Customizing your SharePoint Workspace

SharePoint is set up in modules which allow you to easily change the look of your SharePoint workspace. SharePoint calls these modules web parts. Each element that we have discussed is a module in SharePoint such as Calendars, Announcements, and Links. You can set up your workspace so that the elements appear on the page where you will want to access them, or according to what you use most. Most of the modules are created for you automatically when you create a new workspace. But you have the option to add or remove parts. The modules are set up in zones.

To add or change a module on your workspace
1. Click on the Site Actions button on the top right corner.
2. Select Edit Page.
3. You will see your page as it is currently laid out. To add a module, click on the Add a Web Part button in the zone you wish to add the module to.

4. A list will come up with all the available web parts. To add a part simply click the box in front of the part you wish to add and click the Add button.
5. The module you selected is created for you and added to your workspace in the zone you chose. In this case an image.

6. Once your web part is created, simply follow the instructions SharePoint provides for the web part to complete it.
7. To delete a module click on the edit button above the module and select Delete.
8. You can exit page edit mode by hitting the X in the upper right corner of the edit box.
To change the Title bar of your workspace
1. Click on the Site Actions button on the upper right of your workspace.
2. Under Look and Feel select Title, Description, and icon.
3. You have the option to change the Title and logo that appears at the top of the page, as well as the page description.
4. If you will be using an image from a SharePoint picture Library you created on your site the easiest thing to do is;
   A. Open the picture library.
   B. Right click on the image you want to use.
   C. Select Properties.
   D. Highlight the Address by moving your mouse over it.
   E. Hold down the Ctrl key and hit the C key.
   F. Click inside the URL box next to Logo URL, hold down your Ctrl key and hit your V key.

Title, Description, and Icon

Title and Description
Type a title and description for your Web site. The title is displayed on each page in the site. The description is displayed on the home page.

Logo URL and Description
Associate a logo with this site by entering the URL to an image file. Add an optional description for the image. Note: If the file location has a local relative address, for example, /layout/images/logo.jpg, you must copy the graphics file to that location on each front-end web server.

URL:
http://myextension.ifas.ufl.edu/mv/SharePoint

Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.
For example, http://myextension.ifas.ufl.edu/mv/SharePoint

To change the color Scheme of your workspace
1. Click on the Site Actions button on the upper right of your workspace.
2. Click on Site Theme.
3. Click on the theme on the right to see a preview of what it will look like. Once you have selected the theme you like click on it and then click the Apply button.