<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Overview</td>
<td>3</td>
</tr>
<tr>
<td>Terms</td>
<td>3</td>
</tr>
<tr>
<td>General Content Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>Enterprise-Wide Elements</td>
<td>4</td>
</tr>
<tr>
<td>Dashboards</td>
<td>8</td>
</tr>
<tr>
<td>Enterprise Dashboards</td>
<td>9</td>
</tr>
<tr>
<td>Departmental Dashboards</td>
<td>10</td>
</tr>
<tr>
<td>Landing Pages</td>
<td>13</td>
</tr>
<tr>
<td>How to Handle Requests</td>
<td>15</td>
</tr>
<tr>
<td>Guidelines for New Content Development</td>
<td>17</td>
</tr>
<tr>
<td>Resources</td>
<td>18</td>
</tr>
<tr>
<td>Appendix A: “Using Sharepoint”</td>
<td></td>
</tr>
</tbody>
</table>
Site Overview

CONTENT
The Web Team’s approach to the web site’s content should be driven by the following priorities:

1. **EPCC’s Mission**: Help students attain a Certificate of Completion, an Associates Degree or transfer to a four-year institution. (see President’s Message)

2. **Students’ Objectives**: complete the tasks necessary to accomplish #1 above.

SITE STRUCTURE
1. Enterprise-wide elements
   - **Header**: Toolbar, Top Navigation, banner image,
   - **Footer**: legal and institutional information and social networking links.

2. Enterprise Dashboards
   - **Service-oriented navigation**
   - **Link from the Home page**
   - **Links to two or more offices or departments.**

3. Departments Dashboards
   - **Academic Programs - Classes; fields of study**
   - **Student Services - Admissions, Financial Aid, etc.**
   - **Internal Support - Facilities Management, IT.**

4. Landing Pages
   Contains specific information or online service

General Content Guidelines

- Banner images will be supplied by the official EPCC photographer, recognized by the EPCC Web Development Committee.

- Priority placement in navigation and on “body” sections will be given to content that furthers EPCC’s mission.

Any text, photos, graphics, video, audio or other content that does not directly help students complete their EPCC studies will have secondary priority and should not displace priority content.

Example: *Contact information and deadlines should be posted clearly on a department dashboard page. Staff photos or holiday videos should be placed on an About Us sub page.*

-The Web Team supervisor is ultimately responsible for all content posted on the EPCC web site.

Terms

**Enterprise Dashboard**
A web development concept in which related content is grouped onto one page in an effort to provide the web site visitor with immediate access to relevant information.

The Enterprise Dashboard page is not unique to any department or office. Rather, the content of a Dashboard is generally derived from two or more departments or other organizations.

**Department Dashboard**
Similar to an enterprise dashboard, but the Department Dashboard is unique to a specific department.

Services provided by the department are grouped onto one page to provide the website visitor with immediate access to relevant information.

**Landing Page**
A web page that serves to inform or complete a transaction for the web site visitor, rather than to direct the visitor to other pages. It’s where the web visitor finds what he or she is looking for.

**Navigation Page**
A web page designed to direct visitors to other web pages. (i.e., a Dashboard page)
Enterprise-Wide Elements

Throughout the website, certain elements do not change because they are adopted by the institution. Enterprise-wide elements include the following:

1. Institution Home page
   A. Header (Logo, Toolbar)
   B. Top Navigation
   C. Enterprise Banner
   D. Top Left Navigation Links
   E. Lower Left Navigation Links
   E. EEOC Statement
   F. Footer (Terms of Use, Privacy Statement, Search, Employment, Required Links)

2. Throughout the website
   A. Banner
   B. Top Navigation
   C. EEOC Statement
   D. Footer

SEE FIGURE 1.1
FIGURE 1.1 - Enterprise Home Page
Enterprise Home Page Content

I. Dimensions SEE FIGURE 1.2
   A. Header
      a. 950 px

   B. Enterprise Banner: These banners will be provide in most cases. 750 x 230 px
      a. 750 x 230 px
      b. Text
         i. EPCC
            -color: #ffffff
            -font: Gotham, Medium
            -size: 60.26
         ii. "The Best Place to Start"
            - color: #c5e6e5
            -font: Gotham, Book
            -size: 24
   c. Effects: Used when necessary to increase legibility, the drop shadow should have the following specifications as per Photoshop CS4.
      i. Blend Mode: Multiply
      ii. Opacity: 50%
      iii. Angle: 112˚
      iv. Distance: 3 px
      v. Spread: 0 px
      vi. Size: 3 px

