Microsoft SharePoint 2016 Content Management System

Website Hands-on Training

- Login to pc

- Make sure you have at least one random picture and one random document on the pc (my documents, desktop or local disks), download any random picture and document from Google or from AUB's website if you don't have any

- SharePoint 2016: New user interface, easy to use options, browser compatibility and more space

- Website redesign project and timeline

- Departmental role in revamping content and modifying structure

Please do not hesitate to contact us should you need any assistance.

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

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

- Ali Zaiter, Software Engineer and Analyst, IT az39@aub.edu.lb

- You can access http://www.aub.edu.lb/templates to view Red (for Administrative Departments) and Green (For Academic departments) templates' options for main and inner pages

- Do not publish pictures on homepage on your own

- Contact us for picture and design requests

- Use proper English and keep content short and easy to read

- Make sure to follow AUB's Style Sheet

- Links to documents should open in new window

- Links to websites within AUB should open in same window (could open in new window)

- Links to websites outside AUB should open in new window

- To preserve the CSS style of default web templates do not copy and paste from Microsoft Word or any other similar source

- Always copy and paste using Notepad

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

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

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

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

- Always **save** page **before exiting** to make sure your work is saved

- Always **check-in** page **before exiting** to make sure your work is saved, your colleagues can see your changes and to start workflow to publish

- Always **publish** images and documents in their libraries before publishing page: **draft** → **pending** → **approved** (this is the workflow)

- Maintain fresh, up to date and brief content on your website

- Link to credible websites from your own website (quality rather than quantity)

- When using links, use the full name of the link instead of "Click here"

- Use meaningful keywords and cluster your web pages to have specific keywords

- Add a description to each page and to each image and document you upload

- Add the word "image" or "picture" in the image ALT tag

- URL should be search friendly with keywords in the URL itself

- Consider using blogs and social media, as well a social component on the website

SharePoint   Sites

BROWSE   PAGE   PUBLISH

⚠ **Checked out to you** Only you can see your recent changes. Check it in.
⚠ **Publication Start Date:** Immediately

⚙ ? ▼

◯ SHARE ☆ FOLLOW ▣ SAVE ⬚

⚙
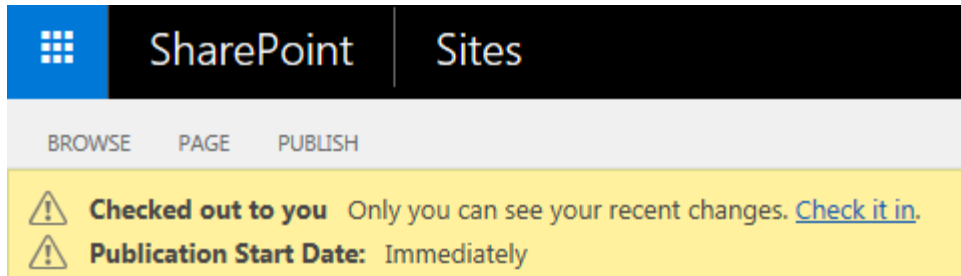
Hide Ribbon

Shared with...

Add a page

Add an app

Site contents

Design Manager

Site settings

Quick Access Configuration

- The administrators of the website will have the role of either:

- Contributor and Hierarchy Manager

  Can view, add, update, and delete pages, list items and documents
  Can create sites and edit pages, list items, and documents

- Approver

  Can edit and approve pages, list items, and documents

- Starting a workflow to approve any item is always necessary

- *Go to https://cms.aub.edu.lb/training*
- Use Windows Authentication
- Choose assigned Site

▸ **Settings → Site Content**

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

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

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

▸ ## Subsites
  - Where you can find the sub-sites you create

- http://www.aub.edu.lb → https://cms.aub.edu.lb

- Settings → Edit page

OR

- Page ribbon → Edit

OR

- Edit from right button below your name

- To change template: Edit from Page ribbon → Page Layout

- To change title of page: Edit Properties from Page ribbon (not advised to change name/URL)

