



# 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](mailto:nm74@aub.edu.lb)
- Sara Wehbe, Senior Software Engineer and Analyst, IT [sw09@aub.edu.lb](mailto:sw09@aub.edu.lb)
- Ali Zaiter, Software Engineer and Analyst, IT [az39@aub.edu.lb](mailto: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



**American University of Beirut**

Home | Home 1 | Home 2 | Home 3 | Home 4 | Home 5 | Home 6 | Inner 1 | Inner 2 | Inner 3

**UN Resident Coordinator and UNDP Resident Representative Herta Ruedas said, "This report will tell us if the labor market that young people are in is suited to the education they are getting and it will tell us about the policies required to address the situation."**

"The economy is not generating enough jobs to absorb the skilled labor," said Chaban, who proposed that career guidance offices be set up in all universities, such as the one that exists at AUB. Additionally, mentorship programs involving alumni advising students on career options would also help guide students in their choices.

AUB President Fares Odeh said, "This is an excellent example of what can be accomplished through strategic partnerships with other universities as well as with public and private organizations, both local and international."

<p><b>Mission Statement</b></p> <p>UN Resident Coordinator and UNDP Resident Representative Herta Ruedas said, "This report will tell us if the labor market that young people are in is suited to the education they are getting and it will tell us about the policies required to address the situation."</p>	<p><b>Links</b></p> <p>ESDU is an interdisciplinary research and development unit specialized in sustainable rural livelihoods. It was established in 2007 at the Faculty of Agricultural and Food Sciences at AUB to promote collaboration on sustainable development activities among departments at AUB and a wide variety of other institutions and organizations undertaking related activities. Recently, ESDU has implemented a number of large-scale services and development research contracts in Lebanon and the Bekaa region, the total value of which exceeds \$5 M.</p>	<p><b>Contact Us</b></p> <p>American University of Beirut PO Box 11-0236 Riad El Solh, Beirut 1107 2020 Lebanon</p> <p>Tel: (961) 253724 ext. 8000 Fax: (961) 253727 E-mail: <a href="mailto:esdu@aub.edu.lb">esdu@aub.edu.lb</a></p>
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**American University of Beirut**

Home | Home 1 | Home 2 | Home 3 | Home 4 | Home 5 | Home 6 | Inner 1 | Inner 2 | Inner 3

**News and Events**

- Impact Mentoring Workshop - Greater Amman Municipality - October 26-28, 2009 - Read more
- ESDUFA aimed to upgrade the skills of managers and senior staff and improve effectiveness and accountability of agricultural sector development projects and programs.
- Capacity Building for Sustainable Rural Livelihoods as a part of Collaborative Agricultural Development Project
- Agricultural Higher Education And Development Project (AHEAD)

**Welcome**

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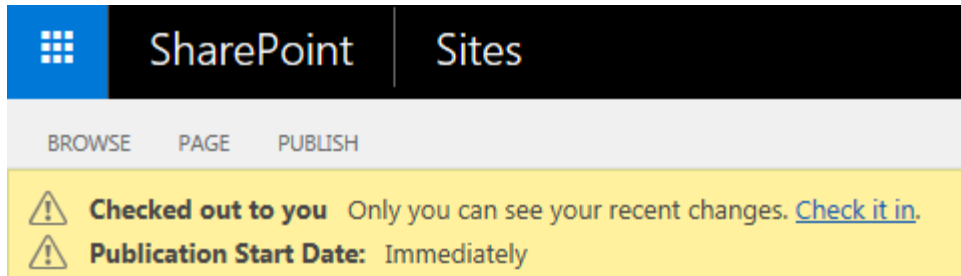
- Do not publish pictures on homepage on your own
- Contact us for picture and design requests
- Use proper English and keep content short and easy to read
- Make sure to follow AUB's Style Sheet
- Links to documents should open in new window
- Links to websites within AUB should open in same window (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



- 
- A small black gear icon representing settings.
- Hide Ribbon
  - Shared with...