C. Top Left Navigation Column
   a. 175 px
   b. #46297B

D. Lower Left Navigation Column
   a. (.LefNavSub)
   b. 175px
   c. #7e7975

E. Padding
   a. 6 px

F. Left Column Navigation
   a. 50%
   b. #CFCFCF

F. Right Column 50%
   a. 50%
   b. #C1C0C0

2. The Enterprise Home Page is made up of 2 editable columns. The content is based on the institution’s goals, and relevance to the website visitor.
   - Content on enterprise home page should be updated in a timely manner. Content should be replaced after 2-3 weeks.
   - Level of importance/relevance is from top left area to the bottom right
   - Syndicated content, such as RSS feeds, should be on the right column of the page.

SEE FIGURE 1.2
ENTERPRISE-WIDE ELEMENTS

FIGURE 1.2 - Enterprise Home Page Dimensions

EPCC Website Best Practices Guide
**What is a Dashboard?**
A Dashboard is a web page concept that facilitates “service-based navigation” in large, complex organization such as El Paso Community College.

Content is grouped on one page based on its relevance to a keyword, or service, instead of by the organization’s structure. All of the content on a Dashboard is intended to help the users, or visitors, reach certain Landing Pages, where they should fulfill their tasks.

A web page is considered a Dashboard when the links direct the visitor to two or more different sections, departments, organizations or sites.

*Relevant* content may be identified by 1) querying the organization’s front line customer service representatives, 2) surveying the primary audience, 3) analyzing web statistics and 4) interviewing department managers and supervisors.

The EPCC Enterprise Dashboard pages are divided into three general areas: the Title Banner, the Left Column Navigation and the Body Content.

SEE FIGURES 2.1 and 2.2

**A. Title Banner**
This is the panoramic photo displaying the title of the Dashboard page.

a. Dimensions: 950 x 200 px
b. Font: Gotham, 42.38pt
c. Colors: White: fdfdfd
   Teal: 00a0b7
d. Effect: Dropshadow
   Angle: 112
   Opacity: 50%

**B. Bread Crumbs**
Active links that enable the visitor to view their path to the current page

a. XX-Small font

**C. Left Column Navigation**
All relevant links go in this area, in order of most-to-least requested service, top to bottom.

Links are selected based on relevance, regardless of which department or office supplies the service.

Hexacolors for the sidebar are:

a. Background: #7E7975
b. Underline: #696766

**D. Body Content**
This area is reserved for the most relevant and useful content, top to bottom.

Each sub-section will include a title, a brief explanation and one or more action links. Where possible, the links should describe the expected result for the audience.

Sub-sections will be organized in two columns, with exceptions when more extensive descriptions are necessary.

Every effort should be made to keep Body Content within the visible screen area based on the standard screen resolution (1024x768). The visitor should not have to scroll extensively on a Dashboard page.

a. Template 1 Column widths
   Left: 46% Right: 46%

b. Image dimensions (optional):
   322w x ?

NOTE: Dashboard pages should primarily point to Landing Pages, not to other Navigation Pages. Every effort should be made to link the visitor to the specific web page that contains the solution to his or her search query.

The Dashboard page should never link to another navigation page of six links or less. In such cases, provide all the links directly within the Dashboard page sub-section.

**Current Dashboard List**
- Prospective Students
ENTERPRISE DASHBOARD

- Current Students
- Faculty & Staff
- About EPCC
- Contact US
- Catalog/Schedules
- Admission/Registration
- Calendar/Events
- Financial Aid
- Continuing Education
- Military and Veterans

FIGURE 2.1 - Enterprise Dashboard Template 1

Note Enterprise-level elements:
- Header
- Top Navigation Bar
- EEOC statement
- Footer
**Departmental Dashboards**

EPCC’s departments differ in size, service, and location. However, all departments can be categorized into 3 types of departments:

- **Academic Programs**  
  (i.e., Biological Sciences, English)

- **Student Services**  
  (i.e., Police Department, Admissions)

- **Internal Support**  
  (i.e., Information Technology Services)

Departmental Dashboard pages are similar to Enterprise dashboard pages, with key difference in the page title and Left Navigation Column:

**SEE FIGURES 3.1 and 3.2**

A. **Photo Banner**  
This is the panoramic graphic displaying a general photo of the college. The Photo Banner should contain no text or titles.