- To publish click on publish draft in yellow section below ribbon or go to Publish ribbon and Submit to start workflow then approve manually or through automated email message

1

BROWSE   PAGE   PUBLISH

Submit   Schedule   ☑ Approve   ☒ Reject   Start a Workflow   ☰ Status   🔍 View Tasks

Publishing   Workflows

2

Submit for Approval   ✕

Comments:

Continue   Cancel

3

Request	
	This message will be sent to the people assigned tasks.
Due Date for All Tasks	
	The date by which all tasks are due.
Duration Per Task	
	The amount of time until a task is due. Choose the units by using the Duration Units.
Duration Units	Day(s) ▼
	Define the units of time used by the Duration Per Task.
CC	Approvers;
	Notify these people when the workflow starts and ends without assigning tasks to them.
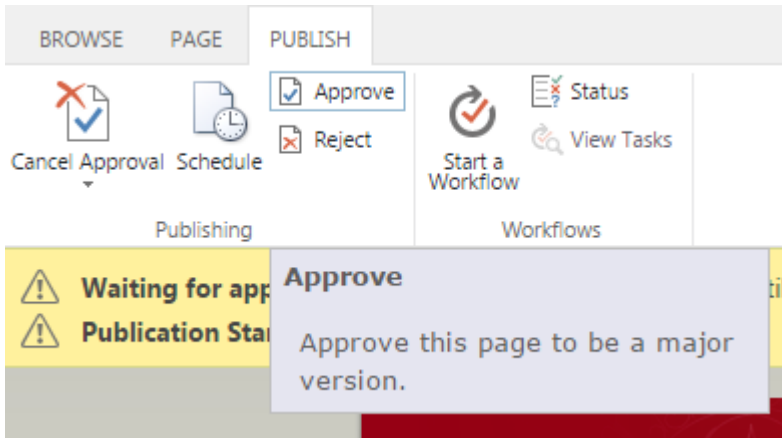
Start   Cancel

4

BROWSE | PAGE | PUBLISH

Cancel Approval | Schedule | Approve | Reject | Start a Workflow | Status | View Tasks

Publishing | Workflows

⚠ **Waiting for app...** til
⚠ **Publication Sta...**

Approve

Approve this page to be a major version.
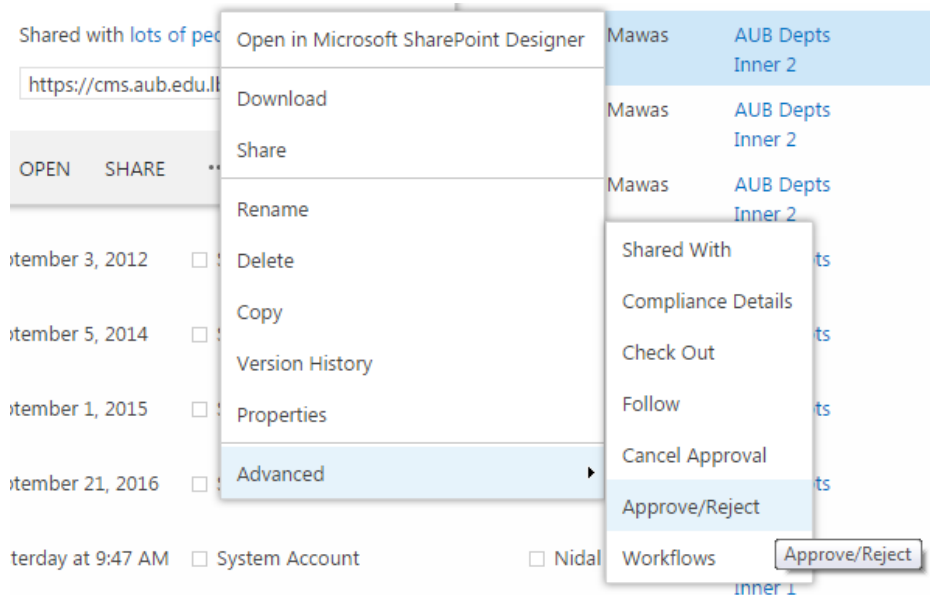
5