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  - Add a page
  - Add an app
  - Site contents





















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  - Design Manager
  - Site settings












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  - Quick Access Configuration










BROWSE PAGE PUBLISH **FORMAT TEXT** INSERT

 Save ▼	 New	 Check In ▼	 Edit Properties ▼	 Page URLs	 Page History	 Page Permissions	 Delete Page	 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 & Notes
Edit			Manage				Share & Track			Page Actions			Page Library			Tags and Notes			








BROWSE PAGE PUBLISH **FORMAT TEXT** INSERT

 Paste ▼	 Cut	 Copy	 Undo ▼	Clipboard	Verdana ▼	12px ▼					Paragraph	AaBbCcDd Paragraph	AaBb Heading 1	AaBbCc Heading 2	AaBbCcDd Heading 3	AaBbCcDdE Heading 4	ABC Spelling ▼	 Edit Source	 Select ▼	 Convert to XHTML	Markup
Clipboard				Font				Paragraph				Styles				Spelling		Markup			

BROWSE PAGE PUBLISH **FORMAT TEXT** INSERT

 Table ▼	 Picture ▼	 Video and Audio ▼	 Link ▼	 Upload File	 Reusable Content ▼	 App Part	 Web Part	 Embed Code
Tables	Media		Links	Content	Parts		Embed	

BROWSE PAGE PUBLISH **FORMAT TEXT** INSERT

 Submit ▼	 Schedule	 Approve	 Reject	 Start a Workflow	 Status	 View Tasks
Publishing				Workflows		

- 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

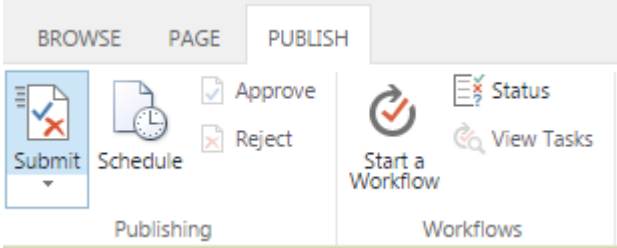
OR

- Page ribbon → Edit

OR

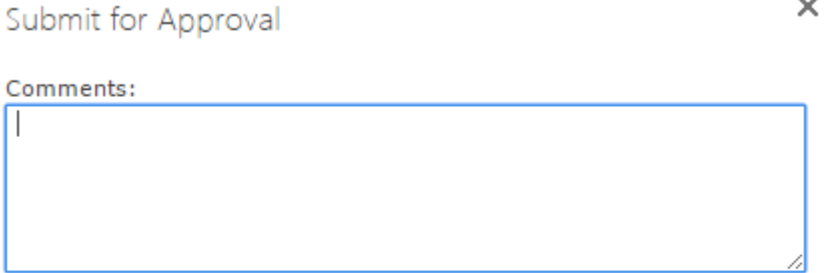
- Edit from right button below your name
- To change template: Edit from Page ribbon → Page Layout
- To change title of page: Edit Properties from Page ribbon (not advised to change name/URL)
- To publish click on publish draft in yellow section below ribbon or go to Publish ribbon and Submit to start workflow then approve manually or through automated email message