B. **Bread Crumbs**  
Active links that enable the visitor to view their path to the current page.

C. **Title (Department Name)**  
The title always refers to the department name and is found below the Bread Crumbs and above the right column of body content.

  a. **Arial Font**  
  b. **X-Large tag**

D. **Subtitle (also, Page Title)**  
The Subtitle is underneath the department name.

  a. **Arial Font**  
  b. **Medium tag**

E. **Left Navigation Column**

  1. All relevant links go in this area, in order of most-to-least requested service, top to bottom.

  2. Links priorities are based on relevance.

  3. Contact Information should be linked in the Left Navigation after the Department Home link as follows:

    - **Department Home**
    - **Contact Information**
    - **About Us**
    - **Service/Program 1**
    - **Service/Program 2**
    - **Service/Program 3**

F. **Body Content**

  1. This area is reserved for the most relevant and useful content, top to bottom.

  2. Each sub-section will include a title, a brief explanation and one or more action links. Where possible, the links should describe the expected result for the audience.

  3. Sub-sections will be organized in two columns, with exceptions when more extensive descriptions are necessary.
FIGURE 3.1 - Departmental Dashboard, Support Services
NOTE: Mission Statements should be placed in the About Us subpage. If there is no About Us page and a Mission Statement is required, place the link immediately below the Contact Information link.
LANDING PAGES

Landing Pages

A Landing Page is web page that serves to inform or complete a transaction for the web site visitor, rather than to direct the visitor to other pages. It’s where the web visitor finds what he or she is looking for.

EPCC will have many different landing pages, and although the content will vary, the following templates appropriately manage most content requirements.

SEE FIGURE 4.1

A. Photo Banner
This is the panoramic graphic displaying a general photo of the college. The Photo Banner should contain no text or titles.

B. Bread Crumbs
Active links that enable the visitor to view their path to the current page

C. Title (Department Name)
The title always refers to the department name and is found below the Bread Crumbs and above the right column of body content.

  a. Arial Font
  b. X-Large

D. Subtitle (also, Page Title)
The Subtitle is underneath the department name. The name of the Landing Page will always be displayed as in this location.

  a. Arial Font
  b. Medium

E. Left Navigation Column
1. All relevant links go in this area, in order of most-to-least requested service, top to bottom.

   2. The links should be in the same order as the department page that led to the landing page.

3. The very top link of a landing page will include “Department Home“.
   For example:
   - User is on “Personnel Services” department page
   - User clicks on “employment,” and finds themselves on employment landing page.
   - Top link on left navigation column will include “Personnel Home“ or “Personnel Services Home”

F. Body Content
1. This area is reserved for the most relevant and useful content, top to bottom.

2. Each sub-section will include a title, a brief explanation and one or more action links. Where possible, the links should describe the expected result for the audience.

3. Sub-sections will be organized in two columns, with exceptions when more extensive descriptions are necessary.
FIGURE 4.1 - Landing Page
**How to Handle Requests**

**Be proactive!**
Fix it before you receive the request:

1. Check the website for *untimely* or *inaccurate* content: misspellings, grammatical errors, irregularities or inconsistent formatting periodically.

2. Correct misspellings and grammatical errors immediately.

3. Notify your supervisor or the customer in writing about any apparent irregularities or inconsistencies.

**Get the request in writing.**
If you are contacted with an update or change, make sure the specific changes are documented.

E-mail works fine. However, if you receive the request in-person or via phone, it’s a good idea to send an e-mail to the user outlining the request and requesting confirmation. Example:

*Ms. Smith,*
*It was nice speaking with you again today! I just want to confirm your request for the Financial Aid web page:*

1. Change the name of the clerk to Margie Lopez.
2. Update the fax number to 873-1000.

*Please confirm if I am correct, or feel free to reply any additional changes to this e-mail. I look forward to hearing from you as soon as possible so we may post the updates to the web site!*

*Thank you,*
*Your Name*
*EPCC Web Team*

Be sure to archive a log of the requests in the relevant department’s file.

**Evaluate the request**
Ask the following questions:

1. Who is requesting the change?
   Name, department, date

2. What is the urgency of the request?
   Evaluated using the Priority Guideline

3. What technical staff will be required to provide the solution?
   a. Customer may resolve the issue on their own
   b. Web Team will resolve the issue
   c. Web Team + higher level support.

