

# SharePoint 2013: Publishing Site Tutorial

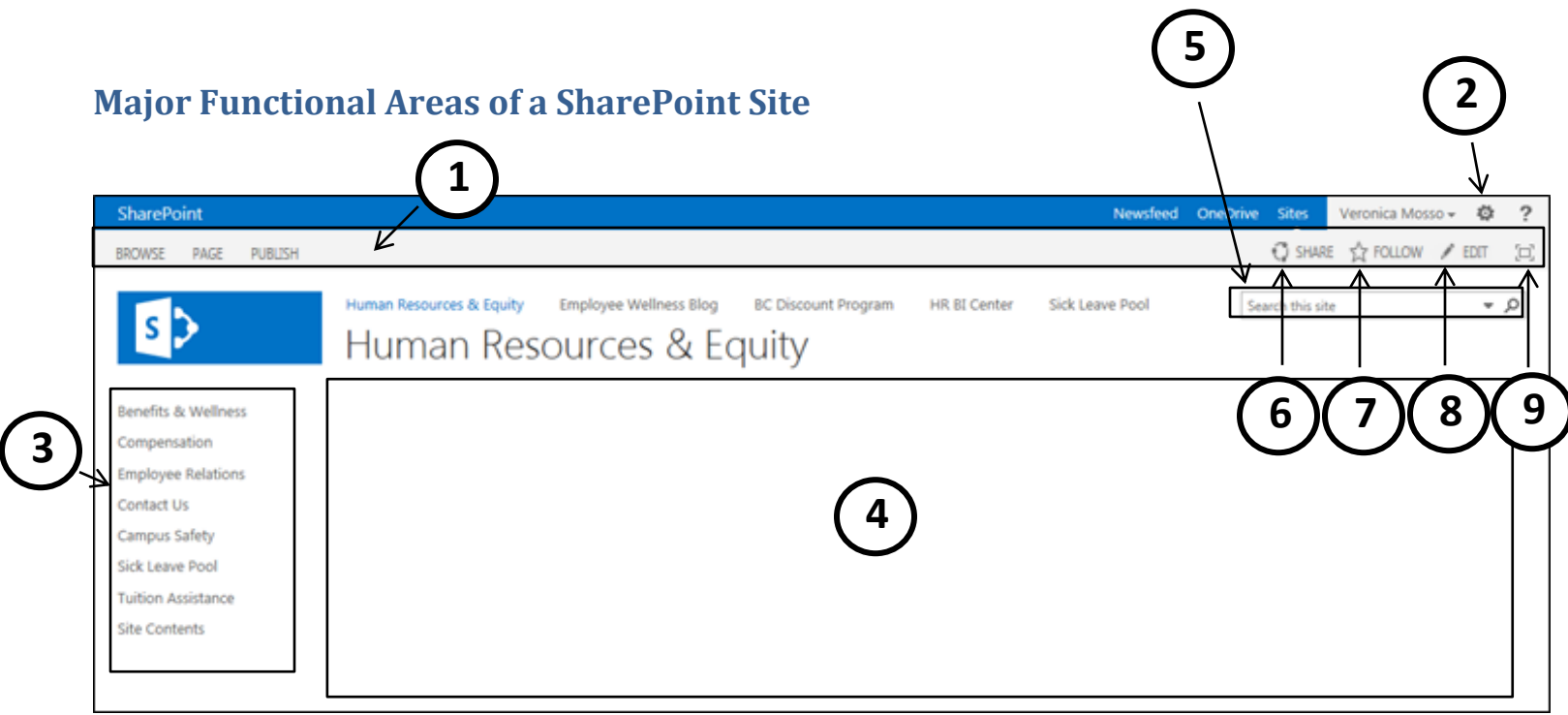
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## Major Functional Areas of a SharePoint Site



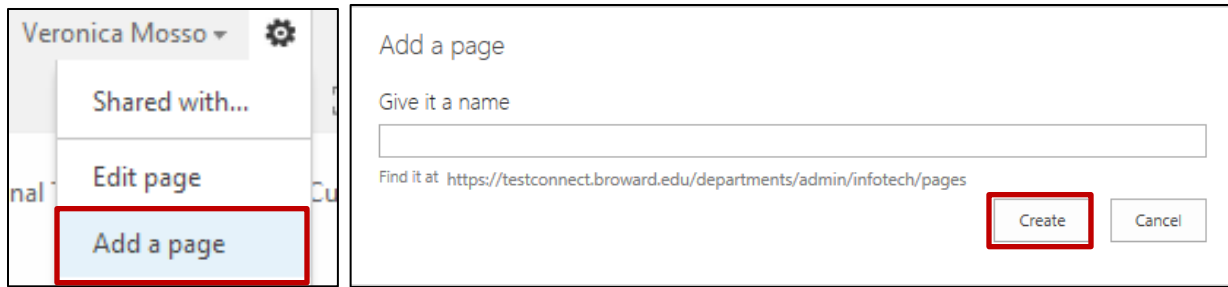
1. **Ribbon** – This area allows editing, publishing, sharing and following a site or page.  
**Note:** The Publish tab only appears on a regular page not the site home page.
2. **Settings** – Provides drop down options to share, edit page, add a page, add an app, site contents, change the look, and site settings.
3. **Left navigation** – Items pertaining to that site. This may include pages, libraries, and discussions.
4. **Body Area** – Represents the main content placeholder that includes all of the content that is specific to the page.
5. **Search** – The search box is used to enter terms for performing searches on the site.
6. **Share** – Enables the capability of sharing a specific page with other people.
7. **Follow** – Enables the capability to follow the existing site or page.
8. **Edit** – Enables the capability to edit the current page.
9. **Focus on Content** – Zooms in to the main content on the body area.

## Understanding SharePoint

A SharePoint site collection consists of a top-level site (like the College Web site) and multiple sub-sites. Sub-sites include lists, libraries, and other Web Parts, each site level is fully customizable to include the tools and resources you need.

### Create a new page

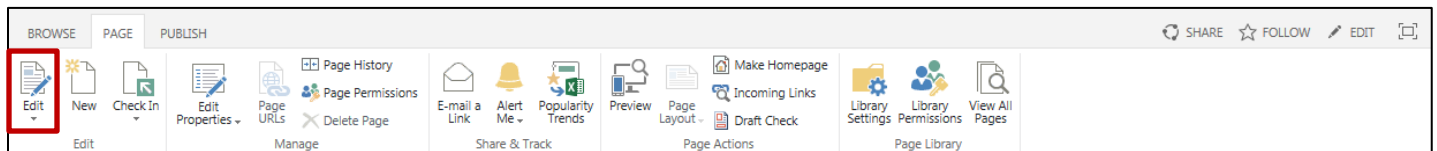
1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Select **Add a page** (see below).
3. Enter a page name in the **Give it a name** field.
4. Click **Create**.



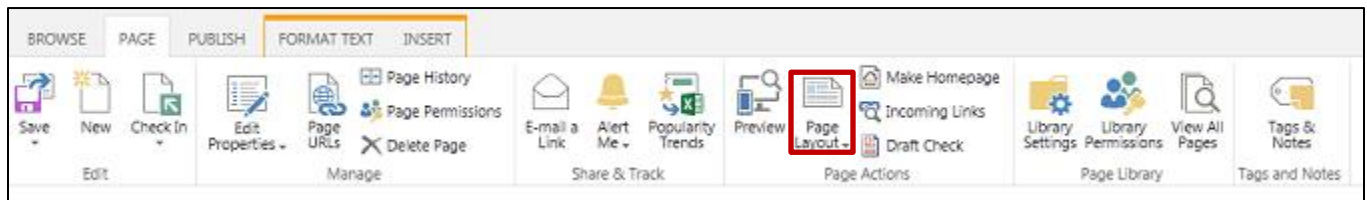
## Edit page layout

There are three options on how to edit a page. (1) Edit option under the Page tab, (2) Edit pencil icon on the top-right, and (3) Edit page option under the top right Gear icon. For this example, please follow the proceeding instructions.

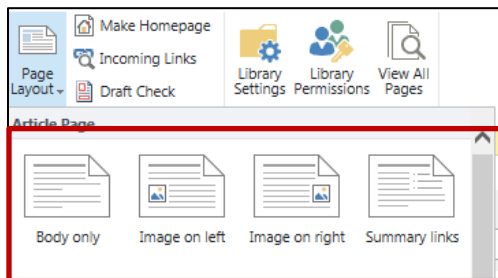
1. Click on the **Page tab** and select **Edit** on the left side of ribbon.



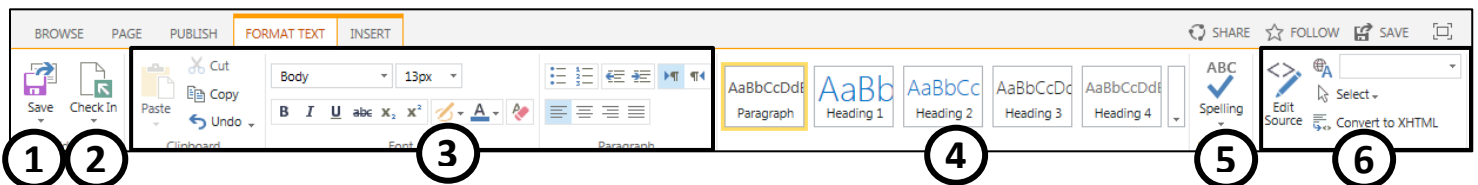
2. Once in the Edit mode, look for the **Page Layout** icon (see below).



