



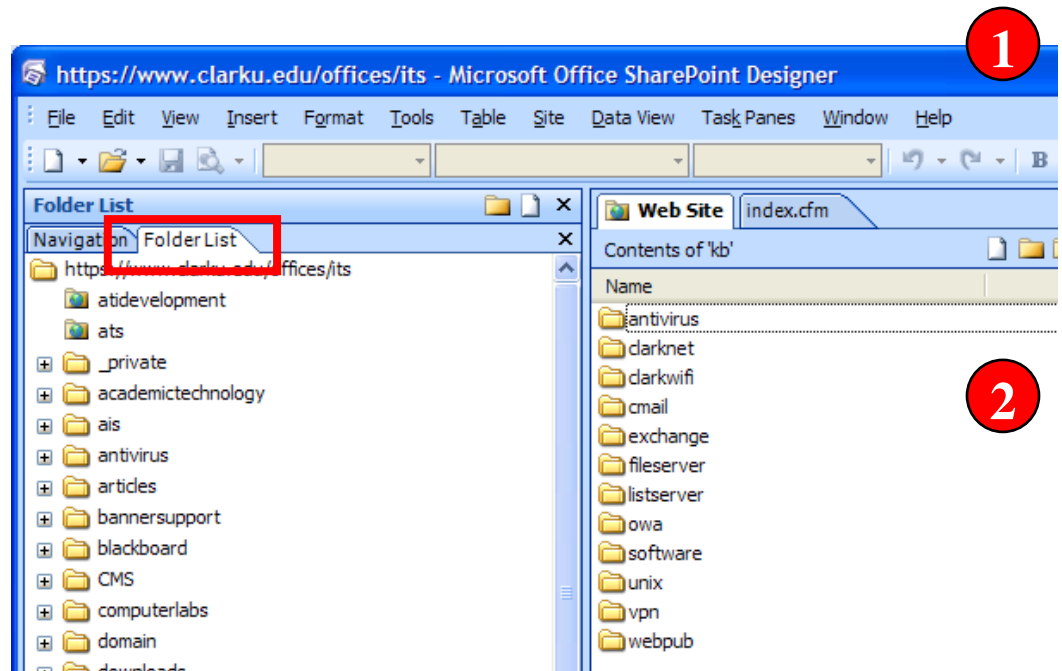
INFORMATION TECHNOLOGY SERVICES

Help Document Series: Navigating your website in SharePoint

Designer Once SharePoint Designer has established a connection to your website, you can browse through the files and folders using the **Folder List**. This tool will allow you to easily locate and select files you wish to edit.

Step 1

The **Folder List** should be open by default when SharePoint Designer loads your web site. However, if the **Folder List** isn't already displayed, simply click the tab.



Step 2

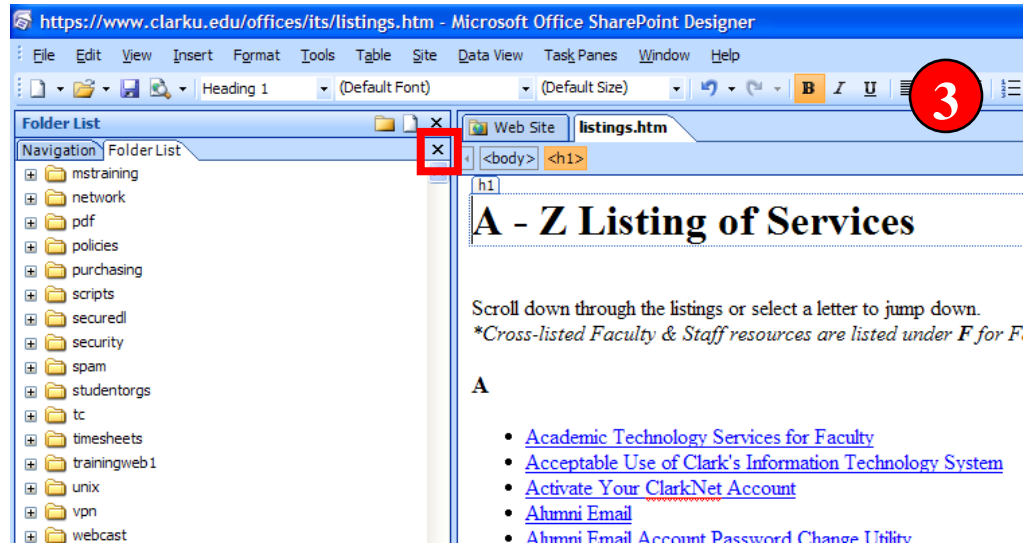
The **Folder List** gives you a general overview of all the files and folders in a given web site. You can navigate through the **Folder List** in the same way you would navigate through your own computer.

The list of folders on the left can be expanded and closed by clicking on the “+” and “-” symbols next to them. The contents of each folder will be displayed in the right-hand window pane. If you click on a folder and SharePoint Designer informs you that you don't have adequate permissions, please contact the ITS Help Desk for further assistance.

Step 3

Using the **Folder List**, you can navigate to the folders within your website that contain the content you wish to edit. It is important to note that there is only one type of file you should be directly editing when working on a Clark web site: only “.htm” pages are editable by users. The “.cfm” pages act as frames to hold the “.htm” pages, which hold the actual content. If you require a change made to a “.cfm” page, or require a new one to be created, please contact Clark Public Affairs.

When you have navigated to the part of the site you wish to edit, select the “.htm” page you wish to make changes to. You can open an “.htm” page by double-clicking it. This will open the selected page in the right-hand SharePoint Designer



window pane. You can hide the **Folder List** by clicking the small “X” icon in the upper right corner of the **Folder List**. If you have multiple pages open at the same time, they will appear as tabs above the editing window.

If you have closed the folder list and/or navigation pane, you can get them back by going to the **View** menu and selecting them.