4. When is the work due?
   a. Notify the user when you intend to complete the request.

   Remember: Under promise and over deliver!
   Setting a due date allows the Web Team to manage the users’ expectations and avoid long delays before completing requests.

   b. Give yourself plenty of time to complete the request, and always notify the user when the change is ready for review.

   c. Include a link to the completed web pages.
WEB UPDATES PRIORITY GUIDELINE

1. Emergency Message
   Issued by law enforcement or President’s office.

2. Inaccurate Content: College-wide
   Affects most or all students, faculty, staff or general public
   Examples: Wrong dates and times for graduation ceremonies.
   Expired registration deadline/financial aid information.

3. Inaccurate Content: Department Level
   Affects mainly visitors of specific department web pages
   Examples: Incorrect department phone number, changes to Biological Sciences program

4. Inaccurate Content: Individual Level
   Affects specific information about one individual
   Examples: Misspelled staff name, incorrect e-mail address, etc.

5. New Content
   A new event may be considered a top priority, especially if the event will take place soon or will require advance registration or promotion.

6. Preferences/Style changes
   This is a staff photo update, aesthetic graphic change or other subjective modification.
New content may be simple as a new paragraph or section on an existing web page, a new web page(s), a photogallery, video or other media or a new online service.

A solid web site structure and page templates will guide the placement of new content. The primary objective for the web developer is

1) to properly analyze the new content to identify its priority relative to existing content, and

2) optimize the content to support EPCC’s mission and best serve the content’s intended customers.

CONTEXT is key to providing an optimized user experience. The web developer should understand how and why students engage the requesting department and, where possible, suggest ideas for optimizing the content for the web. The department interview is critical to providing the most RELEVANT content possible.

Sample questions to ask the requesting Department’s contact

1. What are the top five requests by phone and walk-ins? Top ten?

   - Use the words of the target audience--i.e., student, faculty, or staff.

   - If possible, ask the department head, supervisor and front-line employees.

2. What are the primary forms required by your department/office?

   - How do you prefer that these forms be submitted?

   - Would any of these forms be acceptable by electronic format?

3. Is your staff regularly mailing/faxing documents?

4. What is the best contact information the target audience can use to get a response as soon as possible?

5. Do students call or visit your office asking about services that are actually handled by other departments? If so, what services; what departments?

6. Are there important dates/ deadlines/ timelines associated with your services? If so, are they currently accurate and up-to-date on institutional calendar?

   NOTE: If not, does the department head know who to contact?

   If there are important dates associated with their services, make sure the link is available on their respective Department Dashboard.
Useful, fun, official and unofficial web development resources

World Wide Web Consortium
http://www.w3.org/

Bad Web Design Blog
http://www.webpagethatsuck.com

Good Design Practices
http://goodpractices.com/

Programmer in Black Web Design
http://www.pibweb.com/designrec.html
# Table of Contents

Site Theme, Master Pages and Page Layouts ................................................................................. 2

- Site Theme ................................................................................................................................. 2
- Master Pages ............................................................................................................................... 2
- Page Layouts .............................................................................................................................. 3

Creating Sites and Subsites .......................................................................................................... 5

- Steps for Creating a Site ............................................................................................................ 5
- Site Content ............................................................................................................................... 6
- Creating the Approval Workflow ............................................................................................... 6

Editing and Creating Pages in a Site ........................................................................................... 7

- Edit the Page Title and Page Layout ....................................................................................... 7
- Adding Page Content ................................................................................................................. 7
  - Important Guidelines ................................................................................................................. 7
  - Edit Page ................................................................................................................................. 7
  - Web Parts ............................................................................................................................... 8
- Creating a New Page ................................................................................................................... 9
- Submit for Approval .................................................................................................................. 9

Navigation ....................................................................................................................................... 10

Best Bets ....................................................................................................................................... 11
SITE THEME, MASTER PAGES AND PAGE LAYOUTS

The El Paso Community College website uses a customized theme and a set of master pages and page layouts to achieve its look and feel.

SITE THEME

The site theme involves a style sheet along with a collection of used throughout the entire SharePoint site. It is important to select the site theme to achieve the appropriate font and color scheme for the site. The customized theme can be found under the name “EPCC” under the Site Themes.

MASTER PAGES

Three unique master pages were created for the EPCC site. A master page was created for the home page, the sub pages and the system pages (used by lists, workflows, etc.) Below is a description of each.

