



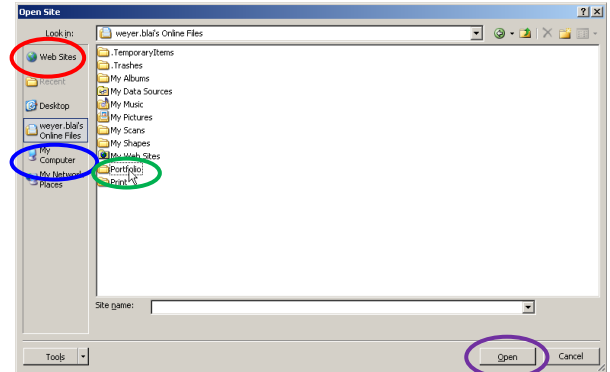
Technology Leadership Cadre (TLC)

<http://www.uwlax.edu/student/TLC>
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SharePoint Designer Helpful Tips

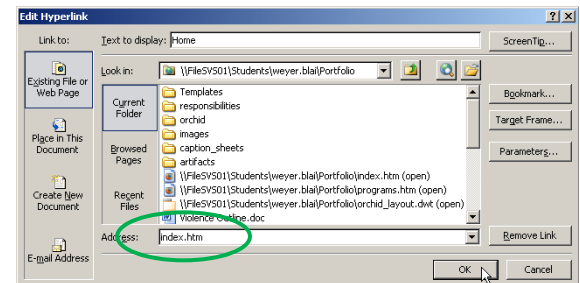
1. Opening your portfolio

- You must open your portfolio using SharePoint Designer, which is located within the Microsoft Office folder on the Start menu.
- Within SharePoint designer select **File - Open Site**.
- Next, select the **Online Files** icon located on the left-hand side of the window.
- Click **once** on your **portfolio folder** and click **open**, if you double-click on your folder click **open** without selecting any specific file in that folder.



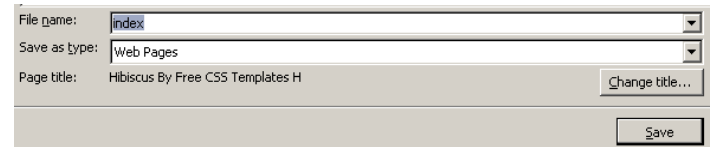
2. Hyperlinks

- If a hyperlink is not working, highlight and right-click on the word(s) and select hyperlink properties. Check to see if the hyperlink name is correct or incorrect.
- Hyperlinks should consist only of the name of the page or file, not the entire server name. (If the file is within a subfolder, it would be foldername\file.htm.)
- Correct hyperlink = **index.htm**
- Incorrect hyperlink = \\filesvs01\student\smith.john\index.htm
- If you are hyperlinking to a PDF file, the filename cannot contain special characters (#, ", \$...). If it does, simply rename the PDF file and edit the hyperlink. If the PDF file does not even show in the folder list, you may have to edit the name outside SharePoint Designer.



3. Creating a new page

- Right-click on your dynamic web template (.dwt) file and select **New from Dynamic Web Template**.
- To save, click on the disk icon and give your new page a name. All web pages must end in either htm or html. Also make sure to click on "change title" to update the title for your page. The page title is the name found on the top of the browser window, and is not seen on your page.

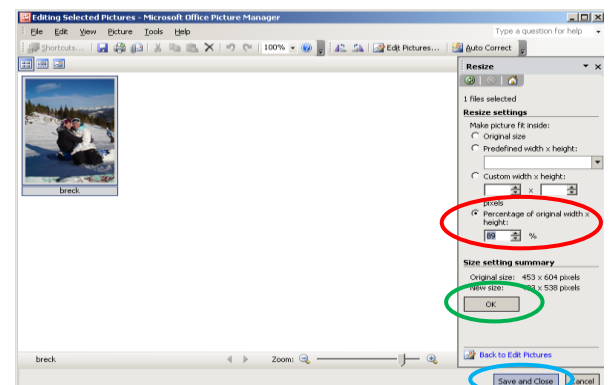


4. Editing the Template

- Close **ALL** other pages when editing the dynamic web template (.dwt) file.
- If pages are left open, they will not update when you save the changes to your template.
- To edit font styles or colors, you need to edit the cascading style sheet (.css) page – for help attend a TLC Q & A session.** If you add your own styles you can corrupt all pages and it may take hours to fix. Editing the .css takes only minutes and the changes are applied to all pages.

