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1 I Need To

There are two (2) steps required for this web part.

1) Create the List of the links you are going to display by creating a SharePoint List using the “I Need To” list template. (Sections 1.1 – 1.3)

2) Inserting the “I Need To” Web Part to display the contents of the list. (Section 1.4)

1.1 Creating an “I Need To” custom list.

A) On the Site where you wish the List to be stored, hover over the site name, go to the “new” menu and select “List”

B) From the List menu select “I Need To” from the Custom Lists column

C) Type in the Name of the List along with a Description. In the Navigation section click the “NO” radio button. Press the Create button. This will create your list at the Site level.
1.2  Modifying the list structure
Now that the list has been created from the list template we need to add items to the list. These will be the drop down menu items in the Web Part.

The following two sections will discuss creating a new column and sorting for the list. These two steps are determined as requirements if you need to sort your list in a specific way. The first will allow for non-traditional ordering, having a list in a specific order. The second will allow for sorting via alphabetical order or by the Index Number.

If you require your drop down list to be in a specific order you will be required to create the “Index Number” column (steps 1.2.1 and 1.2.2).

1.2.1  Modify the List (Optional)
Use this step if you wish to use an Index numbering system to sort the list items. This will allow for an Index Number be included in the list item for sorting in a specific order.

A) Click the “Create Column” button.

B) Type in “Index Number” for the Column Name.

C) Select “Number” for the type.

D) You can force a user to type in a value by selecting the “Require that this column contains information” radio node.

E) Click the “OK” button at the bottom to add the new column to your list.
1.2.2 Modifying the List for Sorting Order (Optional)

This step will allow you to decide which column (list item field) to sort the web part drop down list with. By default it is set to sort by ID number, which is the order in which you add new list items.

This section can be used in conjunction with the “Index Number” column we created in the previous step or by sorting the list alphabetically. If you just want to sort the list via alpha order you can ignore the previous step. If you require your drop down list to be in a specific order you will be required to create the “Index Number” column.

A) Click on the “List Settings” button

B) Select the list view “All Items”. This is the default and only view created with a new list.

C) Option 1: Select the drop down “Index Number” to sort by the Index Number column (list item field), and press the “OK” button at the bottom of the page.

D) Option 2: Select the drop down “Title” to sort alphabetically, and press the “OK” button at the bottom of the page.
1.3 Add list items

A) Type in the "Title" to appear on the drop down list on the main Board Page.

B) Type in the URL.

C) Type in the description for the URL.

D) Make sure the check box for "Available" is turned on so that your list item will appear.

E) Select your category (if required).

F) For the Open In field select "A new window" for the drop down item to appear in a new browser window. Selecting the “The current window” will reuse the current browser window.

The last step is optional if steps 1.2.1 and 1.2.2 were completed.

G) Type in the "Index Number" for sorting the list items in numerical order (Optional).

Use 4 digits for listings, e.g. 2200, 4500 for the regular size and ending with the number 1 for longer size, e.g. 1201, 2401. To place an item in between two existing items, use numbers such as 2250 for an item between 2200 and 2300.

Default List Item view

List Item view with optional Index Number field, created in step 1.2.1 and sorted in 1.2.2
1.4 Adding Web Part to the Page

This section will describe the steps to adding the I Need To web part to the Page.

A) There are two methods of inserting a Web Part onto a Page (Select one).

a. Click on the “Add a Web Part” button if you are in a web part zone. Skip to Step D.

b. Place the mouse cursor to the location on the Page Content (main body content area) where you would like the web part to appear. Continue to Step B.

B) Click on the “Insert” tab

C) Click on the “Web Part” button.

D) Select the “ConceptInc Web Parts” category

E) Select the “I Need To” web part and press the “Add” button

The blank “I Need To” web part is added to the page. Now it is time to edit and customize it.
F) Hover over the right end of the web part. Click on the drop down arrow, select “Edit Web Part”

G) In the Appearance section, type in a Title for the Web Part.

H) Expand the Miscellaneous section and in the “Data Source URL” type in the location of the “I Need To” list created previously. Press the “OK” button when completed.
1) Fully Publish the page once all editing is completed.