1. **EPCCHome.master** – Master page used for the home site. This master page includes the top left navigation with an image rotator banner, and content area with tan color. It also includes fly out menus used on the left navigation. This master page is only to be used on the home page. All new sites created will have this master page as a default. You must change the master page at the time the new site is created.
2. **EPCCSubSite.master** – Used for all sites excluding the home site. This master page has content area with a white background. You can manually add a banner image to the top of this page layout using SharePoint Designer.

3. **SystemEPCC.master** – The System master page is used for all system pages and forms. This master page does not have content on the top navigation and will automatically adjust to the system page or list. The page is already set as the default master page under the System Master Page setting.

**PAGE LAYOUTS**

Custom page layouts were created to add an image web part across the top, allowing each page to have a unique banner. The three page layouts used by the sites are described in this section.

1. **EPCC Page Layout - Can be used for all pages** – This page layout includes a page banner image zone, a page content zone, two sections for links and web part zones arranged in a header, and 2 columns.
2. **EPCC Page Layout Bottom - Can be used for all pages** – This page layout includes a page banner image zone, a page content zone, two sections for links and web part zones arranged in a header, 2 columns and a footer.

3. **EPCC Page Layout No Margin** - This page layout contains a page banner image zone, web part zones arranged in a header, and 2 columns. This page layout does not contain the right margin and should only be used if the content requires the entire page span. (e.g. Campus Maps)
CREATING SITES AND SUBSITES

When adding a site to the site collection it is important to create the site underneath the appropriate parent site. For example if you are creating the Instructional Programs site you would create the site underneath the home root site. When creating a subsite for Biological Sciences, you would create the site underneath the Instructional Programs site.

STEPS FOR CREATING A SITE

Create the site using the Site Actions menu. Specify site name using a proper title format. The title used in this step will be used by the breadcrumb and will appear as the Internet browsers page title. Specify the URL name for the site and leave the option to use same permissions from the parent site as checked.

The new site will automatically inherit the home master page and the default SharePoint theme. It is important to change both during this step.

Under Site Settings > Modify All Site Settings

- Select the Master Page under the Look and Feel menu. For the Site Master Page select EPCCSubSite.master. Leave the System Master Page as SystemEPCC.Master.

- Select the EPCC Site Theme under the Look and Feel menu

- SharePoint will automatically add the new site to the search index. While the site is under construction you can exclude it from the search by selecting Search Visibility under the Site Administration menu. Select ‘No’ for the option: “Allow this website to appear in search results”. PLEASE NOTE: You must remember to turn the Search Visibility back on once the page is ready to go live.
SITE CONTENT

Site Actions > View All Site Content

All images and documents used on the sites must be saved in libraries within the site. To add items open the document library and upload the document(s) or image(s).

Settings > Document Library Settings

Versioning is automatically created for all content within a site. It is important to modify the versioning settings for all document libraries except for the Pages library.

1. **Content Approval** – Set *Require content approval for submitted items* to No. If left as is, then approval will be required for every document and picture added. These will not be viewable to others until approved.

2. **Document Version History** – If document versioning is required, it is important to limit the number of versions kept to maintain performance and space. Under Versioning settings limit the number of major versions and drafts to 5.

3. **Require Check Out** – Set *Documents to be checked out before they can be edited* to No. If left as is then users will be required to check documents and images in and out for every change.

CREATING THE APPROVAL WORKFLOW

Modify the Approval workflow to add tasks for quality control, and the final approval. This step is very important to obtain quality control once departments begin modifying content.

1. Select *View all Site Content* and go to the folder labeled *Pages*. Under Settings select *Document Library Settings*.

2. Select *Workflow settings* and select the default *Parallel Approval*.

3. Leave all default settings on the first page and click *Next*.

4. Change the *Workflow Tasks* option to *One participant at a time (serial)*.

5. Under the *Default Workflow Start Values* enter these groups in this order: EPCC Website Quality Control; EPCC Website Approvers

6. Enter a Due Date if applicable and click *OK* to save
EDITING AND CREATING PAGES IN A SITE

A new page is automatically created when the new site is created.

EDIT THE PAGE TITLE AND PAGE LAYOUT

To edit the page title and page layout select Page Settings and Schedule under the Page menu in the Page Editing Tool Bar. The page layout should always be set to EPCC Page Layout to maintain consistency throughout the site.

