

CREATING A WEB PAGE

Find Microsoft SharePoint Designer 2007

- Click “Start” on the bottom left corner of your screen.
- Go to:
 1. All programs
 2. Microsoft Office
 3. Microsoft Office SharePoint Designer
- **Optional:* Right click > Send To > Desktop (create shortcut)

Get a template for your website

- Visit www.abac.edu/template to preview template samples.
- These files can be found in a folder called “Template” inside your School’s main ABAC_web folder.

Organization

- Documents and Images should be stored in individual folders.
- The URL of a webpage also reflects the file and folder structure.
- Spaces and special characters in the files/folders names will add unwanted characters to your URL
 - For example: A file called “Syllabus Spring 2010” in the URL will look as “Syllabus%20Spring%202010”
- Use **ONLY** letters, numbers and hyphen (-) or underscore (_) in file names.

Starting on your webpage

- Open your file (Once have a template in your folder)
 - Right click
 - Open With
 - Microsoft SharePoint Design

Hyperlinks

Link to a page or document:

1. Use a web browser (Internet Explorer) to go to the desired page.
2. Select and copy the page address (URL).
3. Return to SharePoint. Open the page where you wish to place the link.
4. Select or add text for the link (then select) the text.
5. Right-click the selected text and choose Hyperlink from the popup menu. .
6. Click in the "Address" field in the Insert Hyperlink window.
7. Right click and choose Paste OR press the Control and V keys to paste the URL that you've copied.
8. Note: Consider selecting "Target Frame" and "New Window" options
9. Click OK
10. Save your page.
11. Test the link, by previewing it in your web browser.

Make an e-mail link

1. Select the item that will become the link.
2. Right-click the selected text and choose Hyperlink from the popup menu.
3. Click the "E-mail address" button on the bottom left of the Insert Hyperlink window.
4. In the "E-mail address" field of the Insert Hyperlink window, type the desired email address.
5. Click OK.
6. Test the link by clicking on it in your web browser

Insert Pictures

1. Place the cursor in your document where you would like to insert an image.
2. Click the Insert Picture icon **or** Choose Insert menu> Picture> From File...
3. Browse and select an image.
4. Click the "Insert" button.

****NOTE:** In order to optimize your web page, make sure that you decrease the file size of the image before placing it into your page. Remember, resizing the image size **does not** mean resizing the file size.

Resizing an Image

- Right click picture > Open With > Microsoft Office Picture Manager

OR

- Start > All Programs > Microsoft Office > Microsoft Office Tools > Microsoft Office Picture Manager
 - File > Locate Pictures > Browse for picture location
- Once picture is selected, Edit Pictures > Resize > Predefined width and height > Web – Small (448x336) > Save or Save as