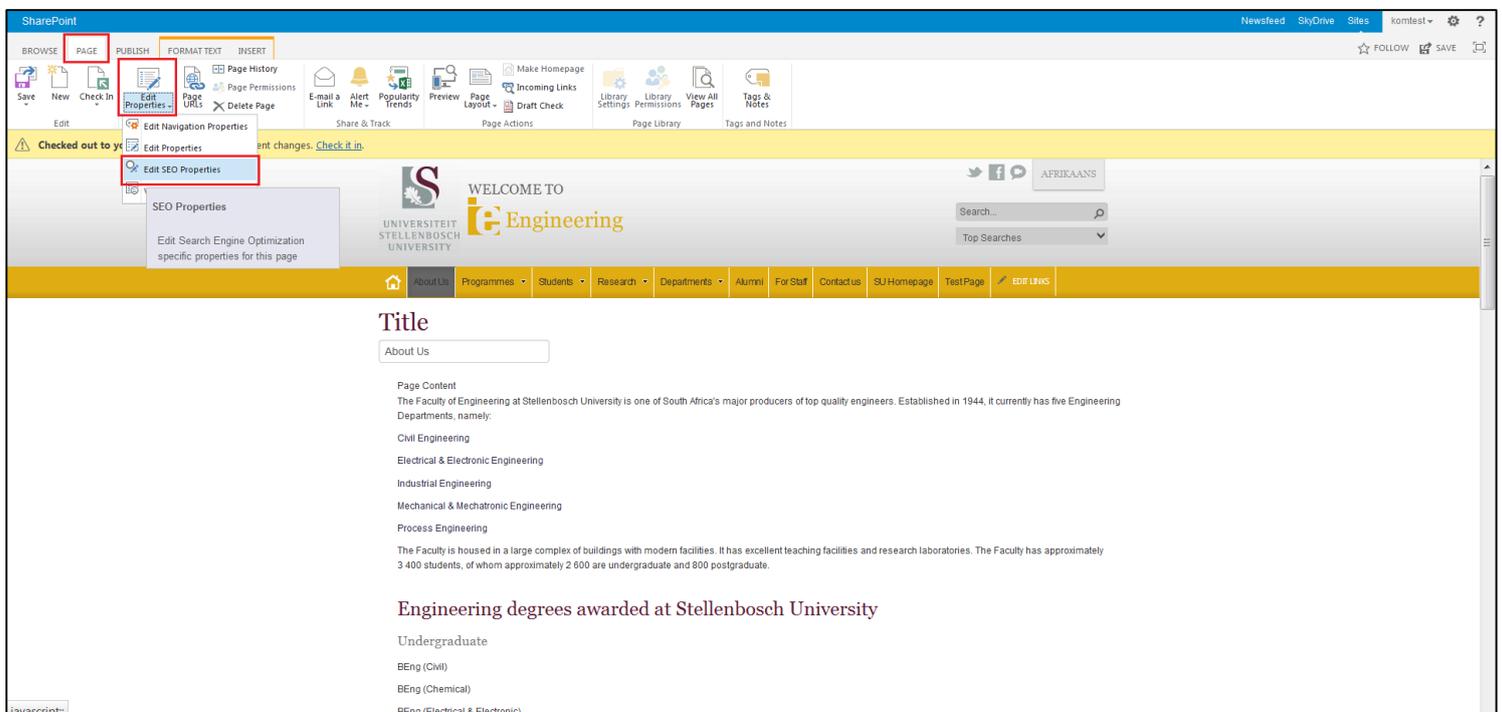
Now that we know what we are going to be effecting and to what end, let's go through the process of actually creating these changes. Once your page has been created and you are able to edit the page then you will be able to affect the SEO Properties.

### Step 1: Choosing the page

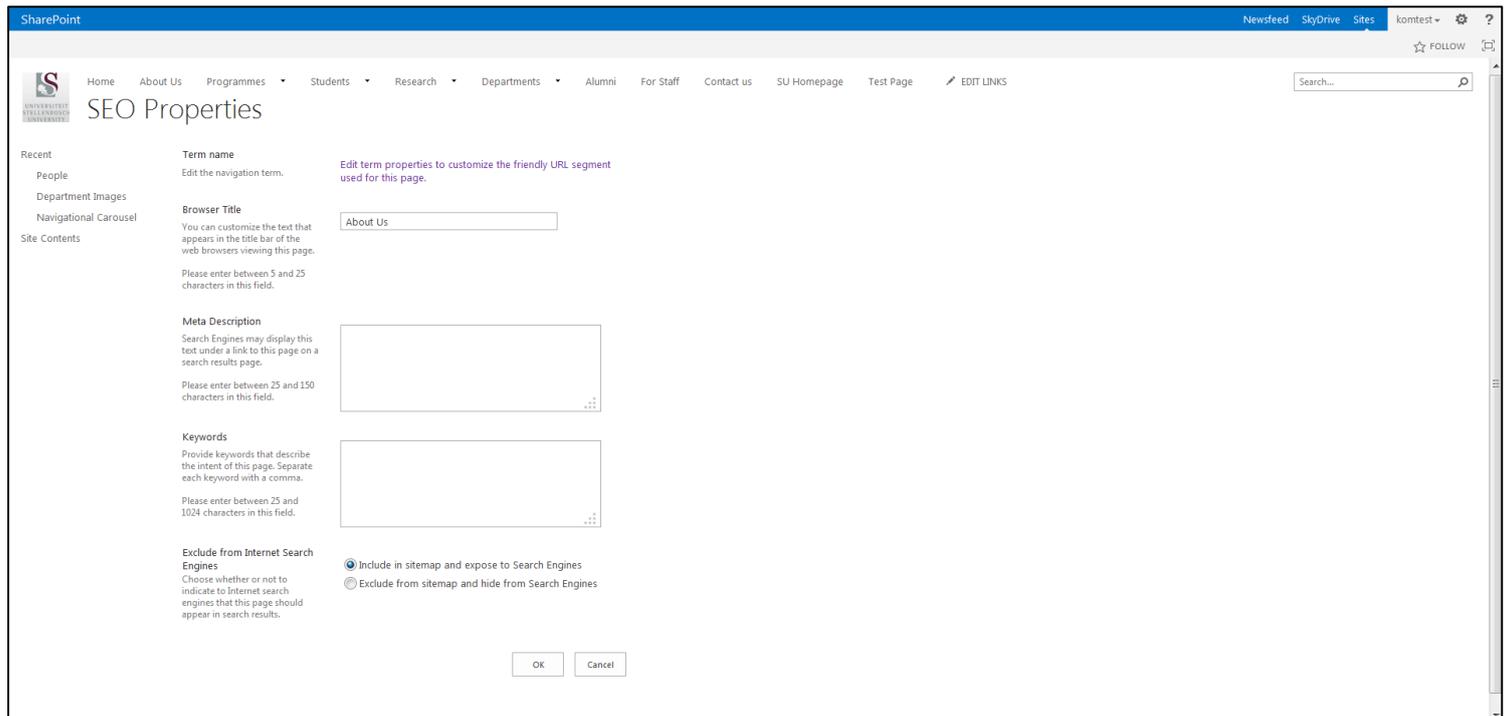
Navigate to the page that you would like to change the properties of. If you are unsure and/or only want to change the properties of one of your pages then you should navigate to your landing (home) page. You can consider this page as the front door to your site and as first impressions are important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

The screenshot shows a SharePoint page in edit mode. The top ribbon is set to 'PAGE'. Under the 'PAGE' tab, the 'Edit Properties' group is expanded, and 'Edit SEO Properties' is selected. The page content includes a header with the Stellenbosch University logo and 'WELCOME TO Engineering', a search bar, and a navigation menu. The main content area has a 'Title' field with 'About Us' entered, and a 'Page Content' section with text about the Faculty of Engineering at Stellenbosch University. The text lists departments: Civil Engineering, Electrical & Electronic Engineering, Industrial Engineering, Mechanical & Mechatronic Engineering, and Process Engineering. It also mentions that the faculty has approximately 3,400 students, with 2,600 undergraduates and 800 postgraduates. Below this, there is a section for 'Engineering degrees awarded at Stellenbosch University' listing Undergraduate degrees: BEng (Civil), BEng (Chemical), and BEng (Electrical & Electronic).

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 you page after you have finished with these changes.

