SharePoint Quick Reference

Click a link below to jump to a topic:

- 1. How To Sign In
- 2. How To Edit Text In A Content Editor Webpart
- 3. How To Create A Folder
- 4. How To Upload A File
- 5. How To Add/Remove Users To/From A Site
- 6. How To Connect To A Document List With Windows Explorer
- 7. How To Add A Persistent Network Location
- 8. How To Import Folders Into A Document List
- 9. How To Delete A File or Folder
- 10. How To Create A New Document, Wiki, or Picture Library



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.

		Editing To	pols	Page Tools	Web Part Tools	
Site Actions 👻 📝	Browse Page	Format Text	Insert	Insert	Options	
Paste	Verdana * B I U abe *	11px -		╘╘┇		✓ ✓ Select - As Markup Styles - ✓ HTML -
Clipboard	I	Font		Paragrap	h Style	es Markup

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

	Editing Tools			Fage loois	WED Fail IN	001	
Site Actions 👻 📝	Browse	Page	Format Text	Insert	Insert	Options	5
Stop Editing Prop	ertres Man age	/ersions Permission Delete Pag	e E-mail a Link Share &	Alert Me + Ar Track	oprove Reject	o Workflows Workflow	Ed

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.

	Гуре	Name	
		2009-2010	
1		2008-2009	
		2007-2008	는 Click here to upload files into this folder
1		2006-2007	

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":

Upload Document		□ ×
Upload Document Browse to the document you intend to upload.	Name: Upload Multiple Files V Overwrite existing files	Browse
	ОК	Cancel

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):

			Permission To	ols				
Site Actions •	• 🗾 Br	owse	Edit					
Inherit Permissions	Grant Permissions	Create Group	Edit User Permissions	Remove User Permissions	Check Permissions	Anonymous Access	😺 Permission Levels	
Inheritance	Gran	t	Mo	odify	Check		Manage	
This web	site has un	ique pe	rmissions.					
Libraries		E	Name					
Lists			Grou	ıp Nam	e 🗲			

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:

Grant Permissions	□ ×
Select Users You can enter user names, group names, or e-mail addresses. Separate them with semicolons.	Users/Groups: CareerAccountID1; CareerAccountID2; Click here to check names
Send E-Mail Use this option to send e-mail to your new users. You can personalize the message that is sent. Links and information about the site will be added below your personal message.	Send welcome e-mail to the new users Subject: Welcome to the SharePoint group: Personal Message:
	OK Cancel

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):

Shared Docu	uments Click on do	cument list name
🔲 Туре	Name	Modified
T.	Add Documents Here 📱 🕬	12/9/2013 11:26 AM
🕈 Add docur	nent	

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

	Library	r Tools					
Browse	Documents	Library					
New Row	Create View	Modif Create Co	Up Gurrent View:	E-mail a Link	Alert Me +	RSS Feed	Sync to SharePoint Conject to Workset
Datashee	et	Mar	age Views	Sh	are & Tra	ck	Connect & Export
	🔳 Туре	-	Name				Modified
	7		Add Documents Here 🔤	NEW			12/9/2013 11:26 AM

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":

	Li	orary Tools									
Browse	Docum	ents Libra	ny -								
New		Mod	if to a Cur te Column A	rent View: I Documents	•	E-mail a	() Alert	RSS	Sync to SharePoint	ton to	Connect to Outlook
Datashee	et Vie	w 🗾 Navij	Manage Views	Current Page		Sha	are & Tra	ck		Connect & E	Export
	🔳 Тур	e	- Name							Modified	
	₩.	1	Add Doc	uments Here	e 81	(EW				12/9/20:	13 11:26 AM

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

		H	ighlight and
https://spa.itap.purdue.edu/e	du/edit/Documents	cop	y this address 🔿
Organize 🔻 Burn New folder		to u	se in the next
			steps
🔶 Favorites	Name	<u>^</u>	Date modified

5. Now we need to create our new "Network Location". Go to your desktop and doubleclick "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:



10. Give the Network Location a name:

Create a name for this shor	tcut that will help you	easily identify this networ	k location
https://spa.itap.purdue.edu	ı/edu/edit/Shared Doc	uments.	
		Give it	
Type a name for this netwo	ork 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:

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":

	Lib	ary Tools								
Browse	Docume	nts Library								
New Row	Creat	Modif Create Co Navigate	Up Current View:	•	E-mail a Link	Alert Me +	RSS Feed	Sync to SharePoint	Context to	Connect to Outlook
Datashee	et	Mar	nage Views		Sha	are & Tra	ck		Connect & I	Export
	🔳 Туре	• •	Name						Modified	I
	ㅈ		Add Documents Here		ÆW				12/9/20	13 11:26 AM

