

# DSR Web Master Guide

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*Free Dimension – IT*

*April 2013*

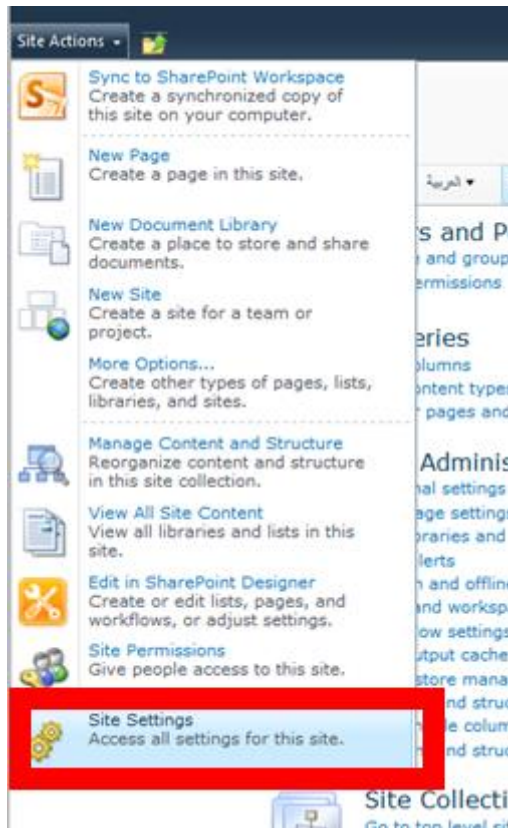
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# EDITING PAGES

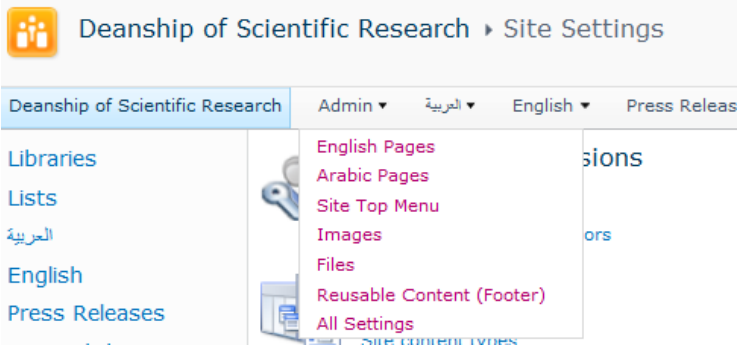
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After you login, click on Site actions and the site settings:

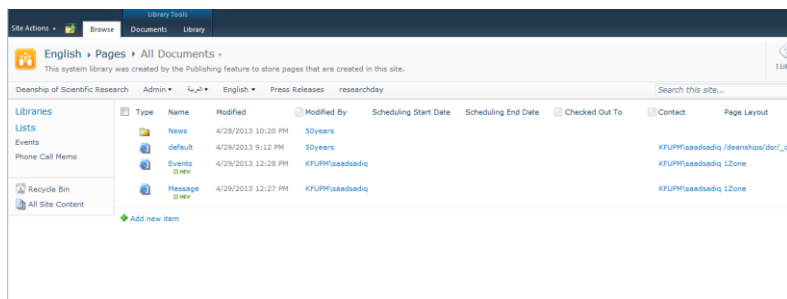


Most of the functions you need are under the Admin submenu where you can manage:

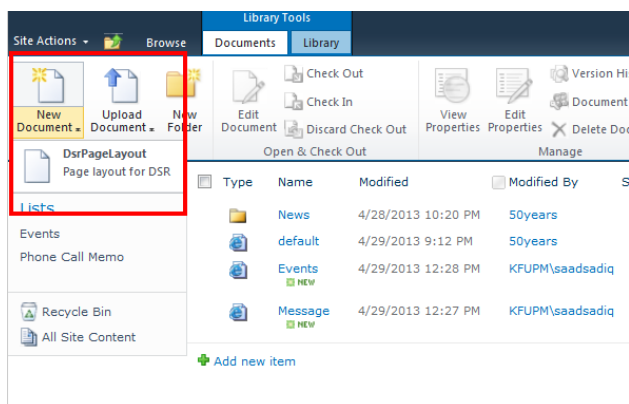
English Pages – Arabic Pages – Images- files- Site top menu - footer



If you choose English pages for example, you will get the following (list of pages). You can add new pages or even folders (similar to ASP.Net hosting folder)



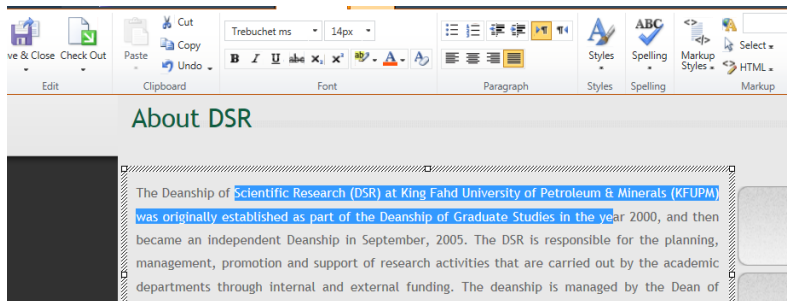
You can add new page by clicking on “new Document” and then select DSRPageLayout.



