



# How to use the new website

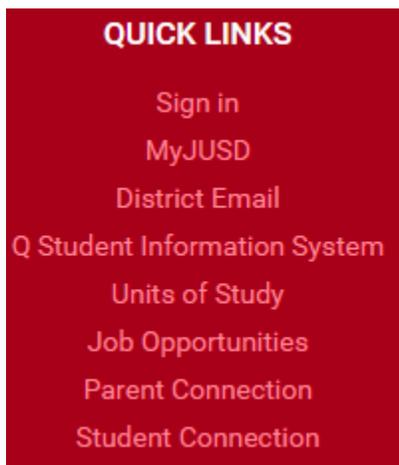
Signing in .....	1
Navigating to your page .....	2
Uploading Items .....	3
Editing your page .....	6
Formatting Text.....	7
Inserting media or creating links.....	7
Web Parts.....	9
Adding a web part.....	9
Editing Web Parts.....	9
Relocating a web part .....	10
Deleting a web part.....	11
Site Contents.....	12
Saving, Checking-In, and Publishing Your Page.....	13

## Signing in

Navigate to the website by entering <http://jurupausd.org/> into the address bar on your web browser. You will arrive at the homepage which should look similar to this:



Scroll to the bottom of the page until you arrive at quick links and sign in. The sign in link will look like this:

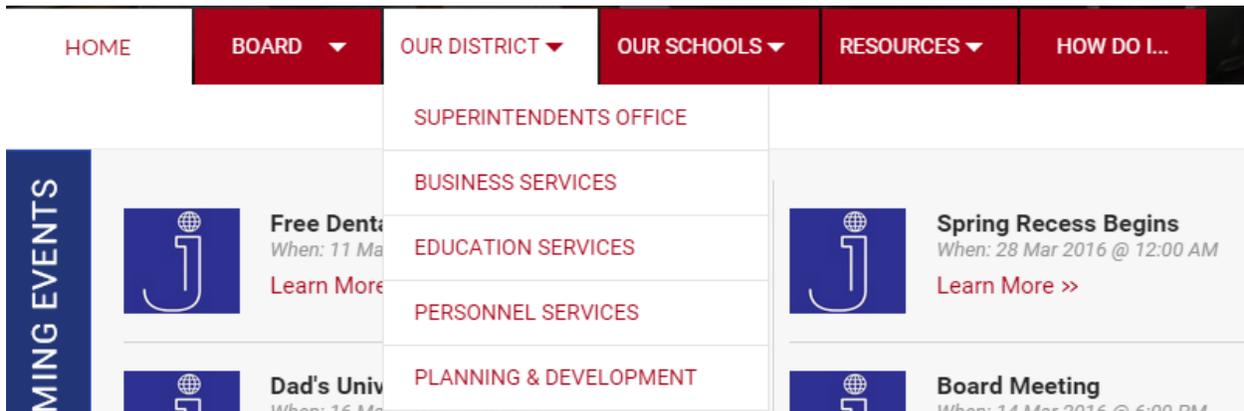


## Navigating to your page

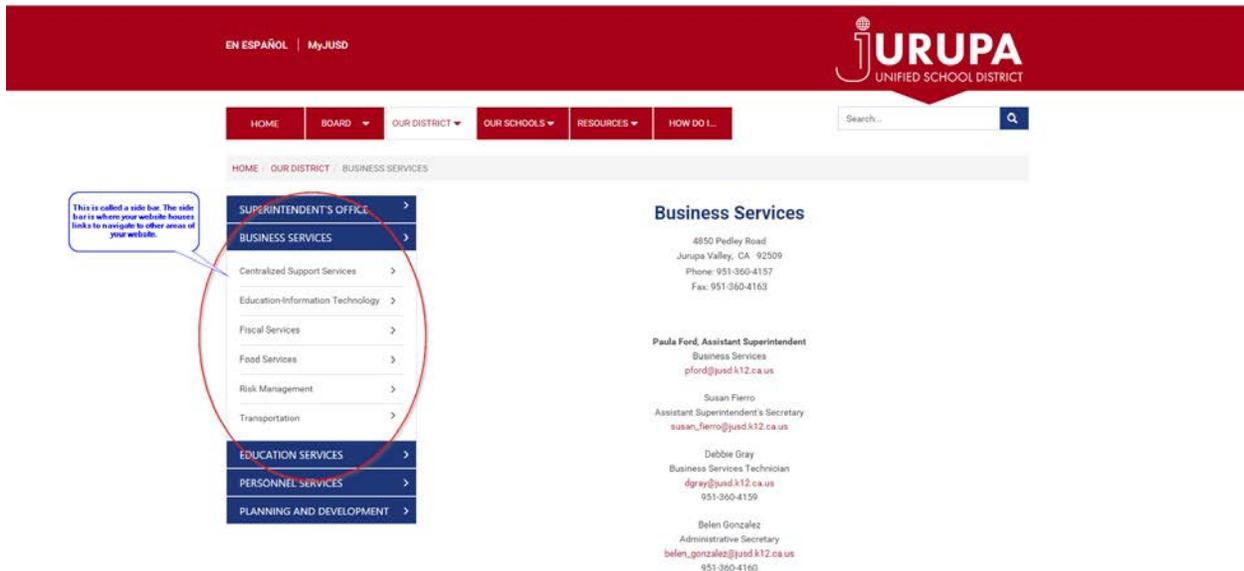
Once you're signed in you can navigate to your section of the website in order to edit it. You scroll up to the top of the homepage and use the navigation bar:



The triangles next to the names indicate additional links available from a drop down menu. We will be using business services as an example. Business services is located under our district.