3. Select a page layout from the sections available.



## Text Editing Toolbar



1. **Save** – actually you have more options than just Save.
  - a. **Edit** – currently grayed out, as you are already editing.
  - b. **Save and Keep Editing**

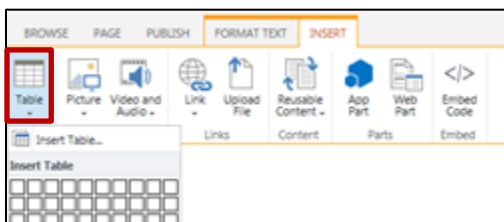
- c. **Stop Editing**
  - d. **Edit in SharePoint Designer** – will appear grayed out if you do not have required permissions.
2. **Check Out/Check In** – click Check Out to ensure that no one else will be able to edit the page until you’ve checked it back in.
- NOTE:** When you check in your page, there is an automatic Spell Check. Listed above the Continue and Cancel buttons, you will see the number of spelling error(s) found. The typo will appear on the page underlined in red.
3. These icons are familiar; you’ve seen and used them in Word and other Microsoft Office software.
  4. **Styles** – there are seven options, try each to see how the styles impact your text:
    - a. **Page Elements** – Paragraph, Heading 1, Heading 2, Heading 3, Heading 4, Heading 1 Alternate, Heading 2 Alternate, Heading 3 Alternate, Heading 4 Alternate
    - b. **Text Styles** – Normal, Quote, Intense Quote, Emphasis, Intense Emphasis, Reference, Intense Reference, Accent 1, Accent 2
  5. **Spelling** – used to spell check page in any native language.
  6. **Markup** – allows you to use languages and edit code.
    - a. **Edit source** – allows the html code to be edited.
    - b. **Language** – allows text to be marked if in a specific language.
    - c. **Select** – allows selecting content on page based on html.
    - d. **Convert to XHTML** – allow the source code to be converted to XHTML.

## Insert Items on a Page

In order to insert a table, image, hyperlink or web part, the page must be in edit mode.

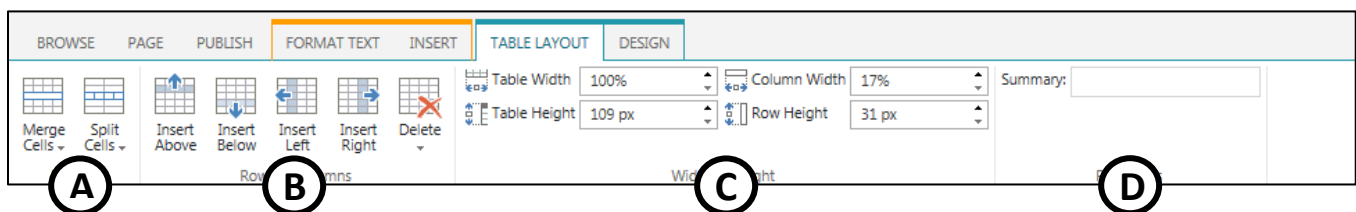
### Insert and edit a Table

1. Place cursor on the page where the table will be added.
2. Click on the **Insert** tab.
3. Click on the **Table** icon drop down to select a specific number of rows and columns.



4. The table will appear on the **Page Content** area and a **Table Layout** and **Design** Tab will appear on ribbon.

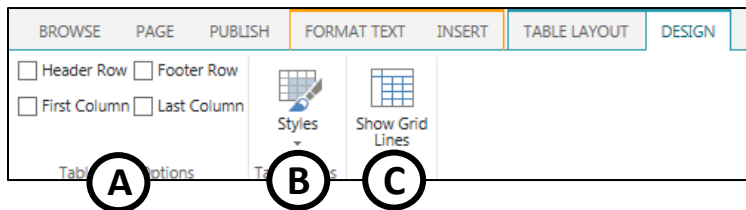
#### Table Layout tab



- A. Merge and split cells

- B. Manage rows and columns.
- C. Manage width and height.
- D. Manage properties.

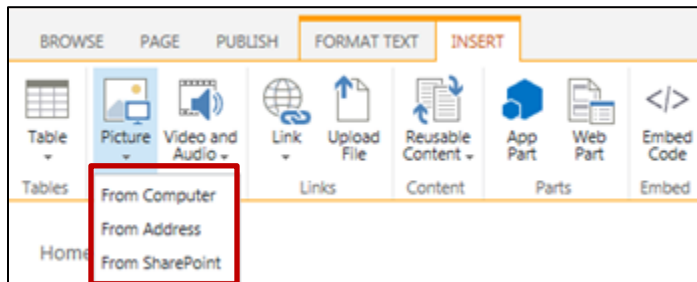
### Design tab



- A. Manage table header, footer and column styles.
- B. Use preset table styles.
- C. Enable visible table grid lines.

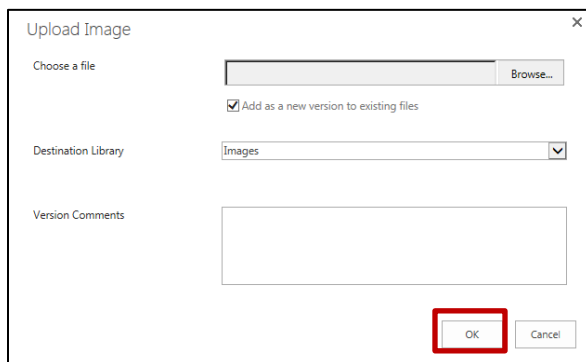
### Insert an Image

1. Place cursor on the page where the image will be added.
2. Click on the **Insert** tab.
3. There are three options to inserting an image: (1) From computer, (2) From Address and (3) From SharePoint



### From Computer:

1. Click **Browse** to locate the image.
2. Select the image.
3. You will return to the **Upload Image** window. The image location will display in Name. **Note:** Make sure the Destination Library is set to Images.
4. Click **OK**.



5. Another window will open to confirm that the image was uploaded successfully.
6. Click **Save**.
7. The image will display on the page.

Images - about\_giving.jpg

EDIT

Save Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully. Use this form to update the properties of the document.

Content Type: Image (dropdown)  
Upload an image.

Name: about\_giving.jpg

Title: 177544492

Keywords:   
For example: scenery, mountains, trees, nature

Comments:   
A summary of this asset

Author: mangostock  
The primary author

Date Picture Taken:   
12 AM 00

#### From Address:

1. Enter the location address for the image.
2. Click **Ok**.
3. The image will display on the page.

Select Picture

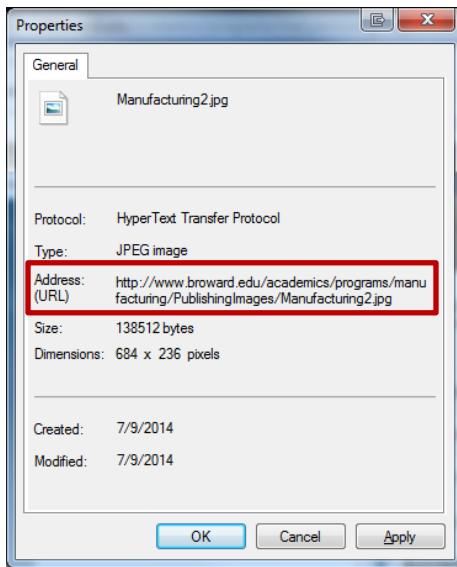
Address:

Alternative text:

OK Cancel

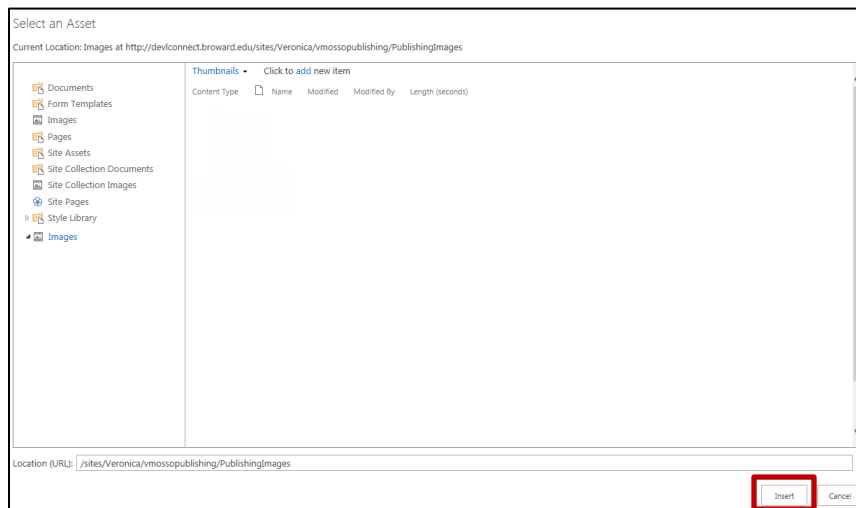
To locate the Address for an image:

1. Right click on the image.
2. Select **Properties**.
3. The **Properties** window will open.
4. Select and copy the Address (URL).

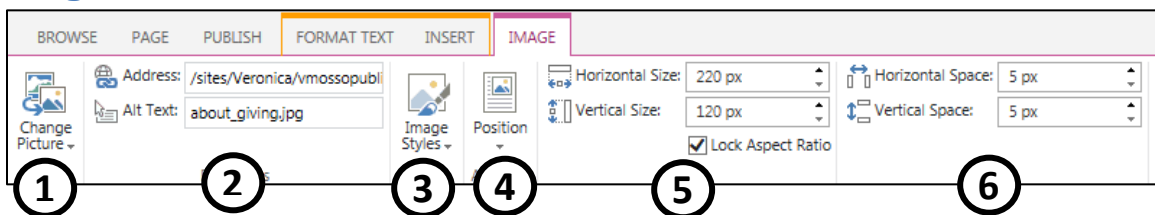


### From SharePoint:

4. Make sure the image is saved in SharePoint.
5. On the left, select the location of the image.
6. On the right select the image thumbnail.
7. Click **Insert**.
8. The image will display on the page.



