



INFORMATION TECHNOLOGY SERVICES

Help Document Series: Editing your web in SharePoint Designer (part of the Office 2007 Suite of applications, replacing FrontPage)

SharePoint Designer allows pages to be viewed and edited in a similar manner to a conventional word processor such as Word. Editing “.htm” files is similar to editing “.doc” files, except they are the files that the public will view when they visit your web site. For this reason, the procedures for editing are different than a conventional word processor.

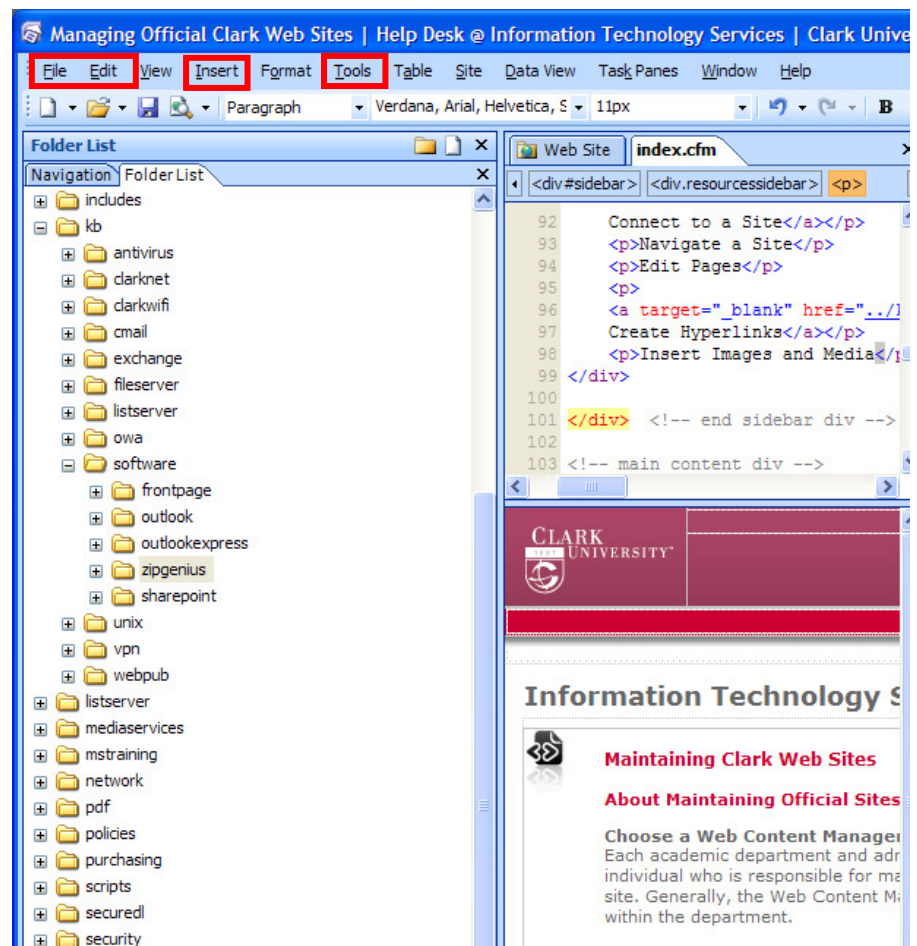
Once you have connected to your site in SharePoint Designer, take a moment to familiarize yourself with the page view. As you can see, it bears a striking resemblance to Microsoft Word – text can be entered in the same way. However, because the web site you are working on must fit within the Clark template, special care must be given when addressing the issues of font and formatting. Please note that the formatting tools across the top, while useful in Word, will cause problems with the Clark template. Use the following instructions to edit your web page as necessary.

The other sections of the interface include the **Folder List** (on the left) and the standard menu bar with **File, Edit, Insert, and Tools**. These you may use as normal.

This document will demonstrate how to use common formatting tools to work within the Clark template.

Sections:

- Paragraphs and Breaks
- Headings
- Text styles
- Numbering and bullets
- Pasting text
- Saving your work



If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7745** or helpdesk@clarku.edu.

Paragraphs and breaks

Paragraph breaks and line breaks can both be used to divide text in SharePoint Designer into more organized pieces.

Paragraph breaks should be used around blocks of text and can be placed simply by pressing the **Enter** key after a line. This will insert a gap between the lines and start a new one.

Line breaks can be entered by clicking the **Shift** and **Enter** keys together. A line break will cause the text to jump down one line with no gap.

Headings

Headings are a useful way to show titles and other emphasized parts of your web page. The Clark site can handle two forms of headings.

Heading 1 is useful for page titles listed at the top of any given part of your site.

Information Library

Below are links to documentation compiled by Information Technology Services. If you can't find a document you need, or have a suggestion for a new one, please don't hesitate to [let us know](#).

Heading 2 is useful for emphasizing parts of your site such as section titles.

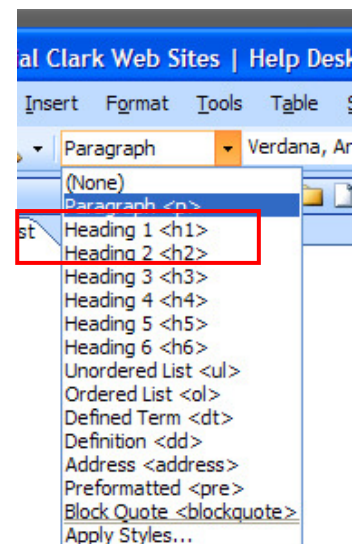
Black/UNIX

Docs on Black accounts, including how to access and use it

Desktop Publishing

Docs on Microsoft Access, Excel, FrontPage, PowerPoint, Publisher, and Word

The best way to make lines of text into headings is to use the toolbar in the upper left corner of the screen. This drop-down menu will list many options, but the only two that apply are **Heading 1** and **Heading 2**. Any text you have selected when you use this tool will then render itself as the chosen heading.

