

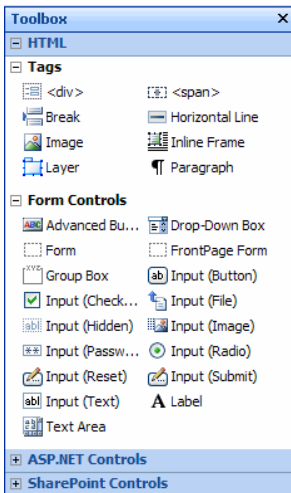
SharePoint Designer Views

SharePoint Designer features three different ways to display your work. Design view shows you just what your page will look like, Code view shows just HTML, and Split shows both:



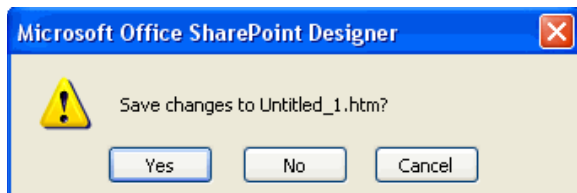
The Toolbox

The Toolbox is a special task pane that contains a number of different elements that are used often in Web design. These items make it easy to quickly construct a webpage with many formatting features or to construct an online form:



Save Frequently

Make sure to save your work often to avoid loss of data. If you try to close a file without saving, you will be prompted:



Minimize, Maximize, and Restore



Minimize - Hides a window on the taskbar.



Maximize - Expands a window to fill the entire screen.



Restore - Returns a maximized window to its initial size.

The Common Toolbar



Creates a new document (Web page or Web site) in a new window.



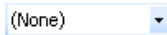
Opens a dialogue to choose a file (or Web site) to open.



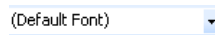
Saves your current file. If you haven't already specified a name and location for your work, (have not saved it yet), you will be prompted for this information.



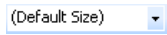
Allows you to view your work (Web pages) in a browser.



The styles drop menu allows you to select style tags for your document.



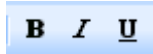
The Font drop menu allows you to choose a text font.



The Font size drop menu allows you to choose a font size.



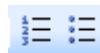
The Undo (counter clockwise arrow) and Redo (clockwise arrow) buttons allow you to undo previous actions, or redo actions that were undone. SharePoint Designer supports multilevel undo and redo.



The Bold, Italic, and Underline buttons will apply bold, italic, or underlined font style to the selected text.



The alignment buttons will apply left justification, centre alignment, or right justification to selected text.



The list and bullet buttons will apply a list format or bullet format to your selected document elements.



The indent buttons can decrease (left button) or increase (right button) the indent for selected elements in your pages.



The Table Borders button allows you to specify various types of borders around the tables in your pages.



The highlight button will allow you to highlight a selection with a colour you choose.



The font colour button will allow you to change the font colour for selected text.



The Insert Table button lets you insert a table into your Web page.



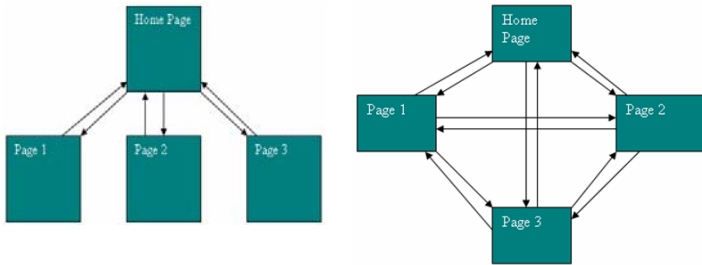
The <DIV> tag button allows you to define a division or section of a document.



The Insert Hyperlink button is used to insert links into your pages.

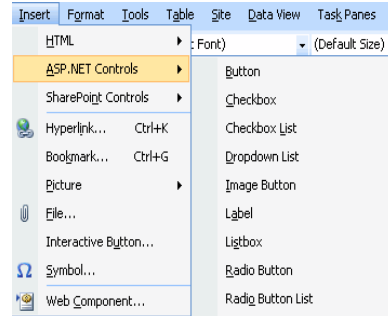
Web Design 101

Your choice of navigation is important in making your site stand out and be user-friendly. The diagram on the left acts like a central rail station, and is useful for very basic sites. The right diagram is more open and free flowing, but takes longer to implement properly. Most websites employ the diagram on the right to provide navigation.