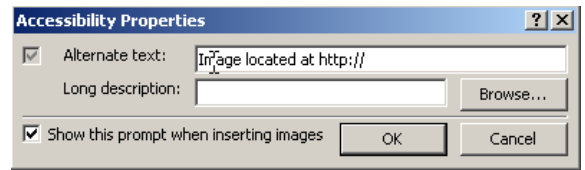
5. Resizing Images

- If an image is **VERY** large, resize the image before adding to your portfolio/web page.
 - Delete the image from the webpage.
 - Double-click on the filename, which should automatically open Microsoft Picture Manager.
 - Select **resize** on the right-hand side.
 - Select **percentage of original width x height** and either type in a number or press the down arrow until the new size is at a manageable size
 - Approximately 100 pixels = 1 inch, so a picture that is 800x1000 pixels is approximately 8x10 inches.
 - Select **OK**, then click **save and close**. **If you do not select OK, the changes will not save.**
 - Drag the image to your page and the new size will appear.
- If an image is a manageable size and just needs some minor changes.

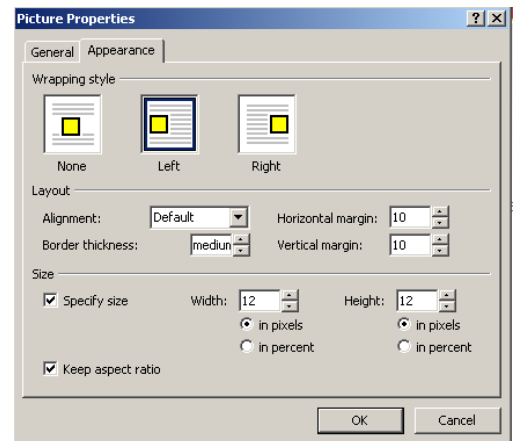


- i. Click on the image so bars appear around the edges.
- ii. Hold the shift key and click & drag the corners of the image to resize.

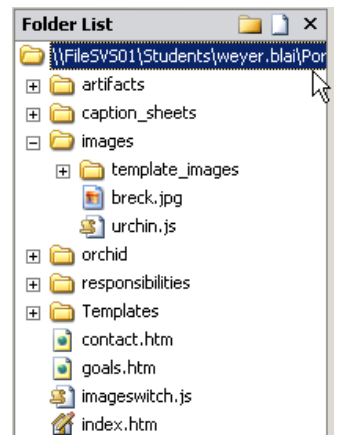
6. Adding a mouse over to give credit for where the image is from.
 - a. When you drag the image to your page, the alt text window appears, type the photographers name or if from a website, type "image located at..." and copy the website address.
 - b. To open this window after the image is on the page, double click on the image to open the picture properties.
 - c. You can also make an image a hyperlink by selecting the image, right click and select hyperlink.



7. Adding a border, text or space around an image
 - a. Double click on the image to open the picture properties and click on the appearance tab.
 - b. You can change the style, add a border, and/or add vertical and horizontal space.



8. Files not showing?
 - a. If you have saved files to your portfolio folder you need to refresh the page.
 - b. To do so, click on the first file within your folder list and press the F5 key.
 - c. If the files still do not show up, check to make sure that the filenames do not include special characters (# ' %...).



9. If you receive a message about secure pages, or active script, remove the following script from the HTML code of the dynamic web template (.dwt) page. This error usually only occurs on the UW-L gray and green templates.

```
<script src="http://www.google-analytics.com/urchin.js"
  type="text/javascript">
</script>
<script type="text/javascript">
  _uacct = "UA-1858650-1"; urchinTracker();
</script>
```

10. Publishing to the Student Academic Web Server (SAWS)

- a. It is easier to copy and paste your address from your website. Open <http://acadweb.uwlax.edu> in your web browser and locate your major (for portfolios) or semester (for course websites) on the left, find your name and open your site. Remember, your username is eagle\smith.john (make sure to use the correct slash) and type your university email password. Your address is now located on the address bar on the top of the screen. Copy this address and go back to your SharePoint Designer window to publish.
- b. Choose *File-Publish Site* and **copy this address** as the remote web site location.
- c. Select the *Publishing* tab and select **All Pages, overwriting pages already on destination**.
- d. Wait for the login screen. Your username is eagle\your8.4 and your password is your university email password. Make sure to use the correct slash \.
- e. Choose **Publish** on the bottom right corner of your screen.

