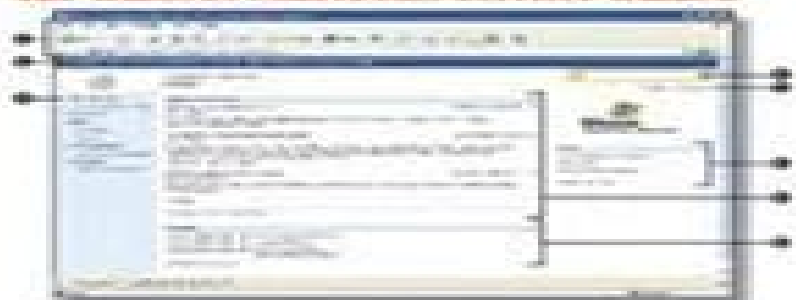# Getting Started

The Windows SharePoint Services Window

- **Browser Toolbar** – allows the user to navigate in the browser.
- **Link Bar** – contains shortcuts for common actions and features.
- **Quick Launch Bar** – contains shortcuts to common content areas of the SharePoint site.
- **Search This Site Box** – allows the user to search the site for information.
- **Modify My Page Shortcut** – contains shortcuts that allow the user to customize the page view.
- **Web Parts** – contain content information. Web parts are the components of information that make up the site.

Note: This guide was created using the Contributor site group. Your views and features may be different.

Logging In

1. Enter the URL of your Windows SharePoint Services Site in your Web browser.
2. Enter your user name in the **User name** box.
3. Enter your password in the **Password** box.
4. *Optional:* Check the **Remember my password** box.
5. Click the **OK** button. Your **Home** page will be displayed.

Note: To return to your Home page while working in the SharePoint site, click the Home shortcut on the Link Bar.

Using the Quick Launch Bar

The **Quick Launch** bar appears on your **Home** page view. By default, the following content areas are located on the **Quick Launch** bar:

- **Documents** – contains document libraries that contain document files relating to a specific group or subject.
- **Pictures** – contains picture libraries that contain picture files relating to a specific group or subject.
- **Lists** – contains shared information. The default lists are Announcements, Events, Links, Contacts, and Tasks.
- **Discussions** – contains discussion boards that allow users to post messages and comments in a chronological format.
- **Surveys** – enables users to respond to specific questions created by an administrator and to view the responses of other users.

Customizing Your Page

Adding a Web Part

1. Click the **Modify My Page** shortcut.
2. Select **Add Web Parts** from the resulting menu.
3. Do one of the following:
   - To browse available web parts, select **Browse**. Select a web part in the **Web Part List** in the **Add Web Parts** pane.
   - To search for available web parts, select **Search**. Enter text to search for and click the **Go** button. Select a web part in the **Search Results** section of the **Add Web Parts** pane.
   - To import a web part, select **Import**. Click the **Browse** button. Locate and select the file you want to import and click the **Open** button. Click the **Upload** button. Select the file in the **Add Web Parts** pane.
4. Click the arrow on the **Add** to list and select a page location from the resulting menu.
5. Click the **Add** button.
6. Click the **Close** button on the **Add Web Parts** pane to return to your **Home** page.

Modifying a Web Part

1. Click the **Modify My Page** shortcut.
2. Select **Modify My Web Parts** and select a web part from the resulting menu.
3. Make changes in the web part pane.
4. *Optional:* If you want to view how the changes will look, click the **Apply** button.
5. Click the **OK** button when you are finished.

*Note: You can also click the **Web Part Menu** arrow on the title bar of the web part you want to modify and select **Modify My Web Part** from the resulting menu.*

Designing Your Page

1. Click the **Modify My Page** shortcut.
2. Select **Design this Page** from the resulting menu.
3. Do any of the following:
   - To move a web part to another location, click and drag the title bar of the web part you want to move to the new location. A blue line will appear to show where the web part will be placed.
   - To delete a web part, click the **Web Part Menu** arrow on the title bar of the web part you want to delete and select **Delete** from the resulting menu. Click the **OK** button to confirm deletion.
   - To minimize a web part, click the **Web Part Menu** arrow on the title bar of the web part you want to minimize and select **Minimize** from the resulting menu.
4. When you are finished, click the **Modify My Page** shortcut and select **Design this Page** from the resulting menu.

Note: To return your page to the default settings, click the Modify My Page shortcut and select Reset Page Content from the resulting menu. Click the OK button to confirm that you want to return to the default settings.

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Seth Bates,Tony Smith

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Microsoft SharePoint 2007 with Windows SharePoint Services 3.0 Nevada Learning Series Inc,2007

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