

# SharePoint Quick Reference

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Purdue University College of Education – Education IT (EdIT)

# 1. How To Sign In

## 1. Sign In

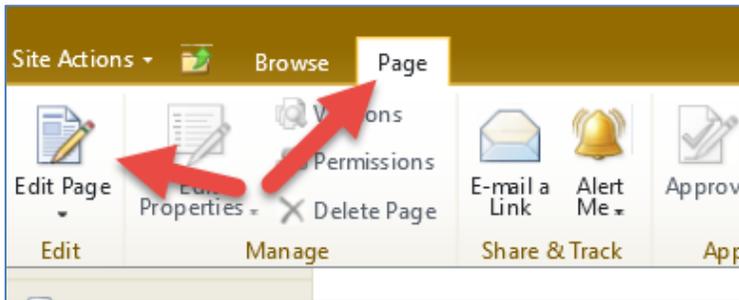
Sign into SharePoint by clicking “Sign In” at top right:



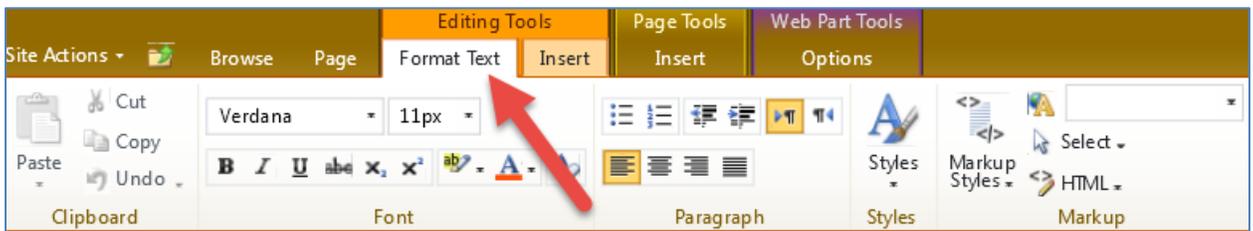
If prompted for a password, use: **ONEPURDUE\YourCareerAccount** ( **use backslash \** )

## 2. How To Edit Text In A Content Editor Webpart

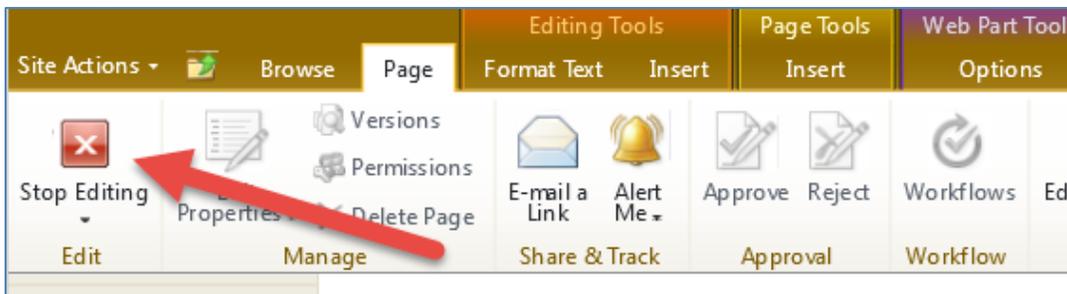
1. Log in and locate the page that contains the text you need to edit.
2. At the top, click the “Page” tab and then click the “Edit Page” button on the toolbar.



3. Click the region on the page that contains the text and begin editing the text. Note that at the top there will be a toolbar for formatting text.

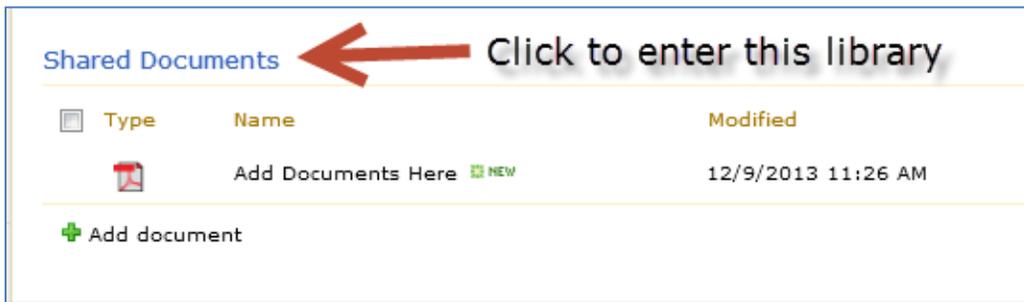


4. After you have made your edits, click the “Page” tab and then click “Stop Editing.”

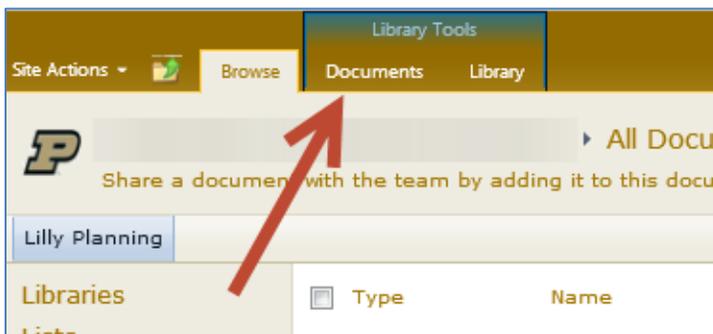


### 3. How To Create A Folder

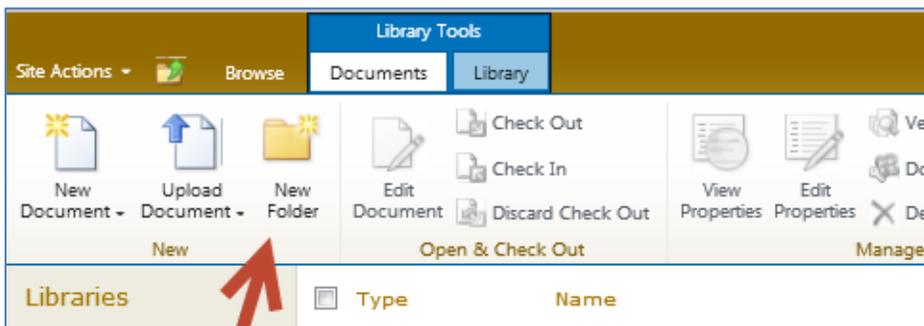
1. Navigate to the location where the new folder will be created



2. Once you're in the folder where you want to create a new subfolder, click the "Documents" tab:



Now click the "New Folder" button:



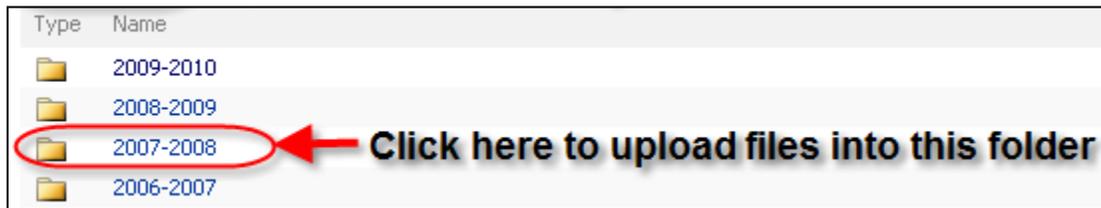
In the window that appears, enter the name of the folder and click "Save."