1.5 Sample Image of “I Need To” web part

Example

Page:  http://portaltestinter.tcdsb.org/Board/aboutus/Pages/I-Need-To-Web-Part-Demo.aspx

List:  http://portaltestinter.tcdsb.org/Board/aboutus/Lists/FavoriteLinks/AllItems.aspx
2  Media Web Part
This web part allows for a video to be embedded onto a Page. This can be done via uploading a video file or linking to the Board's streaming server. The video requires Microsoft Silverlight to be installed for it to work.

2.1  Adding Web Part to the Page
This section will describe the steps to adding the Media Web Part to the Page.

A)  There are two methods of inserting a Web Part onto a Page (Select one).
   
   i.  Click on the “Add a Web Part” button if you are in a web part zone. Skip to Step D.

   OR

   ii.  Place the mouse cursor to the location on the Page Content (main body content area) where you would like the web part to appear. Continue to Step B.

B)  Click on the “Insert” tab

C)  Click on the “Web Part” button.
D) Select the “Media and Content” category

E) Select the “Media Web Part” web part

F) Press the “Add” button

The blank “Media Web Part” web part is added to the page. Now we must edit and customize it.

G) Click on the “Media Web Part” name. A new set of tool bars will appear in the ribbon menu.

H) Give the web part a name in the “Title” field. This title will appear as a watermark.

I) Selecting the “Change Media” button will bring forth four drop down menu items. Selecting one will allow for linking of the video file.

   i. From Computer - will upload the media file from your computer onto SharePoint and link to it.

   ii. From SharePoint - will create a link to an existing uploaded file

   iii. From Address - will allow for linking to a video on an external site, as well as to the Board’s streaming server and associated video files.

   iv. Remove – will remove the video
For this example, the “From Address” option is selected and we will link to a file on the Board’s streaming server. Type in the URL and press the “OK” button.

![Image of Link Media dialog]

**J)** The “Change Image” button allows us to change the default video player image. We have similar options as the previous step.

1. **From Computer** - will upload the media file from your computer onto SharePoint and link to it.
2. **From SharePoint** - will create a link to an existing uploaded file.
3. **From Address** - will allow for linking to a video on an external site, as well as to the Board’s streaming server and associated video files.
4. **Remove** – will remove the video.

For this example, the “From Computer” option has been selected. Browse for the image file. In the “Upload To” field select the location in SharePoint to which library you want the image to be located. Press the “OK” button.

**Note: If selecting this method, the only libraries available for storing the image are on the specific site level. If you want to store the image in a different site level for some reason, upload the image there first and then select the “From SharePoint” option.**

![Image of Upload Preview Image dialog]

**K)** The “Start media automatically” check box allows for the video to begin playing once the Page has been loaded. By default this is turned off.

**L)** You can set the Horizontal Size and Vertical Size of the media window to and set parameter desired. For Example, the Director’s Voice uses a 300 x 195 pixel image. So you would have to adjust the dimensions accordingly from the standard 320px X 240px.

![Image of media window size settings]
M) Create a hyperlink to the media file for those browsers that do not have MS Silverlight installed. This will allow for the media file to open up in the default media player installed on the individual computer.

**Old Macintosh computers prior to Intel CPU’s will not play MS Silverlight embedded videos. For this reason we will create a link to the video file. Clicking on the link will launch a media player**

N) Fully Publish the page once all editing is completed.

Completed Page with Embedded Media Web Part
2.2  Director's Voice on the Board Internet Home Page
(Specific use of the Media Web Part)

2.2.1  Image

![Director's Voice Image]

**2.2.2  URL of streaming video**
http://stream.tcdsb.org/DirectorsVoice/DV.wmv

**2.2.3  URL of Image**
http://portaltestinter.tcdsb.org/TCDSB_Resources/Pictures/DirectorsVoice.jpg

**2.2.4  How to Edit**
The current Director's Voice streaming video will always be renamed to DV.wmv, so there is no need to modify the URL for the video.

