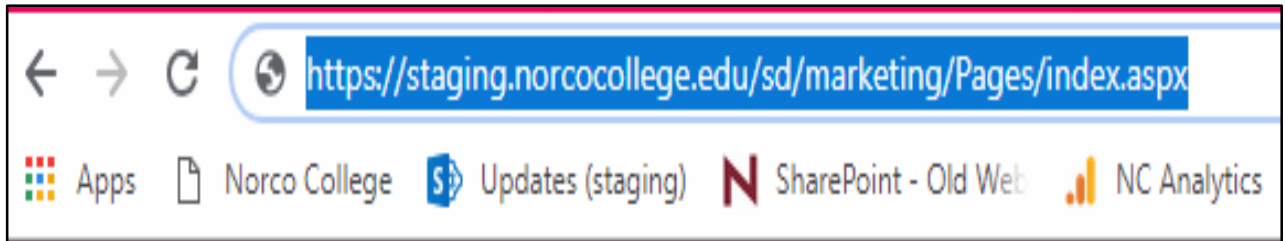


Important SharePoint Server Info

To access the old website, type this address into your internet browser: archive.norcocollege.edu

Logging in:

1. Access the SharePoint site: go to www.norcocollege.edu and **navigate to the page you need to edit** such as <https://www.norcocollege.edu/sd/marketing/Pages/index.aspx>. Once on the page, replace the **www** in the address bar with **staging**.



2. Log-in with your work email credentials

Tips:

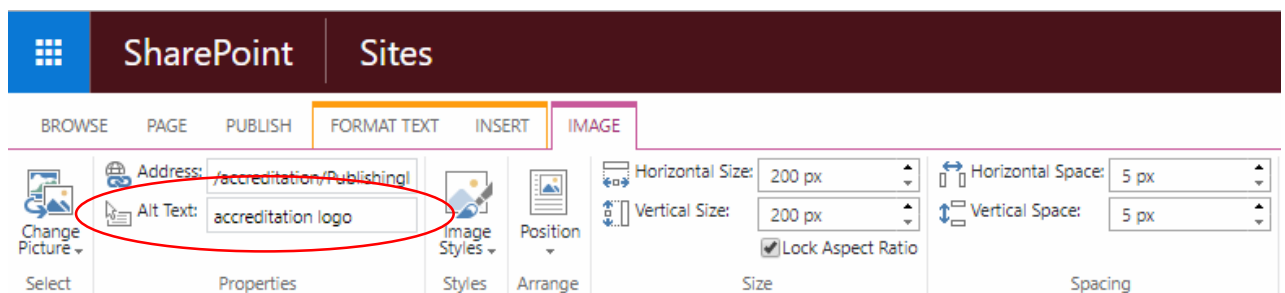
1. All files (except .jpg images) must be saved as a PDF with **NO SPACES**. Use an underscore (_) or a dash (-) between all words.

Bad: Grants Committee Meeting Minutes Feb 2019.pdf

Good: Grants_Committee_Meeting_Minutes_Feb_2019.pdf

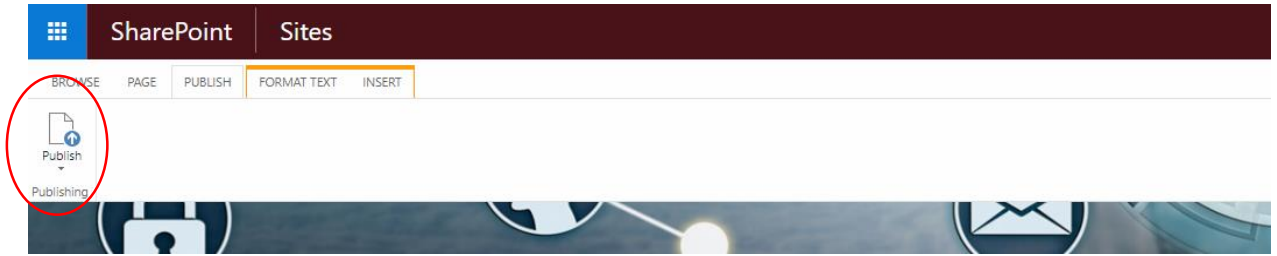
Do not upload Word or Excel documents directly onto the website!
For assistance with uploading fillable Excel documents, please contact Lenny.

2. All images must have Alt Text for ADA 501 compliancy.



...continued on next page

3. Your additions & edits will not show on the website until you **PUBLISH**



4. The only approved font for the new website is Roboto. The standard font size is 18px (this is different than 18pt). To ensure you are w/in the approved style guidelines, select the **Paragraph** style from the **Styles** toolbar.

5. Remember to Save your work often. Saved work will not be visible to the public until you Publish it!

Things you can edit on your own once you've gone through training:

- Add, delete or edit text
- Link to external websites
- Link to PDF documents
- Add images (don't forget the ALT Text)
- Add agendas & minutes to committee pages

Please email Lenny for assistance with:

- Changes to the menu on the left side of any page (the QuickLaunch)
- Creating new pages
- Adding an email link
- Adding video
- Adding a calendar
- Changing large image on page (hero image)
- Uploading Fillable Excel documents

Need help? We are always happy to assist.

Call Lenny at (951) 372-7075 or email leonard.riley@norccollege.edu