The screenshot shows the 'SEO Properties' dialog box in a SharePoint environment. The dialog is titled 'SEO Properties' and is set for the 'About Us' page. It contains several sections for editing search engine metadata:

- 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. The field contains 'About Us'. A note below states: 'Please enter between 5 and 25 characters in this field.'
- Meta Description:** Search Engines may display this text under a link to this page on a search results page. The field contains: 'The Engineering Faculty of Stellegbosch 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.' A note below states: 'Please enter between 25 and 150 characters in this field.'
- Keywords:** Provide keywords that describe the intent of this page. Separate each keyword with a comma. The field contains: 'stellegbosch, university, faculty, engineering, civil, mechanical, mechatronic, industrial, process, electrical, electronic'. A note below states: 'Please enter between 25 and 1024 characters in this field.'
- Exclude from Internet Search Engines:** Choose whether or not to indicate to Internet search engines that this page should appear in search results. There are two radio buttons: 'Include in sitemap and expose to Search Engines' (which is selected) and 'Exclude from sitemap and hide from Search Engines'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

## 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.

BROWSE PAGE PUBLISH FORMAT TEXT INSERT IMAGE

Save New Check In Edit Page History Page Permissions Page URLs Delete Page Manage

E-mail a Link Alert Me Popularity Trends Preview Page Layout Make Homepage Incoming Links Draft Check

Library Settings Library Permissions View All Pages

Tags and

Home About Us Programmes Students Research Departments Alumni

EDIT LINKS

# Title

Just another page

Page Content

Lots and lost of text Lots and lost of text

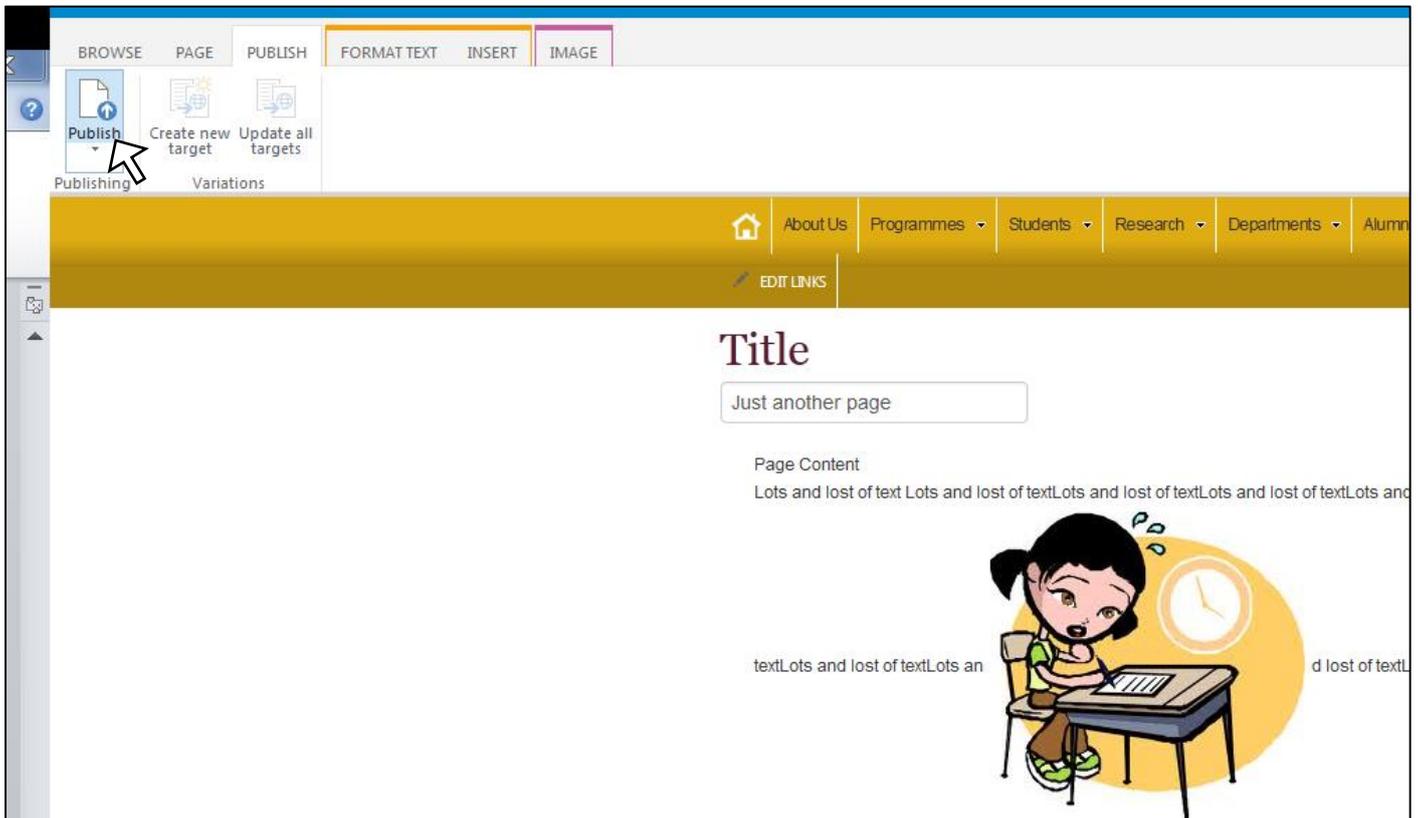
text Lots and lost of text Lots and lost of text



## 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, Events & Notices

## What's the Difference?

What is the difference between a News Article, an Event Article and a Notice Article? All three of these work in almost exactly the same way, but they all fulfil a different purpose on the sun.ac.za site. The type of article that you create will also affect where on the requested site your article will appear and how it will look. The different types of article are explained below:

### News Article:

A News Article is a piece, whether it's an article or interview, on a newsworthy event or person that has happened already.

**Example:** An interview with the rector on how they think the Diversity Week went, in terms of success of the initiative and what we must take going forward from it.

### Event Article:

An Event Article is a piece to inform your target audience of an upcoming event (lectures, conferences, workshops, performances...) that will be taking place at Stellenbosch University

**Example:** Your faculty will be holding lecture on sustainable energy, hosted by a leading expert in their field, and the technologies that support it. The lecture will be held in two weeks' time and the faculty would like to encourage the faculty's students and the public to attend.

### Notice Article:

A Notice Article is a short article that conveys useful information to the staff/students or an advertisement.

**Example One:** A Notice that informing staff/students about applying to do exam invigilation during the end of year exams.

## How to Create Articles:

For a complete guide on how to create the different types of articles please look at the respective documents that are available online and/or have been emailed to you. They are labelled 'How to Create a News Article,' 'How to Create a Notice Article' and 'How to Create an Event Article.' There will be many similarities in these documents when it comes to the creation process but each one will vary where each Article is unique.

# Article Approval Process

The article approval steps are very simple with the workflow that SharePoint utilizes and will make the article areas 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

 **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	<a href="#">Test</a>
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:

SharePoint Newsfeed SkyDrive Sites Ortlepp, SC, Mnr <scotto@sun.ac.za> ?

BROWSE EDIT

Save Cancel Paste Copy Cut Delete Item Spelling

Commit Clipboard Actions Spelling

Stellenbosch University

Recent

Dual News

News

Dual Events

Events

Dual Notices

Notices

Featured Approval Workflow Tasks

Workflow Tasks

People

Pages

Maps

Functional Areas

Universiteit Stellenbosch

Search

VariationRoot

PageNotFoundError

Site Contents

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

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>

The description provides information about the purpose of the goal.

Created at 5/28/2013 9:22 AM by Workflow on behalf of  Ortlepp, SC, Mnr <scotto@sun.ac.za>

Last modified at 5/28/2013 9:26 AM by Workflow on behalf of  Ortlepp, SC, Mnr <scotto@sun.ac.za>

Approved Rejected Save Cancel

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

## Getting Staff Lists for your site

First thing you will need to do is request the staff webpart and list from the Digital Media Team. You will need to specify if you want separate lists and what the categories of the lists will be i.e.: Admin, Academic etc...

