

Uploading a Document into the Shared Documents Folder of a New Sharepoint Web Site

Top level web sites on our <http://www.worcester.edu> site are administered and updated by our Worcester State College webmaster. Secondary departmental sites either have been converted or are in the process of being converted from Microsoft Frontpage to Microsoft Sharepoint sites. Areas on these “secondary sites” can be modified by designated department personnel who have been given privileges to maintain the site.

Additional links to existing web sites can be added to the Related Links area on a secondary web site. If, however, a link to a document is desired, the document needs to reside or be uploaded to the departmental site before a new link to the file (folder or document library) can be made.

Think about the best method for organizing items on your site and create folders and/or document libraries to suit your needs.

A document library titled Shared Documents is created, by default, in each Sharepoint site. Files can be uploaded and stored in Shared Documents, or new subfolders can be created. When an additional document library seems more appropriate, one can be created. Then, links to the files, folders, or document libraries can be created under Related Links. Users can click the hyperlinks on the site to view desired information or access linked files. If needed, external links also can be created in Blackboard course shells.

Upload a document Into Shared Documents

1. Go to <http://www.worcester.edu/yourSPdeptsitename/adminpanel.htm> .

The Admin Panel is where changes to newer departmental Sharepoint sites are made.



The site's Admin Panel displays.

2. Click the hyperlink titled **Shared Documents**.



Shared Documents displays with any existing subfolders or files it contains.

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Upload a document Into Shared Documents

3. In the **upper right-hand** corner of the window, click **Sign In**.

People provided with administrative privileges will be allowed to view, edit, or contribute based on the privileges granted to them.

After signing in, the words "Sign In" should be replaced with "Welcome *Your LastName, FirstName*. For Example: *Welcome Lancer, Joseph*."

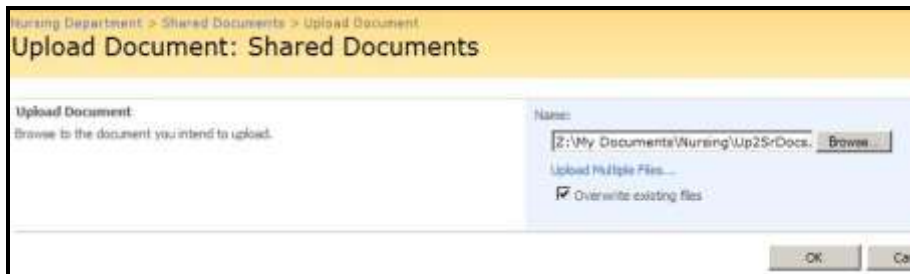
Depending on the person's privileges, additional buttons, files, folders, or document libraries might be available.



4. To upload a document directly into Shared Documents, click the **Upload** button, browse to the desired file, and click **OK**.

If multiple files need to be uploaded, click Upload Multiple Files and select all files you wish to upload.

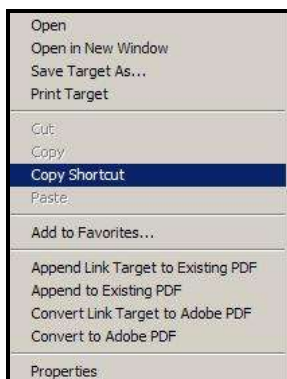
Keep Overwrite existing files checked, if you are saving a newer version of a document stored on the site. The file being saved will "copy over" the existing file or other file with the same name. If you do not wish to do this, change the name of the file..



Obtain the URL/Web Address of the File

1. **Right-click** on the file and choose **Copy Shortcut** from the menu.

The URL/Web address will be placed in the computer's memory, temporarily.



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Obtain the URL/Web Address of the File

2. Follow the directions under the **Create a New Related Link** heading below to paste the URL link into the Related Links URL box.

Create a New Related Link

1. Go to <http://www.worcester.edu/yourSPdeptsitename/adminpanel.htm> .



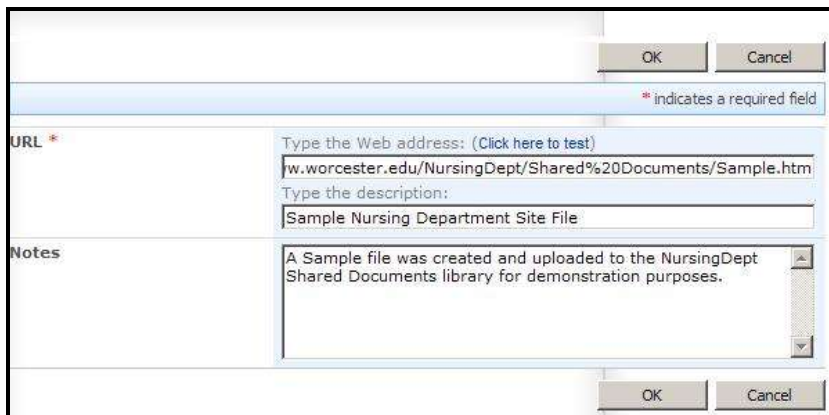
Admin Panel displays.

2. Click **Related Links**
3. In the upper **left-hand corner**, click **Sign In**.

Existing Related Links display on the right, but can be edited and managed in the center column.

4. Click the **New** button.

A Related Link dialog box displays.

A screenshot of a "Related Link" dialog box. It has a title bar with "OK" and "Cancel" buttons. Below the title bar is a legend: "* indicates a required field". The dialog is divided into three sections: "URL *" with a text box containing "w.worcester.edu/NursingDept/Shared%20Documents/Sample.htm" and a "Type the Web address: (Click here to test)" link; "Type the description:" with a text box containing "Sample Nursing Department Site File"; and "Notes" with a text area containing "A Sample file was created and uploaded to the NursingDept Shared Documents library for demonstration purposes.". There are "OK" and "Cancel" buttons at the bottom.

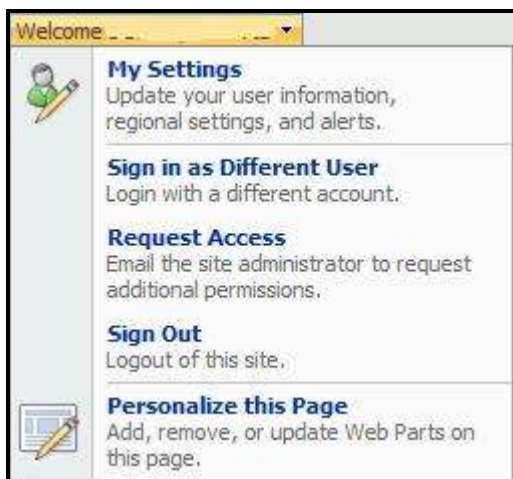
5. Click In the **URL** box and press the **<Ctrl + V>** (Edit>Paste) keys to **paste** the URL/Web address held in the computer's memory into the URL box.
6. Enter a descriptive name in the **description** box and any desired **Notes**.
7. Click **OK**.

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Log Out of the Sharepoint Site

When you are finished working, it is necessary to Sign Out of the Sharepoint site.

1. In the upper left-hand corner of the window, click the “Welcome *Your username*” dropdown menu and select **Sign Out**.



2. When the “Sign Out: Close Browser to Complete Sign Out” message appears, click **Yes** to the Windows Internet Explorer prompt displays.

You will be logged out of Sharepoint.