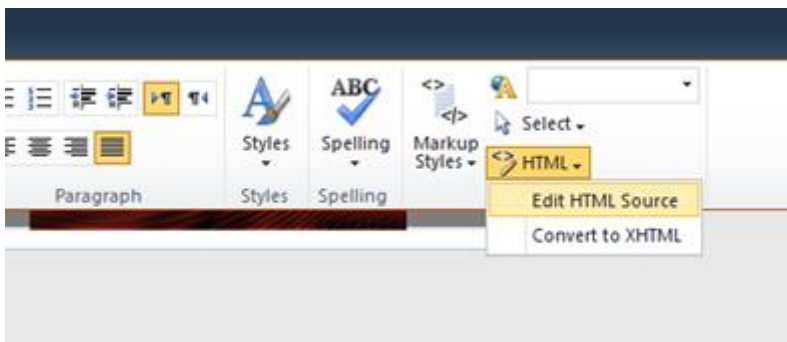
A new page is created and you can start editing or change the Page layout to Single zone, or two zones or three zones. 2 zones -auto will automatically add a calendar webpart to the page. To edit a current page, click on the edit button next to site actions:



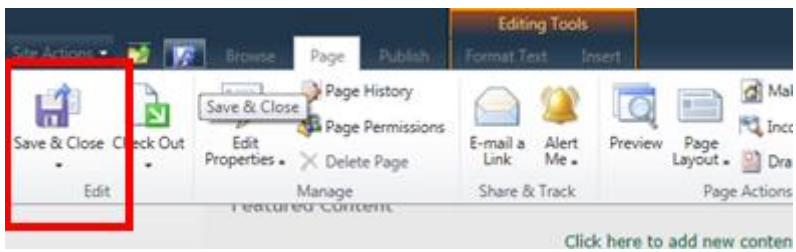
Now you can edit the page as you like:



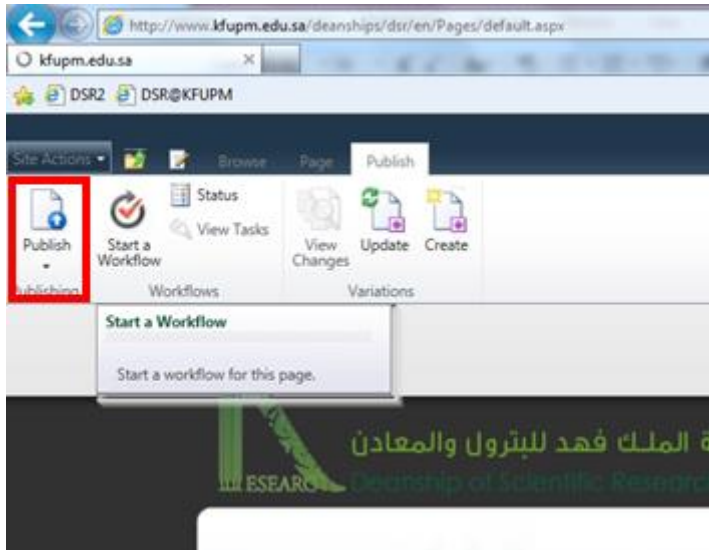
Some areas will allow you can edit using HTML



Once you are done, make sure you save:



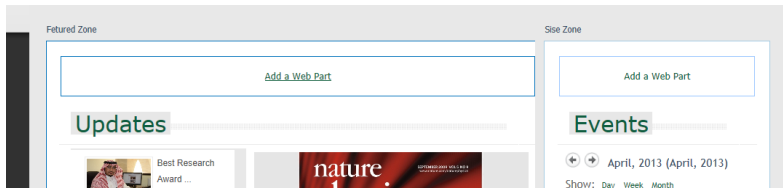
And then publish the page



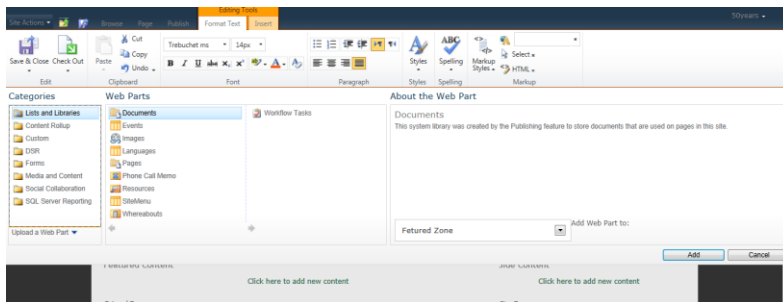
If you don't publish the page, it will ask for username and password whenever someone visits that page (because the page is not published for everyone) only you and admins can see the changes but not anyone else.

