

SharePoint Content Management System

Quick Notes

Launch SharePoint:

From your desktop (at JJC or through CITRIX), launch Internet Explorer.

Go to the page you want to edit: <http://www.jjc.edu/your-page>

Replace the “www” with “edit”: <http://edit.jjc.edu/your-page>

Logging In:

Username: Joliet\your-JJC-name (NOTE to use the backslash and not the forward slash)

Password: your-JJC-password

Start Editing:

Under Site Actions, click Edit Page.

If Edit Page is grayed out, someone else has the page checked out.

Click in the area you want to edit to get the toolbar.

Don't navigate away from the open page – you will lose the changes.

Anchor Links – use the # sign in front of the name (#top).

Preview Page:

Page -> Save and Stop Editing *or* Check in to Share Draft *or* Preview in New Window.

Quit Without Saving:

Page Menu -> Discard Checkout.

Images:

Edit size down to 250x192 pixels before uploading.

Border = 2

Descriptive Alternate Text for screen readers.

Documents:

PDFs are preferred (in Word, Save As PDF. You may need an add-on installed, see helpdesk).

Put file type in parentheses after link: [Application Form](#) (PDF).

Manage Resources:

Site Actions -> Manage Content and Structure.

Approval Process:

Start the Approval Workflow by clicking Submit for Approval.

Approvers – click the Accept or Reject buttons.

To review changes, select Tools -> Compare Text Changes.

JJC SharePoint FAQ page:

www.jjc.edu/info/sharepoint

Remember to Check In or Submit the page when you're done.

How to use DrPic.com

Go to www.drpic.com , click the Load a picture button (at the top left) and choose a photo from your computer to begin editing.

Click the Resize button under Modify Picture.

The Resize Toolbox window will appear.

Change the Width drop down from "Percent" to "Pixels".

Then type "250" into the width. Do not worry about entering a height – that is locked so that it automatically keeps the photo from becoming distorted. Click Apply. Close the Resize Toolbox.

You can also choose to crop the photo, if it looks too long. Most of JJC's Web site's photos are 250 pixels wide by 192 pixels high, but if you find it difficult to crop the photo, it's OK to leave it how it is, as long as you've shrunk it down to 250 pixels wide.

To crop your photo, start by finding the Selection Size information at the upper right corner of the screen (small black text). Then select the part of the picture you want to keep by clicking and holding the left mouse button while dragging a box on the picture. Notice that the Selection Size tells you how large your area is. When you release the mouse button, you can still adjust the selection. To move the box area, click and hold inside the box and drag it. To change the size of the box, click and hold on one of the red squares and drag that edge as desired.

When you have the selection as you want it, click the Crop button on the left under Modify Picture.

Your picture should now be small.

On the lower left, under "I'm Done!" change the Choose Format drop down to "JPG"

Choose "Save to Disk"

The File Download pop up will appear, letting you save the file to your computer.

Save the file to your desktop for ease of deletion after uploading it into your SharePoint Images folder. Remember when naming it to use all lowercase letters and dashes instead of spaces. For example: photo-home-page