1



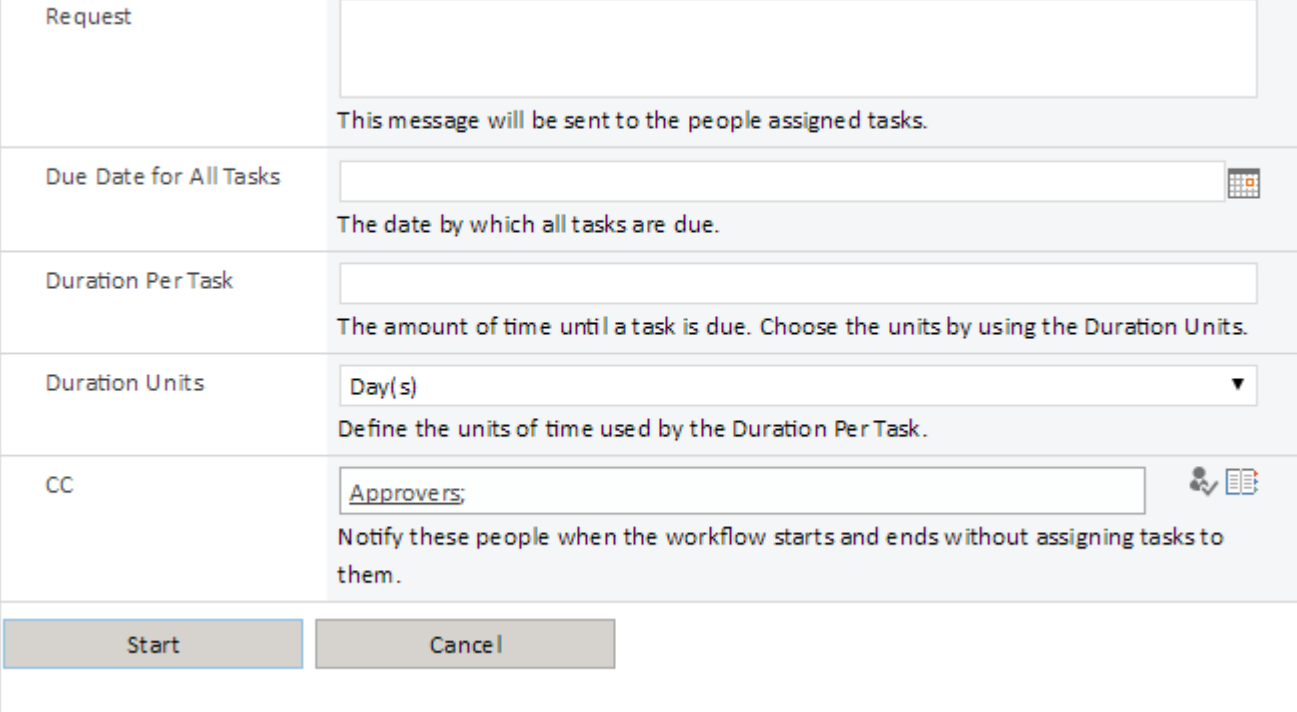
The image shows a software interface with two main sections: 'Publishing' and 'Workflows'. The 'Publishing' section includes a 'Submit' button with a dropdown arrow, a 'Schedule' button with a clock icon, and 'Approve' and 'Reject' buttons with checkmark and X icons respectively. The 'Workflows' section includes a 'Start a Workflow' button with a circular arrow icon, and 'Status' and 'View Tasks' buttons with list and magnifying glass icons.

2



The image shows a dialog box titled 'Submit for Approval' with a close button (X) in the top right corner. Below the title is a 'Comments:' label followed by a large, empty text input area with a blue border.

3



The image shows a configuration form for a workflow. It has several fields with labels and descriptions:

- Request:** A large text input area. Below it, the text reads: "This message will be sent to the people assigned tasks."
- Due Date for All Tasks:** A date picker field. Below it, the text reads: "The date by which all tasks are due."
- Duration Per Task:** A text input field. Below it, the text reads: "The amount of time until a task is due. Choose the units by using the Duration Units."
- Duration Units:** A dropdown menu currently showing "Day(s)". Below it, the text reads: "Define the units of time used by the Duration Per Task."
- CC:** A text input field containing the word "Approvers:" followed by a list icon. Below it, the text reads: "Notify these people when the workflow starts and ends without assigning tasks to them."