### Image Toolbar



1. **Change Picture** – used to change one picture for another.
  - a. From Computer – Browse your computer for the desired image.



b. From Address – enter the URL of the desired image.

## 2. Properties

a. **Address** – the URL that corresponds to the image selected.

b. **Alt Text** – populates with the name of the selected image. This is used by screen readers and displays in instances when the image cannot be displayed.

## 3. Image Styles – used to select a border for the image:

a. No border

b. Thin line border

c. Table border

d. Dark border

e. Light border

## 4. Position – regarding the position of the image on your page, relative to the surrounding objects.

a. **Float** – Left, Right

b. **Inline** – Top, Middle, Bottom

## 5. Horizontal Size & Vertical Size – use the up and down arrows to increase or decrease size.

a. **Lock Aspect Ratio** – checked by default to preserve the aspect ratio of your image.

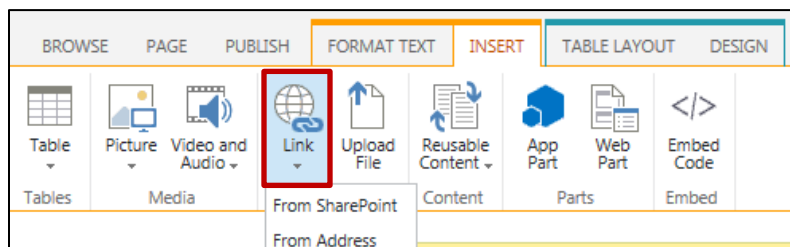
## 6. Spacing – uses the up and down arrows to increase or decrease outer vertical or horizontal spacing.

## Insert a Hyperlink

1. Type text to be used for hyperlink and select it.

2. Click on the **Insert** tab and click **Link** option drop down menu.

- **From SharePoint** – opens the Select and Assets – Webpage Dialog window. Used to link to another page, document, image, etc. that is saved in SharePoint.
- **From Address** – opens the Insert Hyperlink window where you can enter a URL.

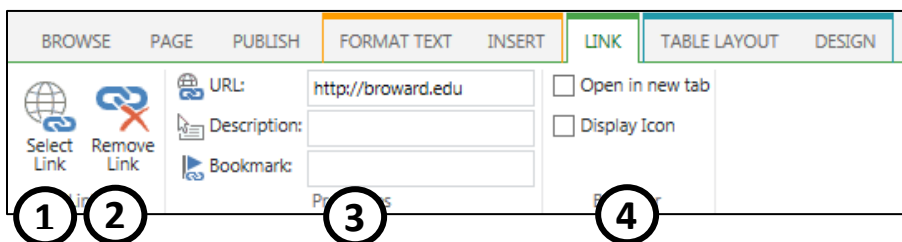


3. The hyperlink is created.

4. Ctrl + click to test your link. By default the link will open in a new window.

**Note:** You can also copy and paste a link onto the page. A hyperlink will be created when the page is saved and closed.

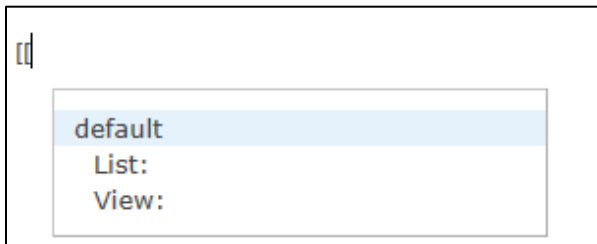
## Link Toolbar



1. **Select Link** – insert a hyperlink to any item in SharePoint.
2. **Remove Link** – removes link from text to return it to inactive
3. **Properties**
  1. **URL** – displays the url address for the hyperlink.
  2. **Description** – enter a description to be displayed when the cursor hovers over the link.
  3. **Bookmark** – help hyperlinks to jump to a specific place on your document.
4. **Behavior** – Determine how the link should display – in a new window (Open in new tab) or with an icon (Display Icon).

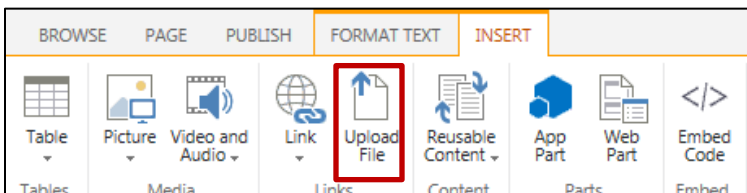
### Insert a Hyperlink using Double Brackets

1. Place your cursor where you want to enter the hyperlink.
2. Type [[
3. Under **List** or **View**: A list of documents, images, pages and tasks will appear.
4. Click to select the page, library, list, etc. that you want to link to.
5. Type ]] to close hyperlink - The hyperlink will display when the page is saved and closed.

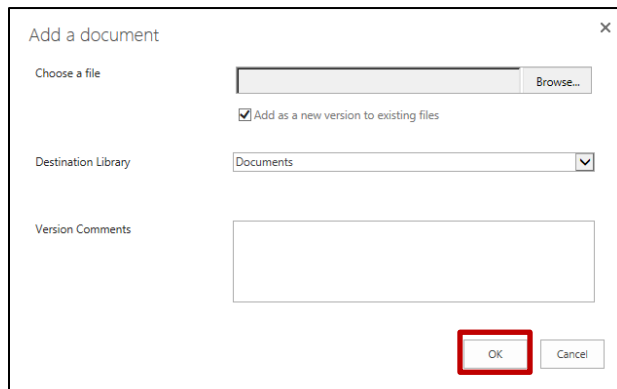


### Insert File

1. Place cursor on the page where the image will be added.
2. Click on the **Insert** tab.
3. Then click on the **Upload File** icon.



4. The **Add a document** window will display.
5. Click **Browse** to locate the document. **Note:** Make sure that the Destination Library field is set to Documents.



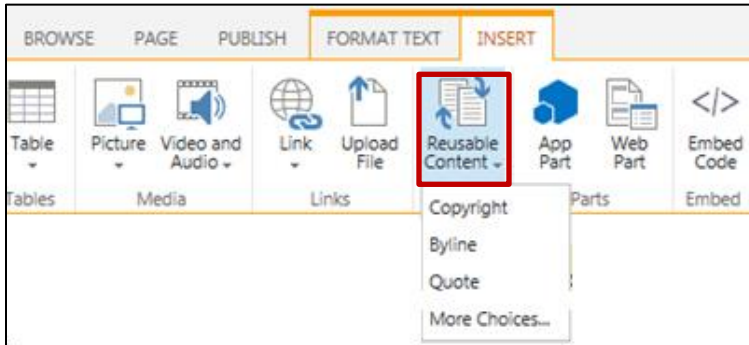
6. Click **Ok**.

## Reusable Content

The Reusable Content list is a collection of content that is stored as items in a list.

### Insert Reusable Content

1. Place cursor on the page where the reusable content will be added.
2. Click on the **Insert** tab.
3. Then click on the **Reusable Content** icon. A drop down menu will have the following options: **Copyright**, **Byline**, **Quote** and **More Choices**.



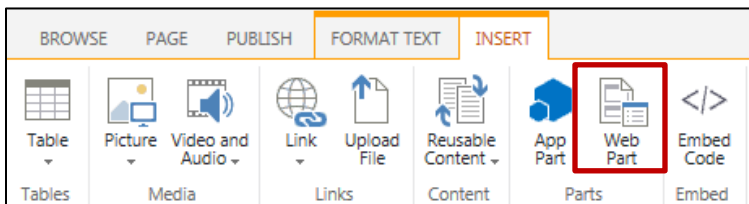
4. Choose the **More Choices** option to browse an existing list to the page. If you do not see the item that you want, it may not have been created.

## Web Part

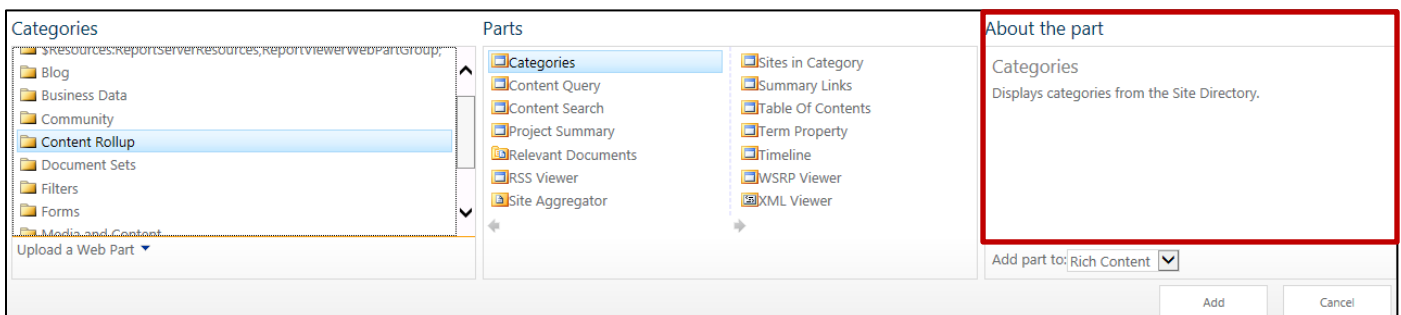
Web parts can display data from other sources, such as a list, search results, forms or another Web page.

### Insert a Web part

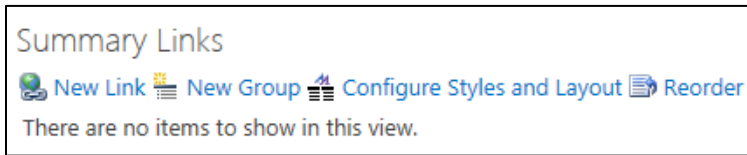
1. Place cursor on the page where the reusable content will be added.
2. Click on the **Insert** tab.
3. Then click on the **Web Part** icon.



4. The ribbon will drop down and a selection of web part categories will display. It will also provide a small description under **About the part**.



