Web Made Easy

Presented by Ivan Sestak

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UNIVERSITY OF
TORONTO

Planning Session

- All good websites start from a good plan. Sounds redundant, but it's true. If you want to create a good and solid website, you need a good and solid plan.

- On a piece of paper, or whatever is lying around, describe your site. Take a few minutes to come up with a purpose for your site, and what you want to present.

- Answer the following questions:
  - What am I going to do with this site?
  - Who is going to be visiting this site?
  - What kinds of information will I be posting?
  - Why am I doing this?
  - Who am I doing this for?
  - How often am I going to be posting and adding information?

http://codex.wordpress.org/First_Steps_With_WordPress

SharePoint

- **SharePoint** is a web application framework and platform developed by Microsoft.
- SharePoint can provide intranet portals, document and file management, collaboration, social networks, extranets, websites, enterprise search, and business intelligence.
- Simplifies how people find and share information and enabling better informed decisions.
- Seamlessly integrates Microsoft Office and has a familiar Office-like interface – the latest versions of Office even have a SharePoint Workspace application to manage Sharepoint sites.

SharePoint as an Organizational Platform

- Individual groups can have a collaborative web site
- Access can be limited to the team and appropriate stakeholders
- Relevant information can be centrally stored and maintained
- Communications can be streamlined
- Relatively easy to use
- IT intervention is minimal
- Based on familiar tools and technologies: Web, Windows, Microsoft Office

Sales   Product   Marketing   Collaboration   Finance

yammer

http://blogs.c5insight.com/Home/entryid/300/SharePoint-2013-A-SharePoint-Conference-Recap-and-The-Exciting-Road-Ahead

Efficiently Manage Information

- SharePoint provides various tools to effectively centralize and manage information
- Schedule
- Documents
- Change Request
- Risk/Issue Log
- Budget
- Document management features
- Information storage
- Check-in/check-out
- Version control
- Content approval

Enhance Communication

- Right information for the right person at the right time
- Tasks
- Schedule
- Reports
- Dashboard
- Yammer
- Office Integration
- Enterprise Application Integration

Security & Permissions Made Easier

- SharePoint provides the ability to have shared security that can be inherited.
- For some users managing permissions can be extremely challenging.
- By using a shared site they might be able to take advantage of that site's permission, groups and membership to avoid additional permission management effort in OneDrive for Business.

Workflows

- SharePoint supports workflows such as approval workflows that help improve document processes, visibility and can even remind users that they need to still provide feedback.
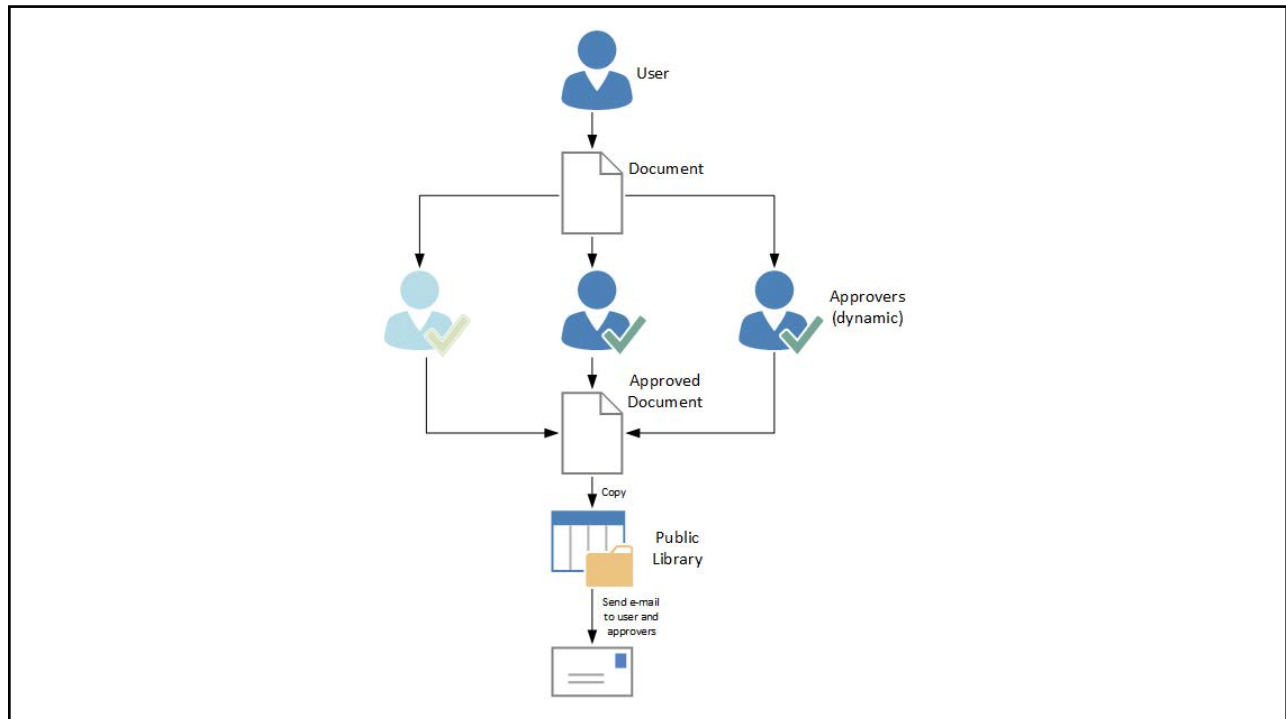
Advanced Information Management