To edit the image, just replace the one in http://portaltestinter.tcdsb.org/TCDSB_Resources/Pictures/ with your new 300 x 195 pixel image. Leave a 30 pixel buffer at the top of the image for the label bar.

**2.2.5  Instructions**
A) Upload a new 300 x 195 pixel image to the following directory:
http://portaltestinter.tcdsb.org/TCDSB_Resources/Pictures/

B) Remember to update the Archives list each month with the latest Director’s Voice video as only the current session will be displayed
3  Content Editor
The Content Editor Web Part is a self-contained division within a Page which allows for text, pictures, web parts, and html code to be inserted. It can be placed within the main Page Content (body section) of a page, or in the right hand and/or bottom zones as per the standard Site Govern Article Page layout.

3.1  Adding Web Part to the Page
This section will describe the steps to adding the Media Web Part to the Page.

A) There are two methods of inserting a Web Part onto a Page (Select one).
   i. Click on the “Add a Web Part” button if you are in a web part zone. Skip to Step D.

OR

   ii. Place the mouse cursor to the location on the Page Content (main body content area) where you would like the web part to appear. Continue to Step B.

B) Click on the “Insert” tab

C) Click on the “Web Part” button.
D) Select the “Media and Content” category

E) Select the “Content Editor” web part

F) Press the “Add” button

The blank “Content Editor” web part is added to the page. Now we must edit and customize it.

3.2 Using the Web Part for inserting text and pictures

For this application, treat the web part similarly to the Page Content section of the Page. Type in text, add styles to the text. Insert picture and tables.

The one advantage is that you can have this content appear on the right hand section of the Page, as this area is commonly reserved for Web Parts. The information here would appear more distinct.

If you insert the Content Editor web part in the “Add a Web Part” zone, you can easily change the order or move from the bottom to the right, or vice versa.

A) Just click on the “Click here to add new content” link and add your content.
3.3 Using the Web Part for inserting Google Maps

A) Go to http://maps.Google.ca and type in the address for the location you are looking for.

B) Click on the “Link” icon once you have the map positioned.

C) Click on the “Customize and preview embedded map” link

D) Select a map size. This can be one of the standard Google sizes or a custom one.

E) Select the entire field containing the HTML code (click the mouse in the field, than press ctrl + a)

F) Right click the highlighted text and select “Copy”
G) Go to your SharePoint Page containing the Content Editor web part, place it in “Edit” mode.

H) In the “Format” Text tab select the “HTML” button and select “Edit HTML Source”

I) Paste in the copied text from Step F, and press the “OK” button.

J) Click on the drop down arrow and select the “Edit Web Part” option.
K) Expand the “Appearance” menu and for the Chrome Type select “None”. This will remove all borders and title from the map. Press the “OK” button so save your edits.

L) Fully Publish the page once all editing is completed.
4  Picture Library Slideshow Web Part
This web part is a simple slide show which can be placed onto a Page to display rotating pictures along
with a title and description. It will display all images within a given picture library.

The only drawback for this tool is that the location of the Picture library must be in the same Site as the
Pages library. In addition, you cannot link to the default

4.1  Creating the Picture Library
  A) In the Site Content and Structure window, go to the site level containing the Page which you
      wish to include the picture library slideshow. Click on the drop down menu on the Site, select
      “New” followed by “List”

  B) In the “Libraries” category select “Picture Library”

  C) Type in the Name of the List along with a Description. In the Navigation section click the “NO”
     radio button. Press the Create button. This will create your list at the Site level.
D) Click on the “Upload” menu option and select to upload a single or multiple pictures. For this example the “Upload Picture” selection will be chosen for a single image.

![Upload menu option](image)

E) By selecting the individual upload the image properties menu appears. Type in the “Title” and “Description”. These will appear beside the rotating slideshow, so these fields must be filled in. Once done click on the “Save” button.

![Image properties menu](image)

F) Repeat above until all images have been uploaded. Or you can do a multiple image upload, but be sure to add the “Title” and “Description” fields via alternative methods.

For this exercise five images have been uploaded.