5. For this example, go to the **Content Rollup** category and then select **Summary Links**.
6. Click on **Add**.
7. The web part will be added to the page. For this web part, customization can be done within the web part. Other web parts may need a list to be created first.

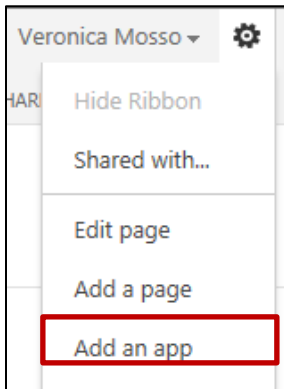


## Apps

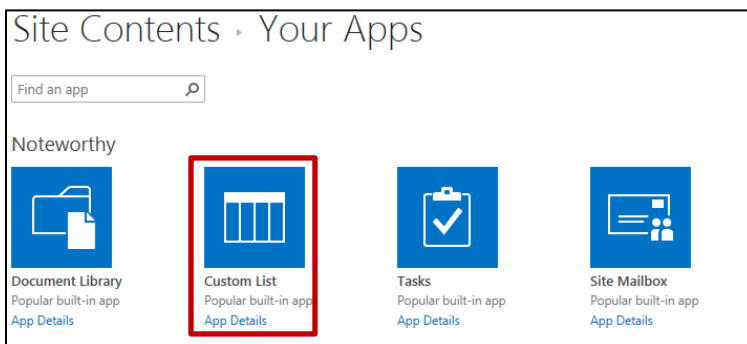
Apps are easy-to-use, lightweight web applications. You can create a Document Library, Custom List, Task List or Site Mailbox (which integrate with an exchange email account.). There are many types of apps that SharePoint 2013 offers.

### Insert an App

1. On the top right of the browser click the **Gear Icon** (Site Settings).
2. Click on **Add an app**.



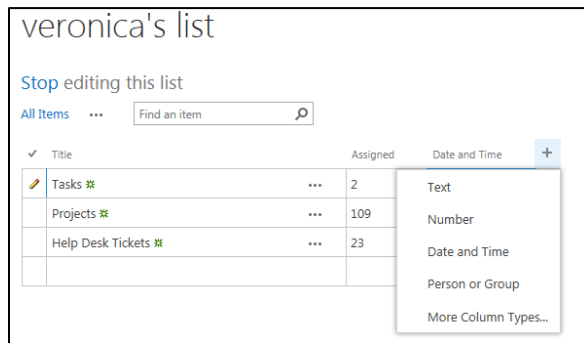
3. Then click on the **Custom List** icon.



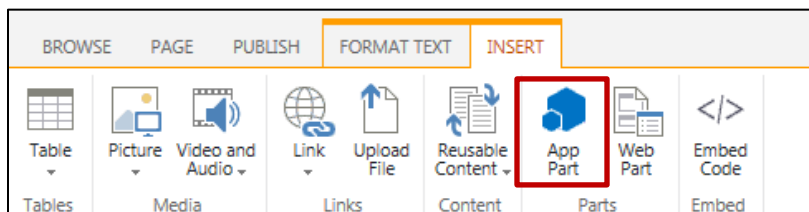
4. Type in **Name** for the custom list. Then click **Create**.



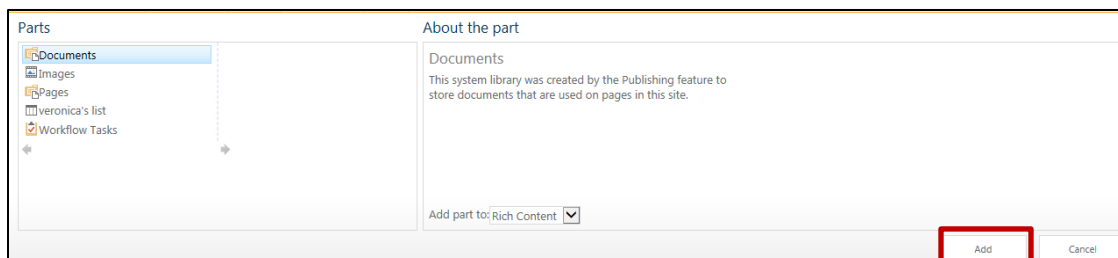
5. The custom list will be created. There will be two options for this list:
  - a. **+new item** - allows you to add a new item to you list.
  - b. **Edit this list** – allows you to add customized columns to the list (see below).



6. Then click on the page name on the left navigation to get back to page where list will be added to.
7. Click on the **Page** tab and select the **Edit** icon to continue editing the page.
8. Place cursor on the page and click on the **Insert** tab.
9. Then click on the **App Part** icon.



10. The ribbon will drop down displaying any custom list that exists. Click on your custom list name.
11. Then click **Add** and it be placed on the page.

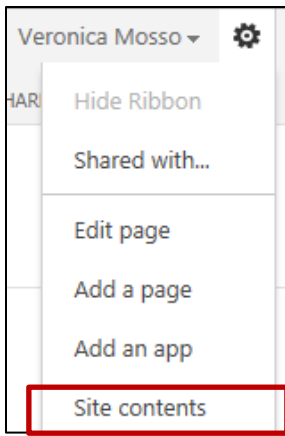


## What Happened to the Page I just Created and Saved

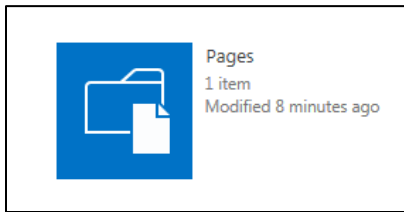
### Where will I find the page that I just created and saved?

Pages are saved in Libraries.

1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Click **Site Contents**.

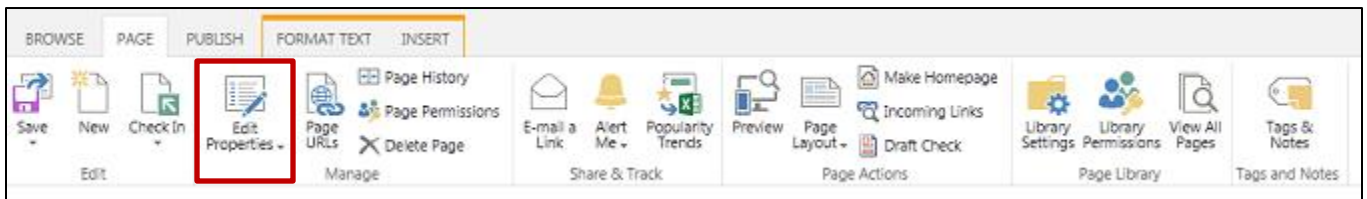


3. Click the **Pages** library. A listing of all pages will display.

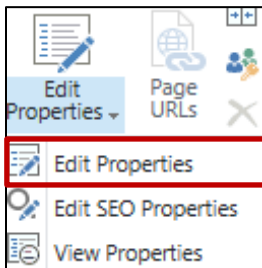


## Edit page properties

1. Once in the Edit mode, click the **Edit Properties** icon under the **Page** tab (see below).



2. On the drop down menu select **Edit Properties**.



3. A page will appear to enable the ability to change the page **Name** and **Title**.
4. Click **Save** on the ribbon or on the bottom of page.

|        |  |
|--------|--|
| Name * | <input type="text" value="default"/> .aspx |
| Title  | <input type="text" value="Home"/>          |

## Lists and Libraries

What's the difference between a list and a library? The basic difference between a SharePoint library and a list is that a library is designed to manage files.

We can describe a SharePoint library as a place to hold documents, files, and images in a way similar way to a folder on a shared network drive. Libraries allow you to set up templates for common types of document and give the option of version control so that you can track revisions.

Lists on the other hand, are probably best thought of as mini-databases or spreadsheets. A list will allow you to store a number of items such as tasks, calendar items and discussions in a way to similar to an Excel spreadsheet.

## Working with Lists

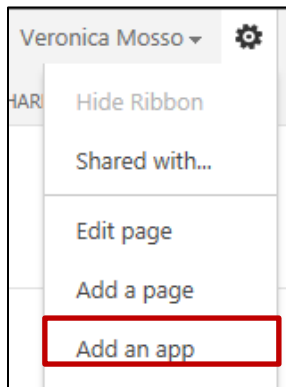
Don't waste time wondering where your information is stored. Group everything together using lists. Lists are repositories that store related information and consist of items, columns, and views.

- Item – a row in a list
- Column – a field in a list
- View – a view displays a subset of information in a list. A list can have multiple views.

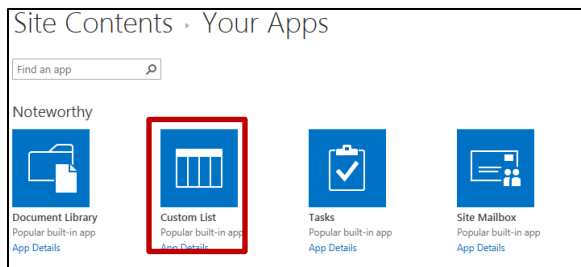
|        |                              |                   |              |               |
|--------|------------------------------|-------------------|--------------|---------------|
| Column | + new item or edit this list |                   |              |               |
|        | All Items                    | ...               | Find an item |               |
| Item   | ✓                            | Title             | Assigned     | Date and Time |
|        |                              | Tasks             | ...          | 2             |
|        |                              | Projects          | ...          | 109           |
|        |                              | Help Desk Tickets | ...          | 23            |

## Create a List

1. On the top right of the browser click the **Gear Icon** (Site Settings).
2. Click on **Add an app**.



3. Click on the **Custom List** icon. **Note:** Use the search feature to locate it if needed.



4. Type in **Name** for the custom list.

Adding Custom List

Pick a name  
You can add this app multiple times to your site. Give it a unique name.

