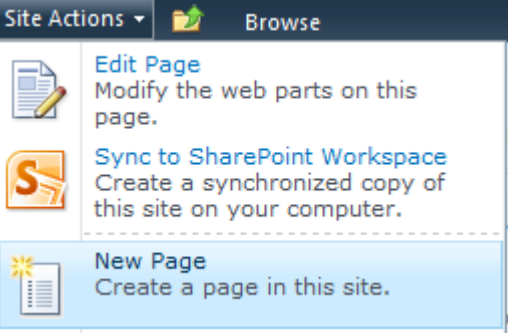
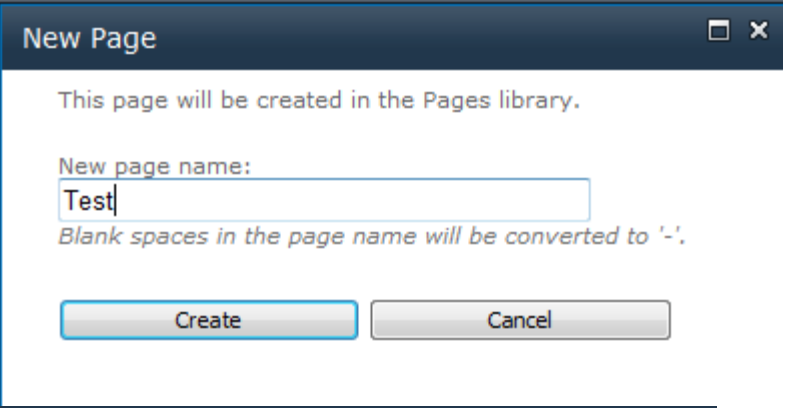
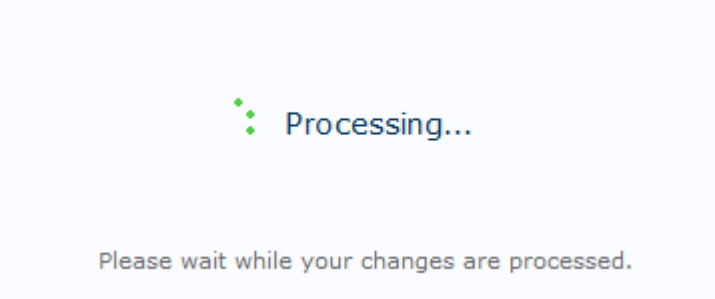


SharePoint 2010 New Page, New Site and More Options

Follow the steps below to create new pages on a SharePoint site. The New Page section covers how to create a single web page. The New Site section covers how to create a whole new site which thus can have web pages off of the main sites page which are typically all interrelated by subject matter.

<ul style="list-style-type: none">• New Page<ol style="list-style-type: none">1. Navigate to the site where a page is needed to be added. NOTE: To add a new page to a site a user needs designer level access or better. Select Site Actions -> New Pages	 <p>The screenshot shows the 'Site Actions' dropdown menu in SharePoint 2010. The menu is open, showing three options: 'Edit Page' (Modify the web parts on this page.), 'Sync to SharePoint Workspace' (Create a synchronized copy of this site on your computer.), and 'New Page' (Create a page in this site.). The 'New Page' option is highlighted in blue.</p>
<ol style="list-style-type: none">2. Under New page name: Enter in a desired name in this case here I have entered in Test. Click Create after naming the page.	 <p>The screenshot shows the 'New Page' dialog box. It contains the text 'This page will be created in the Pages library.' and a text input field for 'New page name:' with the word 'Test' entered. Below the input field is a note: 'Blank spaces in the page name will be converted to '-''. At the bottom of the dialog are two buttons: 'Create' and 'Cancel'.</p>  <p>The screenshot shows a 'Processing...' screen with a green loading icon and the text 'Please wait while your changes are processed.'</p>

