

## SharePoint Administrators Cheat Sheet

1. Add a new web page/sub site
  - **Site Actions > Create > Sites and Workspaces**
  - Give the page a title (Your first name), description, short 'Web address
  - Select a template
  - Select to use the **same permissions as the parent site** (then remove permissions for some users after)
  - Make your choice from the following:
    - Display this site on the Quick Launch of the parent site*
    - Display this site on the top link bar of the parent site*
    - Use the top link bar from the parent site.*
2. Give users permission for the site after the site has been created:
  - **Site Actions > Site Settings.**
  - Select **Advanced Permissions** under *Users and Permissions*.
  - **Actions > Edit Permissions.**
  - Add individual users or create new Groups via the **New** menu.
3. Remove individual users after the site has been created.
  - **Site Actions > Site Settings.**
  - Select **Advanced Permissions** under *Users and Permissions*.
  - Check the individual user you want to delete.
  - **Actions > Remove User Permissions.**
4. Remove users from a group they have been added to
  - **View All Site Content** (LHS, on the Quick Launch/Navigation bar)> **People and Groups**
  - Click on the group you want to modify to open it up.
  - Check to select the User you want to delete from the group
  - **Click Actions > Remove User Permissions.**
5. Modify the Quick Launch Bar
  - **Site Actions > Site Settings > Quick Launch** (under *Look and Feel*)
6. Modify the Top Link bar
  - **Site Actions > Site Settings > Top link bar** (under *Look and Feel*)
7. Modify Shared Web Part - Add, close, edit a Web Part
  - Edit individual items **Selected View > All items**
  - Rearrange Web Parts – Drag, Layout
  - Show current events only on the Calendar **Selected View > <Current View>**
8. Add Shared Documents (or Site Users) to the SharePoint home
  - Click on a web part > **Modify web part > Add a Web part > Shared Documents** (Scroll down to add **Site Users**)
9. Change the order of items in a list\*
  - **View all content > Lists > Select List**
  - **Actions > Change Order**
10. Allow e-mail to be sent to a document library
  - Navigate to the document library. > **Settings > Document Library Settings > Incoming e-mail settings** (under *Communications*). Enter a name for the e-mail address.

11. Give Unique Permissions to the Document Library, Add a new user for Shared Documents
  - **Settings > Document Library Settings > Permissions for this document library >**
  - **Actions > Edit Permissions**
  - **New > Add Users**
  
12. Modify columns in the document library\*
  - **> Settings > Document Library Settings**
  - Scroll down to *Columns*
  - Click on the column name to edit it.
  - **> Create Columns or Column Ordering**
  
13. Add or hide columns in a document library
  - Open the document library
  - **View > Modify this view**
  - Select Columns you want to display
  
14. Create Unique Permissions for a Document Library
  - **> Settings > Document Library Settings > Permissions for this Document Library**
  
15. Create Unique Permissions for a particular Document
  - **> Document Pull down (to the right of the document name) > Manage Permissions**
  
16. Require document approval, versions, checkout\*
  - **Settings > Document Library Settings > Versioning Settings** (under *General Settings*)
  - Record Version History Revisions to the items or files and their properties are stored.
  - Determine # of previous versions to save
  
17. Document Alerts for yourself or others
  - **> Document Pull down (to the right of the document name) > Alert Me**
  - Manage Alerts: Welcome Yourname pulldown **> My Settings > My Alerts**
  
18. Create and edit a Contact List
  - **> Site Actions > Create > Contacts** (under *Communications*)
  - **> New > New Item**
  - Down Arrow **> Edit Item**
  - Edit Columns: **> Actions > Edit in Data Sheet**
  
19. Delete a document library
  - Navigate to the new library **> Site Actions > Site Settings >**
  - **Site Libraries & Lists** (under *Permissions & Management*) **> Click on Library name**
  - **Delete this Document Library** (under *Permissions & Management*)
  
20. Delete a sub site
  - Navigate to the parent site
  - **Site Actions > Site Settings > Sites & workspaces** (under *Site Administration*)
  - Select **X** to delete the sub site.

Refer to online instructions:

<http://www.marquette.edu/its/help/sharepoint/>