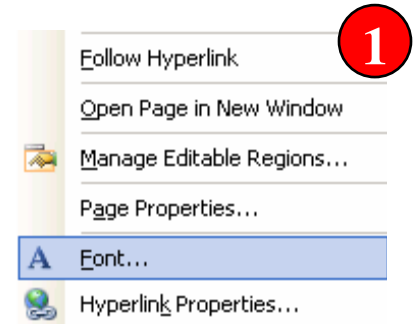


Text styles

The Clark web site can handle two forms of text style, **bold** and *italic*. These can be used just as they are in conventional documents to call attention to specific words, and can be used as organizational tools. Do NOT use the **bold** and **italic** buttons on the formatting bar – instead, use the following steps to add bold or italic style to your text.

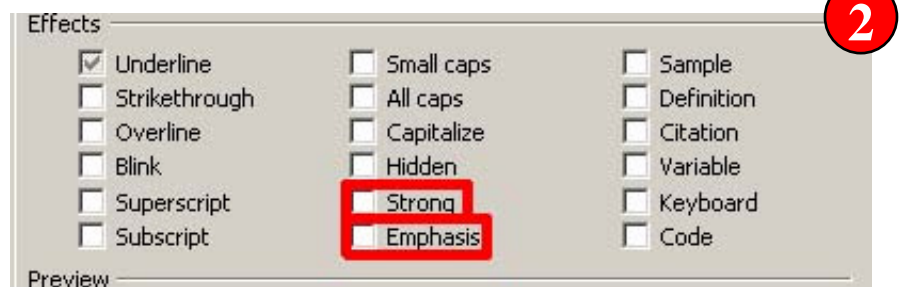
Step 1

Select the text you wish to apply bold or italic style to, then right-click the highlighted text, and select **Font** from the drop-down menu.



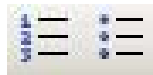
Step 2

If you wish to make the text bold, select **Strong** from the **Effects** options. If you wish to make the text italic, then select **Emphasis**. Click the **OK** button to apply these options.



Numbers and bullets

The Clark site allows for the use of both bullet and numbered lists to help present information in an organized manner. You can use the **Numbering** or **Bullets** buttons on the formatting bar to add these to your webpage.



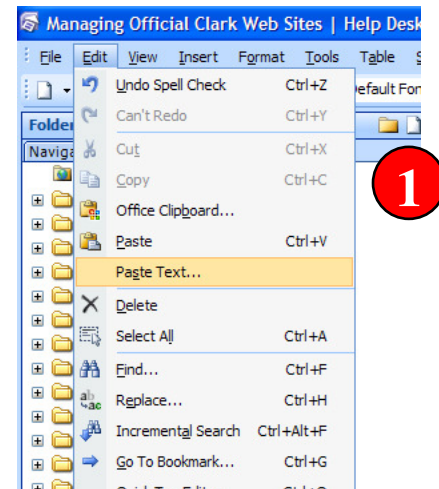
You can click the desired button and then type text you wish to follow, just as in Word. The formatting will be handled automatically. Pressing the **Enter** key twice will end the numbered or bulleted list.

Pasting

It is recommended that you do all the text entry and editing directly in the SharePoint Designer program. However, if you need to paste text from Word, there is a special procedure to follow.

Step 1

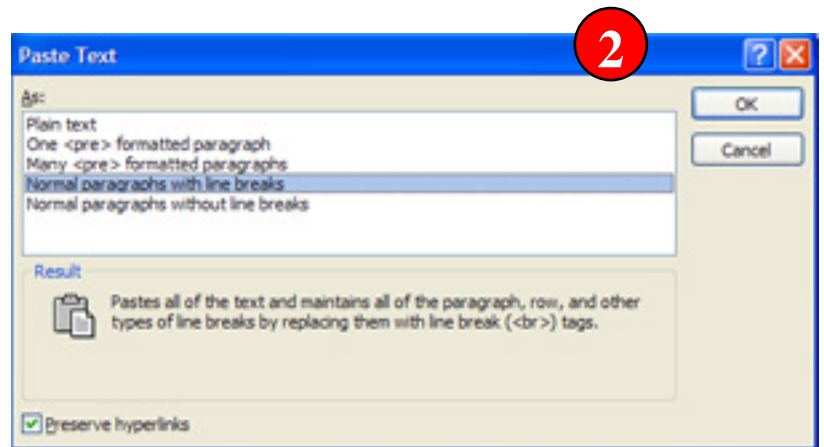
Select **Paste Text...** from the **Edit** menu.



Step 2

You will next see a **Paste Text** window where you should select the **Normal Paragraphs** (with or without line breaks) radio button and then click the **OK** button.

This will paste any of the text from Word in standard paragraph format. You will have to redo any of the formatting you had done in Word. This is necessary to ensure that the text will display properly when the webpage is viewed by users.



Saving your work

Saving pages is the same as it is in most other programs. Go to **File** menu and select **Save**. Changes you make and save will instantly be visible on the internet as soon as the page is loaded (or refreshed, if already loaded) in a web browser.