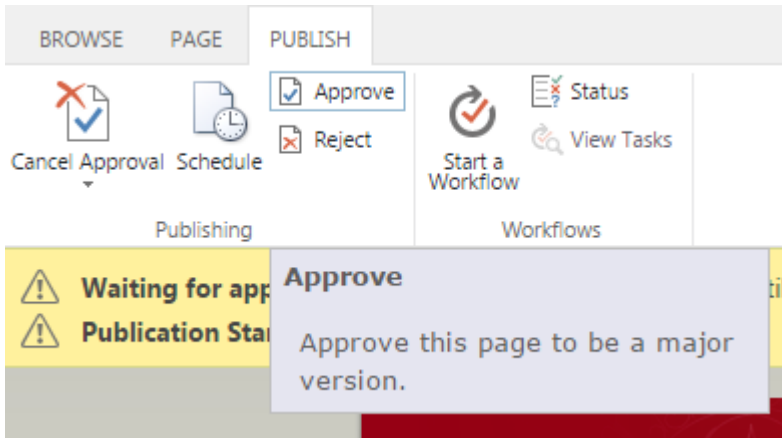
At the bottom of the form are two buttons: "Start" and "Cancel".



The image shows two buttons: a blue "Continue" button and a white "Cancel" button with a grey border.



4



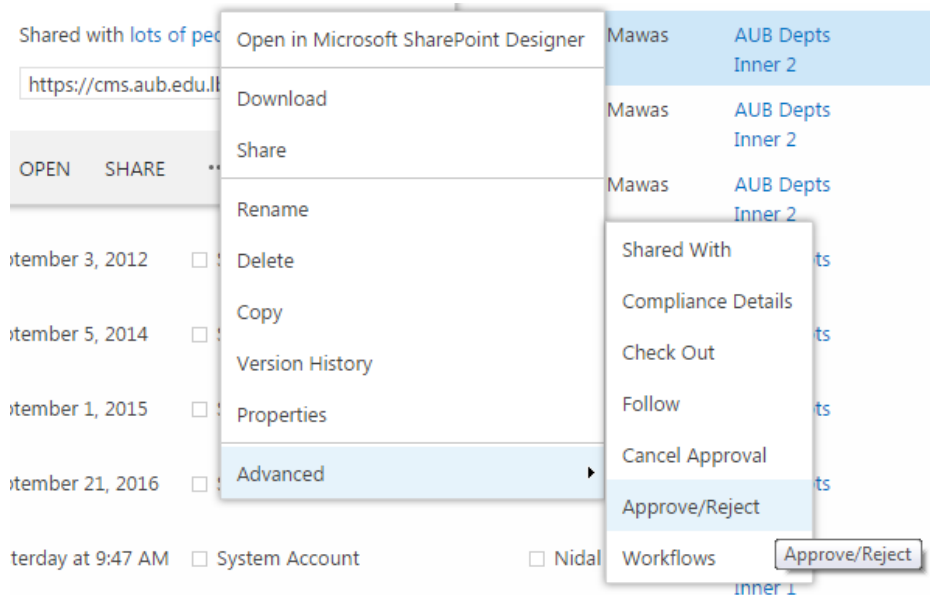
5

Approve

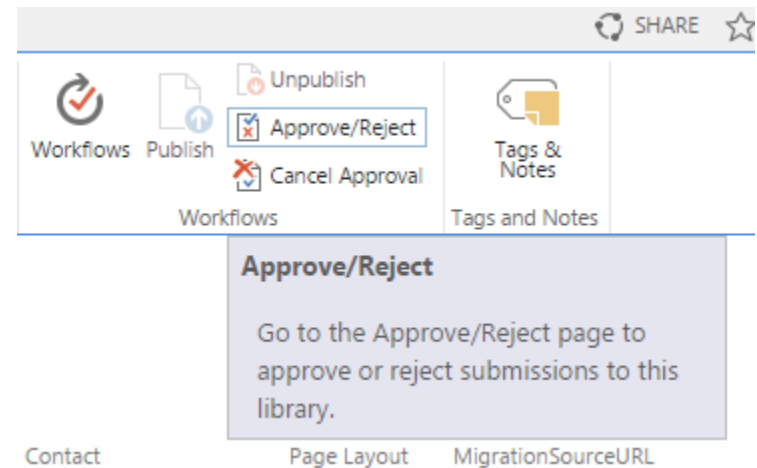
Comments:

Continue Cancel

6



OR



- 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 \*

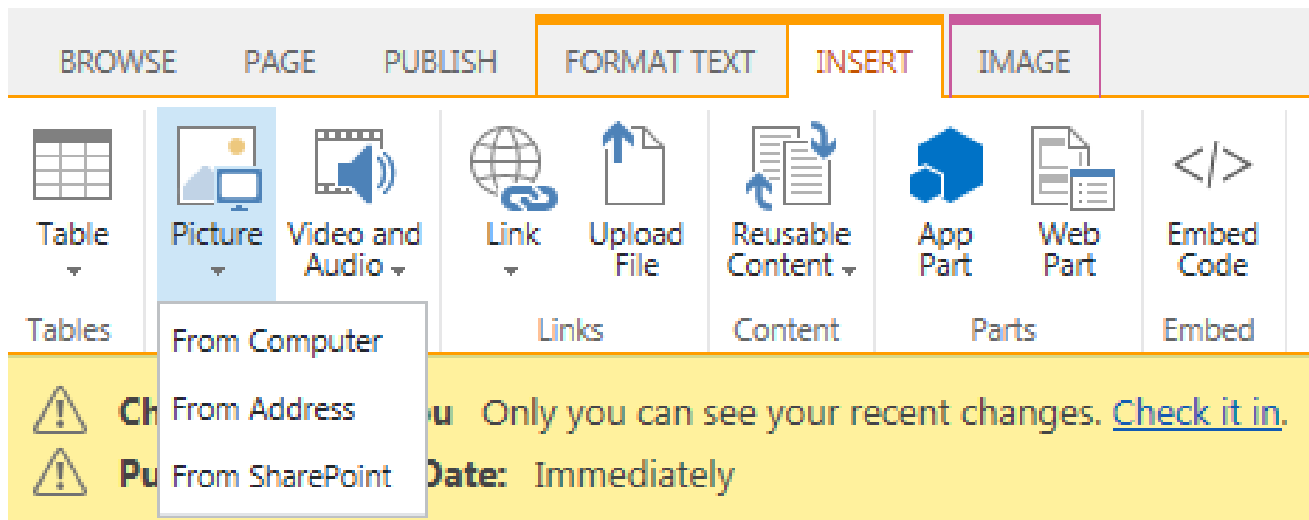
test.aspx

Title

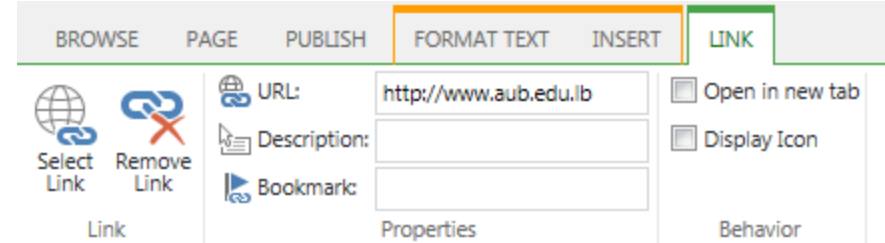
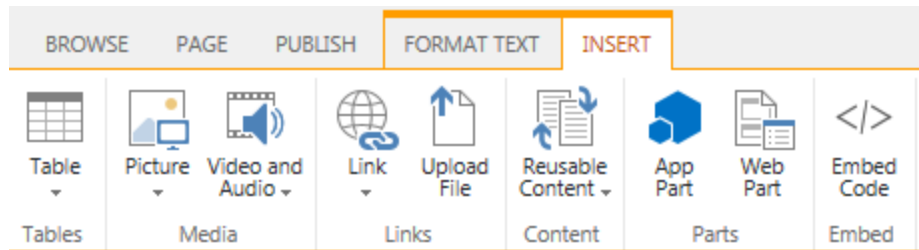
test

