

About Customizing a SharePoint Server 2007 Site

Modify the structure and appearance of your SharePoint Server 2007 site to best suit the needs of your group. Use the tools and methods described in this guide to customize your site. **Note** This guide assumes you already have a site created. For illustration purposes, a Team Site is used as an example.

The screenshot displays a SharePoint Team Site interface. On the left is a navigation menu with sections like Documents, Pictures, Lists, Discussions, Surveys, Sites, and People and Groups. The main content area features a 'contoso' logo, a 'News' section with a discussion, a 'Project Status' section with a table of completed projects, and a 'Shared Documents' list. A 'Partners' table is also visible. Annotations with arrows point to the 'contoso' logo, the 'Site Actions' menu, the 'Shared Documents' list, the 'Completed Projects YTD' table, and the 'Links' section in the navigation menu.

Project Name	Project Type	Start	Finish
A. Datum Corporation	Resource Planning	2-Feb-2006	15-Apr-2006
Blue Yonder Airlines	Process Re-engineering	10-Feb-2006	25-Apr-2006
City Power & Light	Sarbanes-Oxley	15-Feb-2006	14-Apr-2006
Humongous Insurance	Cost Reduction	22-Feb-2006	17-Apr-2006
Lucerne Publishing	Strategic Planning	8-Feb-2006	30-Mar-2006
Northwind Traders	Cost Reduction	1-Mar-2006	6-Apr-2006
School of Fine Art	Fund Raising	5-Mar-2006	31-Mar-2006
Trey Research	Process Re-engineering	16-Feb-2006	1-May-2006
Wide World Importers	Resource Planning	7-Mar-2006	5-May-2006
Woodgrove Bank	Sarbanes-Oxley	9-Feb-2006	10-Apr-2006

Create a Unique Look for Your Site with an Image Web Part.

Display Other Content on Your Site including shared documents, partner names, alerts, RSS feeds, and more to aid collaboration with others.

Customize Announcements on Your Site to create a better experience for your readers.

Display a Microsoft® Office document on Your Site to immediately share information with users.

Customize Your Left Navigation Menu by adding or removing site links.

Create a Unique Look for Your Site

Change the look of your site with a theme. Themes combine color schemes and design elements to give your site a cohesive look and feel. Then place a banner, team logo, or other image on your home page using an Image Web Part. For example, see the "Contoso" banner on page 1 of this guide.

Tip Though bold colors are striking, they can also make text hard to read. If you use a theme to change the look of your site, always keep your audience in mind.

Change the Look and Feel of Your Site with a Theme

- 1 On the **Site Actions** menu, click **Site Settings**.
- 2 Under **Look and Feel**, click **Site theme**.
- 3 Select a theme from the list, and then click **Apply**.

The image below shows the Simple theme. Compare this to the Default theme featured on page 1 of this guide.



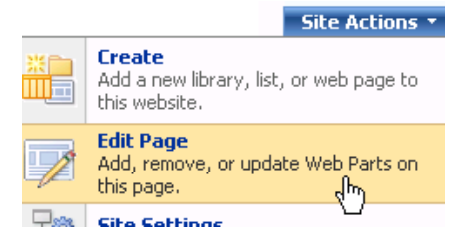
Add a Banner or Picture to Your Site

- 1 Go to a Picture Library, and then click **Upload**.

Note To see all your picture libraries, click **View All Site Content** at the top of the left navigation menu (Quick Launch).

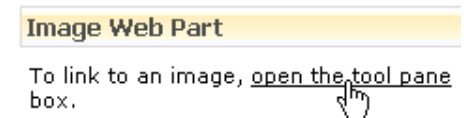
- 2 Browse to the picture, click **Open**, and then click **OK**. If desired, update the picture properties, and then click **OK**.
- 3 With the picture in **All Pictures** view, click the picture. Right-click the preview picture, and then select **Copy Shortcut**. This gives you the image address.

- 4 From your SharePoint Home page, on the **Site Actions** menu, click **Edit Page**.



- 5 At the top of the column where you want to add the picture, click **Add a Web Part**. In the **Add Web Parts to [column]** list, select the **Image Web Part** check box, and then click **Add**.

- 6 In the **Image Web Part**, click **open the tool pane**.



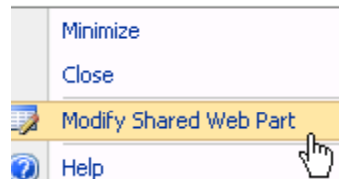
- 7** In the tool pane, under **Image Link**, enter the image address you copied in step 3. Test the location by clicking **Test Link**. If the link works, click **OK**.



- 8** When you have finished, on the **Site Actions** menu, click **Exit Edit Mode** to return to normal view.

Notes

- Use the tool pane to adjust picture alignment, appearance, and layout. To open the tool pane, click the arrow to the right of the Image Web Part title, and then click **Modify Shared Web Part**.
- Never use a copyrighted image in your site without obtaining permission from the copyright holder.



Display Other Content on Your Site

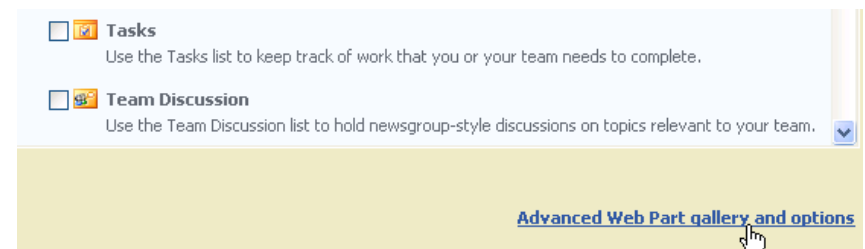
Use Web Parts to customize your site. Web Parts are content “containers” used to display information. Use Web Parts to arrange text, related links, calendars, images, document libraries, other Web pages, and more.