ADDING PAGE CONTENT

Important Guidelines

- All images included in content must follow the following guidelines:
  - Images must be relative to EPCC. (No stock photography or clip art) Images can be obtained from the Marketing department or from the official EPCC photographer.
  - Animated picture files are not allowed.
- All images and documents used on the sites must be saved in libraries within the site.
- All images and links MUST include Alt tags.
- All links to pictures and documents MUST be relative paths (i.e. use “/path/filename.jpg” instead of “http://www.epcc.edu/path/filename.jpg”)
- Links to all types of documents and external links must open in a new browser. In addition, links to PDF document must always be labeled as <Name of File> + “(PDF),”
- Use the default fonts to maintain consistency throughout the site.
- Avoid using different font colors. (The font color for the body is #333333 and #24a8bd for the headings.)

Edit Page

1. Select Edit Page to add content to the page. In the Page Image web zone add the banner by browsing to the Site Collection Images. All banners must be 950 x 200 pixels. Enter Alternate Text corresponding to that image.
2. For Departmental Dashboard and Landing pages, use the Page Content web zone to add the Title and/or subtitle. Please note that it is important to maintain consistency between the breadcrumb and the titles. Use the following code to obtain the default title font styles:

```html
<div class="title">Title</div>
<div class="subtitle">Subtitle</div>
```

**Web Parts**

SharePoint offers multiple web parts with different functionalities. Below are descriptions of web parts commonly used in the EPCC website.

- **Content Editor Web Part** – This web part is the most commonly used web part. This web part allows you to add text, tables, images, etc. It offers both a rich text editor and a source code editor.

  The following code will render the body and heading font used in this site:

  ```html
  <p class="heading">Heading</p>
  <p>Body Text</p>
  ```

  Images can be added by clicking on the Insert Image icon. Provide the URL for the image or browse to the folder containing the image. Always add the alternate text. The size of the image can be modified at the bottom of the Edit Image dialog box. Specify either the width or height and select the box labeled “maintain aspect ratio.”

- **Image Web Part** – Used to display pictures by specifying the location URL. **IMPORTANT:** Always use relative paths, not absolute paths to images (i.e. use “/path/filename.jpg” instead of “http://www.epcc.edu/path/filename.jpg”).

- **Page Viewer Web Part** – Used to display linked content such as web pages, files and folders by specifying the URL. Height and width of the area can be modified under the Appearance section of the tool pane.

- **RSS Viewer** – Renders RSS Feed

- **Summary Link Web Part** – Displays links with an optional description. Links can easily be grouped and placed in sequential order.

- Web parts are also automatically created when creating lists and libraries. (See the Catalog and Schedules page)

When using web parts it is very important to follow these steps:
Select Modify Shared Web Part and modify the following:

- **Appearance** – Enter a title for the web part that is unique in relation to the other titles used in the same page
- **Advanced** - Uncheck all boxes to prevent users from accidentally minimizing, moving or closing web parts. Delete all of the text under *Description* to prevent the Alt tag on the header from including the text.

**CREATING A NEW PAGE**

To create a new page, select *Create Page* from the *Site Actions* menu. Specify a title for this page. The title given in this step will be used in the breadcrumb. Enter the URL name and select the EPCC Page Layout. Follow the steps given above to add content to the page. Note that pages will inherit the site’s navigation.

**SUBMIT FOR APPROVAL**

Select *Submit for Approval* to start the approval workflow. Note that sites, pages, images, and documents will not be visible to others until the content is approved.
NAVIGATION

Breadcrumb settings and Left navigation can be modified under the Site Settings.

- **Subsites and Pages** - Uncheck the Show Subsites box to remove these from the left navigation. The Show Pages box must be checked to view the pages in the breadcrumb but can be hidden under Navigation Editing and Sorting if needed.

- **Sorting** – Set this field to Sort Manually

- **Global Navigation** – Select ‘Display the navigation items below the current site’ to view the pages in the site on the left navigation.

- **Current Navigation** – Select the last option to include items from the current site.

- **Navigation Editing and Sorting** - Use this section to hide and unhide pages and to add headings and links.
BEST BETS

To add search keywords and best bets navigate to the Site Settings on the home page and select Search Keywords under the Site Collection Administration menu.

Enter the keyword phrase that will be used in search queries. Enter synonyms separated by semicolons if applicable.

Select the Add Best Bet link then add the URL for the destination page. Enter a title for the best bet. Existing entries can be used by separate keywords by selecting the 'select existing best bet' radio button.