Once this is in place you can continue with the instructions below

## Navigating to the Lists

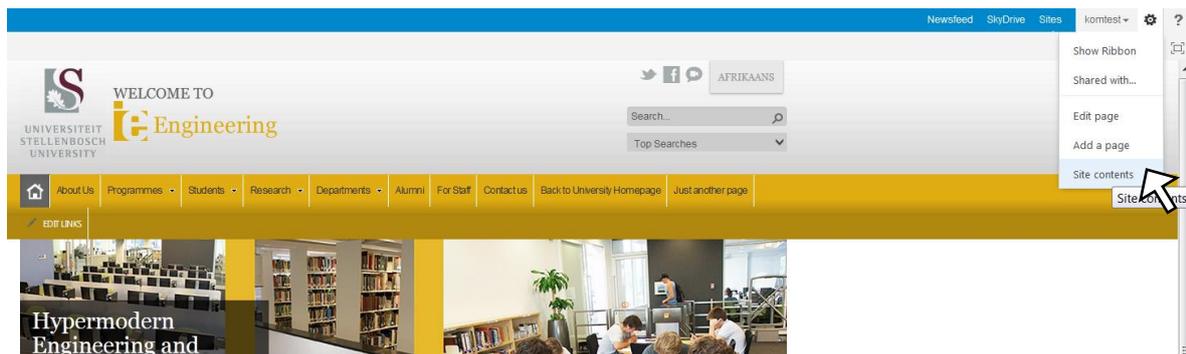
Here is an example of the Staff list on the Test Site used in the training

### Staff Webpart

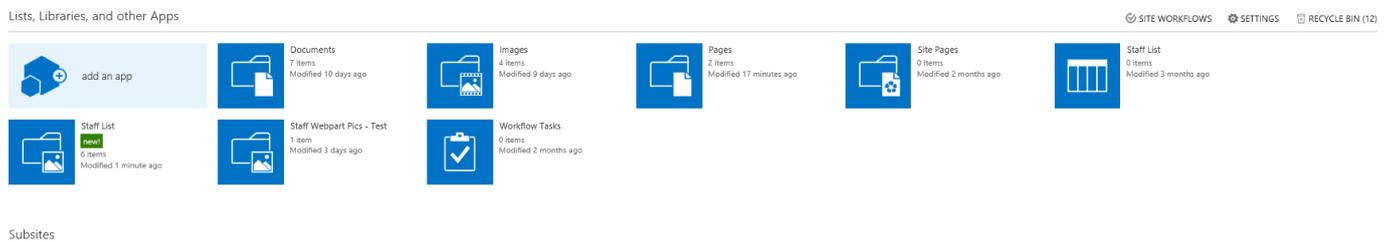
	<b>Vigilante</b> <b>The Amazing Spiderman</b> Send e-mail Personal Assistant: Mary-Jane Tel: 082228626 Spider's Web		<b>Sith</b> <b>Lord Darth Vader</b> Send e-mail Personal Assistant: The Force Tel: 082228626 Darth's Death Star
	<b>Ironman</b> <b>Mr Tony Stark</b> Send e-mail Personal Assistant: Pepper Pots Tel: 082228626 Ironman		<b>Vigilante</b> <b>The Robin DC Comics</b> Send e-mail Personal Assistant: Alfred Tel: 082228626 Robin
	<b>Superman</b> <b>Mr Clark Kent</b> Send e-mail Personal Assistant: Louis Lane Tel: 082228626 Krypton		<b>Vigilante</b> <b>The Batman DC Comics</b> Send e-mail Personal Assistant: Robin Tel: 082228626 The Batcave

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'

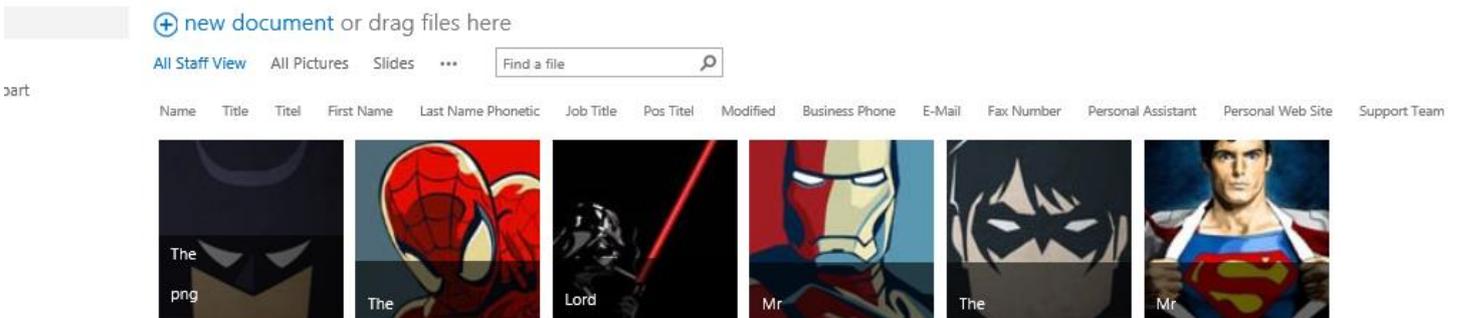


Click on the list which stores staff details.



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

## Staff List



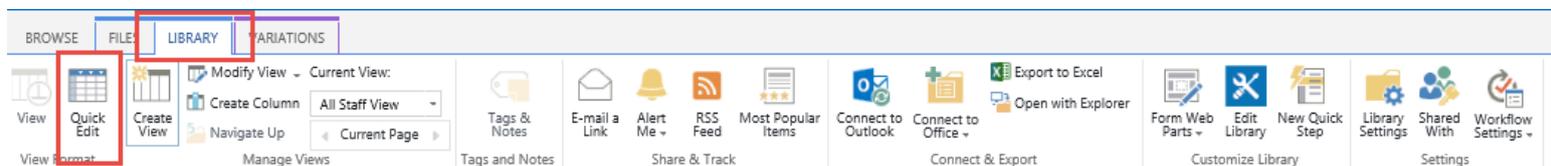
# Adding a New Item

## Step 1: New item

You can drag and drop all the images into the library the same as you would images for your images library. Remember, the Image must be 110x166 otherwise it won't display correctly on the webpart.

## Step 2: Completing the Details

Now that all of your items are in the list you will need to fill out the details. For this you will need to click on the 'Library' tab at the top left-hand side of your page and then press the 'Quick Edit' button as shown below



Your screen should now look something like what is shown below minus the metadata

Stop editing this list

All Staff View All Pictures Slides ... Find a file

Name	Title	Titel	First Name	Last Name Phonetic	Order	Job Title	Pos Titel	Modified	Business Phone	E-Mail	Fax Number	Personal Assistant	Personal Web Site	Support Team
Staff Image.png	The	Die	Batman	DC Comics		Vigilante	Vigilante	3 days ago	082228626	batman@sun.ac.za		Robin	The Batcave	Test Staff
Spiderman.jpg	The	Die	Amazing	Spiderman		Vigilante	Vigilante	3 days ago	082228626	spiderman@sun.ac.za		Mary-Jane	Spider's Web	Test Staff
Darth Vader.jpg	Lord	Here	Darth	Vader		Sith	Sith	3 days ago	082228626	dathvader@sun.ac.za		The Force	Darth's Death Star	Test Staff
Ironman.jpg	Mr	Mnr	Tony	Stark		Ironman	Ironman	3 days ago	082228626	ironman@sun.ac.za		Pepper Potts	Ironman	Test Staff
Robin.jpg	The	Die	Robin	DC Comics		Vigilante	Vigilante	3 days ago	082228626	robin@sun.ac.za		Alfred	Robin	Test Staff
Superman.jpg	Mr	Mnr	Clark	Kent		Superman	Superman	3 days ago	082228626	superman@sun.ac.za		Louis Lane	Krypton	Test Staff

Here you can fill out all of the details such as name, title order the staff are displayed on your webpart and several other items. This list has both the English and Afrikaans information so you will only have to do this in one place.

The most important column is the Support Team. This needs to be filled out otherwise your items won't show anywhere. When you request your staff lists, the Digital Media team will supply you with the necessary Support Team tags.

Click on 'Stop editing this list' when done as visible in the image above. When you do this, all the changes you have made are saved. It will take about 30-60mins to appear in the webpage itself.

# Edit a Staff Member

To edit a staff Member you will be able to follow the same process as before keeping in mind that this will also take about 30-60min to appear on the front end of your website.

# Navigation Carousel

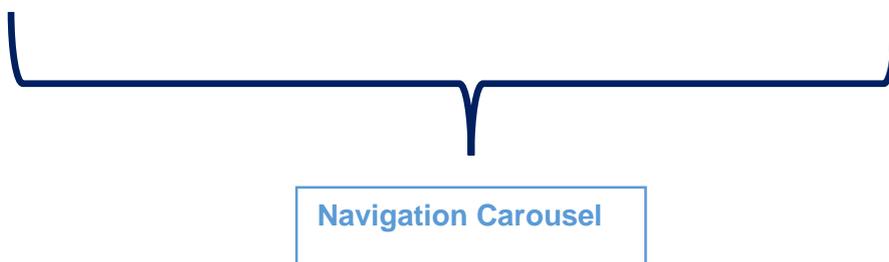
The screenshot shows the top section of the Stellenbosch University website. At the top left is the university logo and the text 'WELCOME TO Community Interaction'. A search bar and 'Top Searches' dropdown are on the right. A dark navigation bar contains links: Home, About, CI Projects, Service Learning, 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 article cards:

- 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 is an 'Events' and 'Notices' section with a list of dates and events, and a 'View all >' button.

At the bottom, there is a horizontal carousel of project thumbnails: 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'.

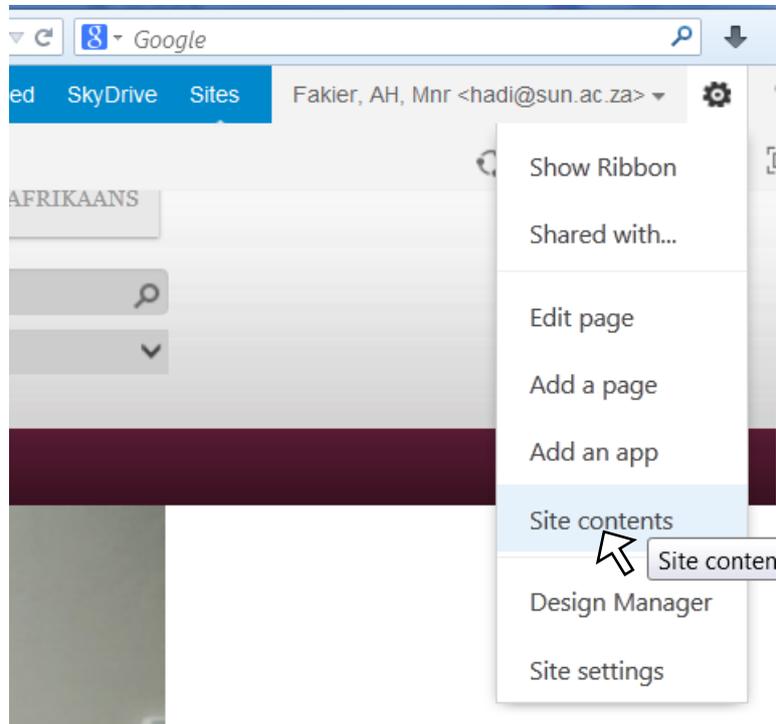


This is your navigation carousel. It is used primarily as a tool to quickly link to departments within a faculty but in addition has images attached so that it is eye catching for the user. If you put more images in this bar than will fit then the carousel will simply scroll over to the side to make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

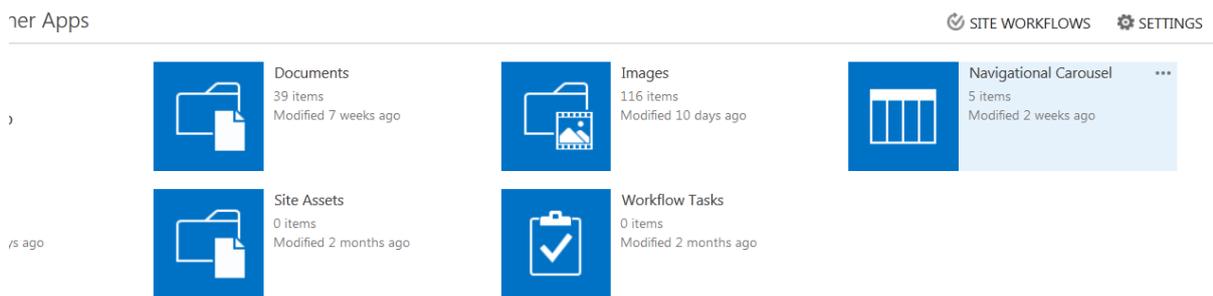
# Editing the Navigation Carousel

## Step 1: Locating the List

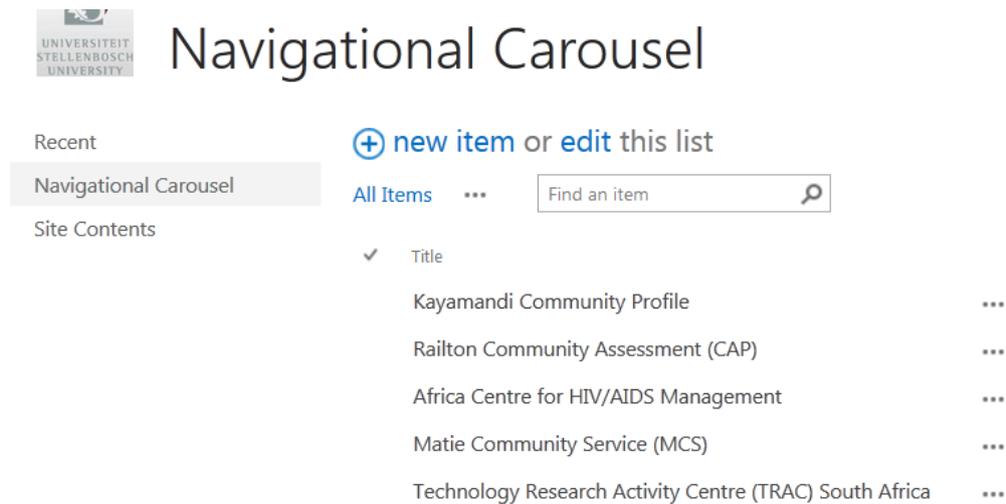
1. Click on the cog and click on site contents



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

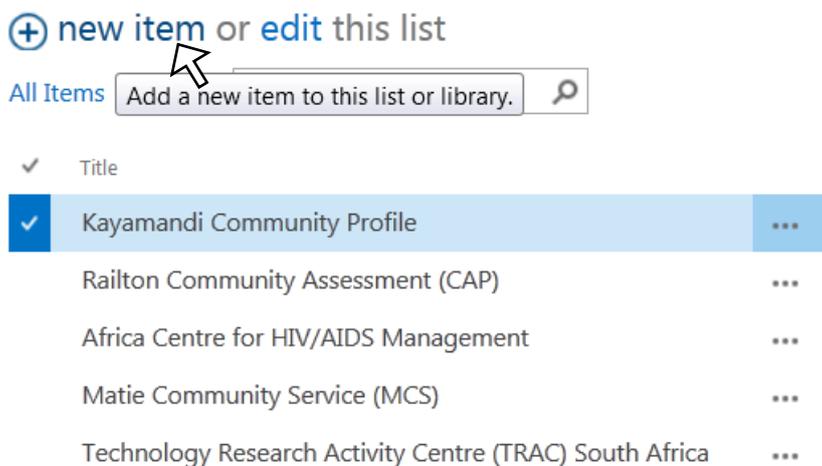
All Items ... Find an item

✓ 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 are 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

Navigation Carousel

Site Contents

Title \*

Titel

Die titel van die Afrikaanse artikel.

Site Link \*

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.

Site Link Afrikaans

Type the Web address: (Click here to test)

http://

Type the description:

Programme Details

Programme Details Afrikaans

Functional Area

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.