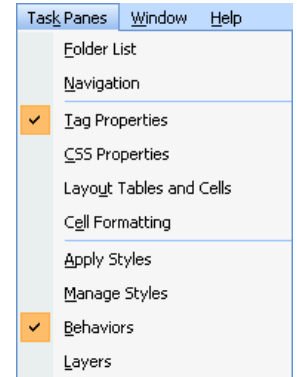


Interacting with Menus

Menu items with an arrow (▶) indicate a sub-menu. Hover over the main menu item for a moment or click to expand the sub menu:



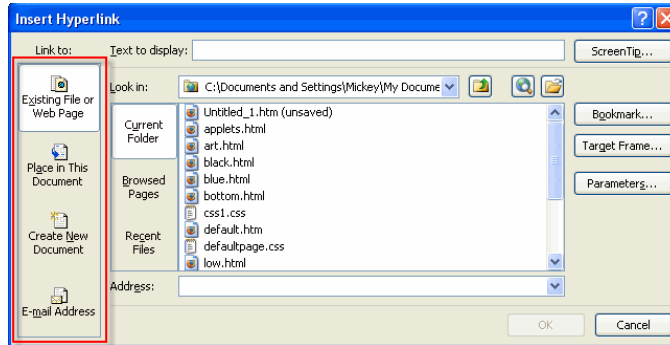
Menu items with a check mark can be turned on or off. Check marks indicate the item is turned on:



Hyperlinks

A hyperlink is some clickable text or object (like a picture) that directs your browser to some other resource. Hyperlinks should be clearly marked.

Click Insert Hyperlink (🌐) in the Common toolbar and then specify the page, file, document, or e-mail address associated with the hyperlink.



Making a Practical and Effective Site

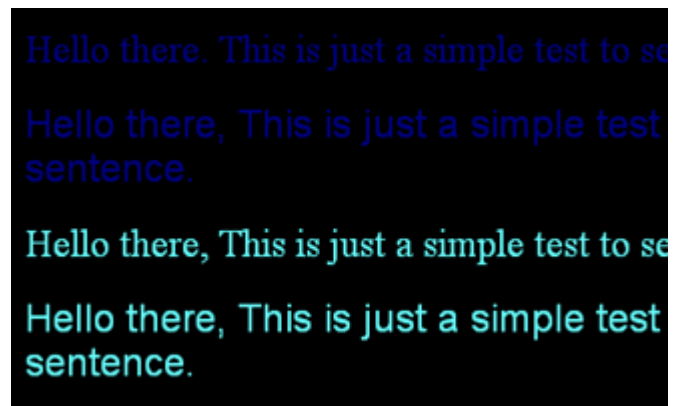
When constructing a Web site, be sure to think about these questions carefully before beginning construction. If you are building the site for someone else, be sure to talk with them so you both understand what is desired and what limitations the project will face during constructions. Good plans = light work!

- What is the purpose of the site? Is this a personal Web site, or a work related (SharePoint) site?
- What are the themes, topics, or subjects that I want to present? How many Web pages will I need?
- What are the limitations of the server that will host my site? If I want to build a SharePoint site that uses ASP.NET, I will need a SharePoint server. If I want to use server side scripts in Perl or PHP, does my server support them? (That is, if your Web site requires that information be retrieved from some external source, the server can support this extra code built into the HTML.)
- Will my Web site deal with information that requires secure transmission? If this is so, does my server support HTTPS, or other security protocols?

Color is Important!

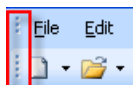
Even the best literary works ever created will mean nothing if people can't read it! Although pictures can be made into a background for your Web site, avoid doing this if you plan to put writing over an image.

In the diagram below, these four sentences all say the same thing – but can you read the first two sentences that are written in dark blue?



Moving & Closing Toolbars

Toolbars such as the Menu bar and Common toolbar have a handle you can click and drag to place in a new location:



To close a 'free floating' window, just click the x button in the upper-right corner of the toolbar:

