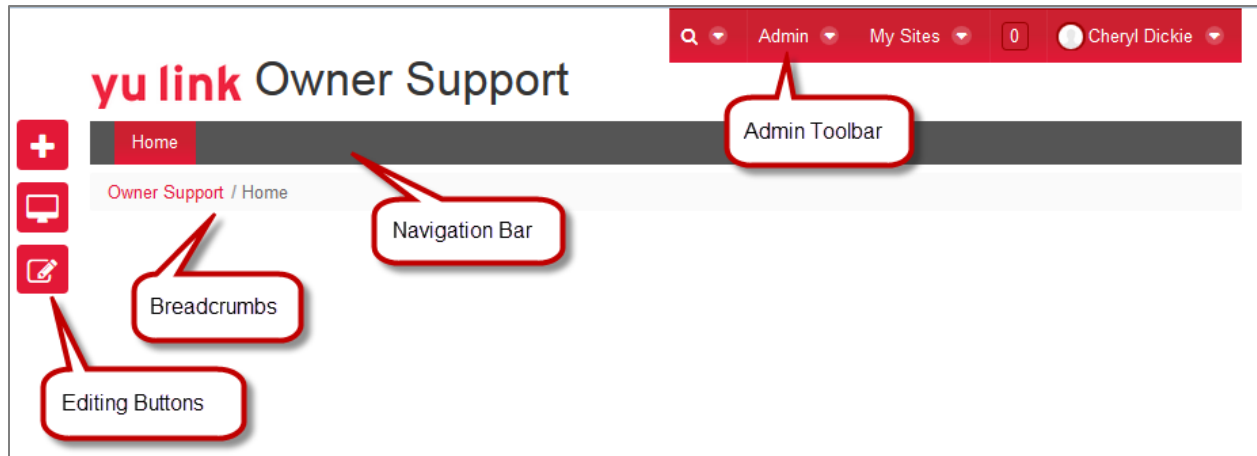


# SITES:

## PAGE & APPLICATION BASICS

This document describes how to add and edit pages within your Site. It also introduces the basics of how to add *application portlets*—windows that allow users to see and work with the content of your Site.







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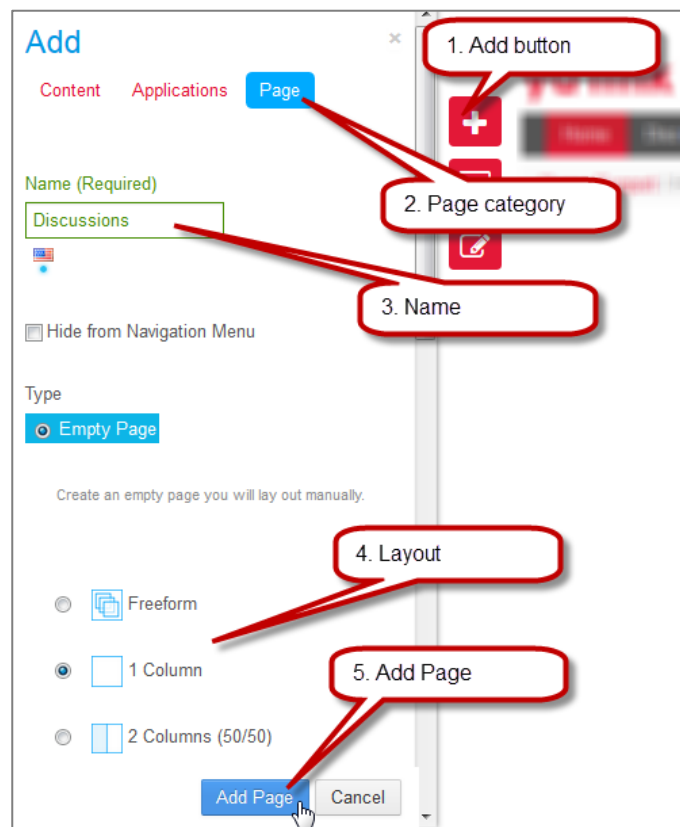
## The Editing Buttons

Here's an overview of what each of the editing buttons does—we'll discuss them in more depth below.

Icon	Name	Function
	<b>Add</b>	Add content or applications to a page, or add new pages to your Site.
	<b>Preview</b>	Preview what your Site will look like on a smartphone, tablet or desktop computer.
	<b>Edit</b>	Edit the settings for this page.
	<b>Edit Controls</b>	Hide the editing toolbars on your portlets so that you can see your site the way that regular site members do. (This button appears only when you point to the other buttons.)

## Add an Empty Page

1. Click the Add button.
2. Click the Page button at the top of the task pane.
3. Enter a name for the page.
4. Under Type, select Empty Page and choose a layout.
5. Click Add Page.
6. To go to your new page, click on its name in the Navigation bar.



## Add Other Page Types

In addition to the default “Empty Page”, you can select from the following page types. Scroll down in the Add task pane to find these page types—they appear below the empty page layouts.

<b>Copy of a Page of This Site</b>	Creates a new page as a copy of an existing page from your Site.
<b>Embedded</b>	Displays content from another website on a page within your Site.
<b>Link to a Page of This Site</b>	Adds a link in your navigation bar that goes to an existing page in your Site.
<b>Link to URL</b>	Adds a link in your navigation bar that goes directly to another website.
<b>Panel</b>	Creates a page with its own sidebar menu allowing users to select from a group of apps—the selected app is displayed in a single portlet on the page.



## What are Applications?

Every page in your site is actually an arrangement of *application portlets*, windows that display content of a specific type. Here are a few examples:

<b>Web Content Display</b>	Displays traditional web page content, which may include text, images, and links.
<b>Message Boards</b>	Displays a discussion forum for the site members.
<b>Polls Display</b>	Displays a question that site members can respond to, and shows the result.
<b>Asset Publisher</b>	Displays specific Site content such as recently uploaded documents.

While all applications can be added to more than one page in your Site, not all of them allow multiple *instances* within the Site. For example, you can add the Polls Display to each page and display a different poll question in each portlet (multiple instances). But even if you add the Message Boards several times you’ll see exactly the same set of discussion topics in each Message Boards window (single instance).

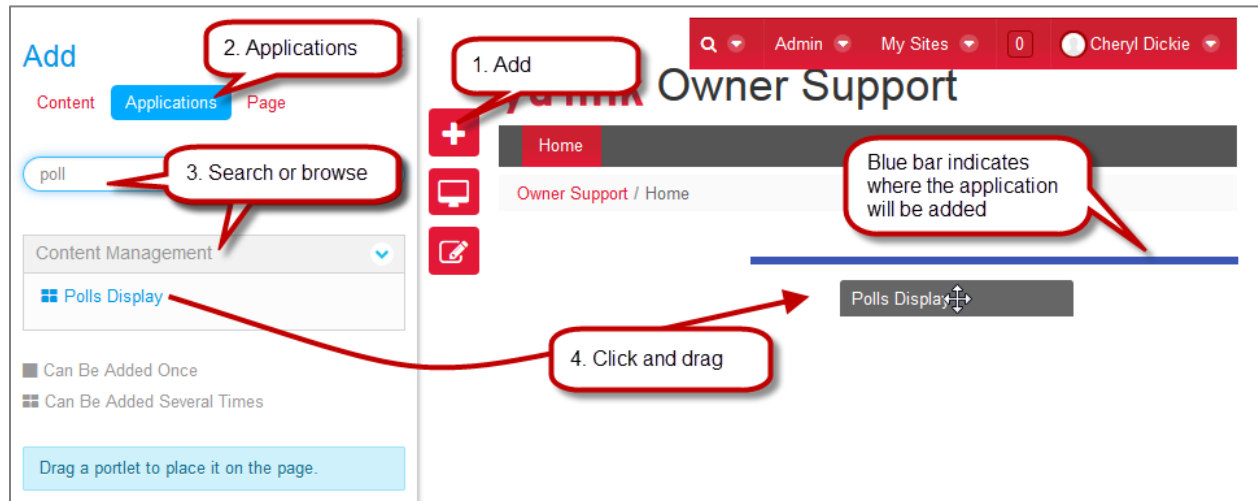
You can tell whether an application can appear more than once **on the same page** by looking at its icon:

-  Can Be Added Once
-  Can Be Added Several Times

## Add an Application

The basic steps to add any application are:

1. Click the Add button.
2. Click the Applications category.
3. Browse the list or type into the search box to locate the application you want.
4. Click and drag the application onto the page. A blue bar indicates where the portlet will appear on your page.