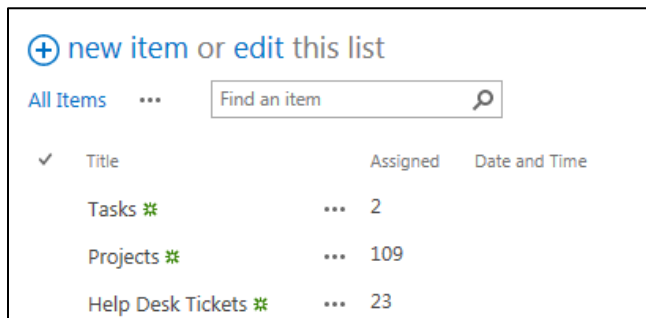
Name:

[Advanced Options](#)

5. Click **Create**.

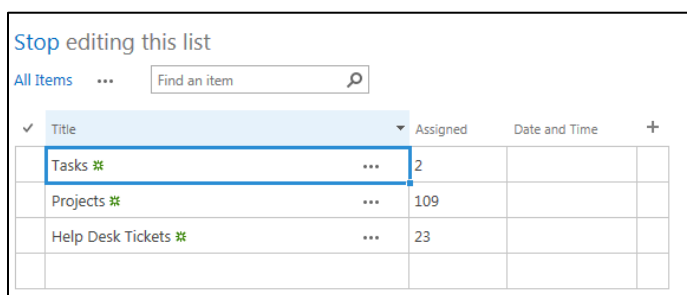
## Add a List Item

1. To add an item to a list, you must be in the list.
2. Click on **the +new item** below the list name.



## Edit a List Item

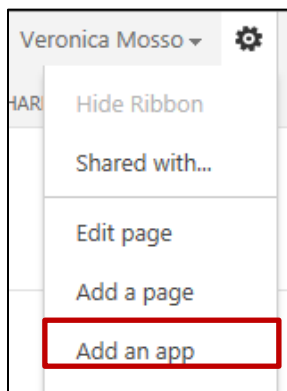
1. To add an item to a list, you must be in the list.
2. Click on **edit** below the list name.
3. The List will display grid lines and items are editable.
4. Once done, click on **Stop**.



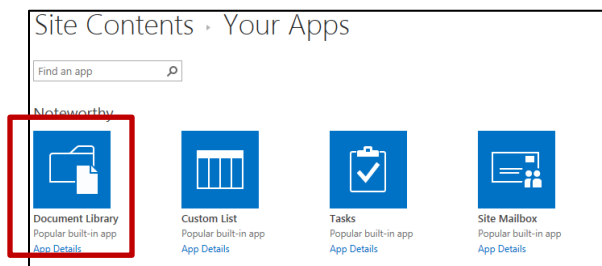


## Create a Library

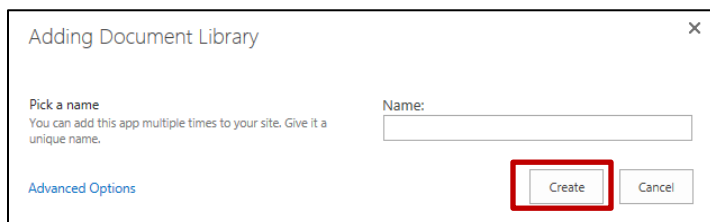
3. On the top right of the browser click the **Gear Icon** (Site Settings).
4. Click on **Add an app**.



5. Click on the **Document Library** icon. **Note:** Use the search feature to locate it if needed.



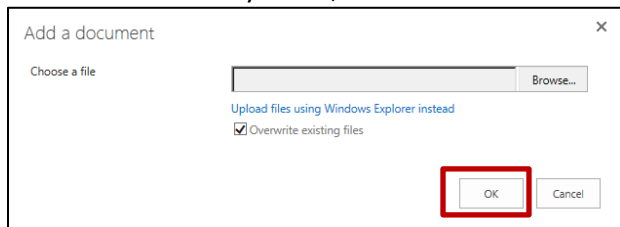
6. Type in **Name** for the custom list.



7. Click **Create**.

## Add a Library Item

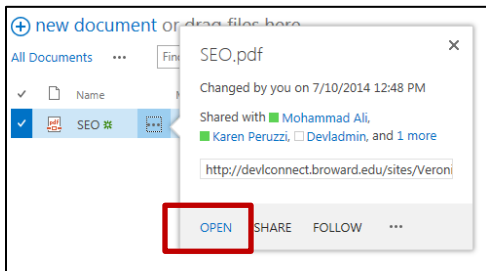
8. To add an item to a list, you must be in the Library.
9. Under the library name, click on **+new document** and browse for the document.



10. Click **Ok**.

## Open a Library Item

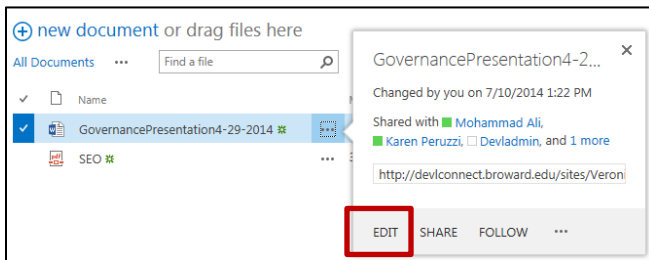
1. To open an item in a list, you must be in the Library.
2. Click on the [...] to open the options window.



3. Click **Open**.

## Editing Documents

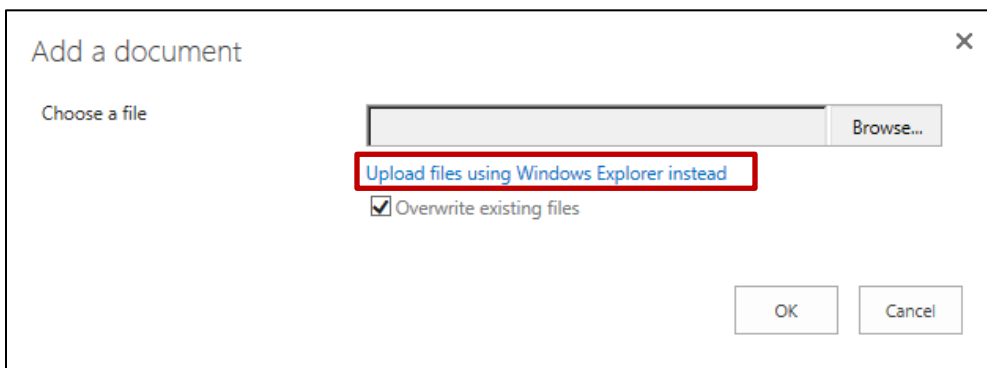
1. To edit an item in a list, you must be in the Library.
2. Click on the [...] to open the options window.



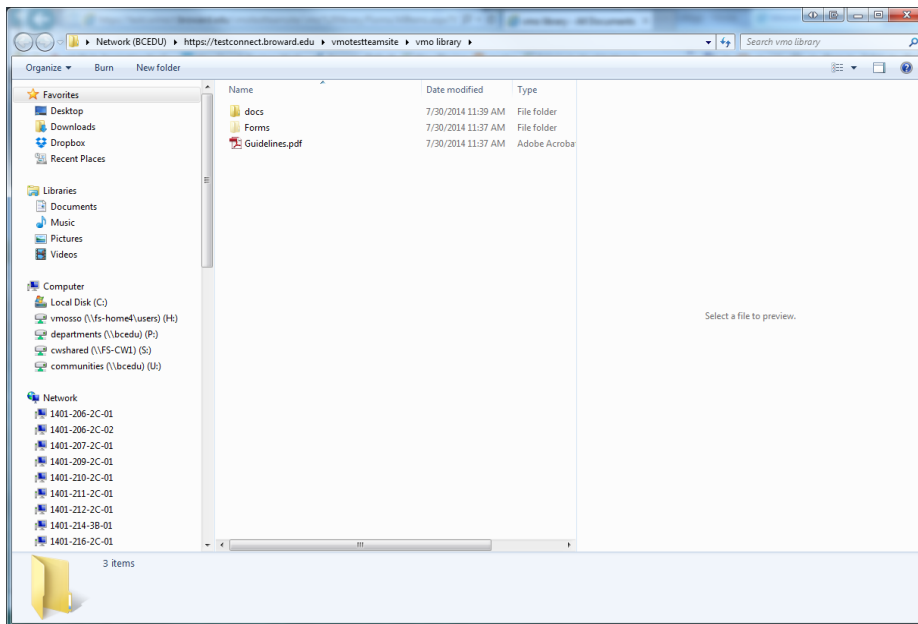
3. Click **Edit**.
4. Then Click **Ok** to the **Open Document** dialog box. It will either open in Microsoft Word or Excel.
5. Edit document and click **Save**.

## Uploading Multiple Documents

1. To upload documents, you must be in the library or list.
2. Under the library name, click on **+new document**.
3. Click on **Upload files using Windows Explorer**.



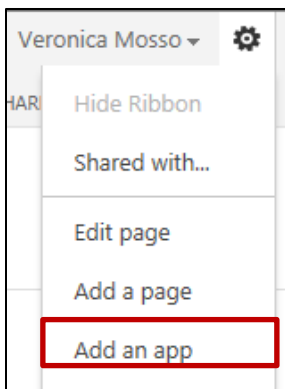
4. **Windows Explorer dialog window** will open. Copy and paste any other documents into this window. Close the window and refresh your webpage. New items will appear on page.