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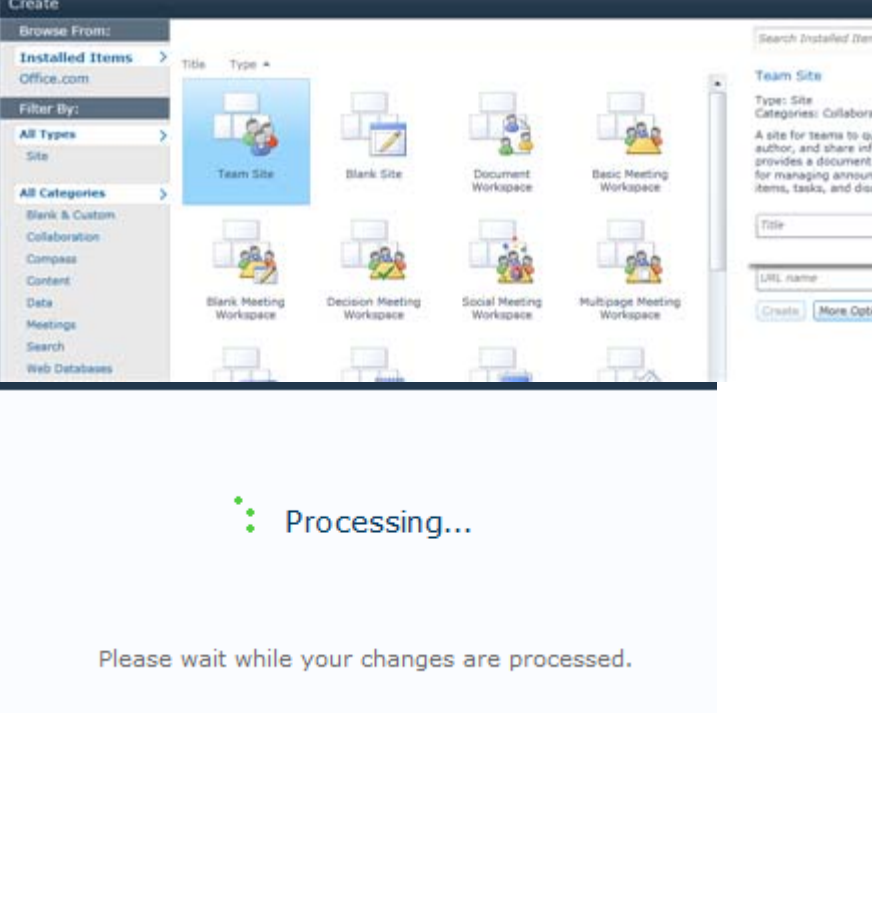
3. The page is created and the content entry screen will look as such.

At this point adding new content can be added following the information presented in the Content Editing section.



The screenshot displays a content entry interface. At the top, there is a 'Title' field containing the text 'Test'. To the right of the title field, there are two small blue buttons, each labeled '0 0 days ago'. Below the title field is a large, empty 'Page Content' area, which is a text editor with a vertical cursor on the left side. The interface has a clean, light-colored design with a thin border around the content area.

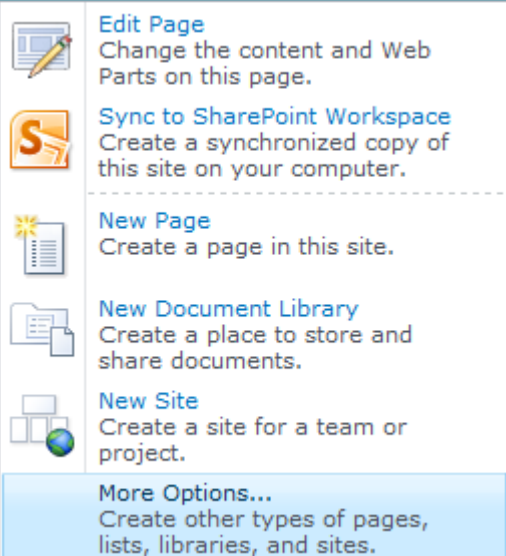
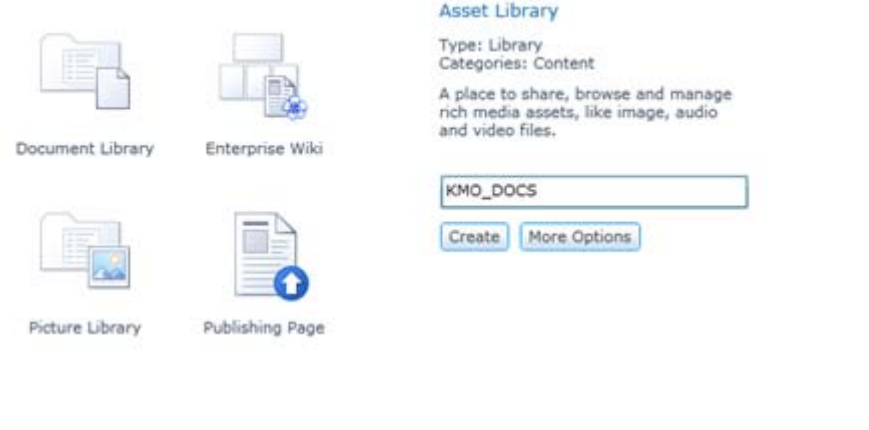
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<ul style="list-style-type: none"> • New Site <p>1. In this section creating a whole new site is presented – thus to start click Site Actions -> New Site</p>	 Edit Page Change the content and Web Parts on this page.  Hide Ribbon Hide the page status and ribbon for this page.  Sync to SharePoint Workspace Create a synchronized copy of this site on your computer. <hr/>  New Page Create a page in this site.  New Document Library Create a place to store and share documents.  New Site Create a site for a team or project.	
<p>2. Select the desired installed template. Enter in a Title and URL name and then Click Create. In this example here a Team Site type has been selected. NOTE: That each template that is available has a description that when selected is shown on the right hand side – so thus selecting the template for the deemed</p>		