Functional Category

Location

Plek

Active \*

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

Rollup Image

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

Edit Item 2

Compli

Workflows

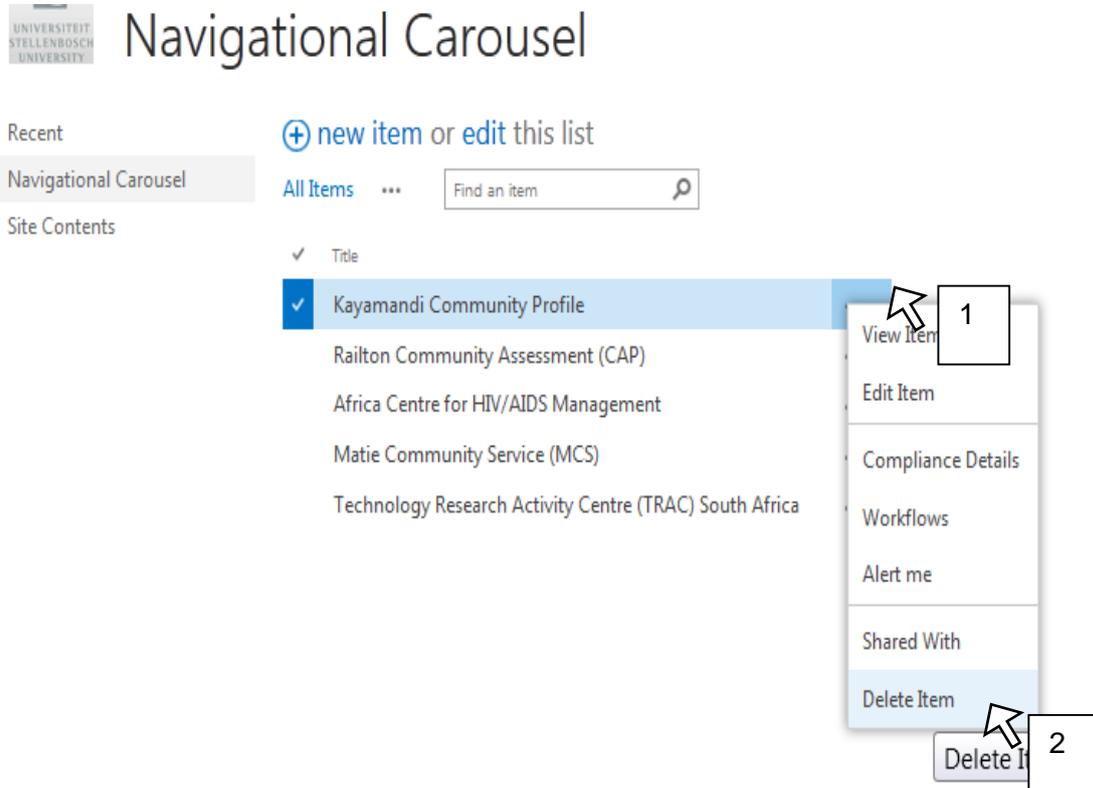
Alert me

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

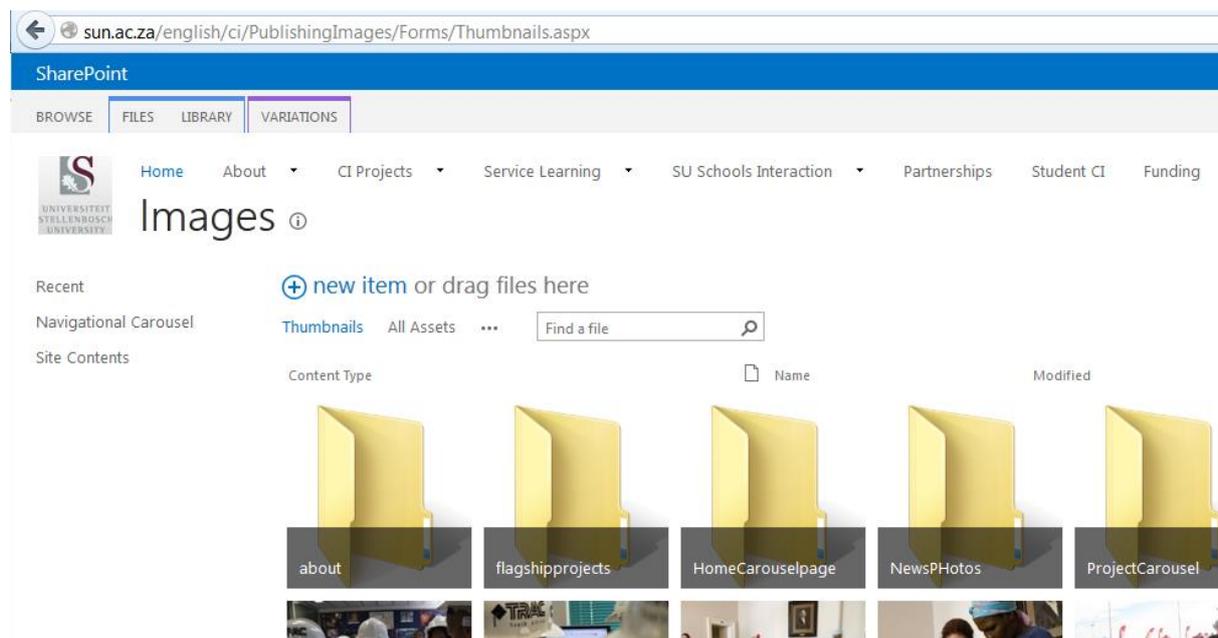
(Source <http://msdn.microsoft.com/en-us/library/jj720398.aspx>)

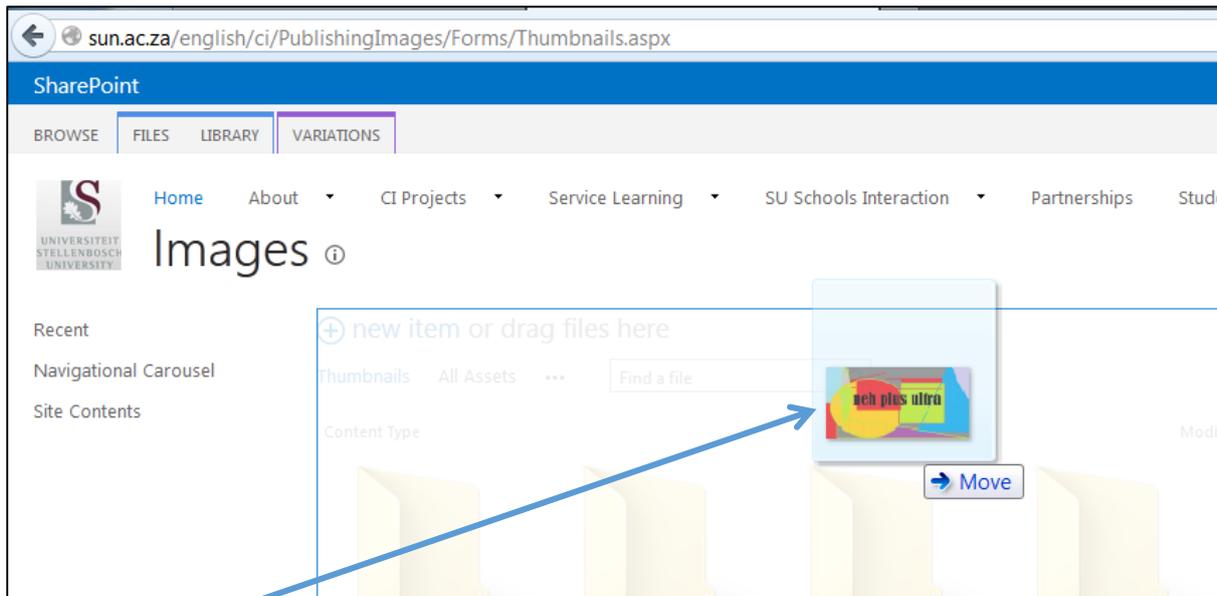
Image renditions enable you to display differently sized versions of an image on different pages in a publishing site, based on the same source image. When you create an image rendition, you specify the width and/or height for all images that use that image rendition. The image renditions are available 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.

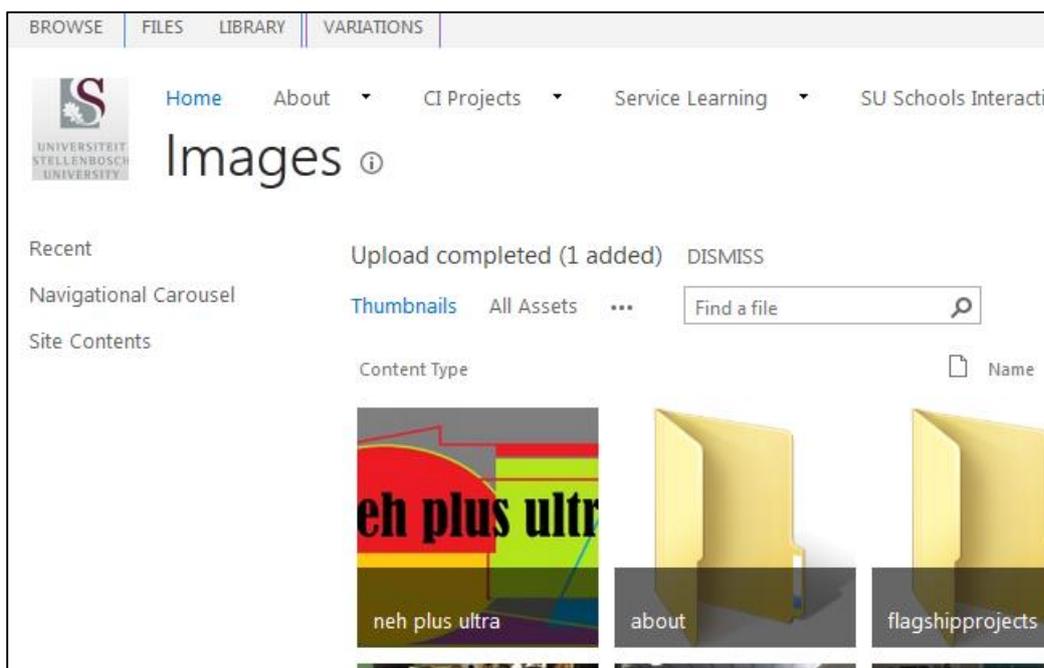
## Step 1. Upload your image as you usually would to your SharePoint website