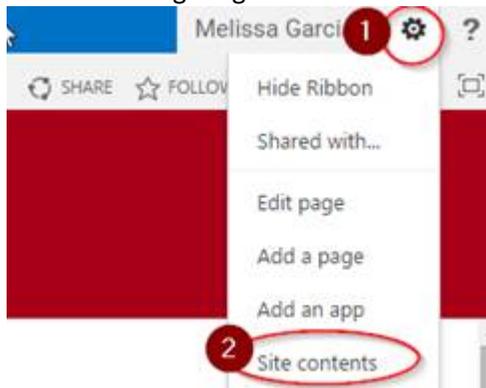
When we click on the business services link we will arrive at the business services landing page. The circled area is called a side bar. The side bar is where your website houses links to navigate to other areas of your website.



## Uploading Items

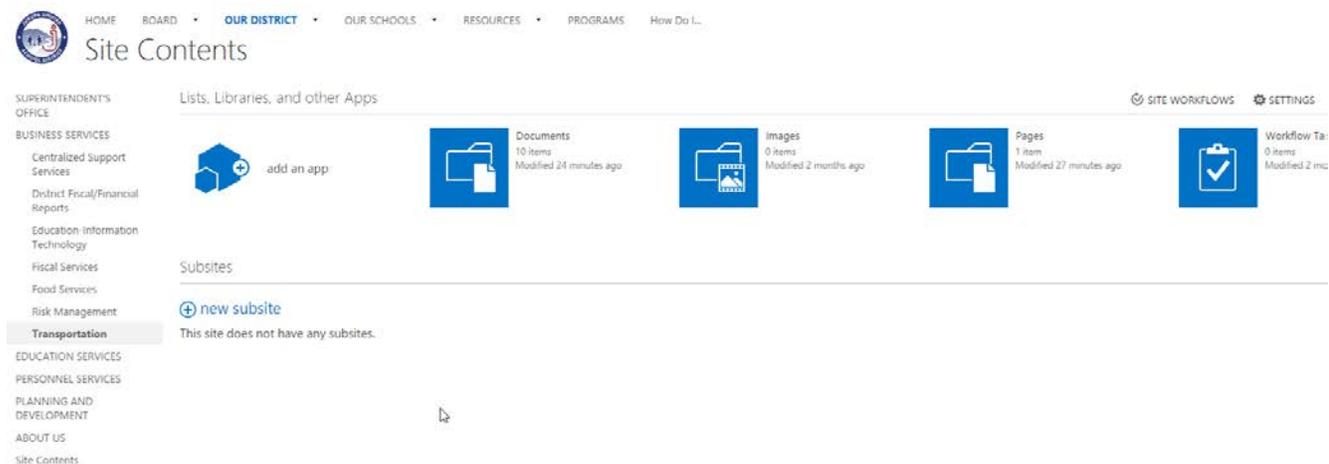
The best way to upload documents is to navigate to the site contents folder of your website.

1. Click on settings cog and then site contents:



**You will come to a page similar to the one below, but I must emphasize that each department's website will have different site contents so it's imperative that you navigate to your website first then go to site contents.**

2. Once you are at the right website's site contents area click on the location that you would like to save your item:



3. **There are 2 ways to upload. This first way is the drag and drop method, and the second is best if your folder has required fields you need to fill out in order to post the document to the website.** *You'll know if you need to use option 2 if the link to your document fails.*

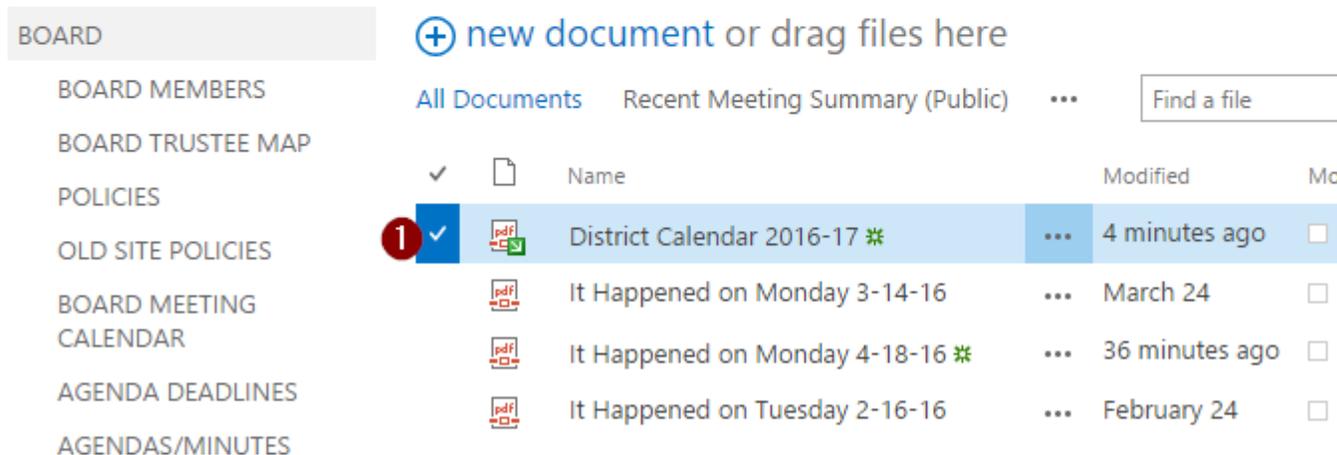
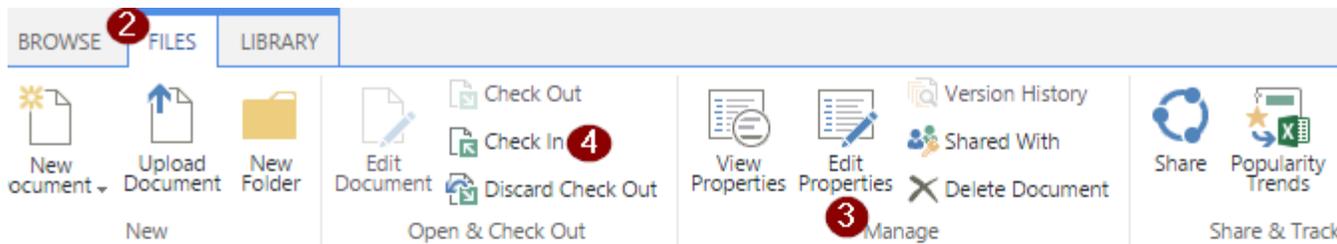
**Option 1:** Open 2016 folder then drag file into folder:



If the file has the little green arrow next to it that means you need to fill out some information and check the document in before others can view it. If it doesn't have an arrow then you're good to go.

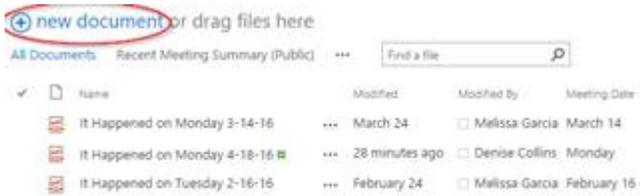
To finish uploading document if the green arrow is present:

First check the file you want to edit, then click on files tab, then click on edit properties, update the required fields, and click save, (may have to repeat steps 1 and 2) then click on check in.

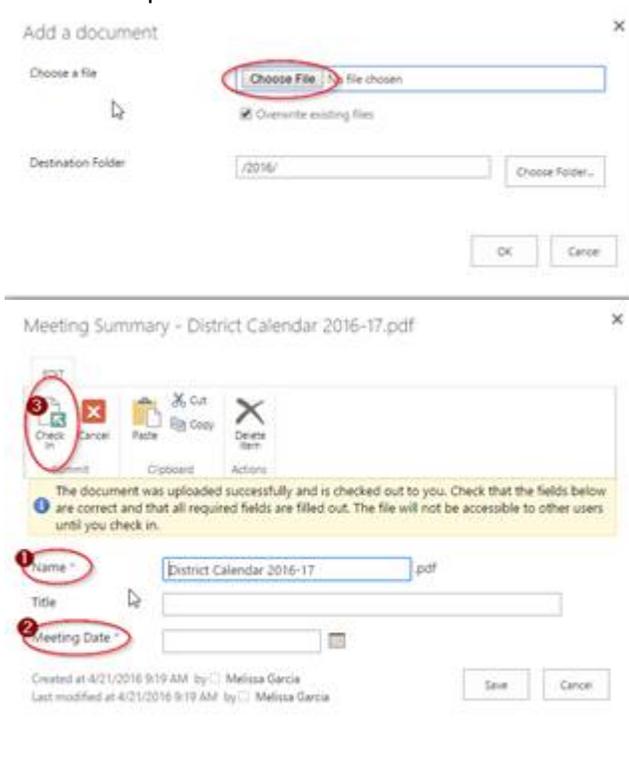


**Option 2:**

1. Click new document:

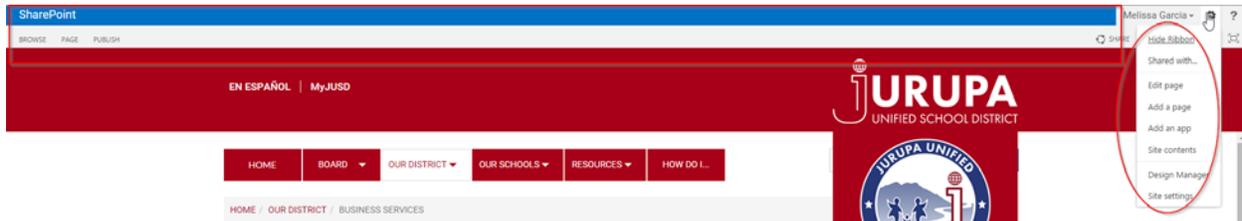


2. follow the upload wizard:

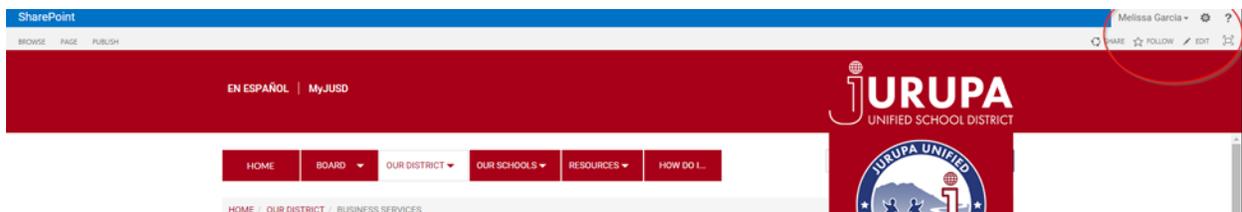


## Editing your page

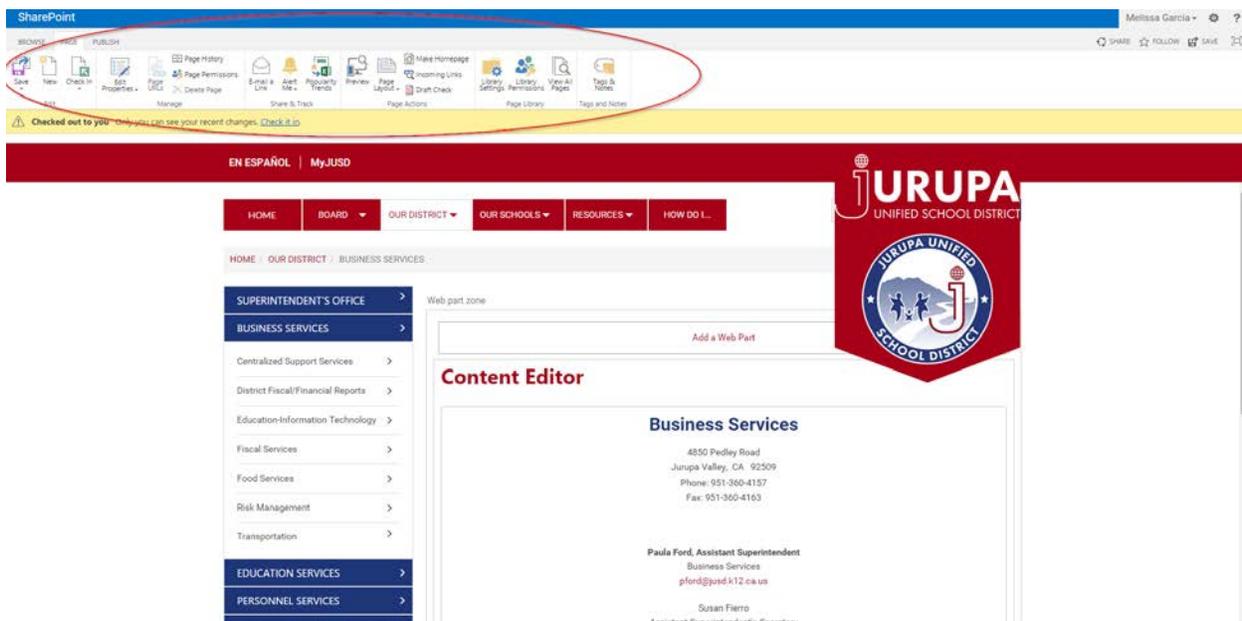
Editing your website is simple once you are familiar with SharePoint 2013. When you are signed in to SharePoint you will notice a blue ribbon on top of your website. I've marked the area below with a red rectangle. You should notice a settings cog located in the upper right hand corner as well. If you click on it you will be directed to the settings drop down menu.



You can edit your page by clicking on edit page from the settings drop down menu or by click on the edit button from the Share Point ribbon.



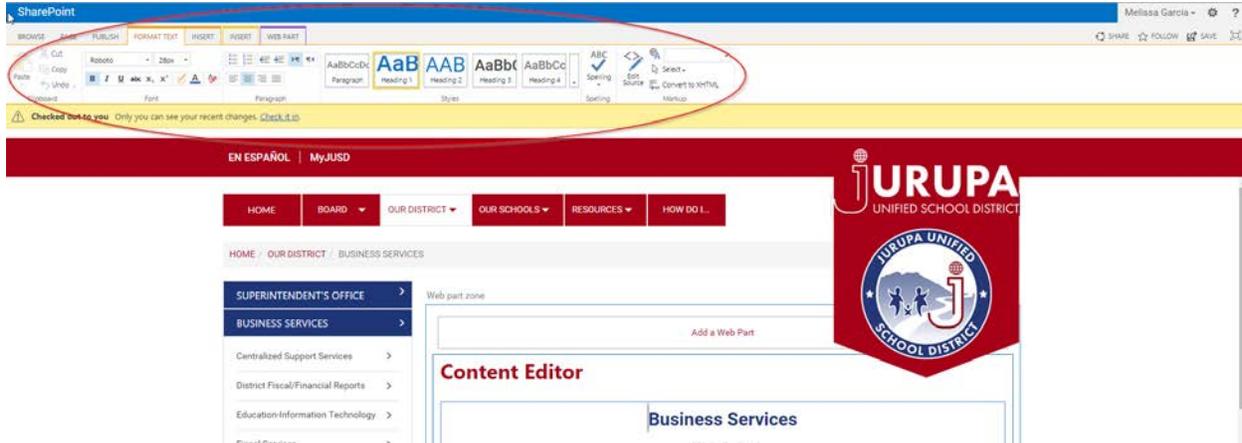
Once you are in edit mode your ribbon should look similar to the image below. You'll notice that your ribbon changed. As indicated below by the red circle.