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purpose is a reality.	
3. At this point adding new content can be added following the information presented in the Content Editing section.	

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<ul style="list-style-type: none">• More Options<ol style="list-style-type: none">1. In this section creating other types of assets is reviewed – this includes document libraries, lists etc.	 <p>The screenshot shows a vertical menu with the following items:</p> <ul style="list-style-type: none">Edit Page: Change the content and Web Parts on this page.Sync to SharePoint Workspace: Create a synchronized copy of this site on your computer.New Page: Create a page in this site.New Document Library: Create a place to store and share documents.New Site: Create a site for a team or project.More Options...: Create other types of pages, lists, libraries, and sites.
<ol style="list-style-type: none">2. On the left hand side in this example Document Library was selected. KMO_DOCS was placed in the name field and then the Create button was selected.	 <p>The screenshot shows the 'Asset Library' creation interface with the following details:</p> <ul style="list-style-type: none">Asset LibraryType: LibraryCategories: ContentDescription: A place to share, browse and manage rich media assets, like image, audio and video files.Name field: KMO_DOCSButtons: Create, More OptionsGrid of options: Document Library, Enterprise Wiki, Picture Library, Publishing Page

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<p>3. The result is processed.</p>	
<p>4. The document library is created and displayed and thus items can be added to the library by clicking the Add new item link.</p>	
<p>5. If changes to the Library settings are desired to be made from the Library Tools select Library then in the far right hand corner select Library Settings</p>	

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<p>6. Here a user can perform many useful operations such as changing the name of the document library under the Title, description and navigation link, deleting the document library and setting the permissions for the document library amongst other items</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>General Settings</p> <ul style="list-style-type: none"> Title, description and navigation Versioning settings Advanced settings Validation settings Column default value settings Manage item scheduling Rating settings Audience targeting settings Metadata navigation settings Per-location view settings Form settings <p>Content Types</p> <p>This document library is configured to allow multiple content types. Use content types to specify the information you other behavior. The following content types are currently available in this library:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Content Type</th> <th style="text-align: left;">Visible on New Button</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Audio</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Video</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p>Add from existing site content types</p> <p>Change new button order and default content type</p> </div> <div style="width: 48%;"> <p>Permissions and Management</p> <ul style="list-style-type: none"> Delete this document library Save document library as template Permissions for this document library Manage files which have no checked in version Workflow Settings Enterprise Metadata and Keywords Settings Information management policy settings </div> </div>	Content Type	Visible on New Button	Image	✓	Audio	✓	Video	✓
Content Type	Visible on New Button								
Image	✓								
Audio	✓								
Video	✓								
<p>7. Other options in More Options can be created as desired. Note: Do not name different asset types with the same name – thus creating a list and a document library with the same name will result in errors being throw.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Error</p> <p>A list, survey, discussion board, or document library with the specified title already exists in this Web site. Please choose another title.</p> </div>								