SharePoint provides content types, and metadata in the form of columns that can be leveraged to make documents both easier to find, and potentially be leveraged for workflows or conditional formatting/styling work.

- **Shared Metadata Management**
  - These advanced information management capabilities are often inherited or "shared" in a SharePoint site and so ownership of managing term sets or setting up the metadata may be something the user can avoid or have someone else manage.

- **Version & Publishing**
  - In many cases version is activated in other sites and even publishing approaches can be leveraged (minor versus major versions). While this is possible in OneDrive for Business often users have not explored these settings.

Advanced Information Management cont'd.

- **Content Organiser & Document IDs**
  - For some organizations that have advanced document management needs you may be able to upload your document to one location and based on the metadata you provide it may be automatically placed in the appropriate location. This further simplifies the experience of 'finding the place documents should be shared/stored'. Additionally having a consistent document ID (with improvements coming in SharePoint 2016) this makes it easier to reference the document and enables other advanced management scenarios.
- **Document Sets**
  - Document sets can be a great way of creating collections of documents based on templates (default documents). For example, if your organization has standard templates that you use for things like contracts, or if you have branded templates that you use for specific types of communication, you can upload these when you configure the document set. Now all new document sets will contain those documents. It can also help when interacting with a collection of documents with workflows or to share metadata synchronized to all documents in a set.
- **External Metadata Management**
  - One other consideration here is that SharePoint supports external data values via business connectivity services which can make it so a user doesn't have to manage the collection of terms or values being leveraged.
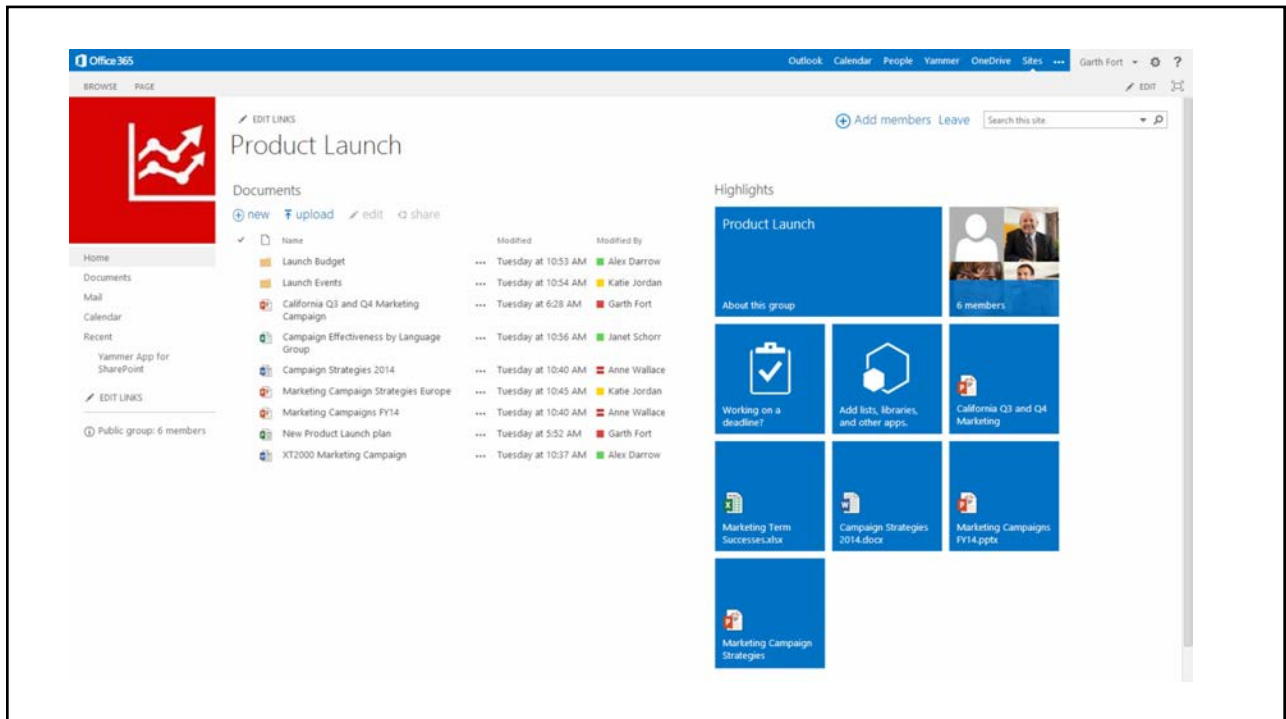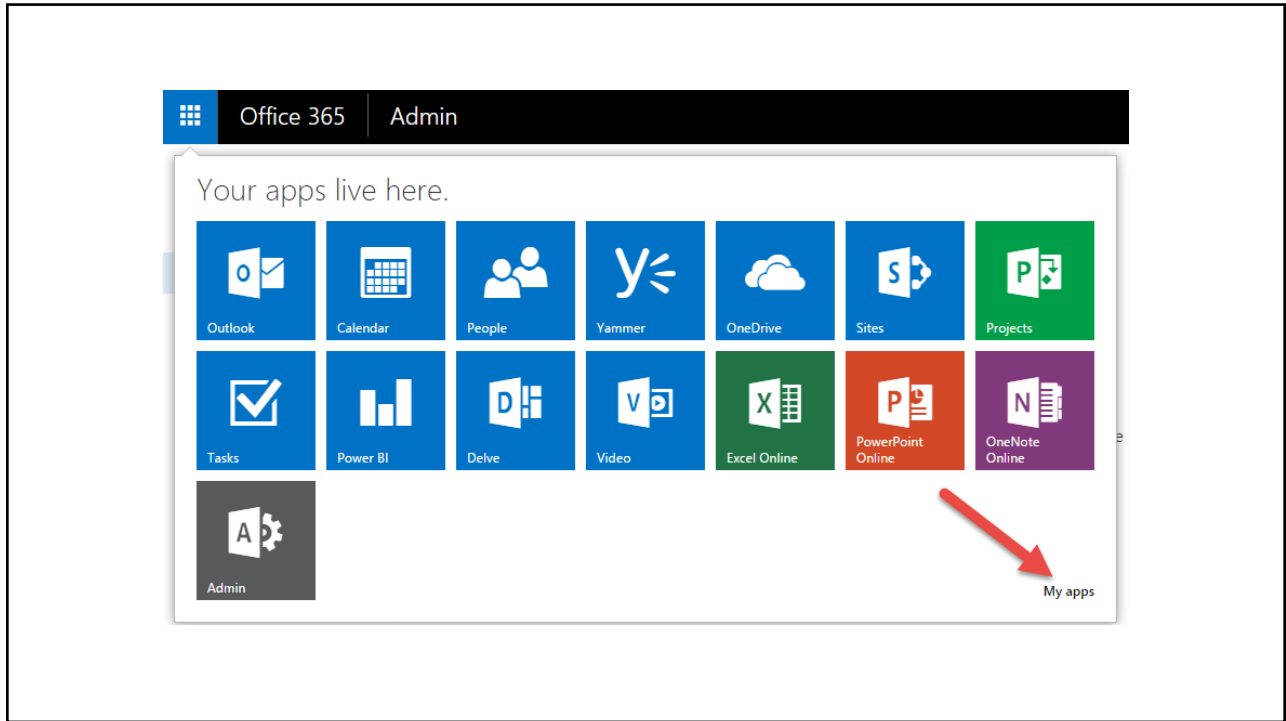
Shared Views

- SharePoint provides multiple views of data/information which can render collections of documents based on preferred sort orders and filters.