Description

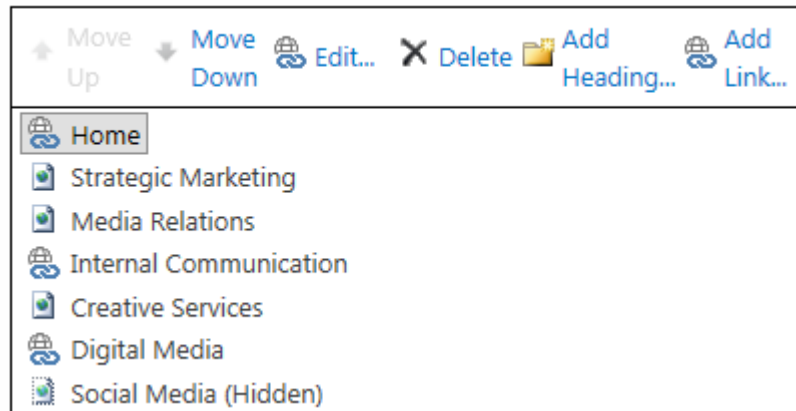
- Go to Settings → Site Content → Images to upload and publish image
- Go to the page, click Edit, then Insert, then Picture from SharePoint
- Browse picture and select



- 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:

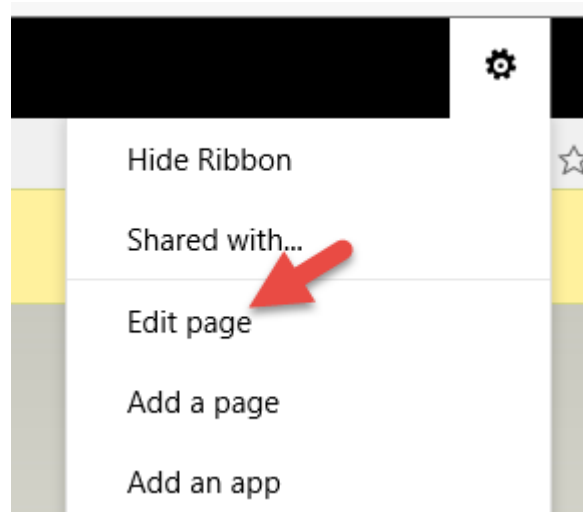
[Advanced Options](#)

Create

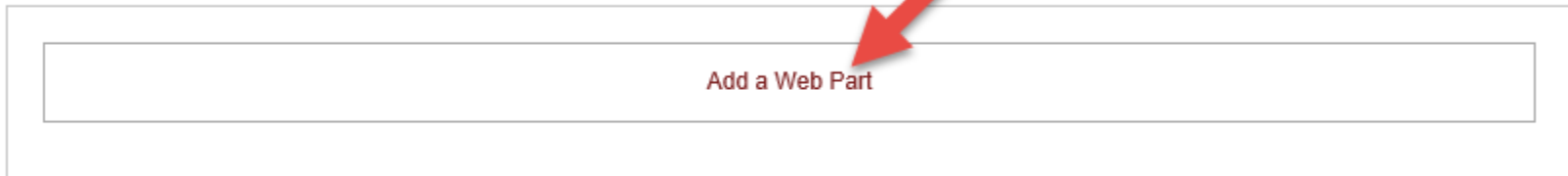
Cancel



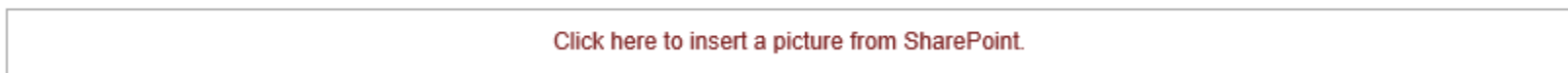
- The above finishes creating backend, now we need to add rotator to page and bind it to this backend
- Its recommended to use “ImagesSlider” as a name, but if its already used for another slider on your website and you want to put several rotators, you can user another descriptive name of your choice (please don’t use spaces in the name), then click create