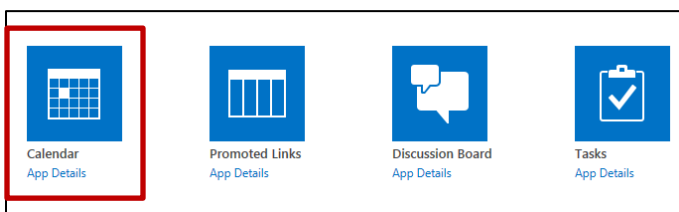
## Calendar App

### Create a calendar

1. On the top right of the browser click the **Gear Icon** (Site Settings).
2. Click on **Add an app**.



3. Click on the **Calendar** icon. **Note:** Use the search feature to locate it if needed.

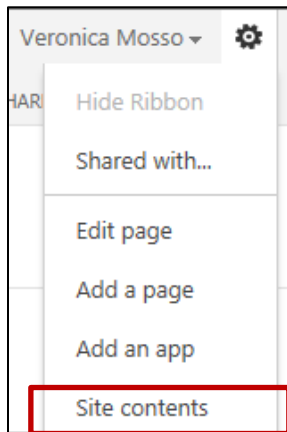


4. On the **Adding Calendar** dialog box, type a name in the **Name** field.

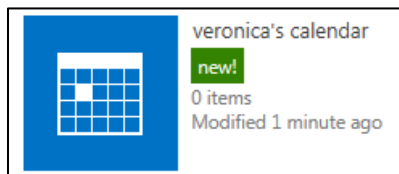
5. Click **Create**.

## Add calendar event

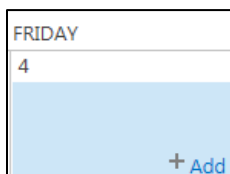
1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Click **Site Contents**.



3. Click the **Calendar** list you created.



4. A calendar view will display. Hover any date and click on **+Add**.

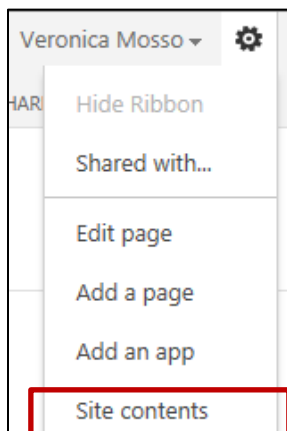


5. A **New Item** dialog box will appear.

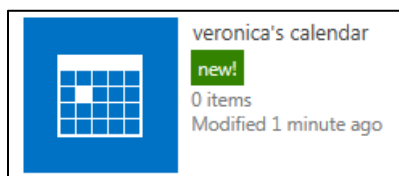
6. Fill in the fields and click **Save**.

## Delete calendar event

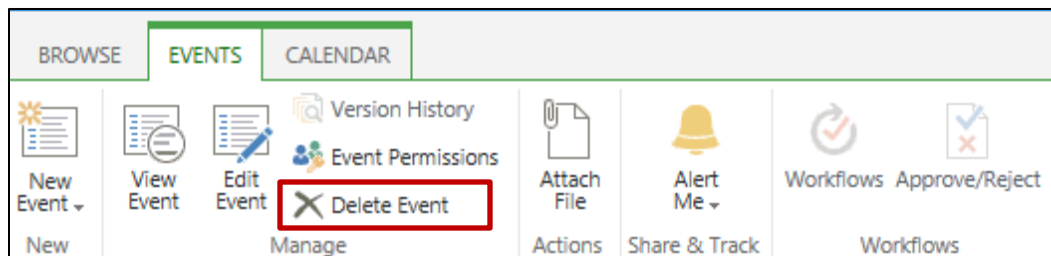
1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Click **Site Contents**.



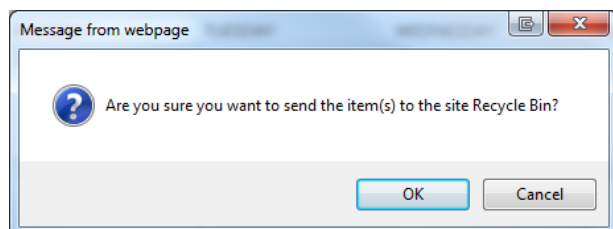
3. Click the **Calendar** list you created.



4. Click on the event item and the ribbon will drop down. Under the **Events** tab, click **Delete Event**.

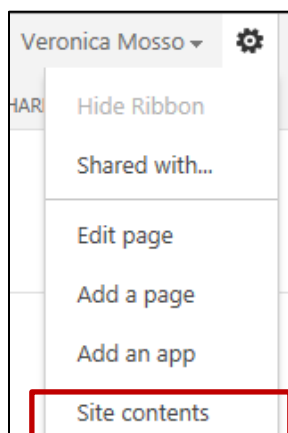


5. Click **Ok**.

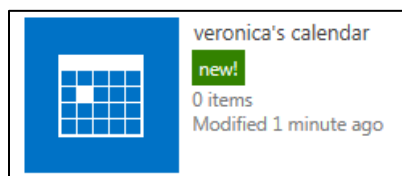


## Synchronize Your SharePoint Calendar with Your Outlook Calendar

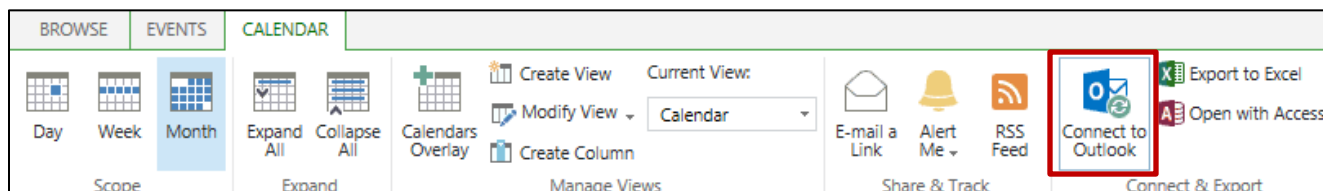
1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Click **Site Contents**.



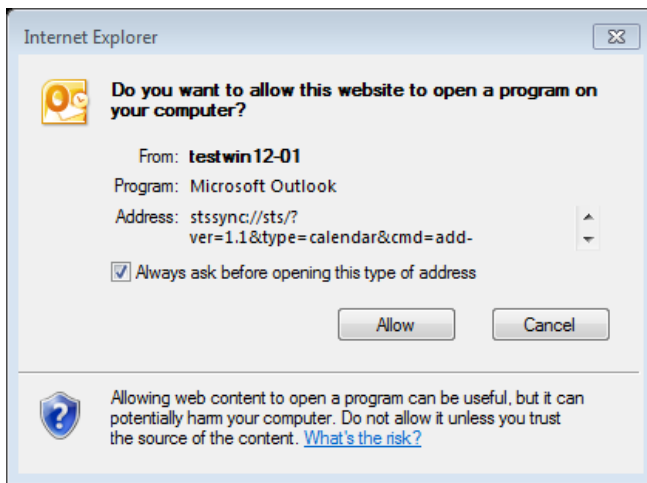
3. Click the **Calendar** list you created.



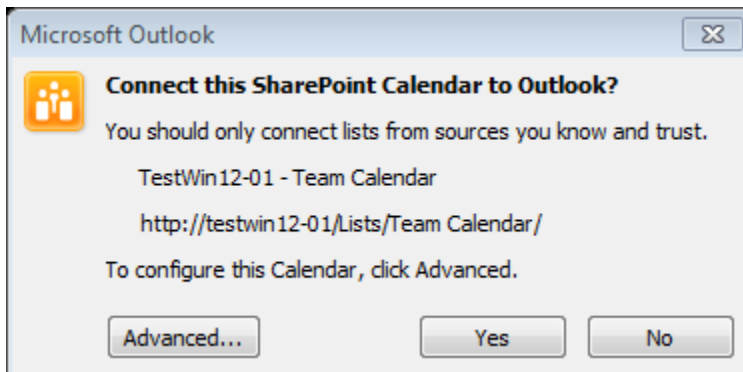
4. Click the **Calendar** tab. Then click the **Connect to Outlook** icon.



5. An Internet Explorer dialog box will display. Then click **Allow**.



6. Then an Outlook dialog box will appear. Click **Yes**.

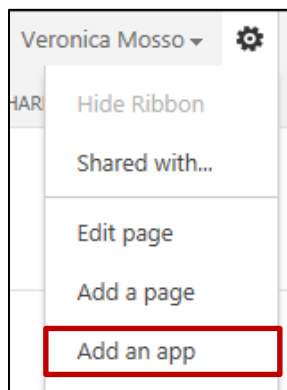


7. The calendar will be populated with Outlook events.

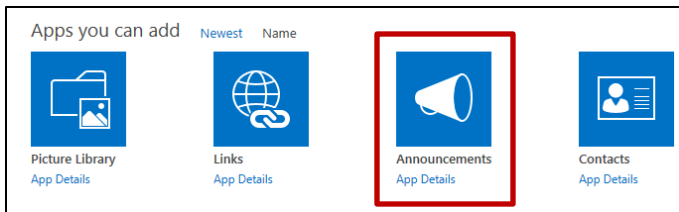
## Announcement App

### Create an Announcement

1. On the top right of the browser click the **Gear Icon** (Site Settings).
2. Click on **Add an app**.



3. Click on the **Announcements** icon. **Note:** Use the search feature to locate it if needed.

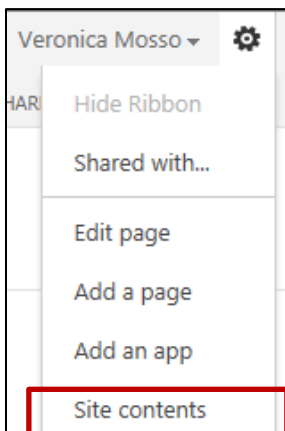


4. On the **Adding Announcement** dialog box, type a name in the **Name** field.

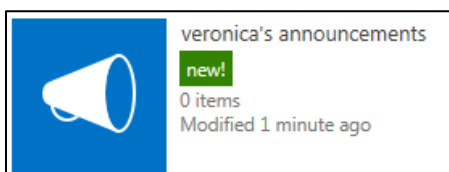
5. Click **Create**.

