# Microsoft SharePoint 2010

## 14 – Creating sub-sites

**CORPORATE LEARNING & DEVELOPMENT**

# CREATING SUB-SITES

**INFOCUS**

If you are a site owner, you may want to create sub-sites under the site that you are managing to create a blog site for a particular person.

**In this booklet you will be shown how to:**

✓ gain an understanding of the settings that you can set when creating a new site
✓ create a blog site
✓ work with a blog site

# THE CREATE NEW SITE DIALOG BOX

When you opt to create a new site, the first thing that you must do is to select which type of site you require from the list of available templates. The templates you have available may vary depending on the site that you're currently in and the version of SharePoint that you're using. You must then set the options for the new site in the **Create** dialog box, and these are described below.



| | |
|---|---|
| **Title and Description** | The **Title** displays at the top of the site and in the navigation links pointing to the site. The **Description** normally displays under the site's title or in the site's home page. You do not have to enter a **Description** for a site. |
| **Web Site Address** | The name that you type in the **URL name** box will be appended to the URL of the parent site. This name determines how the link to the sub-site will look so keep this text as short as possible and don't include any spaces or special characters. |
| **Permissions** | You can determine whether the sub-site uses the same permissions as the parent site (which is the default setting) or has unique permissions in which case you must set the permissions for the site after it has been created. |
| **Navigation** | You can choose whether the sub-site will appear as a link in the Quick Launch bar and/or the Top Navigation bar in the parent site. |
| **Navigation Inheritance** | You can choose whether the sub-site should have the same Top Navigation bar as the parent site or its own Top Navigation bar. |

# CREATING A BLOG SITE

A blog site is a simple site that lets you share information, such as articles or blog posts. Each post comprises a title and the text to be shared, plus the date on which it was created. As new posts are created, they are added to the top of the list so that the list displays in reverse chronological order. Site visitors are encouraged to interact with the post authors by adding comments to the posts.

### Example:

**1** We clicked on **Navigate Up** 📝 to display the hierarchy of the pages in the site, then navigated back to this site

*Notice that the link to the Project sub-site appears in both the Top Navigation and Quick Launch bars. To create a blog sub-site…*

**2** Then we clicked on **Site Actions** and clicked on **New Site** to open the **Create** dialog box, then clicked on the **Blog** template

**3** Then typed **SampleBlog** in both **Title** and the URL, then clicked on **[More Options]**

*Accept the default values for the remaining options…*

**4** Finally we clicked on **[Create]** to create and open the new blog site called **SampleBlog**
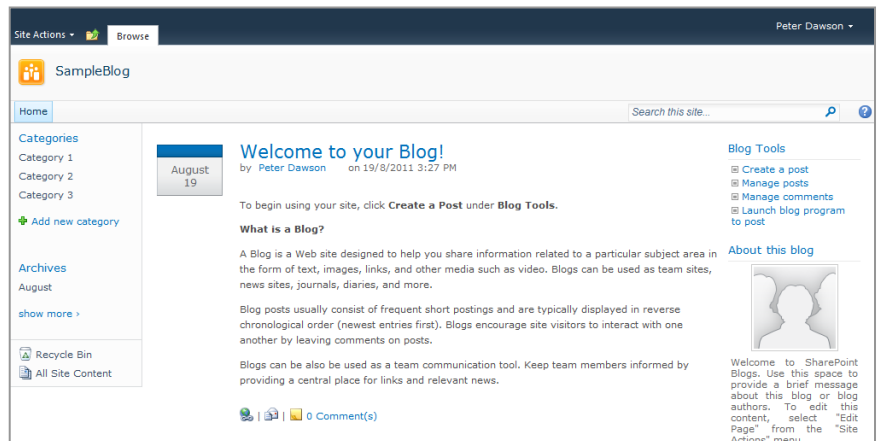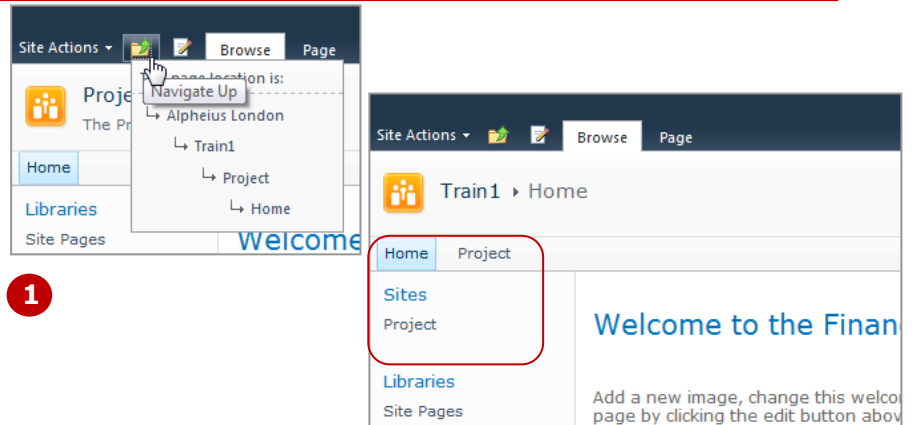
**4** *This is a sample post that describes what a blog is and tells you how to create a post. To the right of the page is a list of actions that you can perform in the blog site under Blog Tools, an About this blog section, and an area for inserting links and uploading photos. The Quick Launch bar includes links to the default categories and archived posts.*