## 4. How To Upload A File

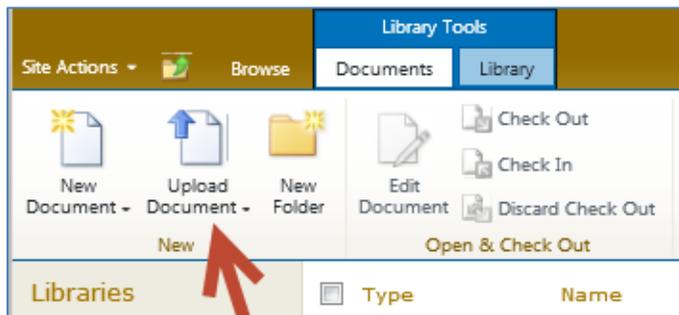
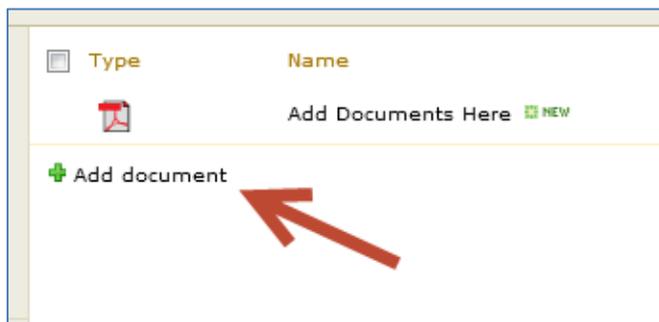
### 1. Sign In

Log in by clicking “Sign In” at top right.

2. Navigate INTO the folder where you want to place your new files by clicking the name of the folder. If you want to upload folders in the root folder, go to step #3.



3. Once you're in the folder where you want to upload your files, click “Add document” or click the “Upload Document” button on the toolbar:



If you want to upload a single document, click “Browse” and locate the document on your computer. If you want to upload multiple documents, click “Upload Multiple Files”:



Once you have selected your file(s), click OK. (Note: this method does not support uploading folders)

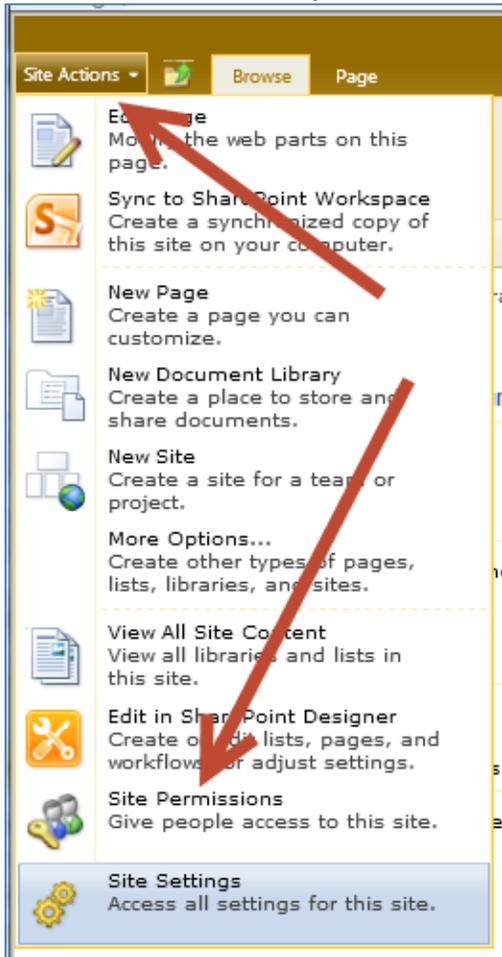
# 5. How To Add/Remove Users To/From A Site

## 1. Sign In

Sign into SharePoint by clicking “Sign In” at top right:

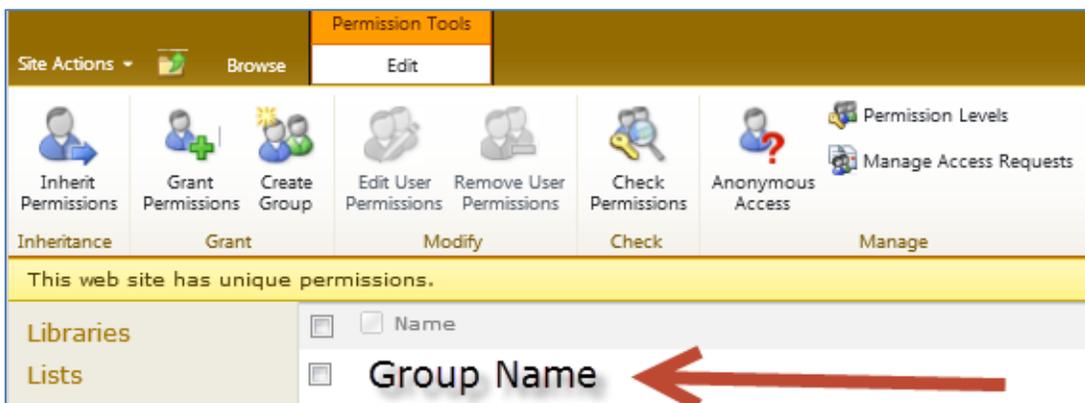
## 2. Go to Site Actions

Click “Site Actions” at top left and select “Site Permissions”:

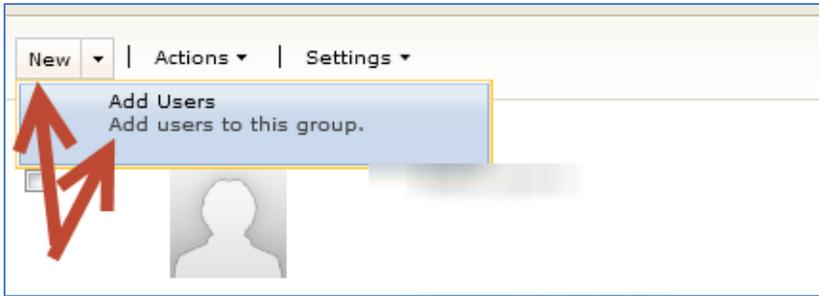


## 3. Add Users:

Click the name of a group (or create a new group if needed):