## Add Announcement Item

1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Click **Site Contents**.



3. Click the **Announcement** list you created.



4. Under the announcement name, click on **+new announcement**. The following screen will display.

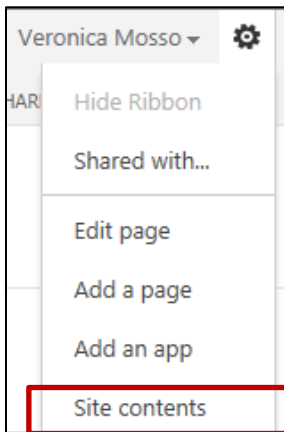


The screenshot shows a form for creating an announcement. It has three main input areas: a 'Title' field at the top, a large 'Body' text area in the middle, and an 'Expires' field at the bottom left with a calendar icon. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

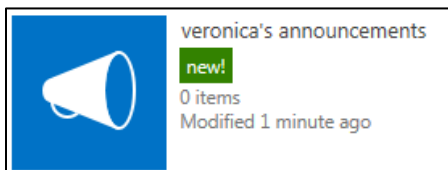
5. Fill in the fields and then click **Save**.

## Delete Announcement Item

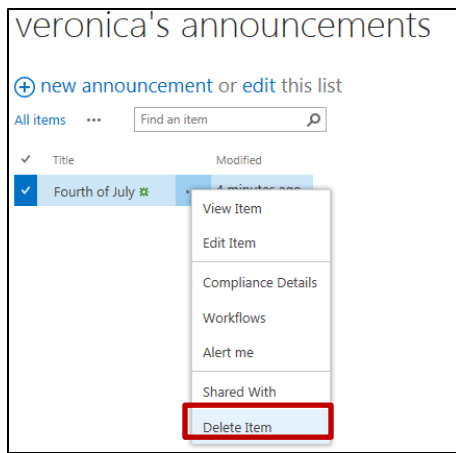
1. On the top right of the browser click the **Gear Icon** (Site Settings)
2. Click **Site Contents**.



3. Click the **Announcement** list you created.



4. Click on the [...] and options will be displayed. Then select **Delete Item**.

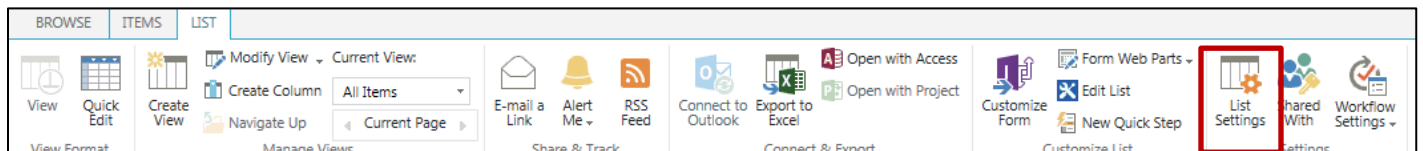


## Columns in a list or library

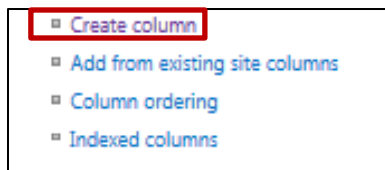
### Create a New Column in a List or Library

Content stored in Lists or Libraries in SharePoint are considered items. Items display in rows on a page with columns or fields. These columns provide a way to define, sort and organize information. To add additional data to a list or library, create a new column:

1. You must be in your list or library to add an additional column.
2. Click on the **List** tab in the ribbon. Then click on the **List Settings** icon.



3. Scroll down to the bottom of the window and select **Create column**.



4. The **Create Column** page will appear.

Settings » Create Column

**Name and Type**  
Type a name for this column, and select the type of information you want to store in the column.

Column name:

The type of information in this column is:

- ☒ Single line of text
- ☐ Multiple lines of text
- ☐ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, €, £)
- ☐ Date and Time
- ☐ Lookup (information already on this site)
- ☐ Yes/No (check box)
- ☐ Person or Group
- ☐ Hyperlink or Picture
- ☐ Calculated (calculation based on other columns)
- ☐ Task Outcome
- ☐ External Data
- ☐ Managed Metadata

**Additional Column Settings**  
Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

☐ Yes ☒ No

Enforce unique values:

☐ Yes ☒ No

Maximum number of characters:

Default value:

☒ Text ☐ Calculated Value

☒ Add to default view

5. Enter the **Column name** or title.
6. Indicate the type of information stored in the column.
7. Continue to enter information into the appropriate fields. Notice that you have the option of making the new column a required field.
8. Click **OK**.

## Change the Order of Columns in a List or Library

1. You must be in your list or library to change the order of columns.
2. Select the **List tab** or the **Library tab** depending on the columns you wish to re-order.
3. Select either **List Settings** or **Library Settings**.
4. Scroll down to the bottom of the window and select **Column Ordering**.

- [Create column](#)
- [Add from existing site columns](#)
- [Column ordering](#)
- [Indexed columns](#)

5. Change the **Position from the Top** value to re-order your columns. Then click **Ok**.

## Settings ▸ Change Column Ordering ⓘ

**Field Order**  
Choose the order of the fields by selecting a number for each field under "Position from Top".

| Field Name | Position from Top |
|------------|-------------------|
| Name       | 1 ▼               |
| Title      | 2 ▼               |

OK Cancel

## Delete a Column in a List or Library

1. You must be in your list or library to change the order of columns.
2. Select the **List tab** or the **Library tab**.
3. Select either **List Settings** or **Library Settings**.
4. Scroll down to locate the list of columns. Click on any of the column title

**Columns**  
A column stores information about each document in the document library. The following columns are available:

| Column (click to edit) | Type                |
|------------------------|---------------------|
| Created                | Date and Time       |
| Modified               | Date and Time       |
| Title                  | Single line of text |
| Created By             | Person or Group     |
| Modified By            | Person or Group     |
| Checked Out To         | Person or Group     |

5. The **Edit Column** page will display. At the bottom of page click **Delete**.

☐ Yes ☒ No  
 Enforce unique values:  
☐ Yes ☒ No  
 Maximum number of characters:  
  
 Default value:  
☒ Text ☐ Calculated Value  
  
 # Column Validation

Delete OK Cancel

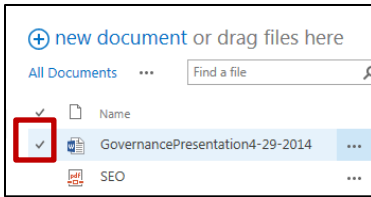
Note: You will not be able to delete the Title column; this is a required field.

## Check Out, Check In

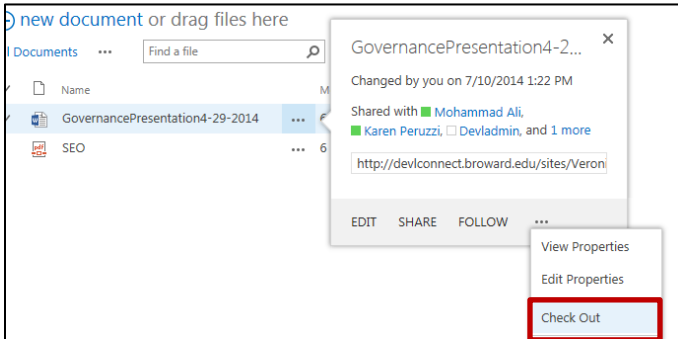
When you are ready to make modifications to a document the first thing you want to do is *Check Out* the document. Documents in the libraries are protected by the check in/check out feature. It ensures that only one user at a time is editing a document.

### Check Out a document

1. You must be in your library to check out documents.
2. From the Library, select the checkmark for a specific document.



3. Click on [...] and then click on [...] after the follow link. The menu will drop down with options.
4. Click on **Check Out**.

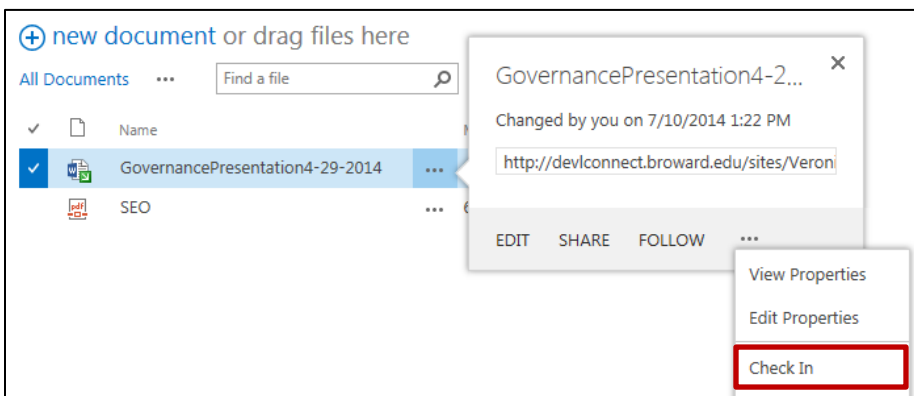


**Checked Out** documents display with a green arrow on the bottom right corner.



## Check In a document

1. You must be in your library to check in documents.
2. From the Library, select the checkmark for a specific document.
3. Click on [...] and then click on [...] after the follow link. The menu will drop down with options.
4. Click on **Check In**.



## Versioning

One of the best features of SharePoint is the ability to save your documents as versions so that you can store, track and restore documents whenever they change.

Version control allows you to *Check In* a document in its entirety. The next checkout changes will be “*Checked In*” in its entirety as either a “Major” version or a “Minor” version. There is no limit to the number of versions; they are in order and in one place. Also, you can view a previous version with another version in Word in a side by side comparison.

