

SharePoint 2013 Ribbon – Quick Reference Guide

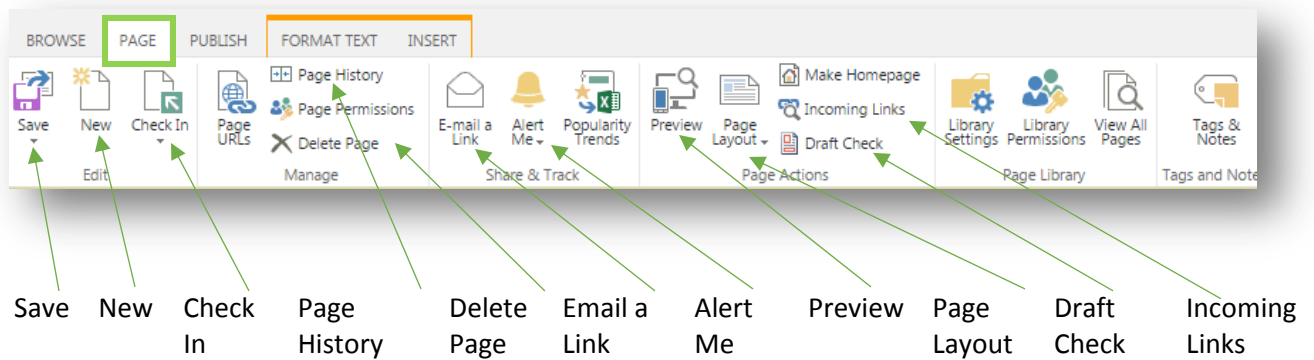
The following information will help you find the tools you want to use on the ribbon to manage your pages. Each section about a tab on the ribbon tab has a summary of what the options on the tab will allow you to do. *If any option is not explicitly mentioned, please do not use it unless you have had special training because of your page needs.*

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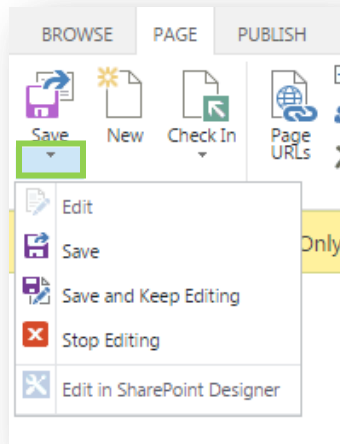
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PAGE Tab



Save



Under the Save option is a down arrow. When you click on it, you can see a number of options.

Edit: If your page is not already in edit mode, you can click Edit to make changes to a page.

Save: This option will save your page and take the page out of edit mode.

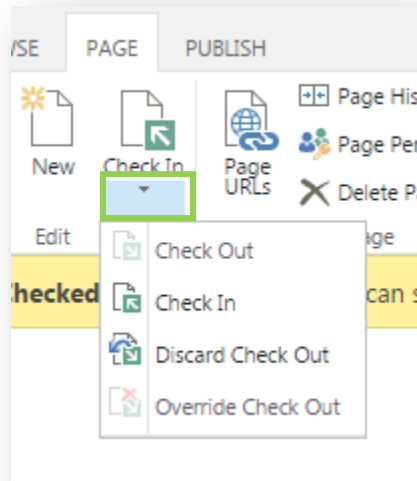
Save and Keep Editing: This option will save the page but the page will remain in edit mode. This is a useful option if you have a number of edits to make to a page but want to save your changes frequently.

Stop Editing: This option takes the page out of edit mode. You will be prompted to save the page or discard changes.

New

You can create a new page by clicking on this option.

Check In



Under the Check In option is a down arrow. When you click on it, you will see a number of options.

Check Out: If the page is not already checked out to you, you can select this option.

Check In: You can check in the page from here.

Discard Check Out: Use this option to discard the recent check out of a page and revert to the previous checked in version. **NOTE:** Any changes made to the page since check out will be lost.

Override Check Out: If someone has the page checked out and access is required in their absence, you can override the check out. **NOTE:** Any changes made to the page since the last check out will be lost.

Page History

Select this option to look at the history of a page (versions).

Delete Page

Delete a page by clicking on this option. If you choose to delete, the page will be sent to the recycle bin.

NOTE: Any pages that link to this page will have broken links after deletion. Use the Incoming Links option to see what pages will be affected if you delete a page.

Email a link

Use this option to create a new email containing the URL for the page.

Alert Me

Use this option to set up an alert so that you are notified when something changes with the page.

Preview

Use this option to preview how the page will look when published. The preview will open in a new tab.

Page Layout

Use this option to change the template of the page.

NOTE: When changing the page template some content may be lost. Ensure you have saved your content in another medium (For example: Notepad) so that you do not lose the content.