Main Zone



Page Image



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

ListName

FrameWidth

FrameHeight

Animation

NbItems

HideBullets

Speed

CompatibilityMode

EnableThumbnails

ThumbnailWidth

ThumbnailHeight

- 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)

## Categories

- Content Rollup
- Default
- Document Sets
- Forms
- Media and Content**
- Outlook Web Access
- Search
- Search-Driven Content

Upload a Web Part ▾

## Parts

- Content Editor**
- Silverlight Web Part
- Get started with your site
- Image Viewer
- Media Web Part
- Page Viewer
- Picture Library Slideshow Web P...
- Script Editor

## About the part

## Content Editor

Allows authors to enter rich text content.

Add part to: 

Add

Car

[Webmail](#) [A-Z](#) [Find People](#) [E-Learning](#) [Libraries](#) [AUBsis](#)**Home**

AUB Home &gt; Faculty of Arts and Sciences &gt; Arabic and Near Eastern Languages

The Study of Arabic at AUB

Byline

Courses

Videos

Faculty

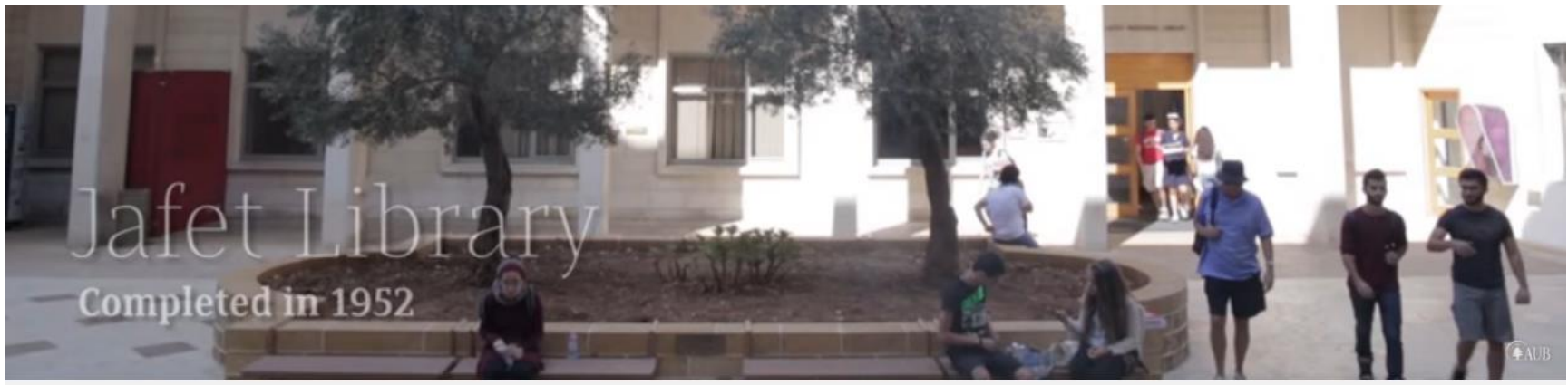
Arabic Placement Test

News

Main Zone

Add a Web Part


Margaret Weverbaeuser



Welcome to AUB!



American University of Beirut

 Channel settings Add to  Share  MoreShare Embed Email

- |  |              |
|--|--------------|
| Cut  | Ctrl+X       |
| Copy   | Ctrl+C       |
| Paste  | Ctrl+V       |
| Paste as plain text  | Ctrl+Shift+V |
| Select all   | Ctrl+A       |
| Search Google for "<iframe width="560" height="315" src="https://www..." |              |
| Print...   | Ctrl+P       |
| Spellcheck   |              |
| Writing Direction  |              |
| Inspect  | Ctrl+Shift+I |

Video Manager

8,629 views

 148  2

SHOW MORE



**Thank you!**