- This can greatly improve navigation of document collections and can allow organizations to "target" data views.
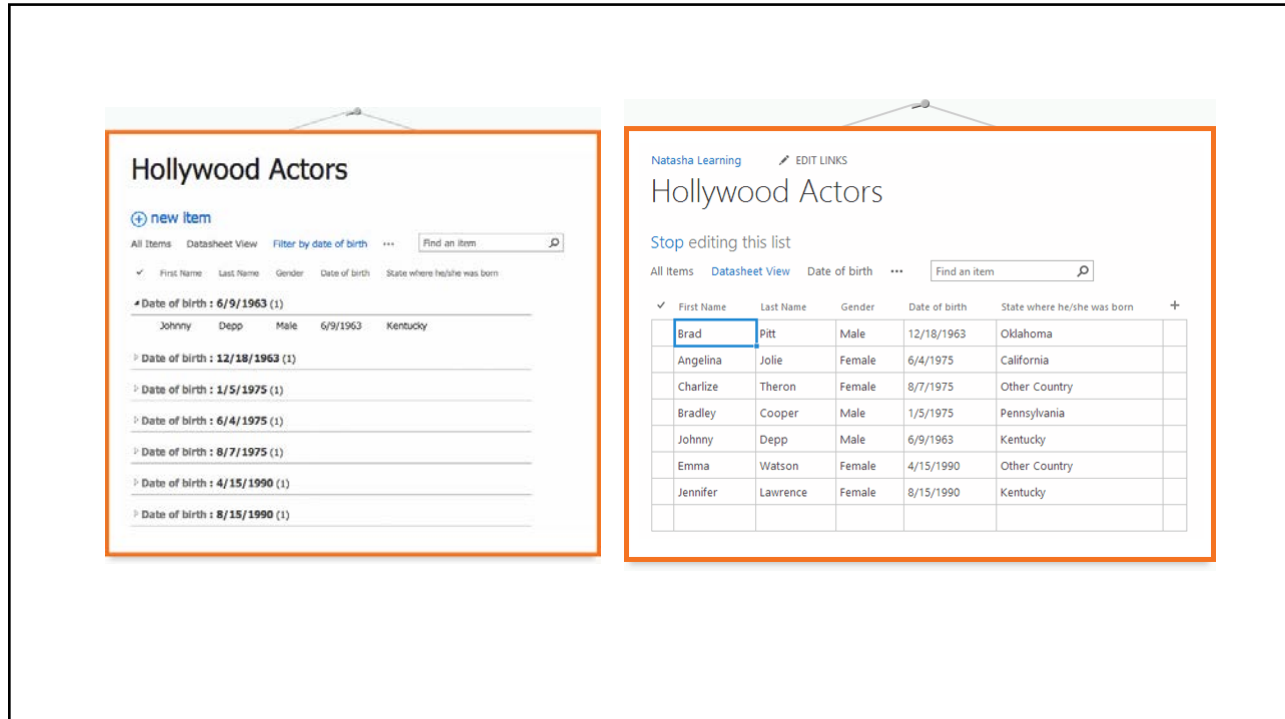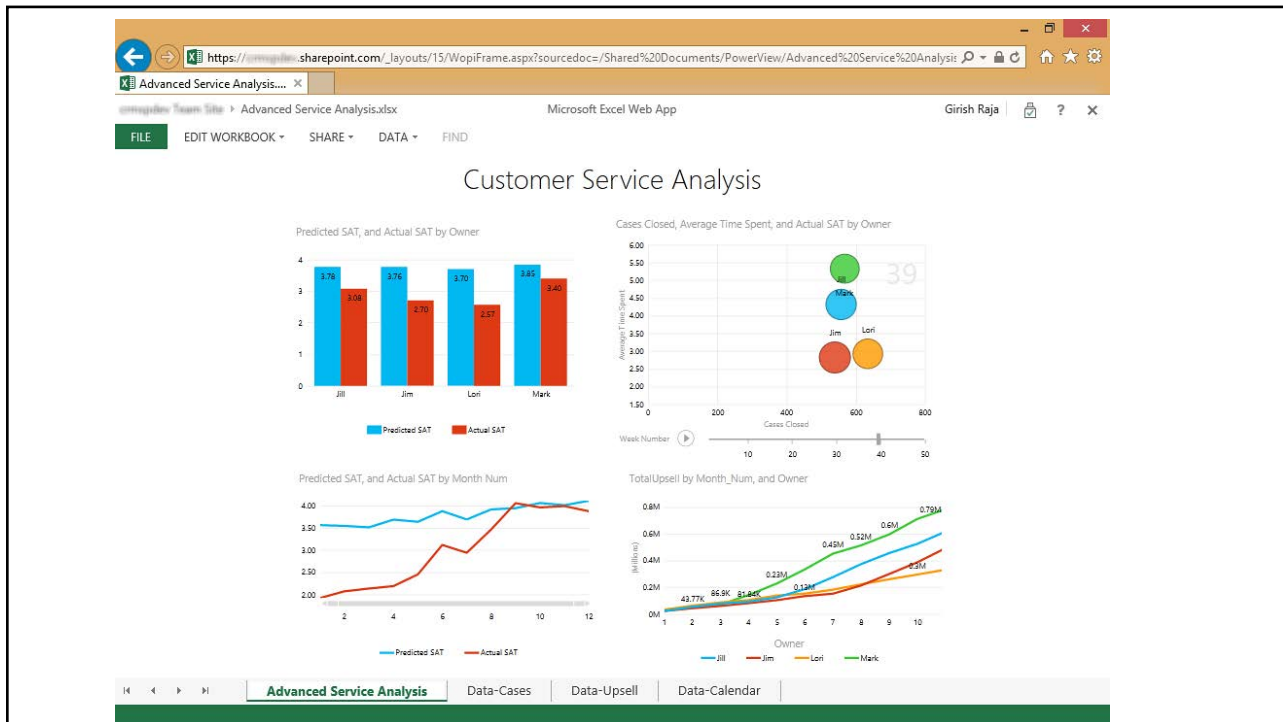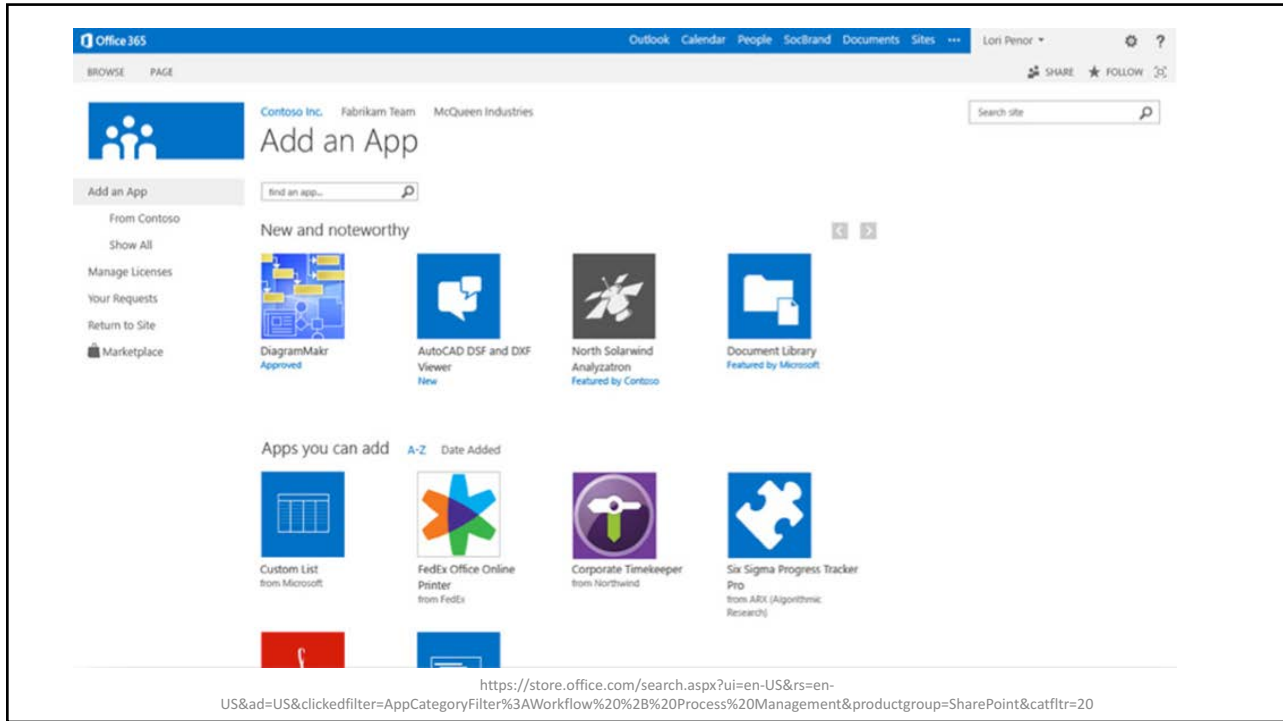
Auditing