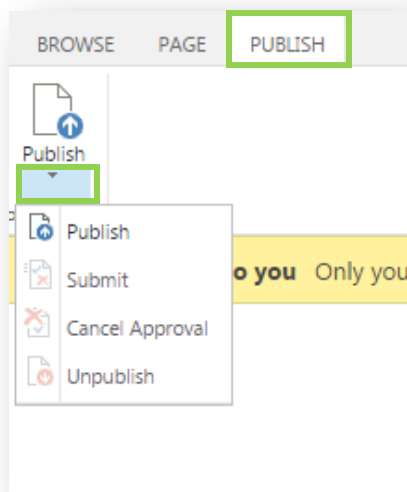
Draft Check

This option will check the items on your page and produce a report if any links or images are referencing unpublished items. These items may cause broken links on your page if published as is.

Incoming Links

Use this option to find if other pages link to your page. This is very useful when unpublishing a page - you can see what pages will have a broken link while the page is unpublished.

PUBLISH Tab



Under the Publish option is a down arrow. When you click on it, you will see a number of options.

Publish

This option publishes a page

Submit

This option allows someone with Author access to submit a Publish request for approval.

NOTE: There is no automatic notification to Editors that a page is waiting for approval. Authors must contact an Editor to let them know.

Cancel Approval

An editor can cancel a publish request from an Author.

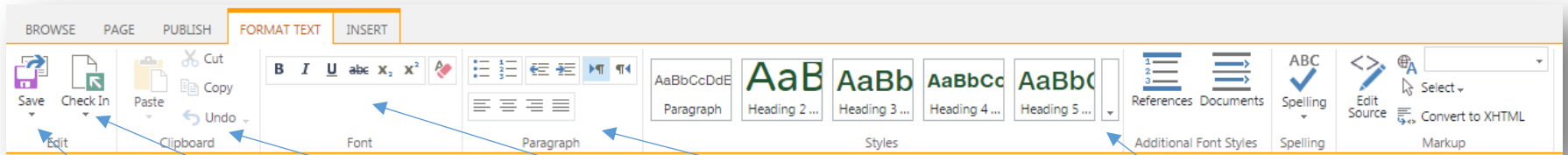
NOTE: There is no automatic notification to the Author that a Publish request has been cancelled. Editors must contact the Author to let them know and the reason why.

Unpublish

Unpublish will remove the page from the live website. The page will still be visible in the editing site.

NOTE: This option is not available to Authors. Authors must contact an Editor to have a page unpublished.

FORMAT TEXT Tab



Save

Check In

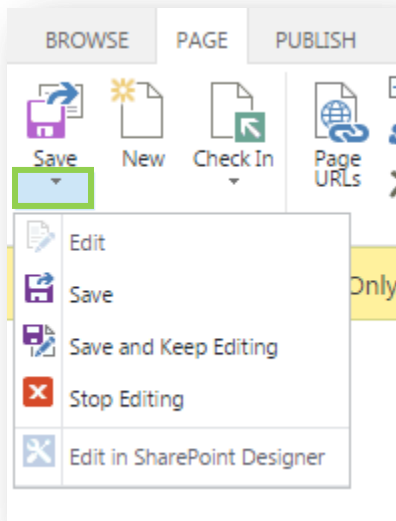
Undo

Font

Paragraph

Styles

Save



Under the Save option is a down arrow. When you click on it, you can see a number of options.

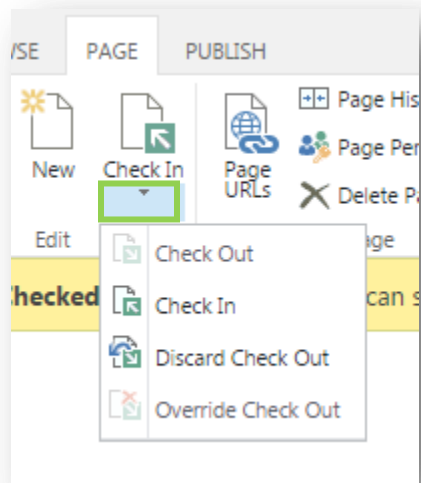
Edit: If your page is not already in edit mode, Click Edit to make changes to a page.

Save: This option will save your page and take the page out of edit mode.

Save and Keep Editing: This option will save the page but the page will remain in edit mode. This is a useful option if you have a number of edits to make to a page but want to save your changes frequently.

Stop Editing: This option takes the page out of edit mode. You will be prompted to save the page or discard changes.

Check In



Under the Check In option is a down arrow. When you click on it, you will see a number of options.

Check Out: If the page is not already checked out to you, you can select this option.

