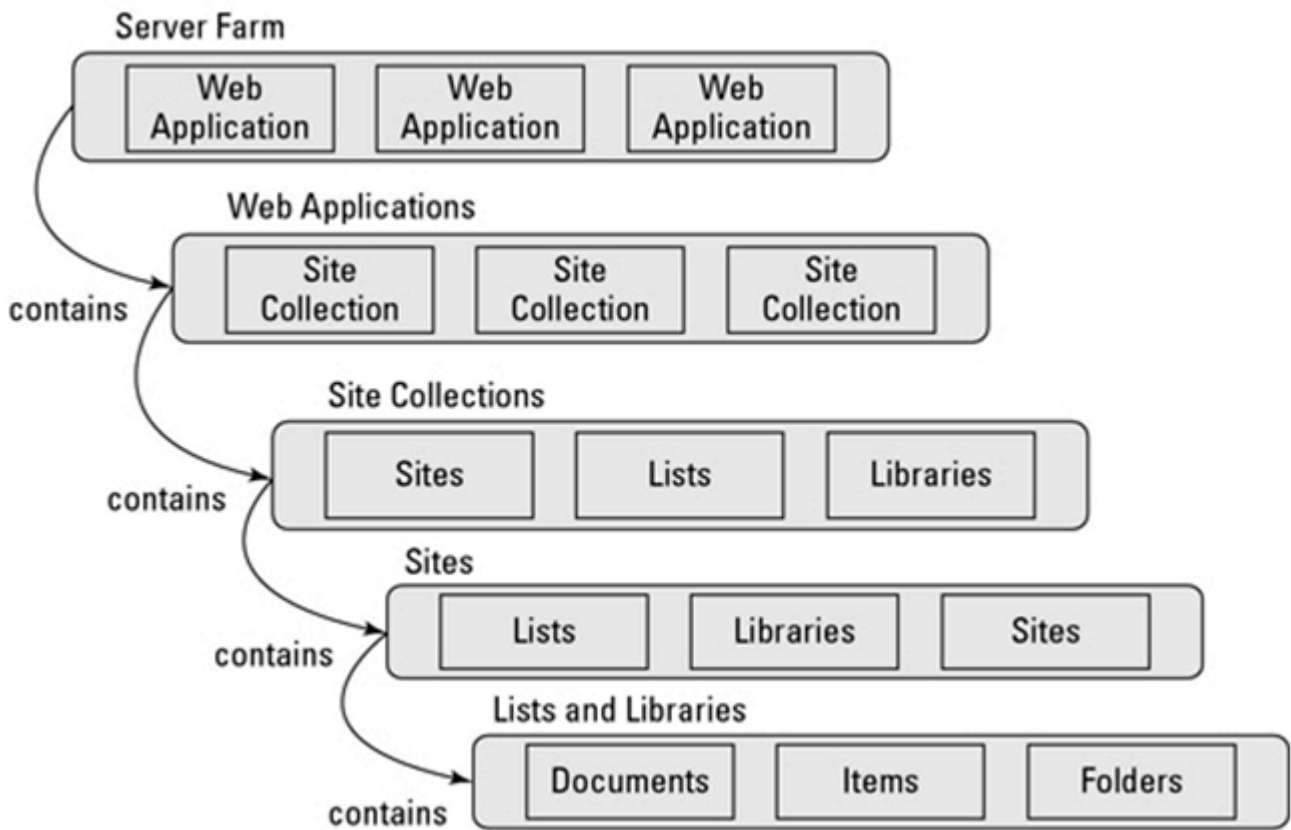


Agenda

- SharePoint Site Hierarchy
- Web Application
- Site Collection
- Creating Site and Sub Site
- SharePoint site Home Page.
- Branding Site Look and Feel
- Working with Quota Templates
- Save Site as Template
- Create Site from Template

Logical Site Hierarchy



Web Application

Steps to Create a Web Application

→ Open Central Admin Site → Application Management → [under Web Applications] → Manage web applications → New (Ribbon)