*Ignore this step if your 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



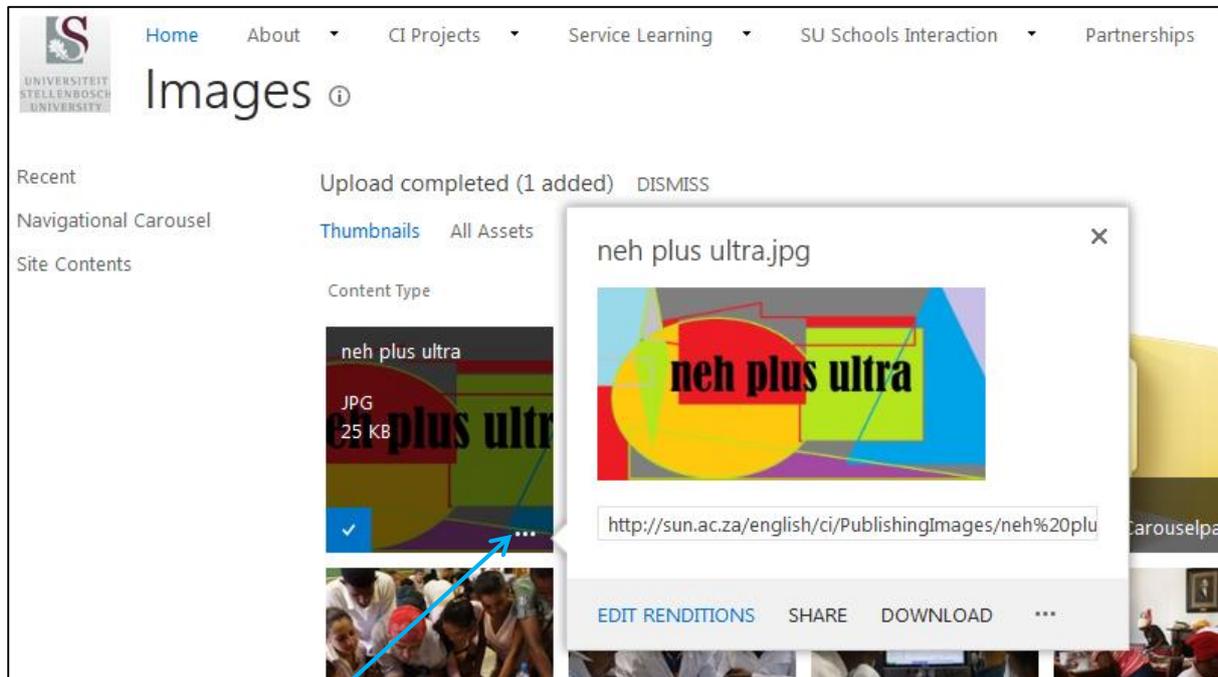


1. Drag and drop the image to your folder or uploaded using whichever method you prefer



2. Your image now appears in your image folder

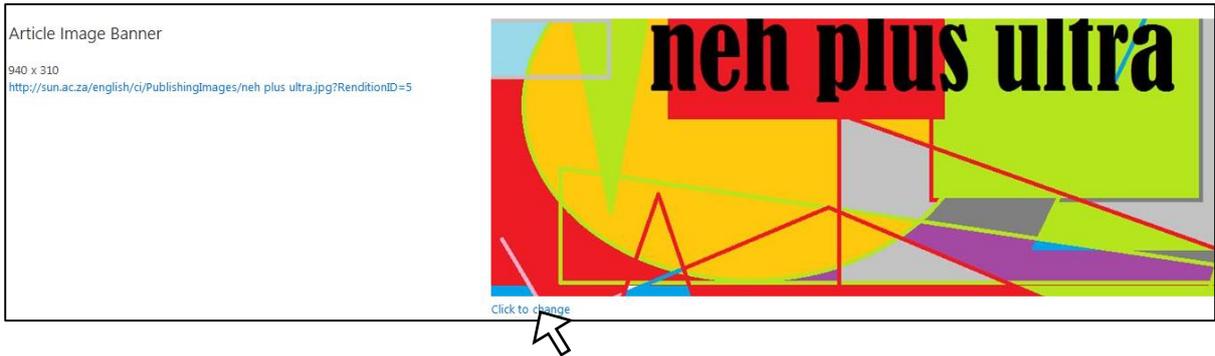
## Step 2: Edit Image Renditions



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

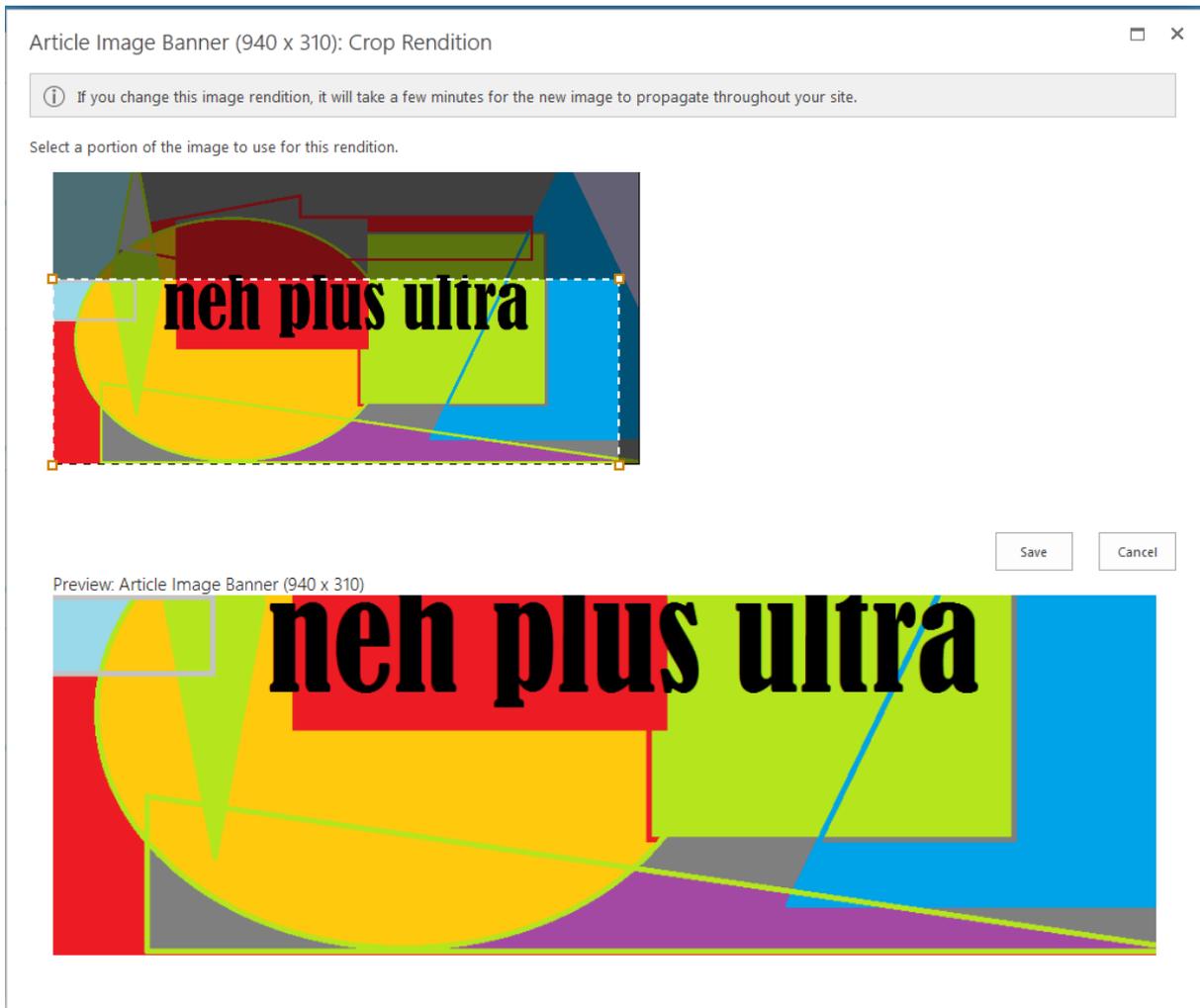
The screen below appears displaying the different renditions of the image.





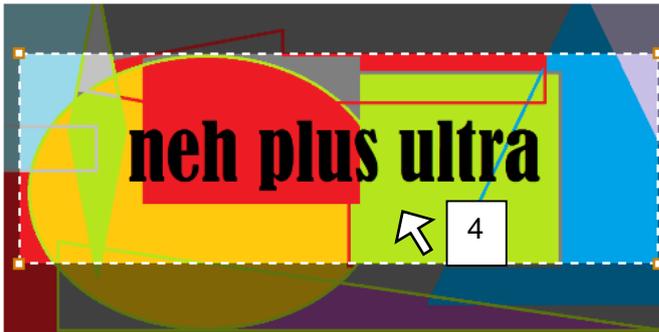
3. In this example we will change the rendition for image used in a news article i.e **Article Banner Image(940 X 310)**. Click on [Click to change](#)

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)