# ADDING WEBPARTS

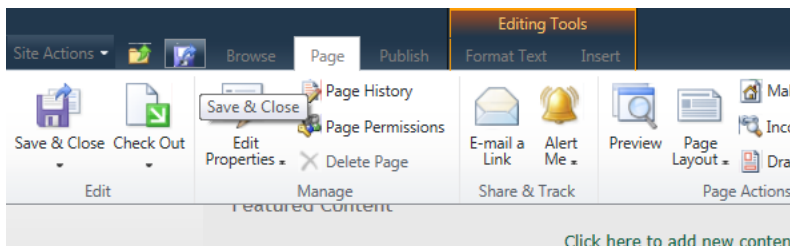
In the page when you are editing a page, you can optionally add a web part by clicking on the “add a new web part”.



After that a list of web parts will be displayed. It could be a list/ library you’ve created or a custom web part (found under custom)

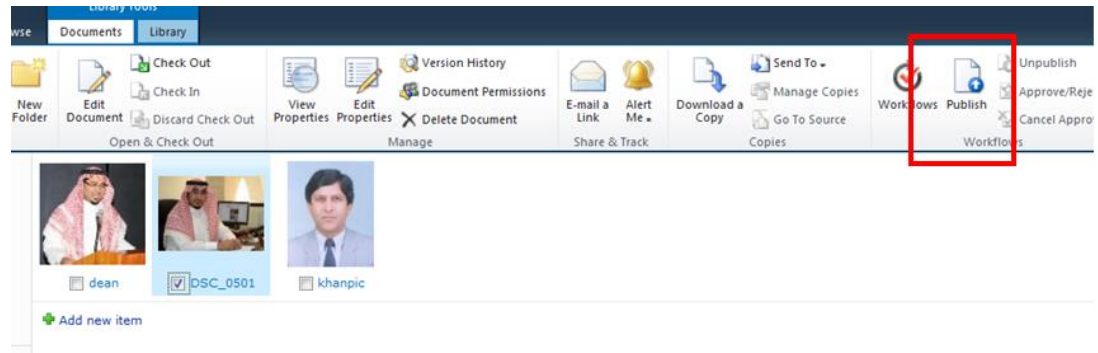


If your web part will take the whole page, select the 1 zone page layout under Page layouts as shown below. Once you are done, again, you have to save and then publish.

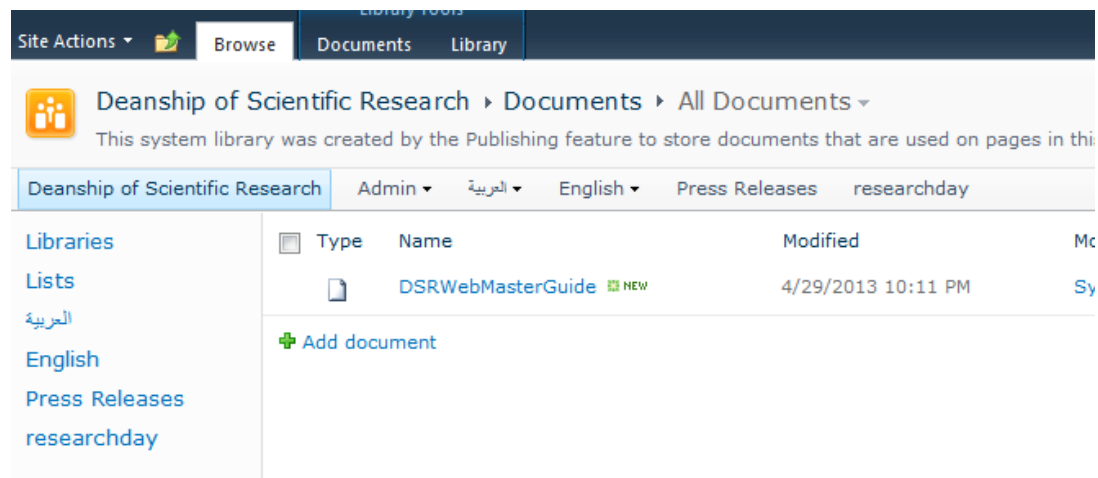


# IMAGES AND FILES

In the admin menu, there is a link for images. This opens the Image library where you should store all the images for the website. These images can be later used anywhere in the site. Note that after you upload a picture, you must publish it. Otherwise your users will be asked for username and password wherever the image is referenced



Files are similarly added by following the link in the admin menu. Once you click on files, the document library opens where you can have all kinds of files such as word, pdf and PowerPoint.



Files will also require you to click on publish after uploading them



# OTHER CHNAGES

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SharePoint is a development platform and you can customize it as you desire. For example you can add sites, create lists and web parts. DSR web site has been implemented according to the standards of SharePoint development. Therefore, if you follow standards while customizing DSR you will face no problems.

As a site collection administrator, you have a very high privilege, and with more power there is more risk to break the system. So make sure that you:

- Understand the SharePoint options before clicking/executing them
- Test on a test server before you do it on the production farm
- Are aware that Free Dimension-IT does not provide support to manage/fix your customizations.
- Take SharePoint End user training and then development and IT training
- Note that initially there are three web sites:
  - Main Root Webiste (deanships/dsr)
  - The English Webiste (deanships/dsr/en)
  - The Arabic website (deanships/dsr/ar)