Approve ✕

Comments:

Continue | Cancel

6

Shared with lots of peo... | Mawas | AUB Depts Inner 2

https://cms.aub.edu.lk

Open in Microsoft SharePoint Designer

Download

Share

OPEN | SHARE | ··

Rename

otember 3, 2012 ☐ Delete

Copy

otember 5, 2014 ☐

Version History

otember 1, 2015 ☐ Properties

otember 21, 2016 ☐ Advanced ▶

terday at 9:47 AM ☐ System Account | ☐ Nidal

Shared With

Compliance Details

Check Out

Follow

Cancel Approval

Approve/Reject

Workflows

Mawas | AUB Depts Inner 2

Mawas | AUB Depts Inner 2

Approve/Reject

Inner 1

OR

🔄 SHARE ☆

Workflows | Publish | Unpublish | Approve/Reject | Cancel Approval | Tags & Notes

Workflows | Tags and Notes

Approve/Reject

Go to the Approve/Reject page to approve or reject submissions to this library.

Contact | Page Layout | MigrationSourceURL

- Settings → Add Page or Page → New*

- Give it a name (URL name): use short names, lower case, no spaces, if needed link by "-" or "_"

- Edit→ Edit Properties

- Content Type: choose home or inner templates

- Title: appears in breadcrumbs and left navigation

- Description: choose keywords describing the site (useful for search engines, also go to edit SEO properties)

You can also add a new page from the page ribbon

Add a page

Give it a name

Find it at http://eureka/communications/pages

Create   Cancel

Content Type	AUB Dept Page
Name *	test	.aspx
Title	test
Description	

- Go to Settings → Site Content → Images to upload and publish image

- Go to the page, click Edit, then Insert, then Picture from SharePoint

- Browse picture and select
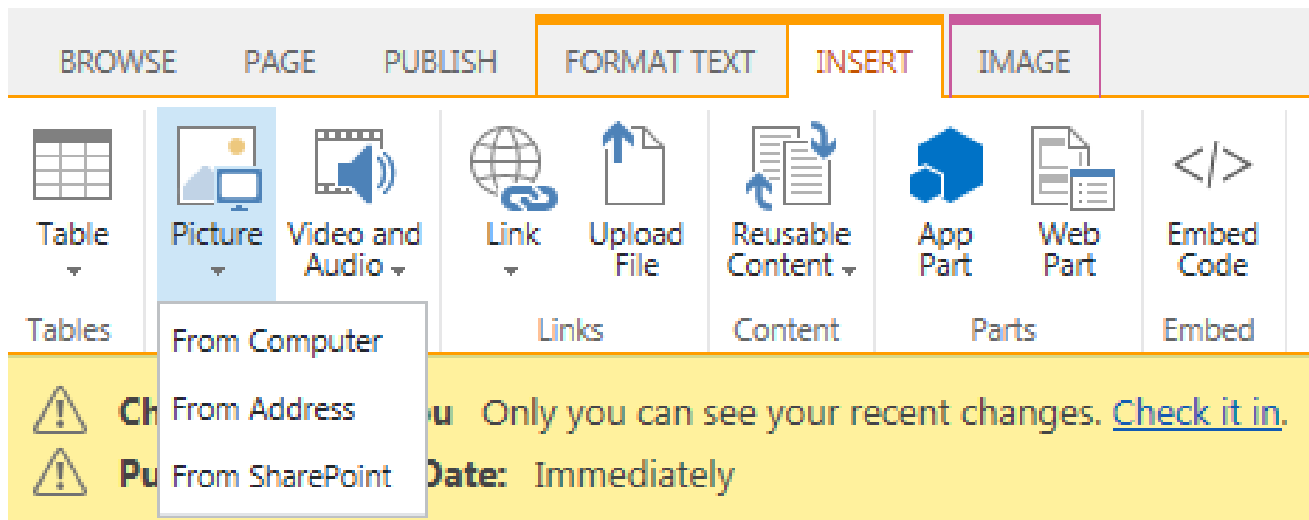
- Go to Settings → Site Content → Documents to upload and publish document