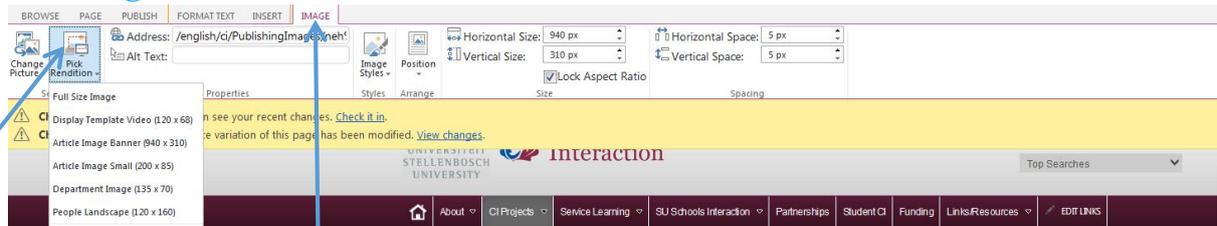


5. Click on **Save** when done.

## 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

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

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  
Full Size Image

Article Image Banner (940 x 310)

Article Image Small (200 x 85)

Department Image (135 x 70)

People Landscape (120 x 160)

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

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 red overlay. The text reads: "Major investment to upskill water and energy skills in South Africa". A "Read more" link is present below the text.
- Prospective Students:** A green header 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." Includes a "Read more" link.
- Undergraduate Students:** A green header with text: "Are you already looking forward to your graduation, or are you considering postgraduate studies?" Includes a "Read more" link.
- Postgraduate Students:** A blue header with text: "We attract full-time and part-time postgraduate students from South Africa, Africa and abroad through formal international linkages and exchange programmes." Includes a "Read more" link.
- Events & Notices:** A grey box with text: "More upcoming events to follow soon". Includes a "View all" link.
- Selection & admission requirements:** A red header 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." Includes a "Read more" link.
- Information technology services:** A red header 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." Includes a "Read more" link.
- Research support & opportunities:** A red header 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." Includes a "Read more" link.
- Footer:** A grey bar with four buttons: 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.

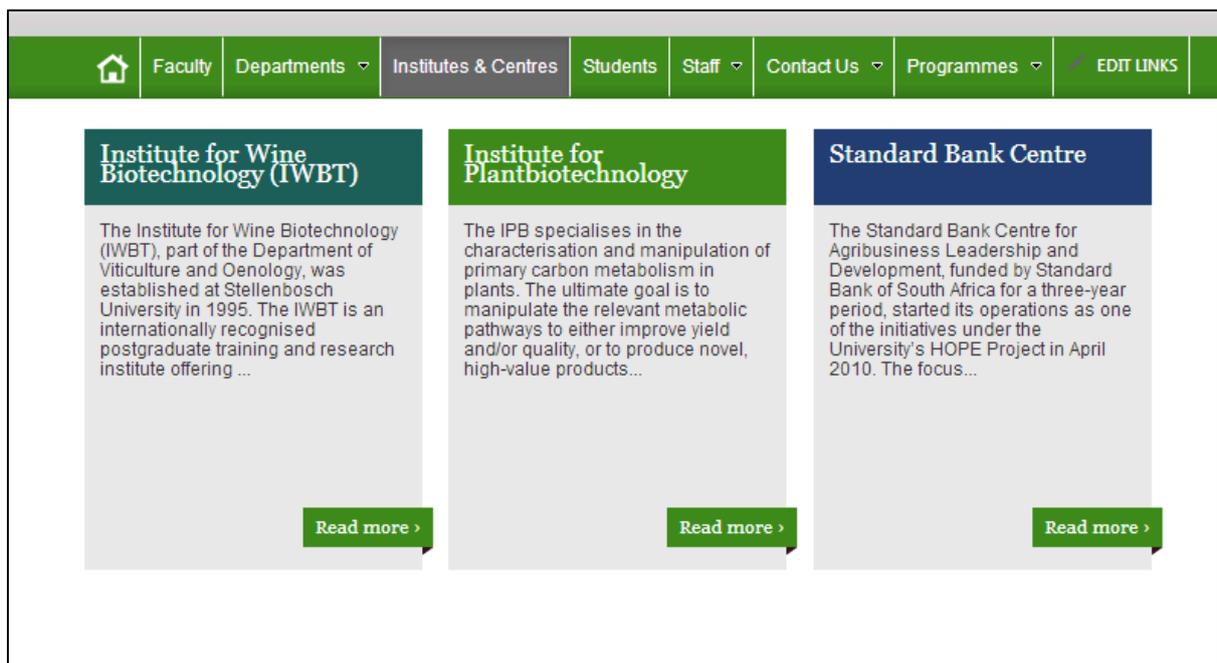
There are additional grey blocks at the bottom of the page that you can add 2 rows deep and 4 blocks across, these are usually links to other sites that are related to your website, in this case it has to do with the students general enquiries about the university as a whole.

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.

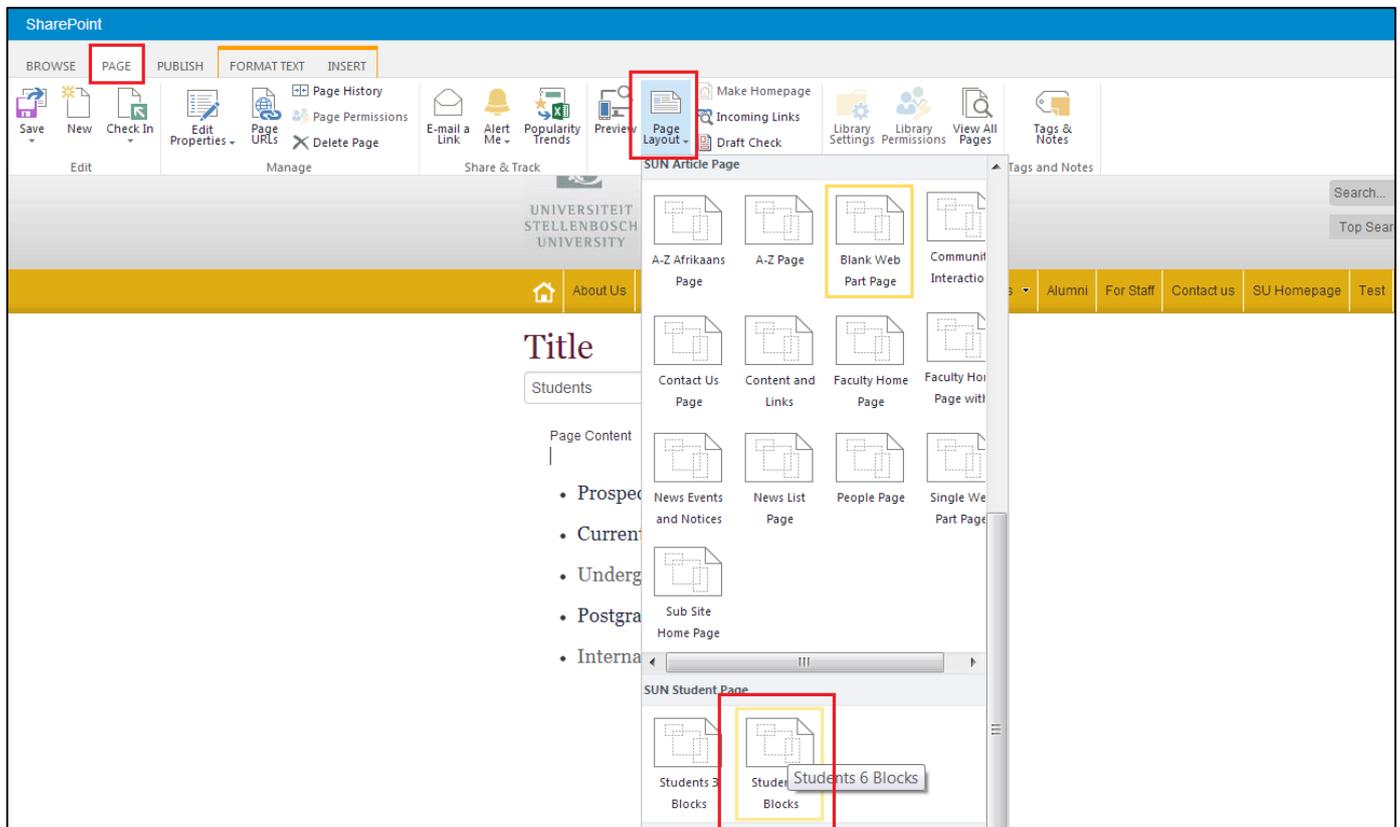
3 block example:



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

## Step 1: Getting the page layout

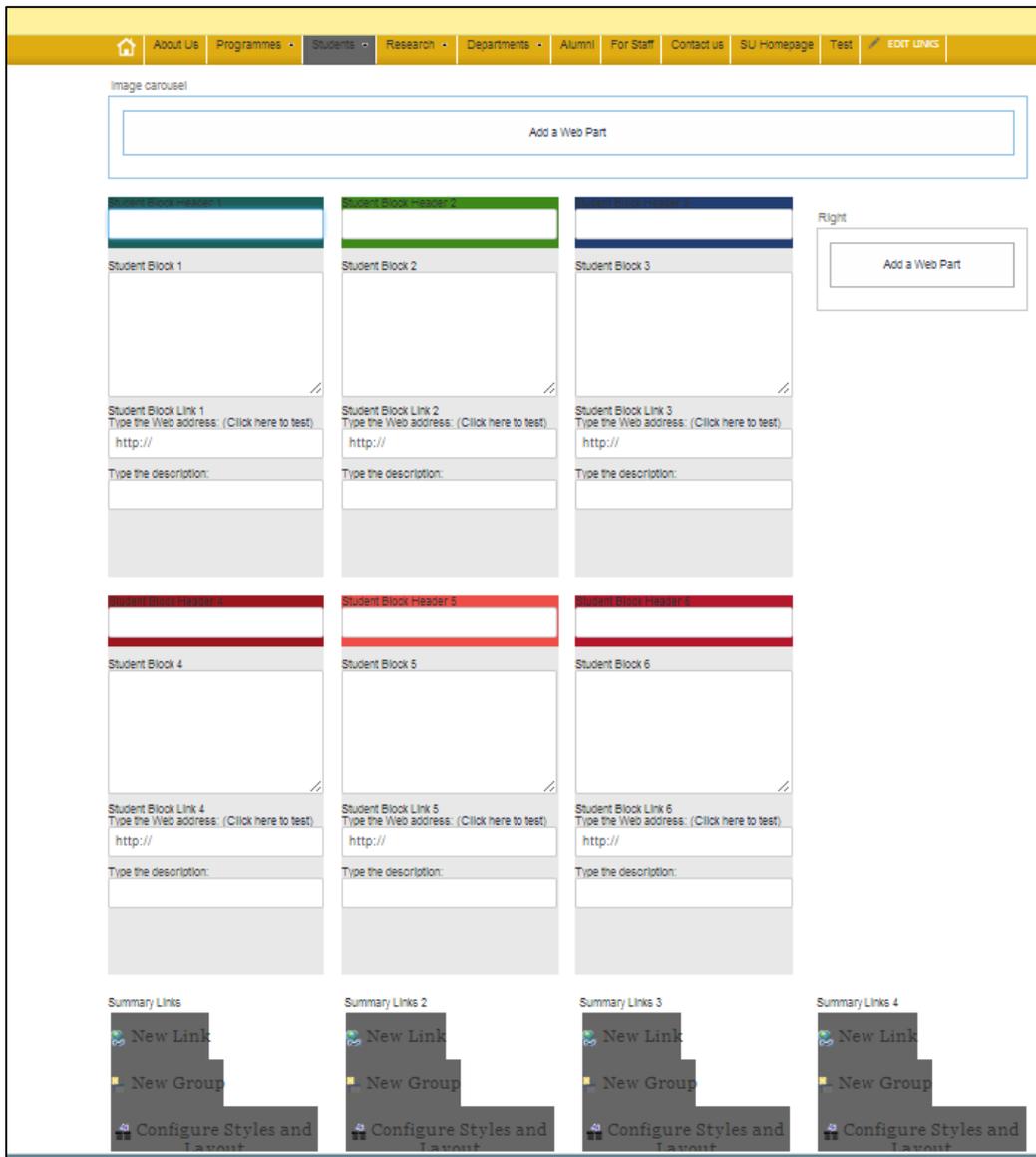
Change the pages page layout to the desired page layout (3 or 6 blocks), in this case the 6 block layout.



## 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.

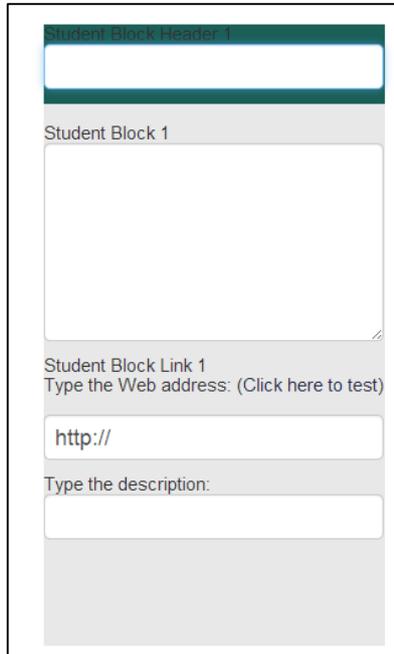
This is how your page should look:



## 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 main sections: a header field labeled 'Student Block Header 1', a large content area labeled 'Student Block 1', a link field labeled 'Student Block Link 1' with the prompt 'Type the Web address: (Click here to test)', and a description field labeled 'Type the description:'. The header and link fields are currently empty.

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 now filled with content. The header field contains '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 field contains the URL 'http://wwwq.stb.sun.ac.za/englis'. The description field contains the text 'Read more >'. The link field also includes the prompt 'Type the Web address: (Click here to test)'.

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.

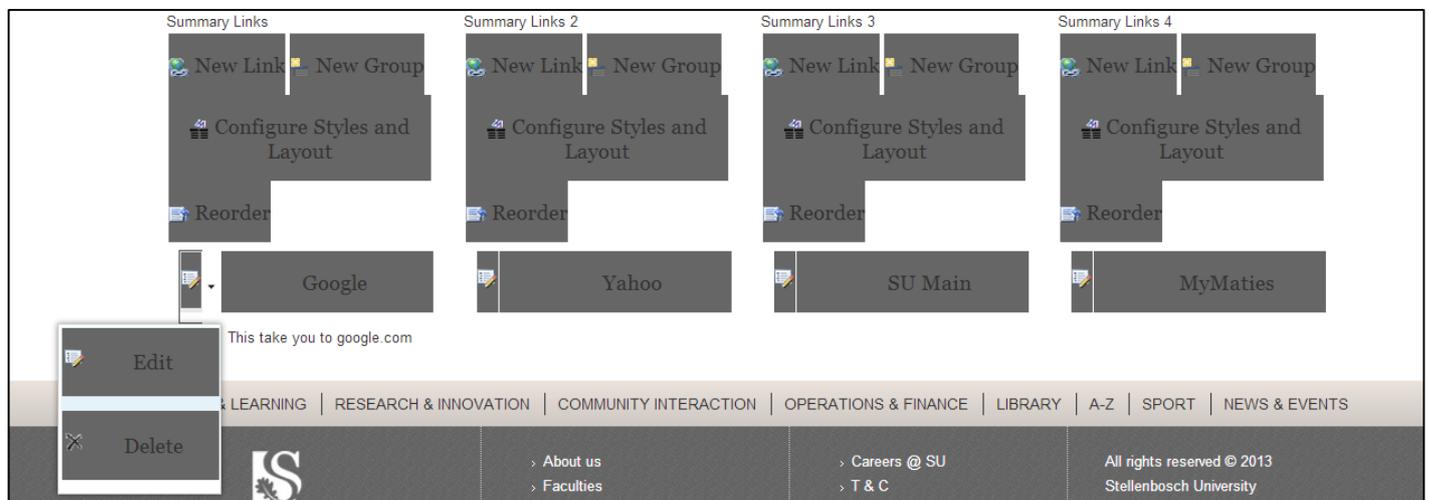


Click on the 'New Link' button and a window will pop up that you can fill in with the details of the block.

### 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



**New Link**

Specify the information for this summary link. The title is the link text displayed for the link URL. The information that the summary link displays depends on the style you choose.

Create a link to an item  
 Create a link to a person

Title:

Description:

Link URL: (Test link)

Open link in new window

Tooltip:

Image URL: (Test link)

Image description:

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.

**New Link**

Specify the information for this summary link. The title is the link text displayed for the link URL. The information that the summary link displays depends on the style you choose.

Create a link to an item  
 Create a link to a person

Title:

Description:

Link URL: (Test link)

Open link in new window

Tooltip:

Image URL: (Test link)

Image description:

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:

Recent changes. [Publish this draft.](#)

<b>Prospective Students</b> This is the intro for the information that the prospective students page has on it, short and sweet! <a href="#">Read more &gt;</a>	<b>Postgraduate Students</b> Are you already looking forward to your graduation, or are you considering postgraduate studies? <a href="#">Read more &gt;</a>	<b>Research &amp; Opportunities</b> We attract full-time and part-time postgraduate students from South Africa, Africa and abroad through formal international linkages and exchange programmes. <a href="#">Read more &gt;</a>	
<b>International Students</b> Are you already looking forward to your graduation, or are you considering postgraduate studies? <a href="#">Read more &gt;</a>	<b>Selection Requirements</b> Are you already looking forward to your graduation, or are you considering postgraduate studies? <a href="#">Read more &gt;</a>	<b>Current Students</b> Are you already looking forward to your graduation, or are you considering postgraduate studies? <a href="#">Read more &gt;</a>	
Google	Yahoo	SU Main	MyMaties

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