### There are 3 kinds of versions:

#### Minor

Minor versions are designed for the “draft” stages of a document. This is where multiple versions as well as multiple authors will make changes, check them in, let the next person know so that the document can be reviewed and modified until a final document is created. The initial document would be 0.1 then incremented by 1 for each Check In.

#### Major

Once the document is deemed final and ready to publish, it would be Checked In as a Major version. Major versions begin as 1.0 then can be modified as Minor versions (1.1, 1.2 etc.) until another Major version is ready to be published such as 2.0. This replaces the scenario previously described.

#### Overwrite

The Overwrite version allows you to continually use a Minor version by “Overwriting” the current minor version.

### Enable Version Control for SharePoint 2010 Document Libraries

Document libraries support version control at several levels. By default, versioning is not enabled; enable it in the document library settings.

Versions are complete copies of the document.

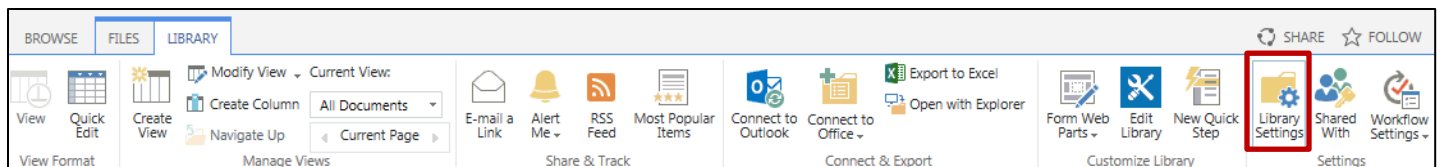
### Enable Version Control for SharePoint 2010 Document Libraries

Document libraries support version control at several levels. By default, versioning is not enabled; enable it in the document library settings.

Versions are complete copies of the document.

To enable versioning, perform the following steps:

1. You must be in your library.
2. Click on the **Library** tab and then on **Library Settings**.



3. Under **General Settings**, select **Versioning Settings**.

General Settings

- ▣ [List name, description and navigation](#)
- ▣ [Versioning settings](#)
- ▣ [Advanced settings](#)
- ▣ [Validation settings](#)
- ▣ [Column default value settings](#)
- ▣ [Manage item scheduling](#)
- ▣ [Audience targeting settings](#)
- ▣ [Rating settings](#)
- ▣ [Form settings](#)

4. Select the **Create major and minor versions**, under **Document Version History**.

Document Version History

Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)

Create a version each time you edit a file in this document library?

☐ No versioning

☐ Create major versions  
Example: 1, 2, 3, 4

☒ Create major and minor (draft) versions  
Example: 1.0, 1.1, 1.2, 2.0

## Version History

Comments can end up being your best friend. You can use them to find the “version” that you want by using the Version History.

To view Version History, click on the icon next to the name of the document. The drop down box will appear. Select Version History. A popup with a list of all of the versions will appear. Note the Comments on the right side. This is a great search tool and you can sort the versions ascending or descending – just click on the column heading.

If you click the link in the Modified column (for example 6/21/2011 1:41 PM, in the example above), that specific version of the document will open up giving you the opportunity to check it out.

1. You must be in your library.
2. Check mark a specific document.
3. Click on the **Files** tab and then on **Version History**.

| BROWSE       | FILES           | LIBRARY    |                  |           |          |                   |                 |                 |                 |             |                 |
|--------------|-----------------|------------|------------------|-----------|----------|-------------------|-----------------|-----------------|-----------------|-------------|-----------------|
| New Document | Upload Document | New Folder | Edit Document    | Check Out | Check In | Discard Check Out | View Properties | Edit Properties | Version History | Shared With | Delete Document |
| New          |                 |            | Open & Check Out |           |          | Manage            |                 |                 |                 |             |                 |

4. A window will appear with the document’s version history.

| Version History                             |                   |                |         |          |
|---|-------------------|----------------|---------|----------|
| Delete All Versions   Delete Minor Versions |                   |                |         |          |
| No. ↓                                       | Modified          | Modified By    | Size    | Comments |
| This is the current published major version |                   |                |         |          |
| 1.0   | 7/16/2014 2:16 PM | Veronica Mosso | 34.5 KB |          |

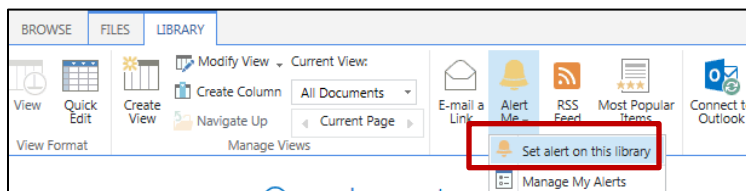
## Alerts

Alerts can be set up for different types of information, so that you can learn about the changes you are most interested in. You can set up an alert for a list, library, folder, file, or list item. For example, you can set up an alert for a folder in a library, without receiving alerts when changes occur to the rest of the library.

You can set up alerts for different types of changes, ranging from every single change to only changes that occur to the files you created. You can also set up the delivery method for alerts so that they appear as messages in your e-mail inbox or as text messages on your mobile phone.

### Create an alert for a list or library

1. You must be in your library.
2. Check mark a specific document.
3. Click on the **Library** tab and then on **Alert Me**. The **Alert Me** button will display two options: **Set alert on this library** and **Manage My Alerts**.
4. Click on the **Set alert on this library**.



5. Change the title (optional). The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
6. **Send Alerts To** - users who will receive the alerts.
7. Select the Delivery **Methods** for your alerts.
8. **Change Type** - choose the types of changes that you want to be notified about.
9. **Send Alerts for These Changes** - specify when to be alerted.
10. **When to Send Alerts** - choose how frequently you want to receive the alerts.
11. Click **OK**.



veronica's library - New Alert

**Alert Title**  
Enter the title for this alert. This is included in the subject of the notification sent for this alert.  
veronica's library

**Send Alerts To**  
You can enter user names or e-mail addresses. Separate them with semicolons.  
Users:  
Veronica Mosso x

**Delivery Method**  
Specify how you want the alerts delivered.  
Send me alerts by:  
☒ E-mail vmosso@broward.edu  
☐ Text Message (SMS)  
☐ Send URL in text message (SMS)

**Change Type**  
Specify the type of changes that you want to be alerted to.  
Only send me alerts when:  
☒ All changes  
☐ New items are added  
☐ Existing items are modified  
☐ Items are deleted

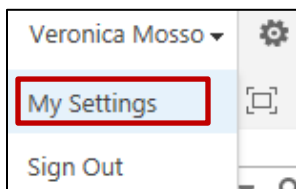
**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.  
Send me an alert when:  
☒ Anything changes  
☐ Someone else changes a document  
☐ Someone else changes a document created by me  
☐ Someone else changes a document last modified by me

## Create an alert for a folder, file, or list item

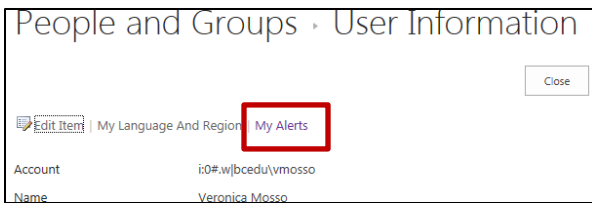
1. Select the list or library where the folder, file, or list item is located.
2. Click on the **Set alert on this library**.
3. Change the title (optional). The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
4. **Send Alerts To** - users who will receive the alerts.
5. Select the Delivery **Methods** for your alerts.
6. **Change Type** - choose the types of changes that you want to be notified about.
7. **Send Alerts for These Changes** - specify when to be alerted.
8. **When to Send Alerts** - choose how frequently you want to receive the alerts.
9. Click **OK**.

## View my alerts on a site

1. At the top right of the site, click your name, and then click **My Settings**.

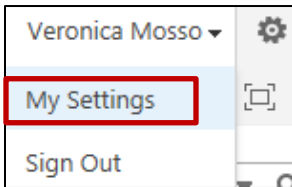


2. On the User Information page, click **My Alerts**.

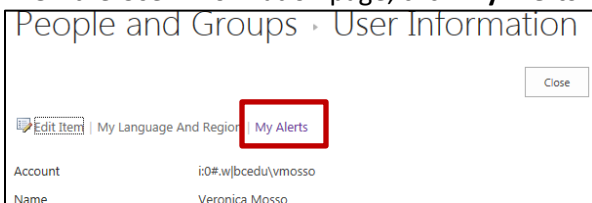


## Change my alert settings

1. At the top of the site, click your name, and then click **My Settings**.



2. On the User Information page, click **My Alerts**.



3. Click the name of the alert that you want to change.
4. On the Edit Alert page, change the settings that you want to change.
5. Click **OK**.

**TIP:** When you receive an e-mail alert, you can click a link to see alert information on the site.

## Cancel an alert for myself

1. At the top of the site, click your name, and then click **My Settings**.
2. On the User Information page, click **My Alerts**.
3. Select the check box next to the alert that you want to cancel.
4. Click **Delete Selected Alerts**.
5. When you are prompted to confirm the deletion, click **OK**.

## Tips

- If you are deleting something in SharePoint and you do not see a message that states the deleted item is being sent to the Recycle Bin, neither you nor Information Technology will be able to restore it once it has been deleted.
- When communicating through email, adding a link to a file is more efficient than adding an email attachment. It ensures that the latest copy is being accessed and reduces network traffic and email storage.

## Online Tutorials

<http://office.microsoft.com/en-us/sharepoint-help/training-courses-for-sharepoint-2013-HA104030990.aspx>

Learn SharePoint basics for beginner or intermediate levels.

<http://www.youtube.com/watch?v=hsfUNRRu0VY>

Watch a video about some SharePoint 2013 basics.

<http://www.lynda.com/SharePoint-training-tutorials/306-0.html>

Watch a video about some SharePoint 2013 basics using lynda.com.