- Go to the page, click Edit, select the sentence that you need to link to your file

- Click the Insert tab from the toolbar and then browse document

- If you need to link to an external file or website just paste its URL using the Link icon

- After choosing the file, you can tick the **open in a new tab** checkbox under the Link tab
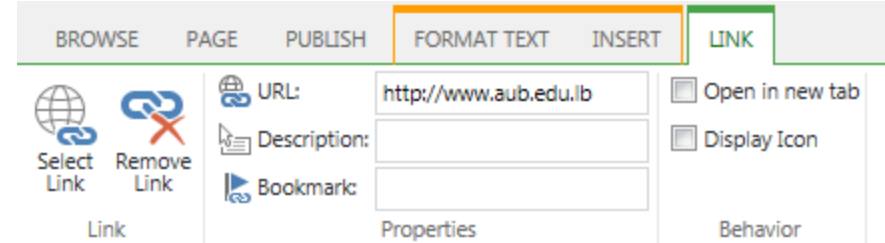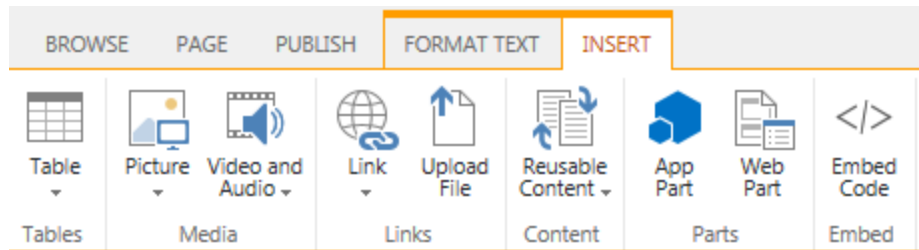
- Settings→ Site Settings → Look and Feel → Navigation
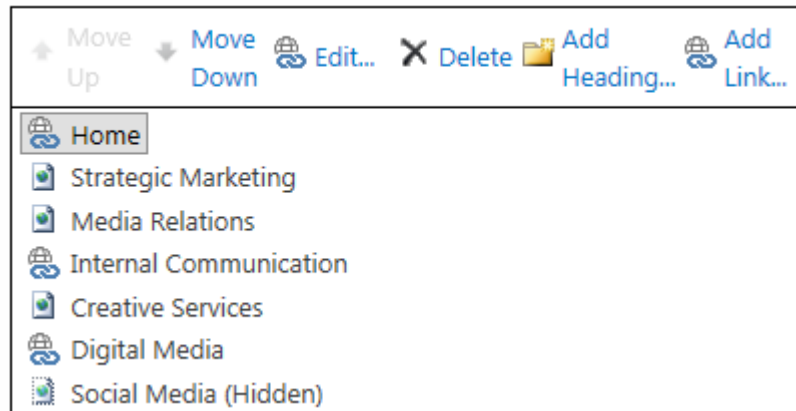
- You can Show Hide pages when necessary, and change their order in menu.

- You can create Headings and add links below them.

- Site Contents → Add an app

- Search for "Images Slider"

- Click on "Images Slider" to create the picture library

- Name(without space): ImagesSlider

- Upload pictures after resizing

- You can also replace any photo with a YouTube link (photo wont appear)

Shared with...

Edit page

Add a page

Add an app

Site contents

Design Manager

Site settings

Lists, Libraries, and other Apps

add an app

Images Slider
App Details

Adding Picture Library

Pick a name
You can add this app multiple times to your site. Give it a
unique name.