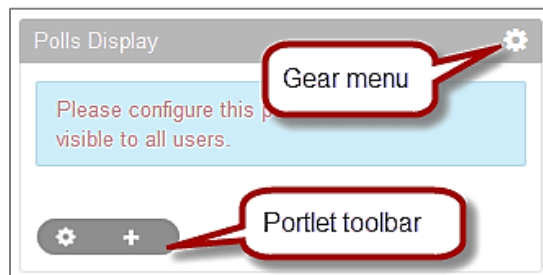
If you don't like where the portlet ends up, you can drag it to a new location by its title bar, or change the layout of your page (see *Edit Page Settings*, below).

Alternatively, you can click the *Add* link that appears when you point to an application in the Add task pane. In this case the portlet will be added to the top left corner of your page, and can be moved later.

## Configure an Application

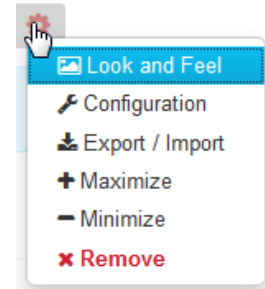
Once you add an application, you'll see a window with a *Gear menu* in the title bar, and (in most cases) a *portlet toolbar* below.

The portlet toolbar allows you to add content to the application. Point to it to see the options you have—exactly what these are will depend on the application.



The Gear menu allows you to further configure the application. Here's an overview of the options you'll find on the Gear menu:

<b>Look and Feel</b>	Modify the portlet's appearance, including custom title, text style, background, borders and margins.
<b>Configuration</b>	Select content or set permissions for other users/groups.
<b>Export/Import</b>	Export/import content.
<b>Maximize</b>	Resize the portlet to use the entire page. A link in upper right allows you to return to normal page display.
<b>Minimize</b>	Display the portlet as a window bar only. Option on menu allows you to restore normal appearance.
<b>Remove</b>	Delete the portlet from the page.



## Change the Default Title of a Portlet

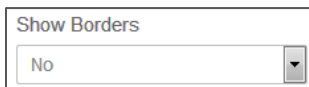
1. Click on the portlet's default title to highlight it.
2. Type a new title and press Enter.



## Hide a Portlet's Borders and Title Bar

You can hide the default grey borders and title bar around a portlet to make it appear to be more seamlessly integrated with the rest of the content on the page.

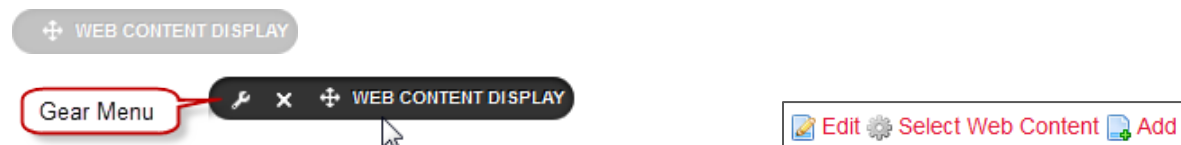
1. Click the portlet's Gear menu and select Look and Feel
2. On the "Portlet Configuration" tab, click the "Show Borders" drop-down menu and select No.



3. Click Save and close the floating window.
4. Refresh your web page to see the effect.

Here's an odd thing. When the title bar and borders are hidden, the appearance of the Gear menu and portlet toolbar change considerably—but they offer the same functions.

The title bar becomes an expanding toolbar, and the Gear menu becomes a wrench, while the portlet toolbar looks like icons and links. These are not visible to regular Site members, only to Site Owners and Administrators.



## Remove a Portlet


- To remove a portlet, click on the gear icon in the portlet's title bar and select Remove.

Removing an application's portlet is not the same as removing the content you can see through that portlet!