![Multiple images uploaded](image)
4.2 Adding Picture Library Web Part to an existing Page

This section will describe the steps to adding the Media Web Part to the Page.

A) There are two methods of inserting a Web Part onto a Page (Select one).

   iii. Click on the “Add a Web Part” button if you are in a web part zone. Skip to Step D.

   OR

   iv. Place the mouse cursor to the location on the Page Content (main body content area) where you would like the web part to appear. Continue to Step B.

B) Click on the “Insert” tab

C) Click on the “Web Part” button.

D) Select the “Media and Content” category

E) Select the “Picture Library Slideshow Web Part” web part

F) Press the “Add” button

   The blank “Picture Library Slideshow Web Part” is added to the page. Now we must edit and customize it.
G) Hover over the right end of the web part. Click on the drop down arrow, select “Edit Web Part”

H) Type a numerical value for how long you want the pictures to stay on before rotating. 3 to 5 seems to work best.

I) Select the “Picture Library” from the drop down. If there is only one picture library in the site collection, then that one will be selected by default.

J) Select “Random Order” or “Sequential Order” from the Picture Display Mode drop down

K) For the “Display with” menu, select “Title and Description beside image”. This allows for the information you entered previously for each image to be displayed.

L) The Title will appear if you set the Chrome Type to all values except “none”

M) Leave the Height at the default value of “No, Adjust height to fit zone” unless you wish to enter a custom height.

N) Leave the Width at the default value of “No, Adjust width to fit zone” unless you wish to enter a custom width.

O) Chrome Type refers to the border surrounding the web part. In most cases selecting “None” will look optimal on a Page.

P) Press the “OK” button when complete to save the Web Part settings.

Q) Fully Publish the page once all editing is completed.
Completed Page

**Picture Slideshow**

This page has the Picture Library Slideshow Web Part. It is a built-in Microsoft web part that comes as part of SharePoint 2010. It is quite useful in displaying many pictures with a small footprint on a page.

Duck Race

Ducks racing in Omaha, Nebraska.
5  Page Viewer Web Part → PayPal
This section will describe the steps used for adding a PayPal button with provided HTML code to a Page. Due to the special HTML code used, the standard Context Editor web part cannot be used.

There are two steps in this process. The first involves capturing the HTML code and the second involves inserting a web part and configuring it.

5.1  Gathering HTML code
A) Capture the HTML code provided by PayPal and paste it into Microsoft Notepad. Save the file onto your computer with a name (PaypalSample.txt for this example).

B) Upload the file to the “Documents” library in the SharePoint site. From the Site Content and Structure click the arrow on the “Documents” library > New > Item

C) Click on the “Browse” button and locate the Notepad file. Press the “OK” button to upload.

D) Note the location of the Notepad text file. You can click on it to launch in a new browser. We will need the URL address for it in Step M.
5.2 Web Part

E) There are two methods of inserting a Web Part onto a Page (Select one).

i. Click on the “Add a Web Part” button if you are in a web part zone. Skip to Step D.

OR

ii. Place the mouse cursor to the location on the Page Content (main body content area) where you would like the web part to appear. Continue to Step B.

F) Click on the “Insert” tab

G) Click on the “Web Part” button.

H) Select the “Media and Content” category

I) Select the “Page Viewer” web part

J) Press the “Add” button

The blank “Page Viewer” web part is added to the page. Now we must edit and customize it.
K) Hover over the right end of the web part. Click on the drop down arrow, select “Edit Web Part”

L) Select the “Web Page” radio button for the type of page to display.

M) Paste in the URL of the Notepad text file from Step D

N) The Title will appear if you set the Chrome Type to all values except “none”.

O) Leave the Height at the default value of “No, Adjust height to fit zone” unless you wish to enter a custom height.

You may be require to set a custom Height value as the default web part properties may not display the entire section at once. Slowly increase the dimensions until desired results are achieved. You can click on the “Apply” button at the bottom of the properties window to get real time updates on revisions.

P) Leave the Width at the default value of “No, Adjust width to fit zone” unless you wish to enter a custom width.

Q) Chrome Type refers to the border surrounding the web part. In most cases selecting “None” will look optimal on a Page.