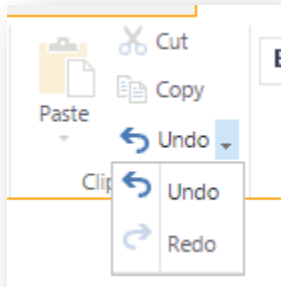
Check In: You can check in the page from here.

Discard Check Out: Us

Use this option to discard the recent check out of a page and revert to the previous checked in version. **NOTE:** Any changes made to the page since check out will be lost.

Override Check Out: If someone has the page checked out and access is required in their absence, you can override the check out. **NOTE:** Any changes made to the page since the last check out will be lost.

Undo



Next to the Undo option is a down arrow. When you click on it you will see a number of options.

Undo: This will undo the most recent text change you have made. You can keep clicking undo to undo text changes until it reaches the first change you made.

NOTE: Undo should only be used to correct text changes. It is not a reliable tool for undoing other changes.

Redo: To redo something you have undone.

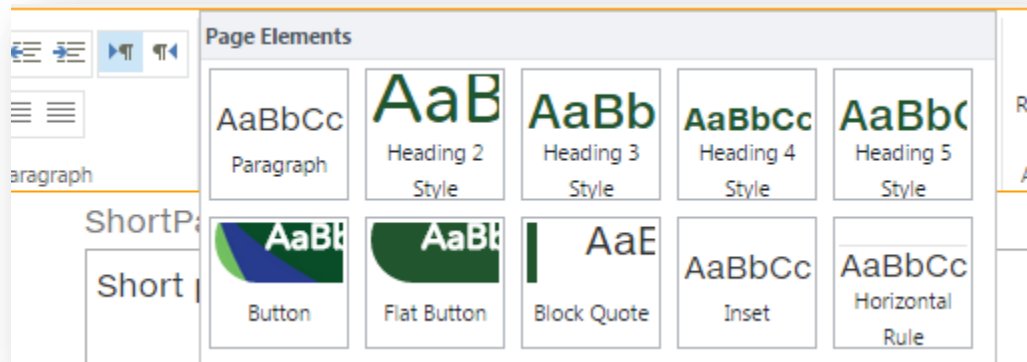
Font

Use the Font options to customize your text.

Paragraph

Use the Paragraph options to fine-tune the layout of your text.

Styles



Use the Styles options to customize the text styles.

Paragraph: Reverts any styled text back to Normal

Heading: Make text into headings.

Button/Flat Button: Convert a link into a button

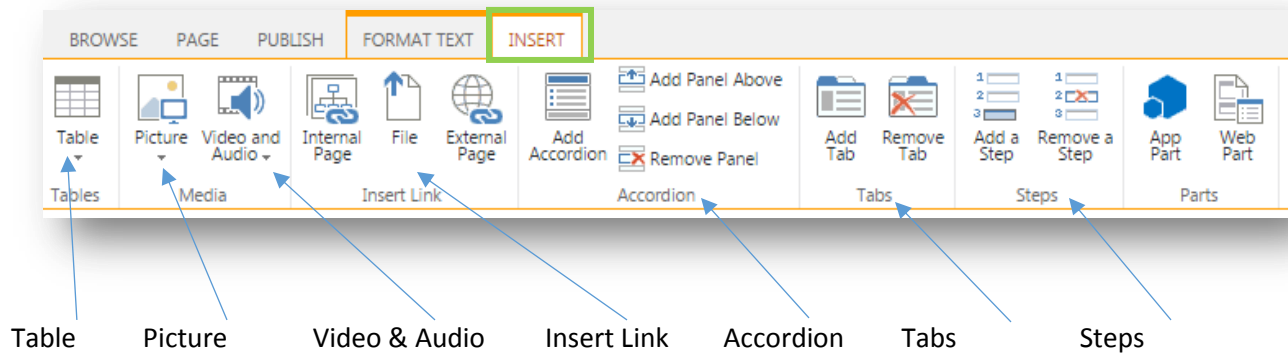
Block Quote: Highlight a quote using this option.

Inset: Inset is used for short pieces of information that should be distinguished from the main body of text.

Horizontal Rule: Use this to divide sub-topics.

NOTE: Please review the [Typography section in the Style Guide](#) on how to use these styles properly and effectively.

INSERT Tab

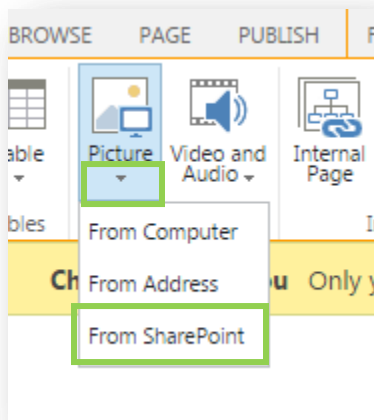


Table

Use this option to create a table on your page.