There are Web Parts for almost every kind of content. With a little creativity, you can use existing Web Parts for almost any new content need. In the table below are some examples of existing Web Parts:

To Display This Content	Use This Web Part
Messages to site users	Announcements
A list of site users	Site Users
An Office document or a Web page	Page Viewer Web Part
A list of high priority tasks for site users	Tasks

- From your Home page, on the **Site Actions** menu, click **Edit Page**.
- At the top of the column where you want to add the Web Part, click **Add a Web Part**. In the **Add Web Parts to [column]** list, select the check box of the Web Part that you want, and then click **Add**.

Note If you don't find the Web Part you're looking for in the **Add Web Parts to [column]** list, click **Advanced Web Part gallery and options**.



- 3 To arrange Web Parts on the page, click a title bar and drag the Web Part to the position you want, keeping within the column markings.
- 4 When you have finished, click **Exit Edit Mode** to return to normal view.

Display a Microsoft® Office Document on Your Site

Display any Microsoft Office document or Web page by using the **Page Viewer** Web Part. Displaying a document in this way makes it simple to share information. See the Completed Projects YTD spreadsheet on page 1 of this guide for an example of how such a document looks.

Note To ensure access to the document by all visitors, you must store it on your site. For best viewing, it should be saved as a Web page before uploading it to the site. (**File>Save as Web Page.**)

- 1 Go to a Document Library, and then click **Upload**.

Note Click **Documents** at the top of your site to see all your Document Libraries.
- 2 Browse to the document, click **Open**, and then click **OK**. After the document has been uploaded, right-click the document icon (view the file in **All Documents** view), and then click **Copy Shortcut**. This gives you the document address that you will use in step 6.
- 3 From your Home page, on the **Site Actions** menu, click **Edit Page**.
- 4 At the top of the column where you want to add the Web Part, click **Add a Web Part**. In the **Add Web Parts to [columns]** list, select the **Page Viewer Web Part** check box, and then click **Add**.

- 5 In the **Page Viewer Web Part**, click **open the tool pane**.



- 6 In the **Tool Pane**, click **Web Page**. Under **Link**, paste the document address you copied in step 2. Test the location by clicking **Test Link**. If the link works, click **OK**.

Customize Announcements on Your Site

By default, sites include an Announcements Web Part on the Home page. With this Web Part, you can post news and updates to your site. By becoming familiar with this tool, you can customize how news and updates are displayed. Take a look at the News section on page 1 of this guide to see how the Announcements Web Part might be customized.

- 1 Click **Announcements** in the title bar of the Web Part.
- 2 Click **All items**, and then click **Modify this View**.
- 3 On the **Edit View** page, in the **Columns** section, use the **Display** check boxes to determine which columns will appear in the Announcements Web Part. Use the **Position from Left** boxes to determine their order of appearance.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Attachments	1 
<input checked="" type="checkbox"/>	Title (linked to item with edit menu)	2 
<input checked="" type="checkbox"/>	Modified	3 
<input type="checkbox"/>	Body	4 

- 4 Use the remaining sections of the **Edit View** page to:
 - **Sort** items to appear in a different order.
 - **Filter** content to prevent some items from appearing.
 - **Group** columns.
 - Display **Totals** if you are using columns with numbers.
 - Apply a **Style** to the Announcement content.
Note See the shaded style and the changed title in the picture on page 1 of this guide for an example.
 - Group items inside **Folders** rather than viewing the items in one long list.
 - Set the **Item Limit** to determine how many items will display.
 - Adjust **Mobile** settings for the view.
- 5 When you have finished, click **OK**, and then return to the Home page.
- 6 At the end of the **Announcements** title bar, click the arrow, and then click **Modify Shared Web Part**.
- 7 In the Tool Pane, in the **Selected View** box, select **All Items**. In the warning box, click **OK**.
- 8 At the bottom of the Tool Pane, click **OK**.

Customize Your Left Navigation Menu

The left navigation menu (Quick Launch) is the list of site links found on the left side of your Home page. By default, new links are automatically added when lists and libraries are added to the site. In addition, you can customize the left navigation menu by manually adding or removing site links and headings.

Add a Site Link or Heading in the Left Navigation Menu

- 1 On the left navigation menu, click **View All Site Content**.
- 2 Right-click the site link or heading that you want to add, and then select **Copy Shortcut**. This gives you the site address that you will use in step 4.
- 3 On the **Site Actions** menu, click **Site Settings**. Under **Look and Feel**, click **Quick Launch**.
- 4 Click **New Link** or **New Heading**, and then paste the site address you copied in step 2. Type the description of the new link or heading (if it's a new link, also select a **Heading** to put it under), and then click **OK**. The new link or heading appears on the left navigation menu.

Remove a Site Link or Heading from the Left Navigation Menu

- 1 On the **Site Actions** menu, click **Site Settings**. Under **Look and Feel**, click **Quick Launch**.
- 2 Click the edit icon next to the link or heading you want to remove, and then click **Delete**.