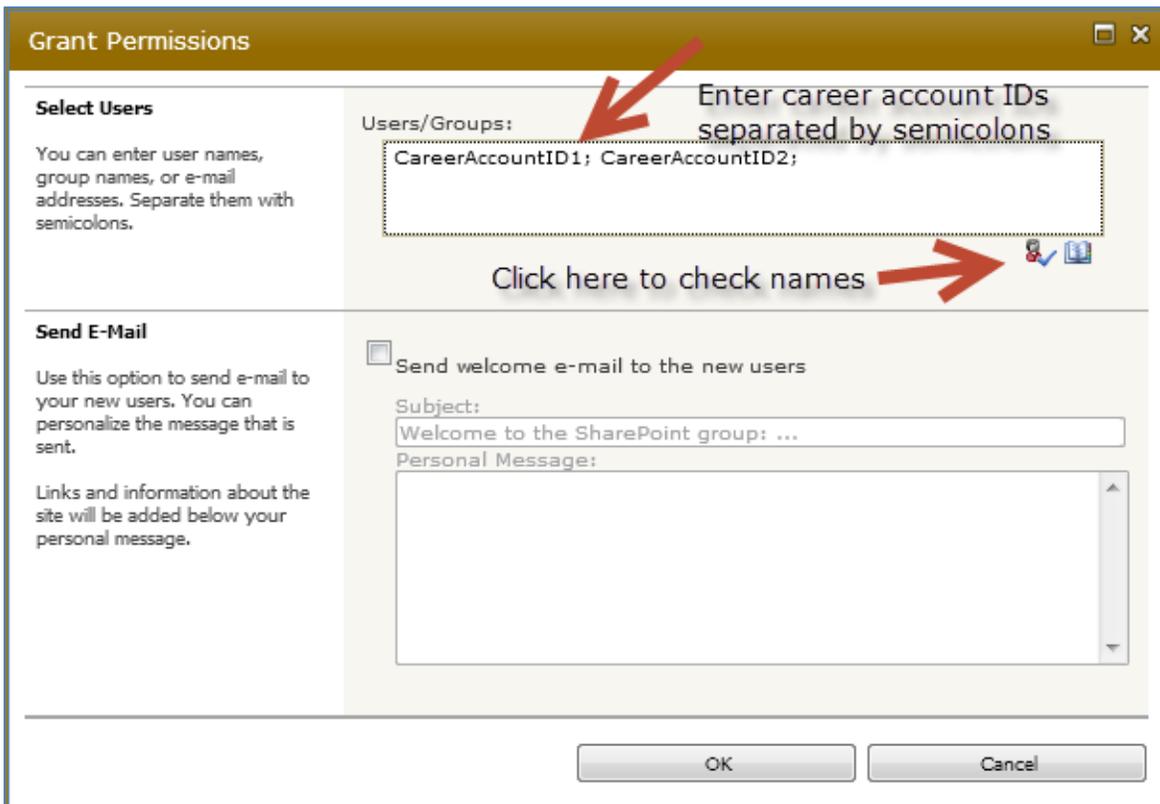
Within the group settings, click the “New” menu and select “Add Users”:



[ continue to next page ]

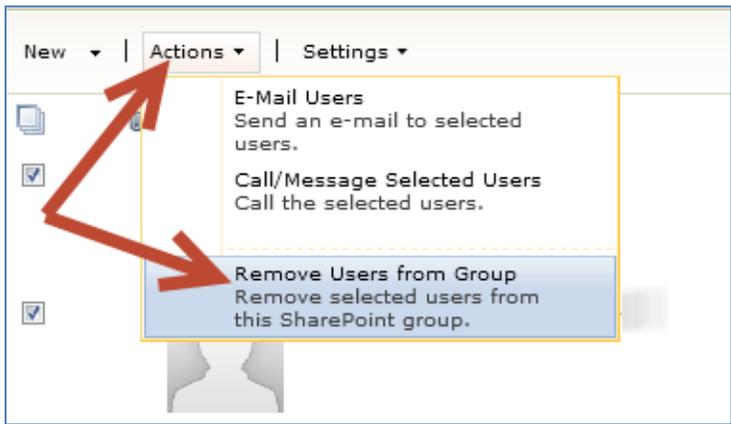
## Enter Purdue Career Account IDs

Enter career account IDs separated by a semicolon and then click check names. When all IDs are checked and correct, click OK:



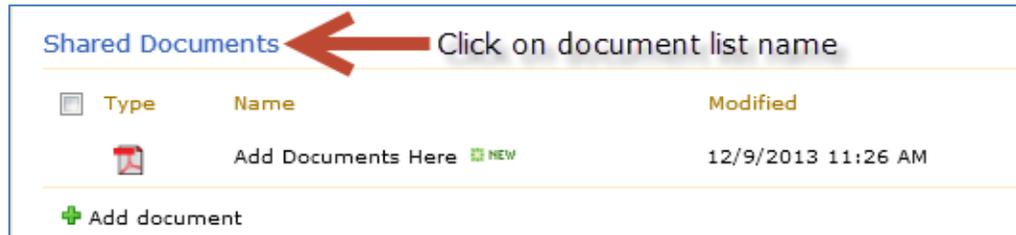
## 4. Remove Users

Click the checkbox next to one or more names and then click the “Actions” menu and select “Remove Users from Group”:

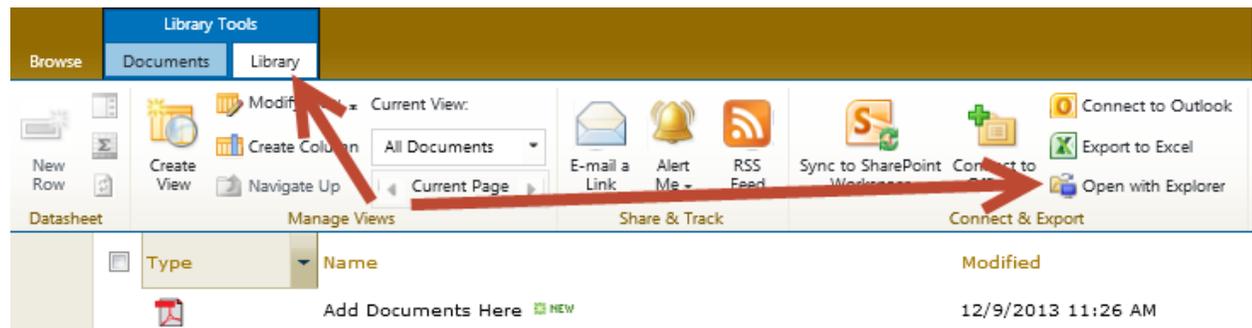


## 6. How To Connect To A Document List With Windows Explorer

1. Sign into SharePoint by clicking “Sign In” at top right:
2. Navigate to a document list and click the root NAME or “TITLE” of the list (not a subfolder within the list):



3. Click the “Library” tab and select “Open with Explorer”:



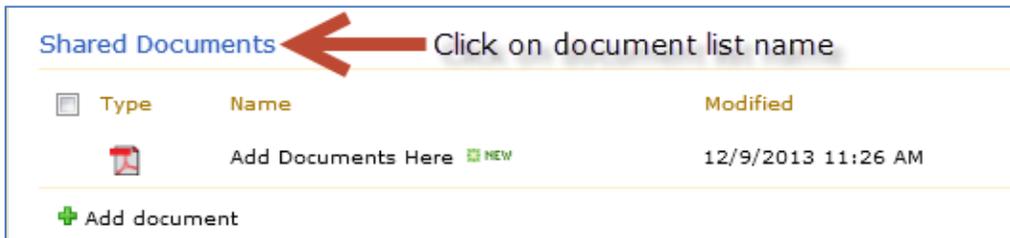
You may be prompted to log in again. Windows Explorer should now open with the document list visible and you can copy/paste/edit/delete documents as usual.