4. Enter your Username and Password

If prompted, enter your username and password:

Windows Security	x
Connect to spa.itap.purdue.edu Connecting to spa.itap.purdue.edu	
User name Password Domain: ONEPURDUE Remember my credentials	
OK Cance	

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

ngenice - Burn New folder				- 84	· []		
Favorites	Name	Date modified	Туря	Size			
	Agendas	04/88/2810 3:36 PM	File folder				
Desktop	Computer Replacments Summer 2006	04/18/2010 3:39 PM	File folder				
Jubraries	Lata Security	04/08/2810 3:38 PM	File folder				
Documents	Forms	04/81/2810 1:53 PM	File folder				
A Music	IT Team Research and Professional Devel	04/88/2810 3.36 PM	File folder				
Pictures	OrveNate Notebooks	03/30/2109 2-31 PM	File folder				
Videos	Orientations	04/88/2810 3:39 PM	File folder				
8. Evens, Robert F.	Presentations	04/88/2810 3:36 PM	File folder				
Somputer	J Research IT Documents	04/08/2810 3:39 PM	File folder				
(A) Floppy Disk Drive	SMART Computing	04/08/2810 3.39 PM	File folder				
🚢 (C) Local Disk	T BRNG Floor Plans.pdf	04/81/2010 12:26	Adobe Acrobat 0		523	13	
cas (Di) Local Disk	Building inventory detail report - BRNG.d	04/81/2010 12:26	Microsoft Excel W		52	18	
E DVD RW Drive	🔁 Education Π Help Desk and Communica	04/01/2010 12:26	Adobe Acrobat D		17	13	
(6) ASPAPPS (\128.210.88.249)	T Education IT Office Guidelines.pdf	04/81/2010 11:26	Adobe Acrobat D		31	EI	
(T) Public (\\edit.education.purdue.e-	🛃 Education IT Work Leave Guidelines.pdf	04/01/2010 15:26	Adobe Acrobat D		20	Εł	
😪 (U) PublicAdmin (\\imagine.educatio	🔁 Half Full vs Half Empty.pdf	04/81/2810 11:26	Adobe Acrobat D		151	13	
🙀 (K) bob (\\stone.ics.purdue.edu)	Contract Talk Features.doct	04/03/2010 10:04	Microsoft Word D		24	KE .	
🗜 eduacad (sp.itap.purdue.edu)	PC vs Mac from the Education IT Perspec	04/81/2810 12:26	Microsoft Word D.,		97	KB .	
Fietwork	Phone Numbers At A Glance.doc	04/11/2010 11:26	Microsoft Word 9		45	KB .	
E Recycle Bin	Phone_Numbers_At_A_Glance.doc	04/81/2810 11:26	Microsoft Word 9		46	13	
IE Shortcuts	SharePoint Tips and Tricks.pdf	04/81/2810 11:16	Adobe Acrobat D		6	EI.	
	SPSS 17.64	04/30/2010 12:35	TOT File		- 4	E4	
	This is just A TEST for Sharepoint.docx	04/30/2010 15:35	Microsoft Word D		16	124	
	Tickets85.tif	04/01/2010 12:26	TIF File		3,746	12	

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):

Docun	nents	Click the root NAME of the list
Туре	Name	
	2009-2010	
3	2008-2009	
	2007-2008	
	2006-2007	

- 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.

🔲 Туре	Name				N
	Sample Folder			•	1
1	Add Documents Here 📱 🕬		View Properties		1
🕈 Add document		ی ای ای	Compliance Details Workflows Connect to Outlook Alert Me		
	\rightarrow	<i>\$</i> ₽ X	Manage Permissions Delete		

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. N 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.	Title:			
he title will be displayed on each page in the te.	My New Library			
7	Description:			
Web Site Address				
Users can navigate to your site by using the	URL name:			
Web site address (URL) into their browser. You can enter the last part of the address. You	https://collaborate.education/			
should keep it short and easy to remember.	MyNewLibrary			
For example, https://collaborate.education/ sitename Permissions				
You can give permission to access your new	User Permissions:			
site to the same users who have access to this parent site, or you can give permission to	Use unique permissions			
unique set of users.	 Use same permissions as parent si 			
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.				
Navigation Inheritance				
Specify whether this site will have its own top link bar or use the one from its parent.	Use the too link bar from the parent site?			
4				
	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.