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### For Your Reference…

To **create** a **blog site**:
1. Select **Site Actions** > **New Site**
2. Select the **Blog** template
3. Type a name and URL
4. Click on **[More Options]**
5. Complete the options and click on **[Create]**

### Handy to Know…

- If desired, posts in a blog site can be grouped into categories. SharePoint includes three categories by default. You can add more by clicking on **Add new category** in the Quick Launch bar. You can rename the categories by clicking on **Categories** and then clicking on the desired **Edit** icon 📝.

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# WORKING WITH A BLOG SITE

Blog sites are simple to use. They have four tools that let you create new posts, manage existing posts (e.g., editing a post's details, and deleting or categorising a post), manage comments, and launch Word to create a new post. Comments can be added to a post by clicking on its Comments link. You can edit a blog site's home page like other pages using the **Site Actions** menu.

## Example:

**1**  We clicked on *Create a post* under *Blog Tools* to open the *New Item* dialog box

**2**  Then typed **My New Post** in *Title* and typed **Text** in *Body*, then clicked on **[Publish]** on the *Edit* tab to create a new post

**3**  Then we clicked on the *0 Comments(s)* link to open the *Add Comment* pane

**4**  Next we typed **Great post!** in *Body*, then clicked on **[Submit Comment]**

**5**  We clicked on *SampleBlog* in the breadcrumb to close the comment and to display the posts

**6**  Then clicked on *Manage posts* under *Blog Tools* to open the *Posts* list

**7**  And selected the *Welcome* post, then clicked on *Delete Item* on the *Items* tab. Then we clicked on *My New Post*, clicked on *Edit Item*, clicked on **[Add]** to select *Category 1*, then clicked on **[Publish]**

**8**  Finally we navigated to *SampleBlog*, then clicked on *Category 1* in the Quick Launch bar to see that this post appears in this list
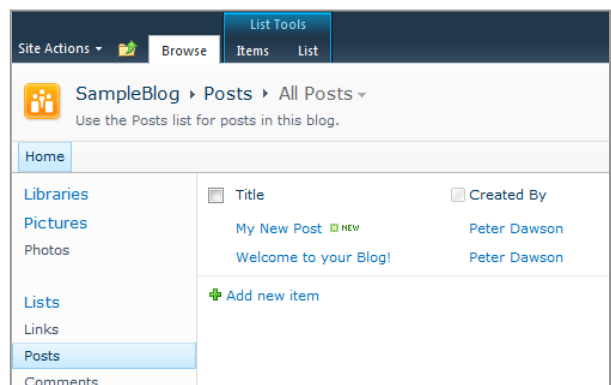








## For Your Reference...

To *work* with a *blog site*:
- Click on *Create a post* to create a post
- Click on *Comments(s)* to add a comment
- Click on *Manage posts*, select the post, then edit or delete it etc
- Click on *Manage comments*, select the comment, then edit or delete it etc

## Handy to Know...

- You can create blog posts in Microsoft Word by clicking on *Launch blog program to post* under *Blog Tools*. From here you can type a title and the body text, then click on **[Publish]** and close Word. Refreshing the blog site will display your post at the top of the list.

# CONCLUDING REMARKS

## Congratulations!

You have now completed the **Creating sub-sites** booklet.  This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## Where To From Here…

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.

- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**