[ If for some reason this does not work, this method may not be supported on the specific network and/or your computer you are using. Contact Education IT. ]

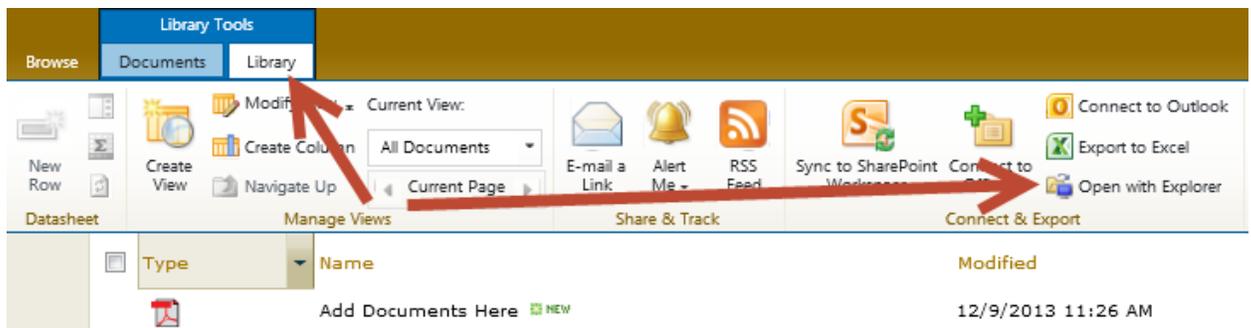
# 7. How To Add A Persistent Network Location

If you want to add a SharePoint document list to your computer so it is always easily accessible via Windows Explorer, you can create a “Network Location” in Windows 7 using the steps below.

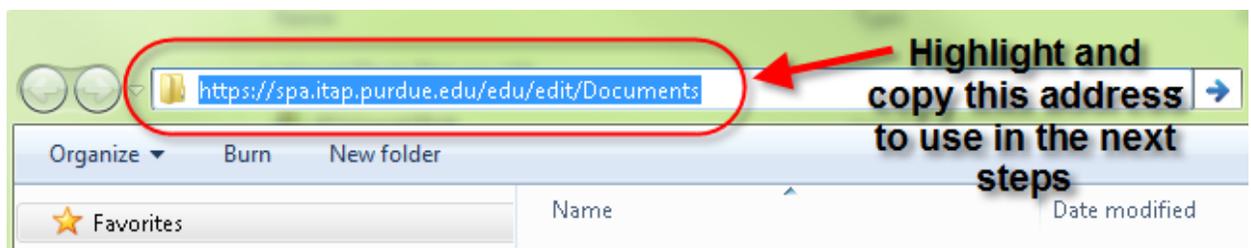
1. Use your web browser to go to your SharePoint site and sign in by clicking “Sign In” at top right:
2. Navigate to a document list and click the root NAME or “TITLE” of the list (not a subfolder within the list):



3. Click the “Library” tab and select “Open with Explorer”:



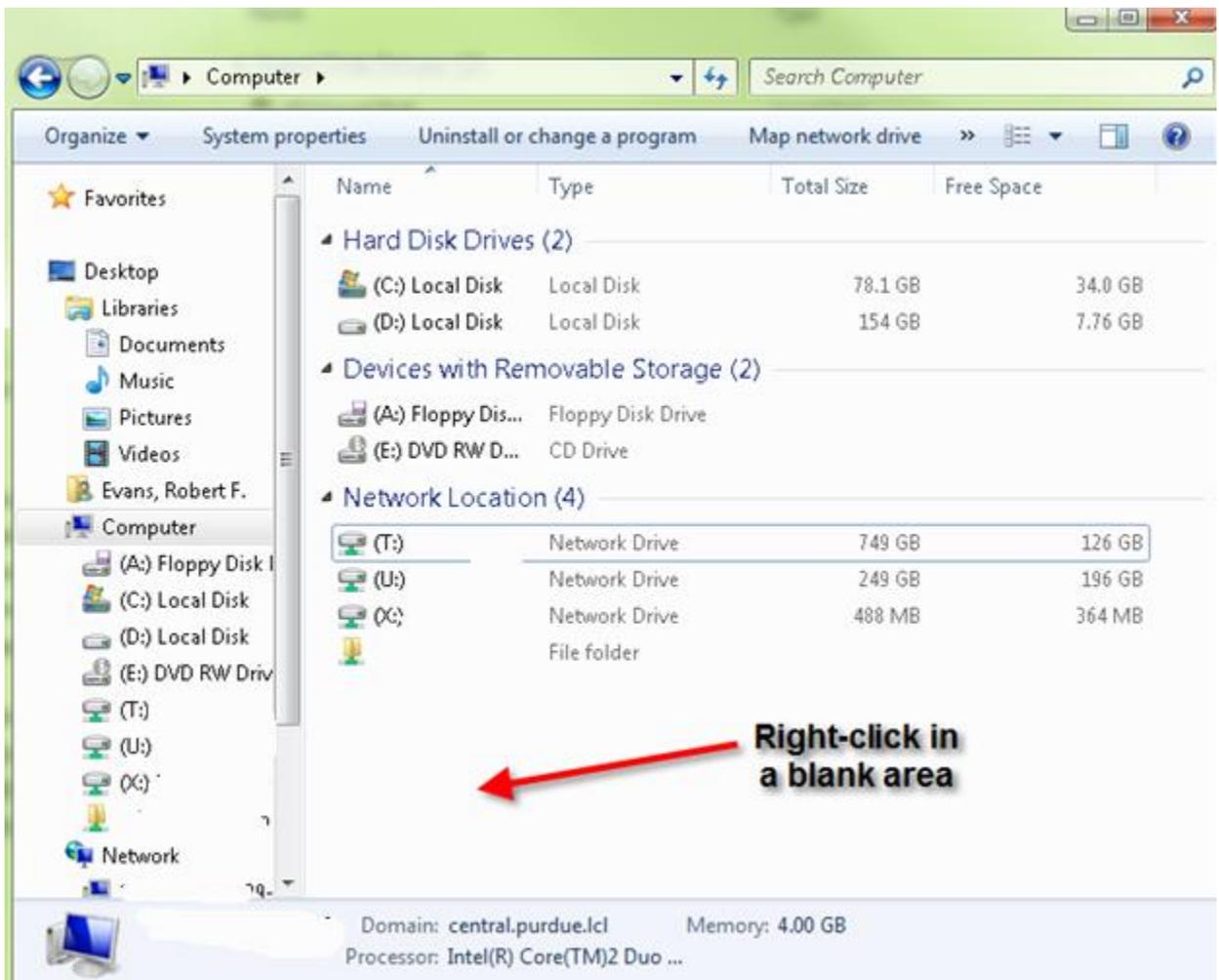
4. Windows Explorer should now open with the document list visible. **THIS STEP IS IMPORTANT:** We need to highlight and copy the address of the SharePoint document list that appears in Windows Explorer. We'll use this address in the next few steps to create our persistent Network Location:



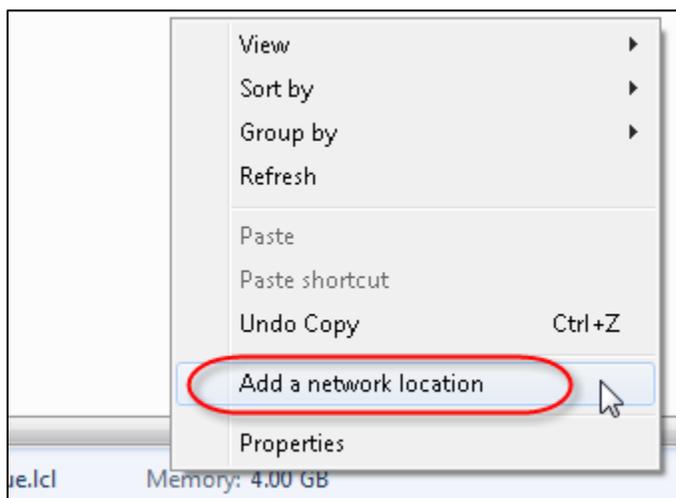
5. Now we need to create our new “Network Location”. Go to your desktop and double-click “Computer”:



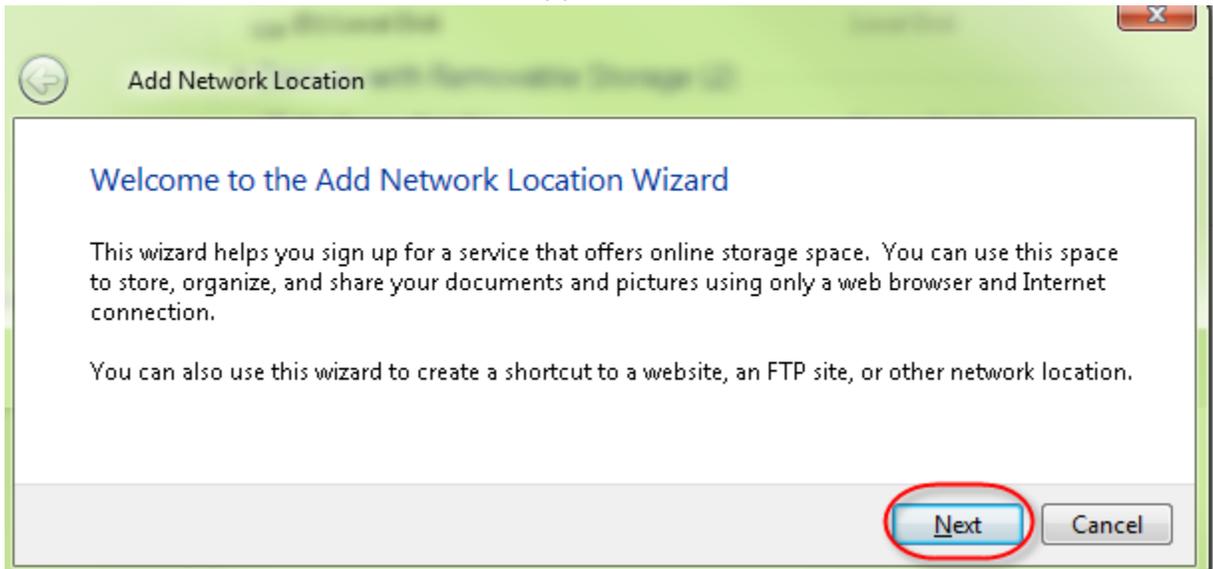
If you don't see the "Computer" icon on the desktop, you can open Windows Explorer and click on the Computer icon there.



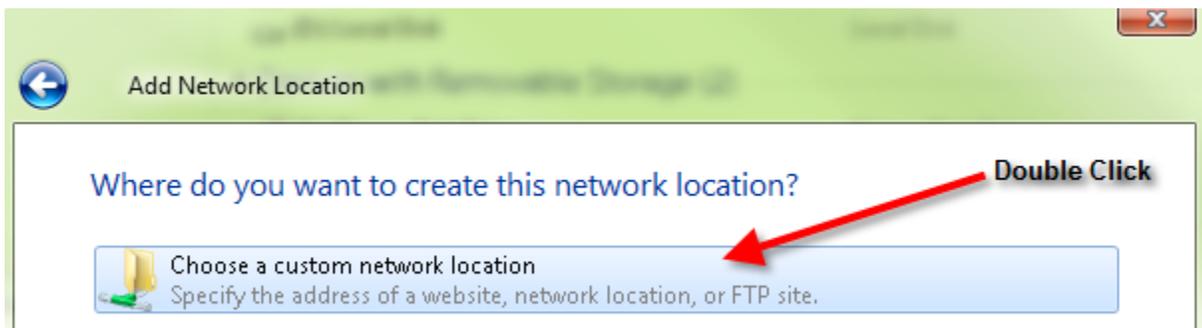
6. Find a "blank" area within the computer window, right-click, and select "Add a network location":



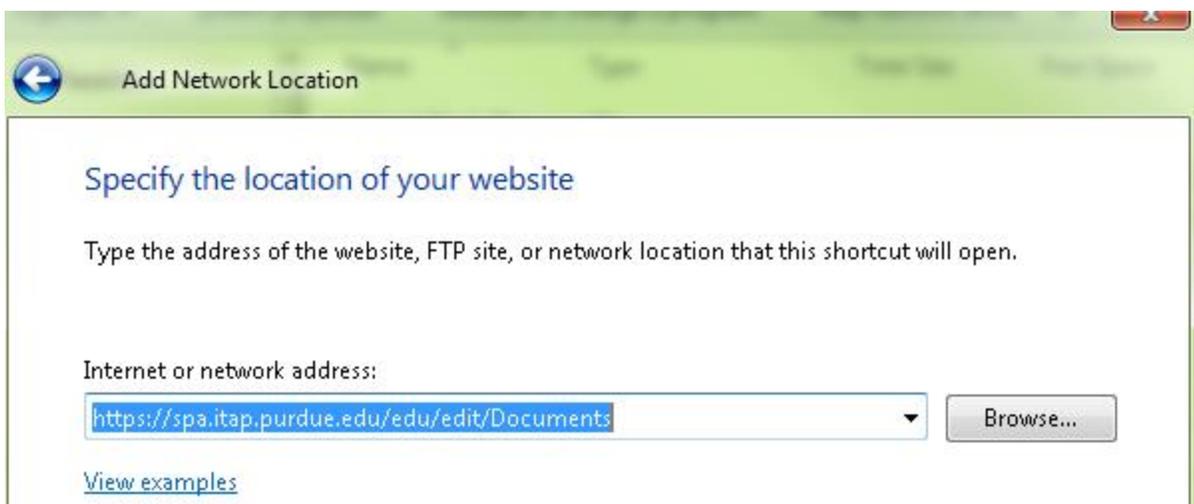
7. The Network Location wizard should appear. Click the “Next” button:



8. In the next Window, double-click the “Chose a custom network location” button:

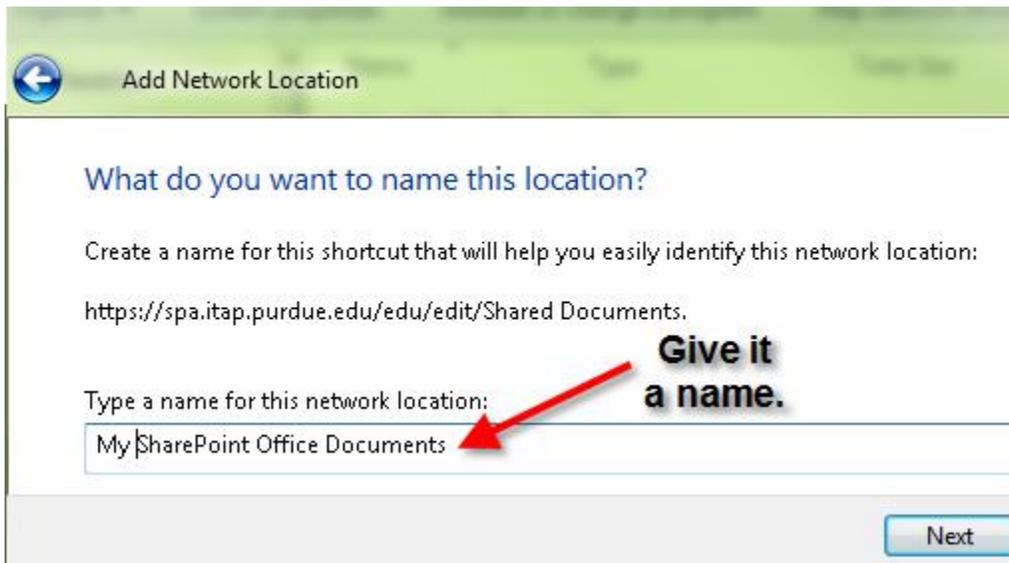


9. Paste the Internet address that you copied in the previous steps:



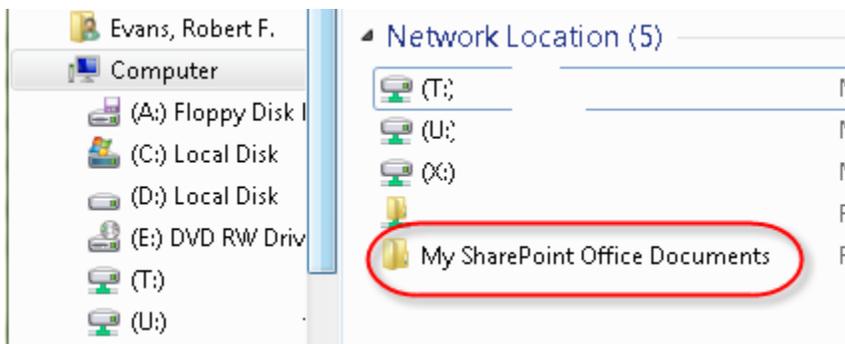
...and click Next.

10. Give the Network Location a name:



... and click Next.

11. In the next window that appears, click the “Finish” button.
12. Your folder will now appear with your list of drives in Windows Explorer and in the “Computer” window:



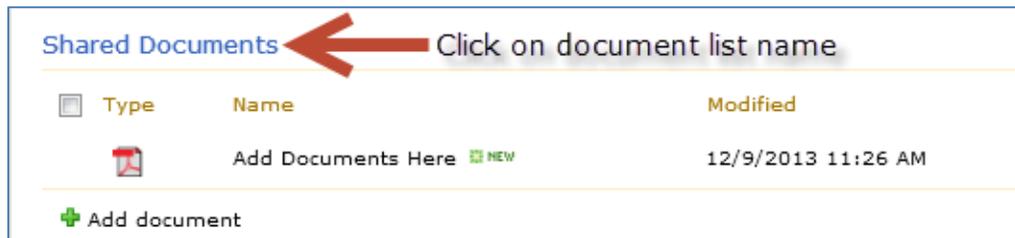
# 8. How To Import Folders Into A Document List

Note: There may be security and technical reasons why this may not work on every computer. However, if it works on your computer, you may find it useful to transfer large numbers of folders and files.

## 1. Sign In

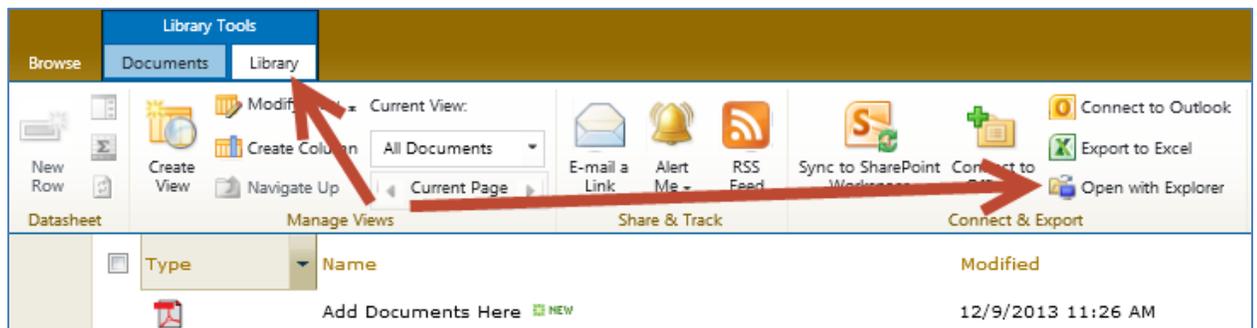
Log in by clicking “Sign In” at top right:

## 2. Navigate to a document list and click the root NAME or “TITLE” of the list (not a subfolder within the list):



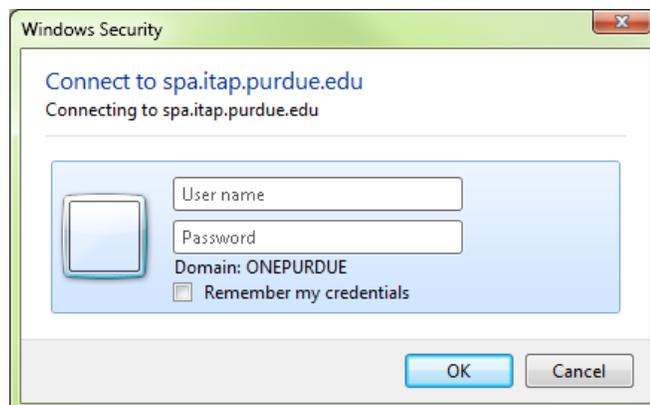
## 3. Go To Explorer View

Click the “Actions” menu and select “Open with Windows Explorer”:

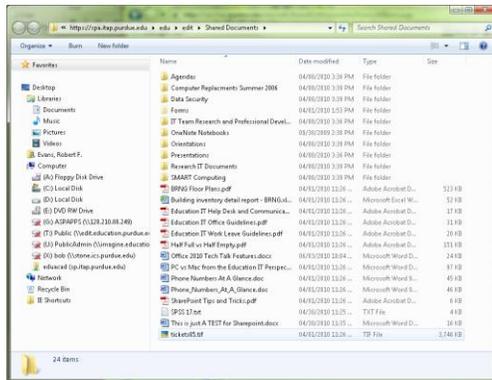


## 4. Enter your Username and Password

If prompted, enter your username and password:

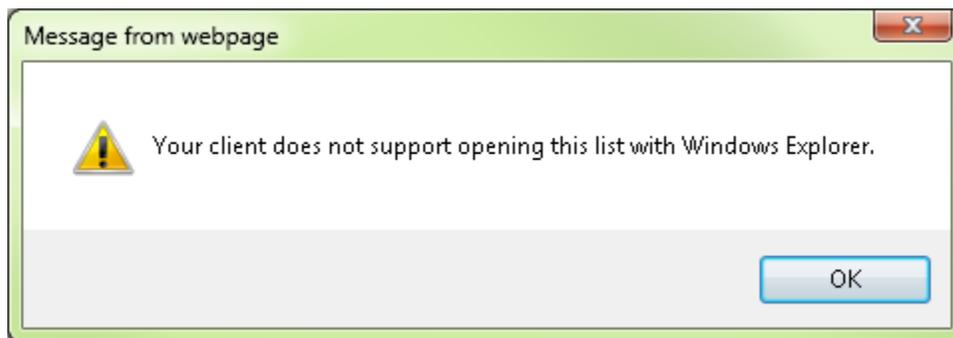


5. Once Windows Explorer opens, you can copy/paste/edit/delete documents as usual...



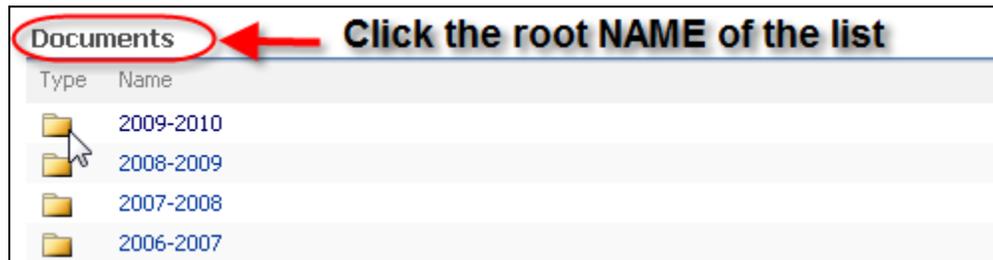
6. If it does not work

If you receive the following message, reboot your computer. If you continue to receive the message, this method may not be supported on your computer:

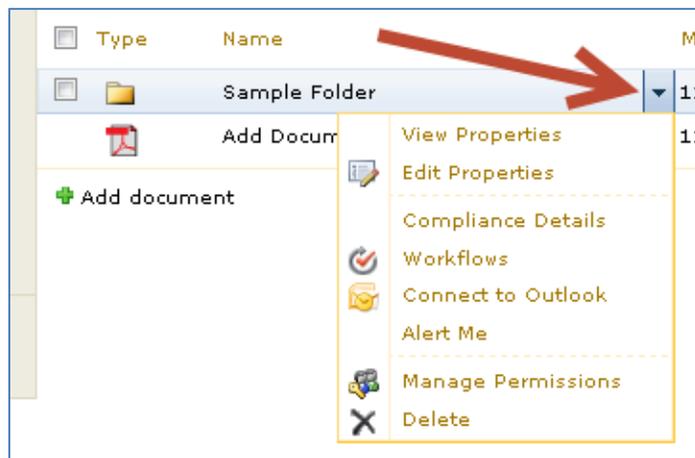


## 9. How To Delete A File or Folder

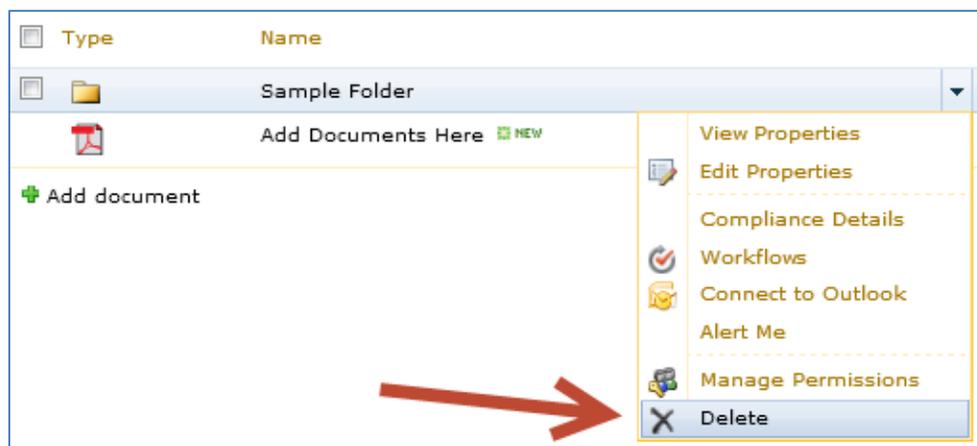
1. Navigate to a document list and click the root NAME or “TITLE” of the list (not a subfolder within the list):



2. Now navigate to the files/folders you want to delete.
3. Hover your mouse over the item to delete and you'll see a small down-arrow at the far right of the item. Click the down-arrow to see the drop-down menu for that item.

