SharePoint Site Building
An overview of site building in SharePoint.

Creating a New Page
1. In the left hand navigation menu, click Pages.
2. Click New.
3. Click Wiki Page.

-or-
1. From a page you would like to link from, create a link to the page you want to create.
2. Click on the link.
3. SharePoint will ask if you want to create the page.
4. Accept.

Note: Wiki pages are recommended because they are the easiest to work with.

Opening a Site Page
1. From your preferred internet browser, navigate to your SharePoint site.
2. In the left hand navigation column, click Pages.
3. From here, select the page you want to open.

Editing a Site Page
1. Open the page you want to edit.
2. In the top right, click EDIT.

Changing the Page Layout
1. From the EDIT menu, click FORMAT TEXT.
2. Click Text Layout.
3. Choose your desired layout.

Creating a Document Library
1. In the left hand navigation menu, click Site Contents.
2. Click New.
3. Click Document Library.

Creating a Picture Library
1. In the left hand navigation menu, click Site Contents.
2. Click New.
3. Click App.
4. Select the Picture Library app.
5. Enter the name of your picture library.
6. Click Create.

Creating a Discussion Board
1. In the left hand navigation menu, click Site Contents.
2. Click App.
3. Select Discussion Board.
4. Enter the name of your discussion board and click Create.

Adding Pictures to a Picture Library
1. Go to Site Contents.
2. Open the picture library.
3. Drag and drop files into the picture library.

Creating Tasks
1. In the left hand navigation menu, click Site Contents.

In the Editing Window
An overview of features available while editing a wiki page.

Adding Text
1. Click on the field you wish to add text to.
2. Begin adding text.

Adding Internal Links
1. Type the name of the page you want to link to in brackets, e.g. [[SharePoint]].
2. To change the text that is displayed, use the notation [[link | displayed text]].

Note: If the page you are trying to link to does not exist on your site, going to the link will create it for you as a wiki page.

Adding External Links
1. Click in the text area you would link to add the link to.
2. In the top ribbon menu, click INSERT.
3. Click Link
4. Copy the link into the Address field.
5. Insert your text into the Text to display field.

Adding a Picture
1. Click on the area you would like to add the picture to.
2. In the top ribbon menu, click INSERT.
3. Click Picture.
4. To upload a picture from your personal computer, click From Computer
   a. To choose the file, click Choose File.
   b. Select the appropriate Destination Library (Site Assets is recommended)
   c. Click OK
5. To upload from a website, click From Address.
   a. Copy the URL of the picture into the Address field.
   b. Click OK.

Checking Out a Page
If you would like to prevent anybody from editing a website besides yourself, you can Check Out a page for editing.

- In the Page ribbon pane, click Check Out.

Adding a Document/Wiki/Picture Library to a Page
1. Open the page you want to add the library to.
2. Click EDIT in the upper right hand corner.
3. Select the field you want to add the library to.
4. In the ribbon menu click INSERT.
5. Select App Part.
6. From the Parts menu, select the document library you wish to add.
7. Click Add.

Adding a Discussion Board to a Page
1. From the INSERT tab, click App Part.
2. Find the discussion board you want to add.