Authentication	:	Classic Mode Authentication
IIS Web Site	:	Select Create a new IIS website
Name	:	Demo Site - 10000
Port	:	10000
Host Header	:	
Path	:	C:\Inetpub\wwwroot\wss\VirtualDirectories\10000
Security Configuration		
Authentication Provider	:	NTLM
Allow Anonymous	:	No
User Secure Socket Layer	:	No
Public URL	:	http://Server:10000 (Server is machine name)
Application Pool	:	Create New Application
Name	:	Demo Site-Pool
Configurable	:	Administrator
Reset IIS Information Services	:	Restart IIS Automatically
Database Name and Auth		
Database Server	:	.\SqlExpress
Database Name	:	DemoSite_Content_10000
Database Auth	:	Windows Authentication

The Web Application is now created. By Default, no new site collections are created with the web application. To begin creating a site collection click on the *'Create Site Collection link'*

Steps to Create a Site Collection

Title	:	Top Level Demo Site
Description	:	Top level site for Demo
Website Address	:	http://Server:10000/
Template selection	:	[under Collaboration] Team Site
Primary Site Collection Admin	:	administrator
Quota	:	No Quota (since we have not created any quota templates)

To open the web Application that we created in Browser <http://Server:10000>

SharePoint site Home Page.

Site Logo

Content Navigation Breadcrumbs

Search box

Site Title

Site Tabs

Site Description

Welcome Menu



Site Quick Launch

Left Web Part Page Zone

Right Web Part Page Zone

DEC

To Change the Logo of Demo site

To change any image we need to replace the existing image with the new ones in this folder

1. Save the desired image(Logo.gif) in the folder C:/Program files/Common files/Microsoft Shared/Web Server Extensions/14/Template/Images
2. Open Top Level Site → Site Actions→Site Settings→[under Look and Feel] Title Description and Icon→URL : /_layouts/images/Logo.gif →Alt Description: Demo Logo →OK

Note: [The URL above can be copied from the properties of the existing logo of the site]

Top Link Bar: Helps us navigate to different sub sites.

Quick Launch: It contains links of different web pages under a website

Creating a basic Webpage (static html page)

Top Level Site → Site Actions→ New Page

This launches a Rich Text editor using which we can create our site without using any HTML tags.

Once done click on save.

Creating a Web Part Page

Top Level Site→Site Actions→Create → [under Web Pages] Web Part Page→Name: MyWebPartPage→Layout:Header, Right column and Body→Document Library: Shared Documents→CREATE

To Add the Page in Quick Launch Bar

- Top Level Site → Site Actions → Site Settings → [under Look and Feel] Quick Launch → New Navigation Link → URL : [paste the copied URL]→Description : Phone List → Heading : General→OK
- Copy the URL of the page we created from the address bar and add to QLB

To Change the theme of a Top Level Site

Open Top Level Site → Site Actions→ Site Settings → [under Look and Feel] Site Theme→ Select the desired Theme →Apply

Working with Quota Templates

To Create Quota Template

Open Central Administration Site → Application Management → Site Collection → Specify Quota Templates → Select Create a New Quota Template → New Template Name: Demo-Quota → Limit storage to a maximum of: 200 Mb → Send warning email when site storage reaches: 150 Mb → OK

To assign Quota Template we created above to our Web Application (<http://Server:10000>)

Open Central Administration → Application Management → [under SharePoint Site Management] Site Collection → Quotas and Locks → Lock Status: Not Locked → Current Quota: Demo-Quota → OK

Creating a Sub Site

Open Top Level Site → Site Actions → Site → Team Site → Title: Developer → URL: Developer

Saving and Loading Site Templates

To Save the Top Level Site as a Template

By saving the theme of Top Level Site as a template, we will be able to use the same for creating the sites under the Top Level Site. If a template is not used, we will have to re-do the theme settings manually for the sites that we create under the Top Level Site.

Site Actions → Site Settings → [under Look and Feel] Save Site As Template → File Name: DemoTemplate → Template Name: Demo Template → Description: Template of DemoSite → Select Include Content → OK

To View the Template

Site Actions → Site Settings → [under Galleries] → Solutions

Create another Site using Saved Template

Site Actions → Site Settings → [under Web Pages] → Site and Workspaces → Select a Template → Custom (Select the template saved earlier)

Create a Top Level site using Saved Template.