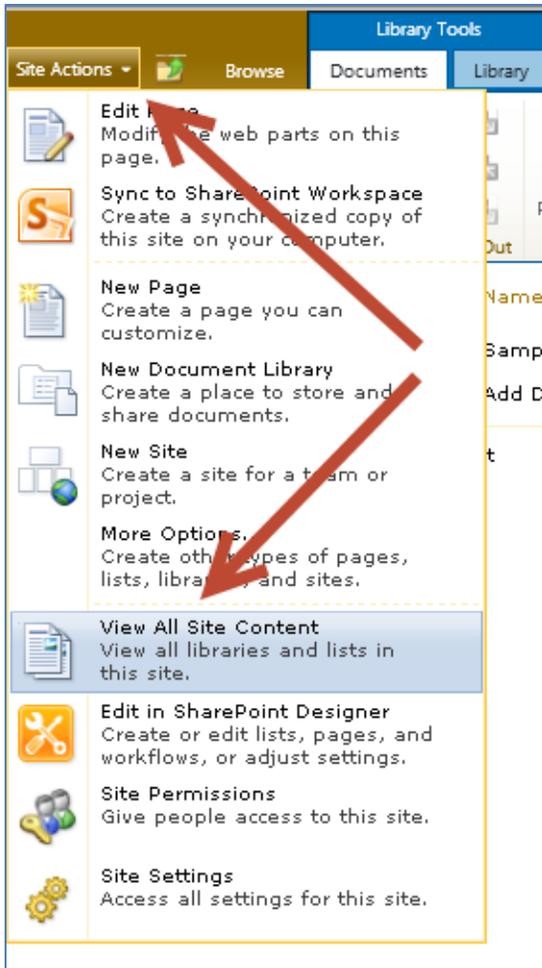


4. Select “Delete” to delete the file or folder.

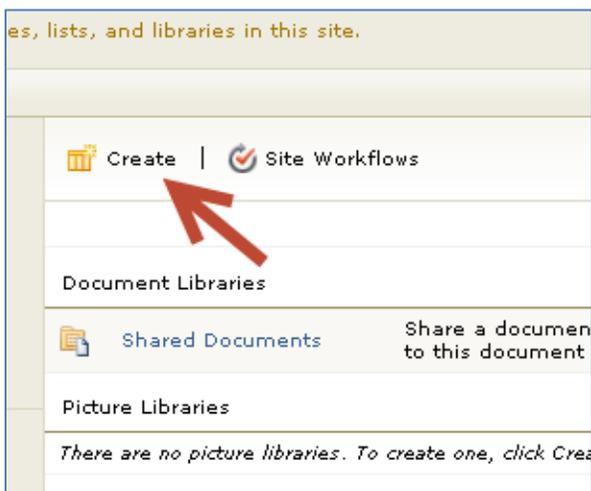


# 10. How To Create A New Document, Wiki, or Picture Library

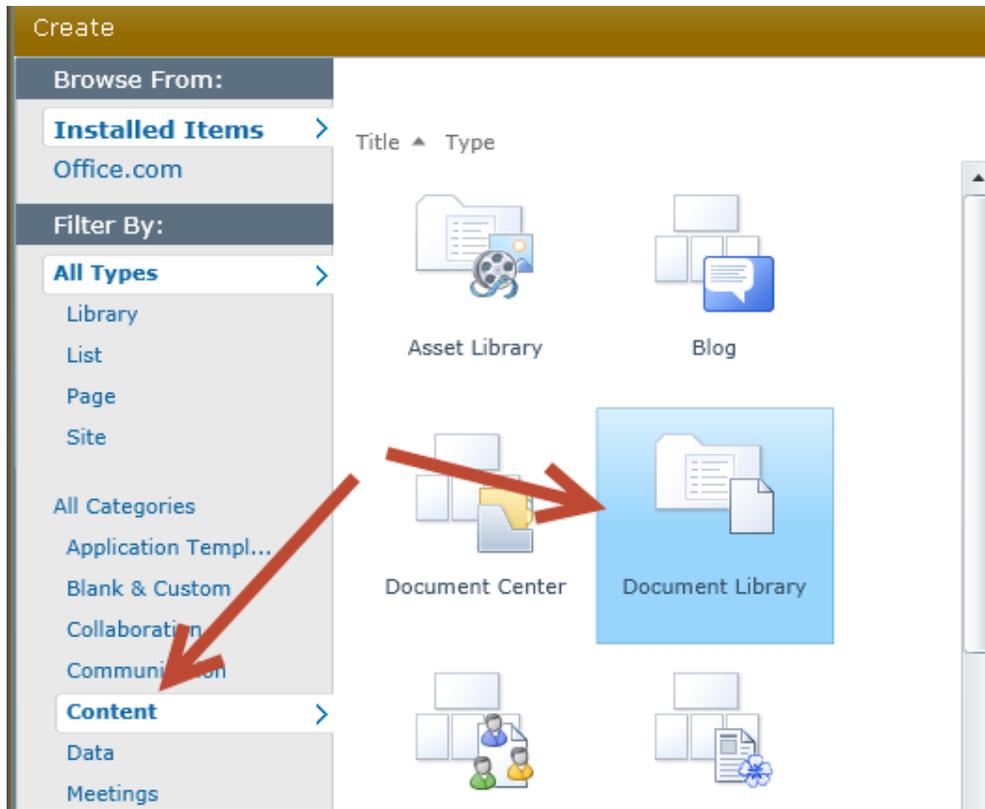
1. Go to the home page of your site and click the “Site Actions” button at top left. Then select “View All Site Content”:



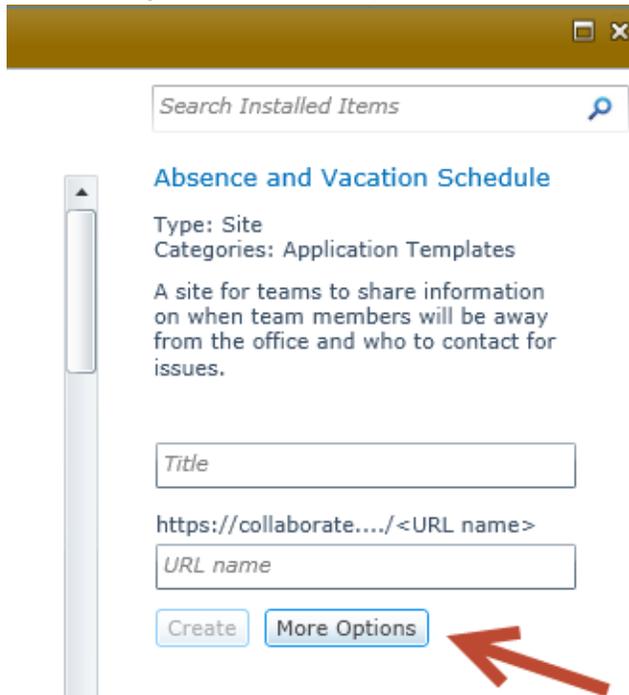
2. Click the “Create” button:



3. Select "Content" in the left column and on the right, select the type of object you want to create (i.e. Document Library, Wiki Page Library, Picture Library, etc.):



4. On the far right, click "More Options":



Enter the Title and URL name for the new Library and select any other options you need, then click the "Create" button

**Title and Description**

Type a title and description for your new site. The title will be displayed on each page in the site.

Title: My New Library

Description:

**Web Site Address**

Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, `https://collaborate.education.../sitename`

URL name: `https://collaborate.education.../MyNewLibrary`

**Permissions**

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select "Use same permissions as parent site", one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:

- Use unique permissions
- Use same permissions as parent site

**Navigation Inheritance**

Specify whether this site will have its own top link bar or use the one from its parent.

Use the top link bar from the parent site?

Create Cancel

5. Your new Library is now ready to use and can be found in the quick launch list on the left or your main site, or under the "View All Site Content" link at the top left.