R) Press the “OK” button when complete to save the Web Part settings.

S) Fully Publish the page once all editing is completed.
PayPal via Page Viewer web part

<table>
<thead>
<tr>
<th>Date</th>
<th>Click Button to Order Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>Feb 9, 2012</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>Feb 10, 2012</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>Feb 11, 2012</td>
<td></td>
</tr>
</tbody>
</table>
6 TCDSB Image Links
There are two (2) steps required for this web part.

1) Create the List of the image links you are going to display. This is done by creating a SharePoint Library using the “TCDSB Image Links” template, then populating the library. (Sections 6.1 – 6.3)

2) Inserting the “TCDSB Image Links” Web Part to display the contents of the list. (Section 6.4)

6.1 Creating a “TCDSB Image Links” custom library.
A) On the Site where you wish the List to be stored, hover over the site name, go to the “new” menu and select “List”

B) From the List menu select “TCDSB Image Links” from the Libraries column

C) Type in the Name of the List along with a Description. In the Navigation section click the “NO” radio button. Press the Create button. This will create your list at the Site level.

Note: You will need to create the images prior to this step if you have not done so already. Images can be any dimensions that suit the user’s needs.

As a reference, the Board Internet Home Page image dimensions are 300x60 pixels for the long and 140x60 pixels for the short. The Board Intranet Home Page image dimensions are 220x60 pixels. See additional Image Links manual for creating buttons via Photoshop.
6.2 Add list items

A) Select the “Upload” menu and now you have the choice of uploading a single or multiple images to create your Image Links. If you select an individual upload, the list properties appears. For multiple uploads you will have to manually go and edit each list item after the upload.

B) Browse for your image file and

C) Press the “OK” button when complete.

D) Type in the “Title” for the URL you are linking.

E) Type in the “Description” for the URL.

F) Make sure the check box for "Display" is turned on so that your list item will appear.

G) Type in the URL address for the page you wish to link to.

H) Type in the "Index Number" for sorting the list items in numerical order (Optional).

Use 4 digits for listings, e.g. 2200, 4500 for the regular size and ending with the number 1 for longer size, e.g. 1201, 2401. To place an item in between two existing items, use numbers such as 2250 for an item between 2200 and 2300.

I) Press the “Save” button.

J) Repeat Steps 6.2 A → J for each additional Image Link you wish to create.
6.3 Ordering the List (optional)

This section covers re-ording the list via the “Index” number column. By default the Image Links will appear in alphabetical order. This is a useful step if you want the Image Links to appear in a specific non-alphabetical order.

A) Go to the “Settings” menu of the Image Links library and select “List Settings”

B) Scroll down and near the bottom there is a heading called “Views”. Click on the “All Pictures” link in blue.

C) Go to the “Sort” menu and under “First sort by the column” select “Index” from the drop down menu. This will sort your Image Links by the Index number.

D) Scroll down to the bottom of the page and press the “OK” button to confirm the changes you made to the list settings.
Web Part

A) There are two methods of inserting a Web Part onto a Page (Select one).

   ii. Click on the “Add a Web Part” button if you are in a web part zone. Skip to Step D.

OR

   iii. Place the mouse cursor to the location on the Page Content (main body content area) where you would like the web part to appear. Continue to Step B.

B) Click on the “Insert” tab

C) Click on the “Web Part” button.

D) Select the “Concept Interactive Web Parts” category

E) Select the “TCDSB Home Image Links” web part

F) Press the “Add” button

   The blank “Page Viewer” web part is added to the page. Now we must edit and customize it.
**G)** By default, the TCDSB Image Links will display the Image Links library associated with the Home Page of the parent site. We will have to edit this web part to use our recently uploaded Image Links library.

**H)** Hover over the right end of the web part. Click on the drop down arrow, select “Edit Web Part”

**I)** Either type in the URL of the Image Links library or locate it by clicking on the three dots button.

**J)** Press the “OK” button once complete.

Note: You may adjust the web part height and width if required under the “Appearance” heading.
K) Fully Publish the page once all editing is completed.

Completed Page