For example, if delete the Polls Display portlet, the questions you added will not be deleted from Sites—you can locate them by adding another Polls Display portlet, or by going “behind the scenes” to the content manager. You can learn more about the content manager by reviewing the Help Central document on “Documents and Media”.

## Preview Pages

Sites provides two ways for you to preview your Site closer to the way that regular site members would see it: you can hide the portlet toolbars and gear menus, and you can preview what your Site would look like on different devices like a smartphone or tablet. To see exactly what a regular user would see, you need to hide the editing controls before you go into preview mode.

1. Point to the area of the red editing buttons and click on the gold Edit Controls button when it appears. 


In this view you cannot see portlet toolbars or gear menus, but you can still access other page editing and preview tools.

2. Click the Preview button. 
3. Click the size of device you want to preview. Click it again to switch between horizontal/vertical.
4. When finished, close the task pane to return to the normal page view.
5. To restore the editing controls, click on the gold Edit Controls button again. 



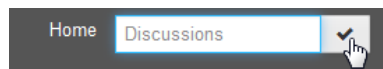
## Edit Page Settings

You can change a page's layout and other properties at any time.


1. Navigate to the page you want to edit.
2. Click the red Edit Page button. 
3. In the Edit Page task pane (see next page), make the changes you want, and click Save.

Here's an overview of basic page management tasks:

- |                           |  |
|---------------------------|--|
| <b>Change page layout</b> | Scroll down and select a new layout. You may need to re-arrange existing page content after changing the layout.   |
| <b>Change page type</b>   | Select a new page type from the drop-down menu under "Type".   |
| <b>Delete a page</b>      | Click x Delete (at the top of the task pane).  |
| <b>"Hide" a page</b>      | Check "Hide from Navigation menu", in the task bar just below the page name. The page won't appear on the menus but it can still be found by users if they search for it, or have a direct link to it. |
| <b>Rename a page</b>      | Enter a new name in the Name field. (You can also rename a page directly from the navigation bar: click on the page name to edit it, then press Enter.)  |



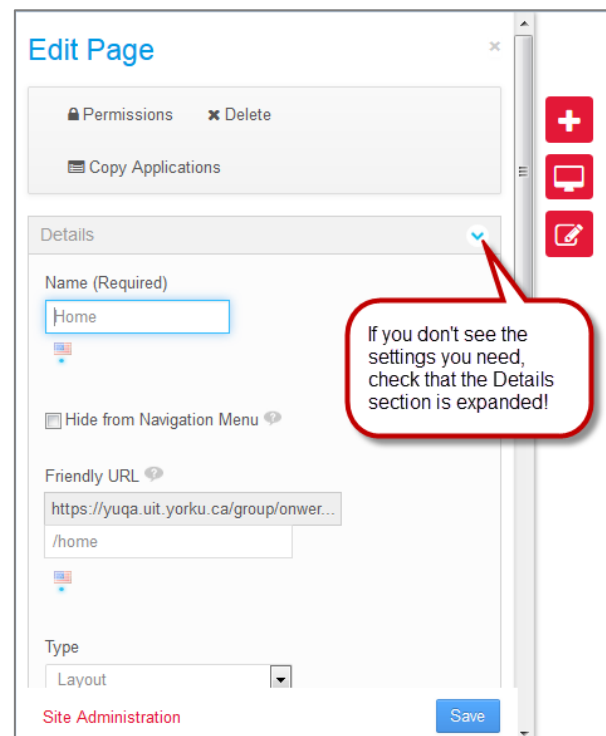
## Delete a Page

1. Navigate to the page you want to delete.
2. Click the red Edit Page button. 
3. Click Delete at the top of the task pane, then click OK.

Alternatively, you can delete a page from the navigation bar: click the X that appears next to a page name. (You must be on a different page to do this.)



*If the page you want to delete is hidden from navigation, you can remove it on the Site Pages administration screen. Please see the Help Central document on "Navigation."*



**Edit Page**

Permissions x Delete

Copy Applications

**Details**

Name (Required)  
Home

Hide from Navigation Menu

Friendly URL  
https://yuqa.uit.yorku.ca/group/onwer...  
/home

Type  
Layout

Site Administration

Save

If you don't see the settings you need, check that the Details section is expanded!