The different parts of the web page that you will be editing are called **web parts**. These web parts are located within a **web part zone**. The web part you see above is called a content editor. This is the optimal web part for entering text. It works very similar to a word document. To edit at web part you must click on that region of the web part zone. Once you click on the web part that you intend to edit your ribbon should change. It will provide you with the appropriate tools for editing that web part.

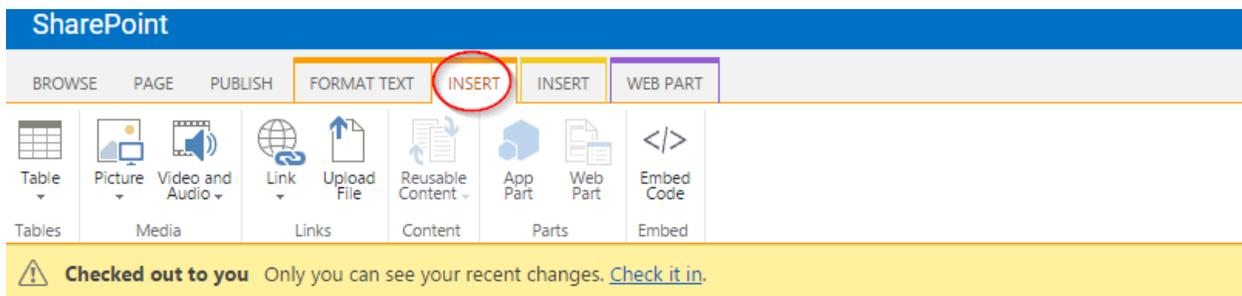
### Formatting Text

Notice how the ribbon changed when we clicked on the content editor web part. Similar to Word the ribbon has a tab to format text.

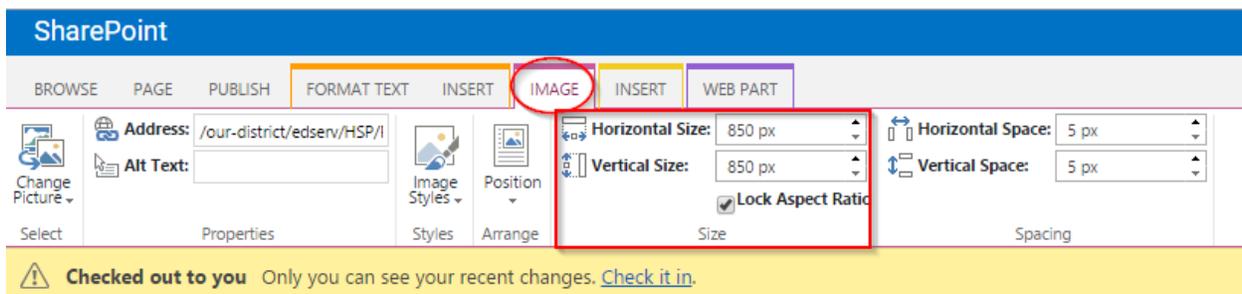


### Inserting media or creating links

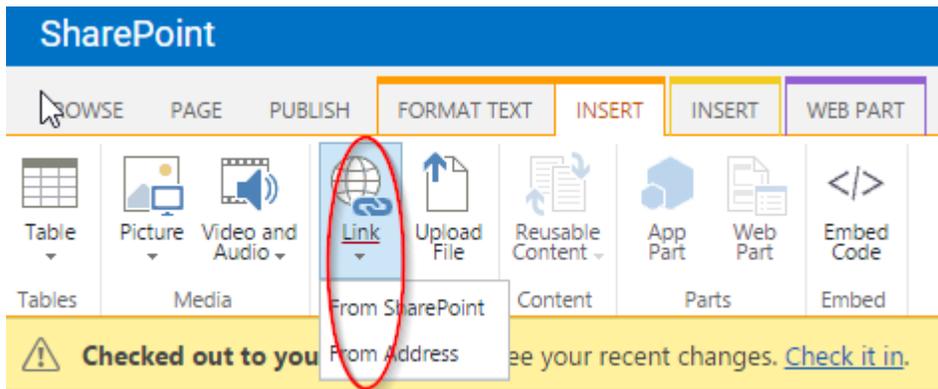
To insert media such as pictures and files or to create a link you will click on the other orange tab called *insert*. Your ribbon changes again...



When inserting pictures you can add them from your computer, another website using the address option, or from Share Point. If you insert a picture that is too big you can resize the picture from the ribbon. Make sure the *lock aspect ratio* button is clicked to maintain the integrity of your photo.



To add a link you can first highlight the text you want to use as your link or just click on the link button in the orange insert tab and designate a link from a web address or from Share Point.



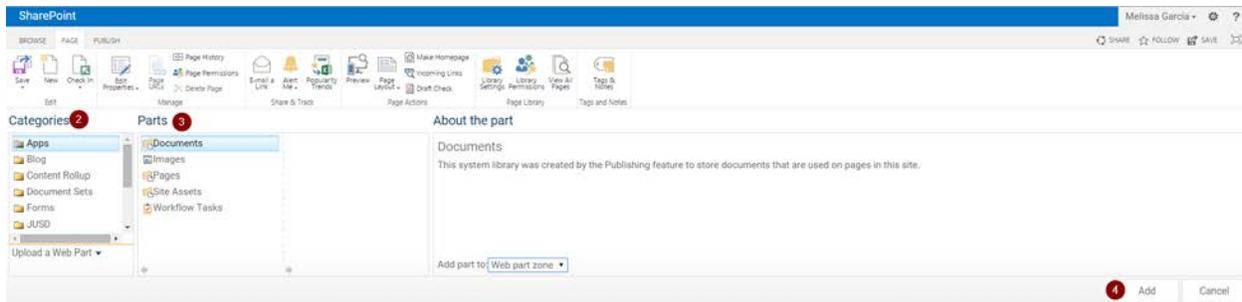
## Web Parts

### Adding a web part

Click on add a web part in the web part zone:

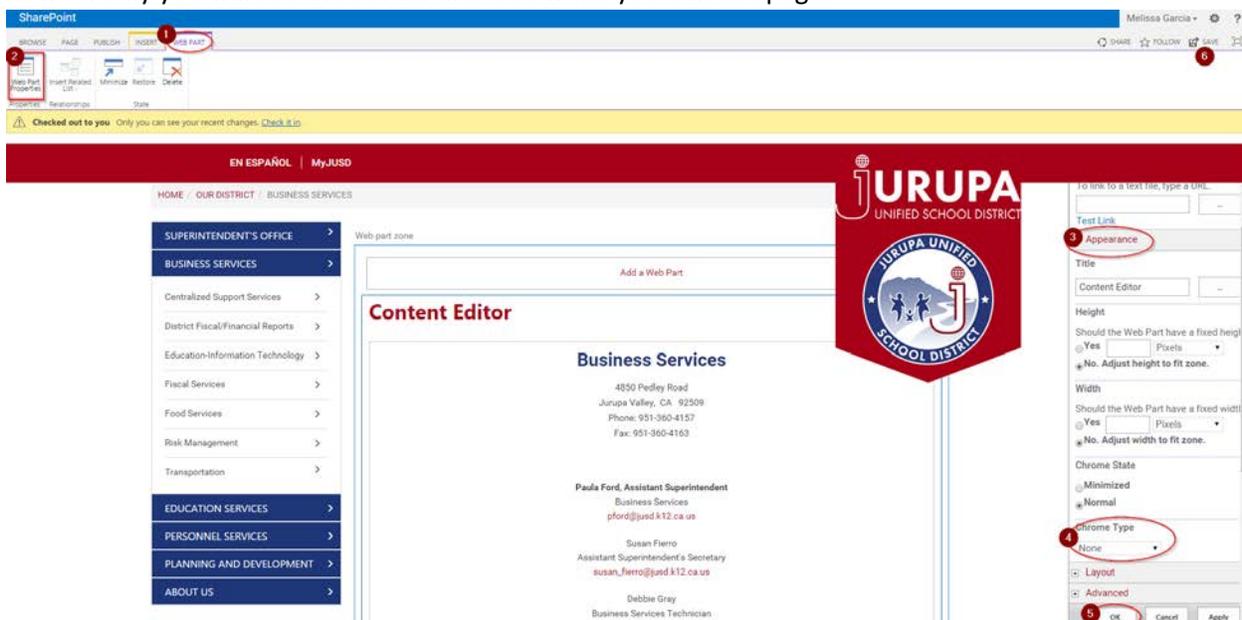


Select a web part from the ribbon. Under categories you'll see a folder called Apps. Apps are created from the site contents area found in your settings drop down menu. The other folders in categories have different parts that you can place on your web page by clicking add:



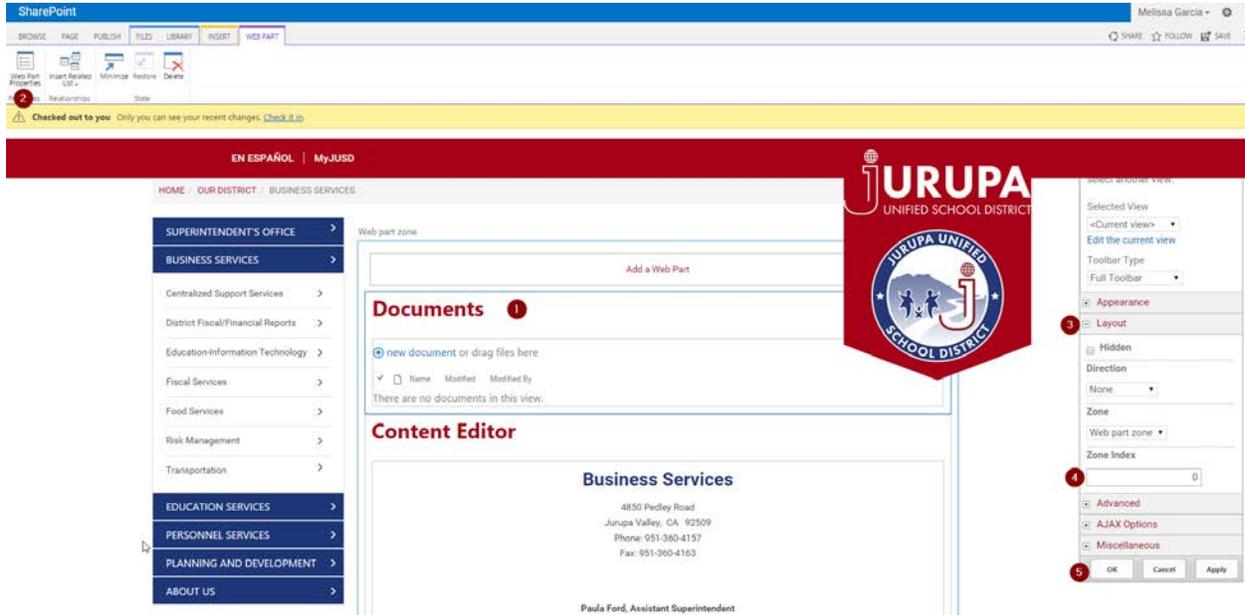
### Editing Web Parts

If you add a web part and need to remove the title and border you do so by (1) navigating to the web part tab. (2) Clicking on the *web part properties* icon which will open a pop up window to the right of your screen. (3) Expand the appearance section by clicking on it. (4) Change the chrome type to *none* and (5) click ok. The border and title are now hidden but only visible when you (6) click on save. From now on only you will see the border and title when you edit the page.

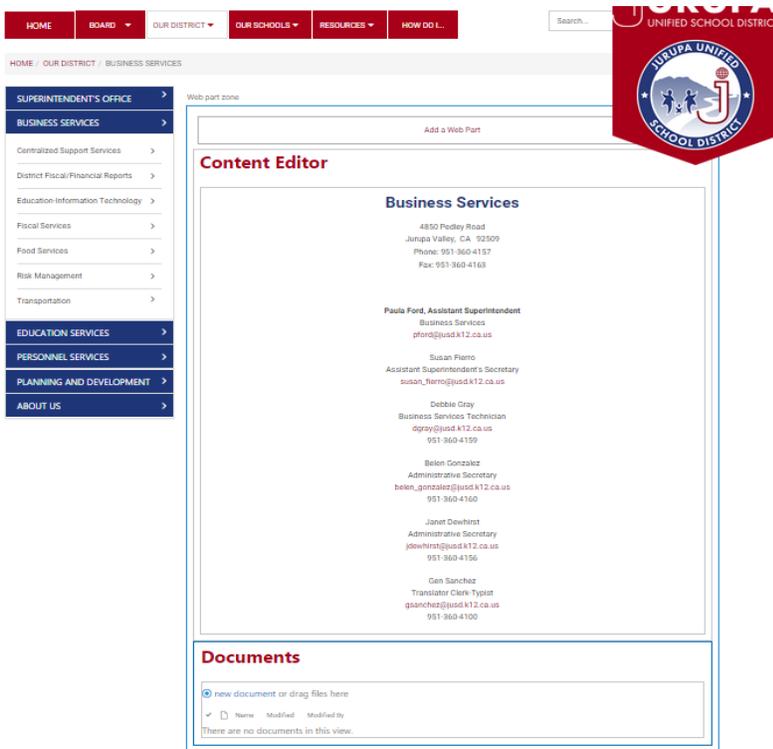


## Relocating a web part

If you want one web part to be below or above another one you do so from the *web part properties*. (1) click on the web part you want to move. (2) click on web part properties. (3) expand layout section (4) change the zone index to the area you want to move it to. Since we only have 2 web parts on this page I'll increase the index by 1 and (5) click ok

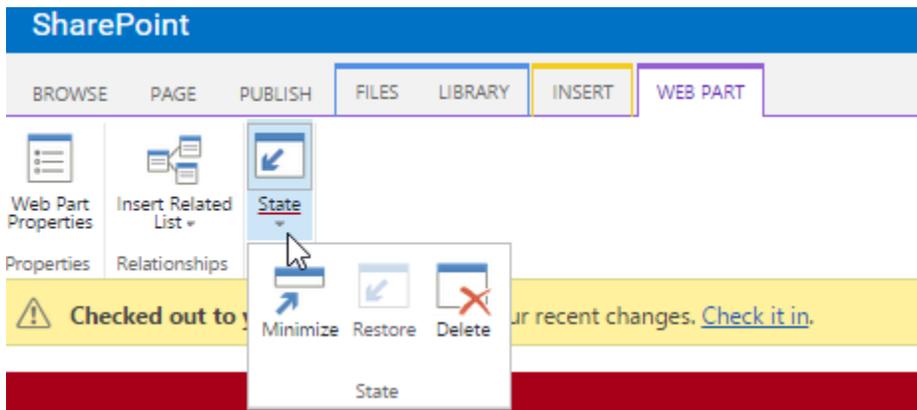


As you can see the documents web part is now located below the content editor web part.

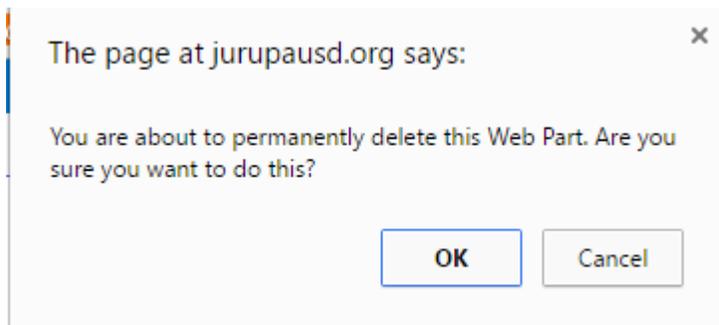


## Deleting a web part

If you decide you don't want a web part. You can delete it by making sure the right web part is highlighted. Clicking on state in the web part tab and clicking delete.

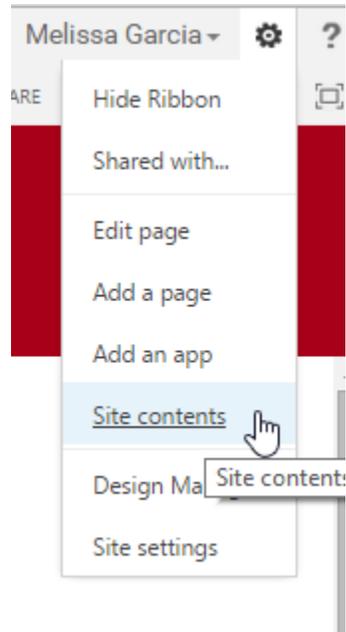


A window like this should appear. Click ok if you've selected the correct web part otherwise select cancel.

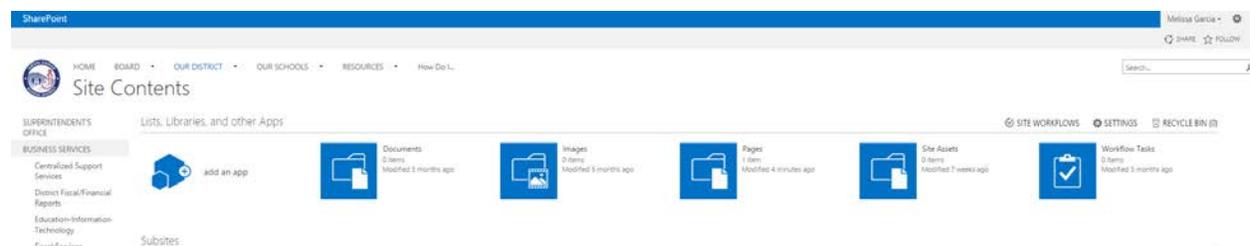


## Site Contents

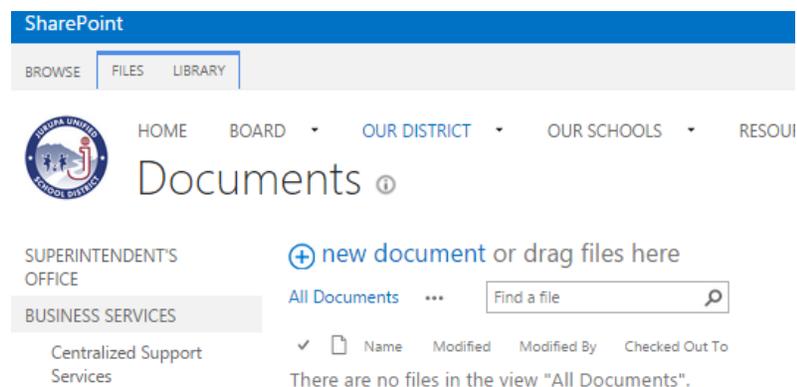
Site contents is where all of your files, images, pages, and anything else denoted as “contents” are located for your web site. You can navigate there by looking under the settings drop down menu and clicking site contents.



Once you click on it you'll navigate away from your page and to a screen that looks like this:

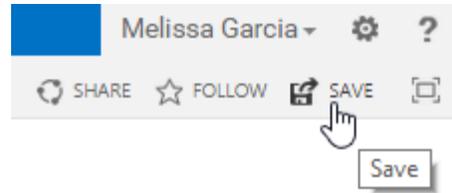


From here you can edit your images, documents, or other apps that you may have. Here is what a documents app would look like if you clicked on it.

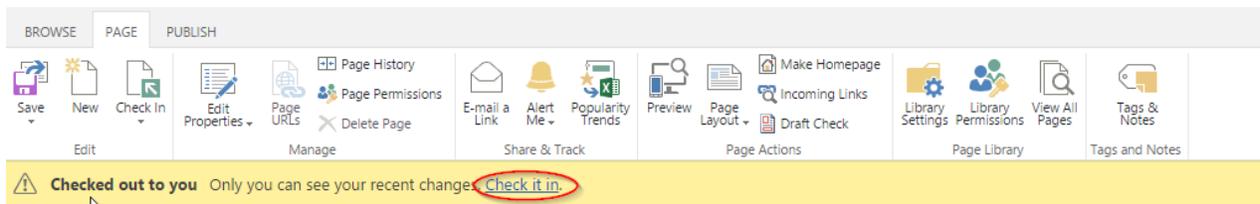


## Saving, Checking-In, and Publishing Your Page

When you're finished with editing your page you can either save your work or publish it. If you save your work then *only you* will be able to see your changes. Choose this option if you want to make changes but aren't completed yet.



If you've finished making all your changes but need someone else to approve it before you publish it then click check-in. Keep in mind that a page that is checked-out cannot be updated by anyone else until you check it back in so make sure you don't leave a page checked out if others need access to the most recent version of it.



If you're all finished with your site and ready for it to be visible to the public then you are ready to publish your site. **If you do not publish your site then your changes will not be visible to the public.**