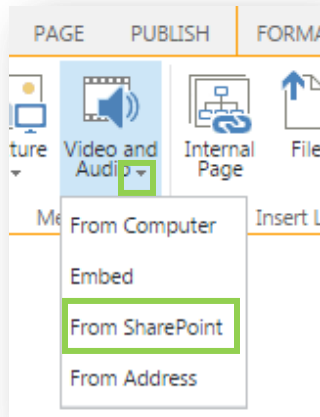
NOTE: Tables do not look good in the mobile view. If you feel you have a need for a table on your page, please contact communications (webhelp@phsa.ca) to ensure your content is organized in a way that works with the mobile view.

Picture



Select the down arrow under the Picture option and choose “From SharePoint” to upload your picture and add it to your page in one process.

Video and Audio



Select the down arrow under the Video and Audio option and choose “From SharePoint” to upload your video or audio file and add it to your page in one process.

Insert Link

Create links easily by choosing one of these three options:

Internal Page: View a tree structure of your website sections and pages. Choose the page you want to link to.

File: Upload and link to a document on your page.

External Page: Create a link to a page on a website other than your own.

Accordion

Use an accordion to organize your page content.

Tabs

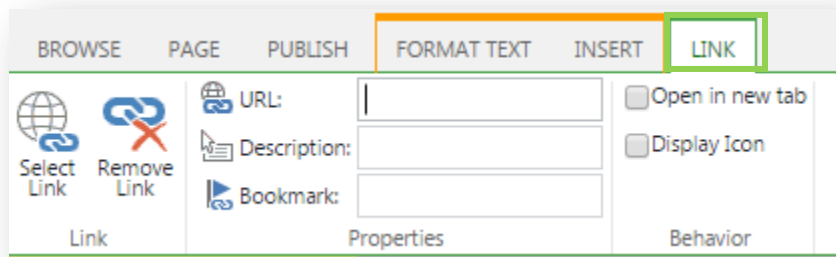
Use the Remove Tab option to remove Tab 3 from a page using a tab-supported template.

Use the Add tab option to add tab 3 back in to a page.

Steps

Add and remove Steps to organize your content.

LINK Tab



When you highlight a link on your page, use the LINK tab to improve the visitor experience.

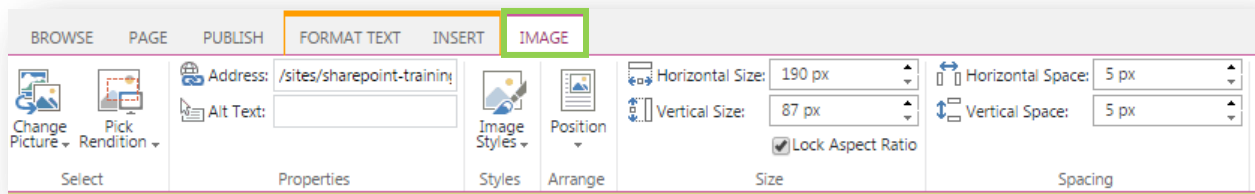
URL: This lists the URL of the item you are linking to

Description: Always have a meaningful description for a link. This is essential for accessibility purposes

Open in new tab: Check this if you want your link to open in a new tab (required for external web pages and documents)

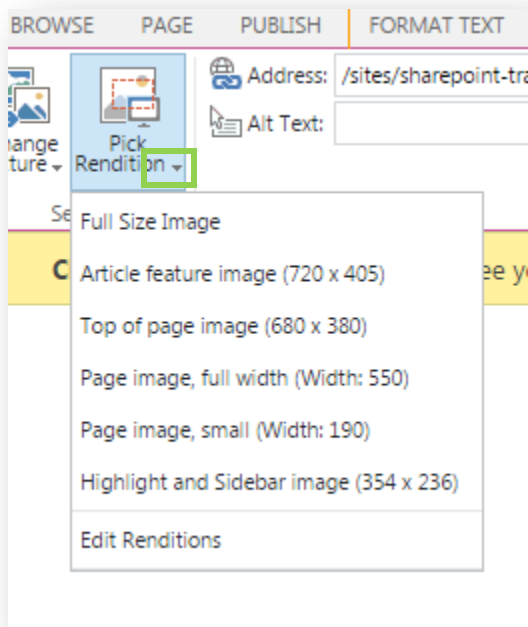
Remove Link: If you no longer need the link, click this option.

IMAGE Tab



Manage images on your page using this tab.

Pick Rendition



Click the arrow under Pick Rendition to manage the image.

Select an image size appropriate for the image. [The Publishing Standards on POD](#) lists the appropriate size to use for where the image is placed on the page.

Select the Edit Renditions options to recrop the image.

Styles

Select a border for your image

Position

Change the position of an image in relation to text.