Name:

ImagesSlider
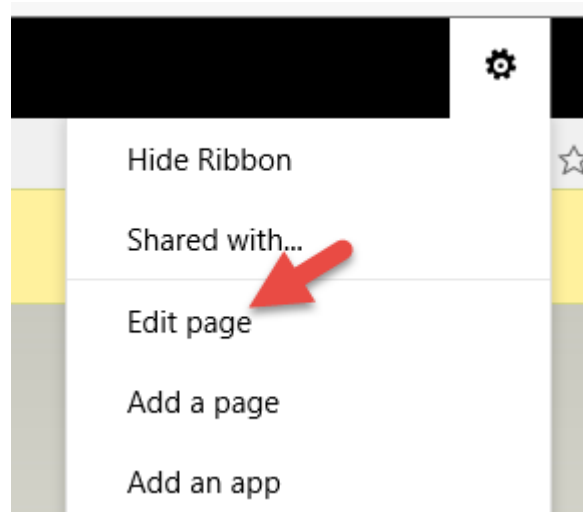
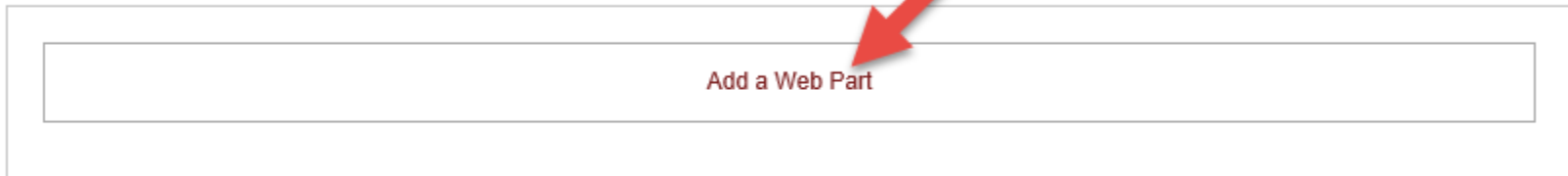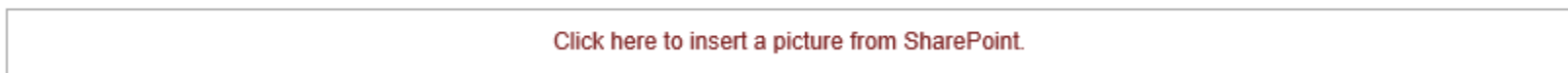Advanced Options

Create   Cancel

- The above finishes creating backend, now we need to add rotator to page and bind it to this backend

- Its recommended to use "ImagesSlider" as a name, but if its already used for another slider on your website and you want to put several rotators, you can user another descriptive name of your choice (please don't use spaces in the name), then click create

Hide Ribbon

Shared with...

Edit page

Add a page

Add an app

Main Zone

Add a Web Part

Page Image

Click here to insert a picture from SharePoint.

Main Zone 1

Categories

- 📁 Apps
- 📁 **AUB Website**
- 📁 AUB Website Events
- 📁 AUB Website FMIS
- 📁 Blog
- 📁 Community
- 📁 Content Rollup
- 📁 Default
- 📁 Document Sets

Upload a Web Part ▾

Parts

- 🖼 Hardware Picker
- 🖼 Home Images Slider
- 🖼 Images Browser
- 🖼 **Images Slider**
- 🖼 Knowledge Base Listing
- 🖼 Library Database Search
- 🖼 News Archive
- 🖼 News Ticker

WebUrl
/Training

ListName
ImagesSlider

FrameWidth
100%

FrameHeight
256px

Animation
Fade

NbItems
5

HideBullets
☐

Speed
5

CompatibilityMode
☐

EnableThumbnails
☐

ThumbnailWidth
160

ThumbnailHeight
100

- Images slider web part binds by default to backend with name "ImagesSlider," however if you used another name then you need to edit web part properties and give it new name of backend

- To edit web part properties click small arrow on right corner of web part and select "Edit Web Part"

- Fill in name you used in "ListName" textbox and click "OK"

- Go to page you want to embed a YouTube video on

- Make sure there is a Web Part area

- Add a Content Editor Web Part

- Edit HTML and add YouTube embedded link (make sure width of video is suitable for page)

Thank you!