- By having a structured location for auditing purposes it can greatly simplify and improve the auditing experience for administrators.
- With SharePoint you get compliance with the following standards out of the box:
  - HIPPA
  - FISMA
  - ISO 27001
  - FERPA
  - SSAE 16
  - EU Model Clauses
  - US-EU Safe Harbor Framework

http://www.2tolead.com/microsoft-cloud-solutions-and-strategy-insights/what-are-the-reasons-for-using-sharepoint-instead-of-onedrive-for-business/

https://store.office.com/search.aspx?ui=en-US&rs=en-
US&ad=US&clickedfilter=AppCategoryFilter%3AWorkflow%20%2B%20Process%20Management&productgroup=SharePoint&catfltr=20

Test Drive

• You can take Microsoft Products including SharePoint for test drives at;

http://www.microsoft.com/en-us/evalcenter/

(* Need a Microsoft account - @hotmail.com, @outlook.com etc)

Open Source Alternatives

WordPress	Joomla	Drupal
Free	Free	Free
Easy to Install	Not Too Technical	Technically Advanced
Customizable	Easy E-Commerce	Customizable
Community Support		Improved Performance

Drupal

- Drupal is the second most popular content management system available today. It is a fully open source program, which many people prefer, especially those who are more technically minded.
- The Drupal platform is extremely powerful, and is less resource intensive than WordPress.
- Drupal's robust and expansive security makes it an attractive enterprise grade solution and offers enough granularity to completely customize permissions for any site.
- "Good enough for the White House – Good enough for you!"

Sites Using Drupal

- www.whitehouse.gov
- www.utoronto.ca
- www.ischool.utoronto.ca
- www.future.utoronto.ca

WordPress

- WordPress is the **world's most popular** content management system. It started out as a platform exclusively for blogging, but has grown and advanced significantly over the years so that today it is a full web site development tool with loads of plugins, themes and functionality extensions.

- Examples include www.global.utoronto.ca www.tkf.utoronto.ca
- Open a web browser and navigate to www.wordpress.com.

http://websitesetup.org/cms-comparison-wordpress-vs-joomla-drupal/

Pages vs. Posts

- Posts are the principal element (or content) of a blog. The Posts are the writings, compositions of a site owner and contributors.
- A WordPress feature called Pages makes the process of presenting information easier.
- Pages are most commonly used to present unchanging information such as **About Us**, **Contact Us**, **Sign Up for Our Mailing List**, and other *static* information.
- Before creating your individual Pages, you need to think about what information you would like the Page to hold. Write down the possible Page titles and describe the information you are willing to share online on each Page.

Categories

- Every Post in WordPress is filed under one or more Categories. Categories allow the classification of your Posts into groups and subgroups, thereby aiding viewers in the navigation and use of your site.

- Each Category may be assigned to a Category Parent so that you may set up a hierarchy within the category structure. Using automobiles as an example, a hierarchy might be Car->Ford->Mustang. In creating categories, recognize that each category name must be unique, regardless of hierarchy.

Tags

- Tags are the keywords you might assign to each post. Not to be confused with Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. But like Categories, Tags provide another means to aid your readers in accessing information on your blog.

Plugins

- Plugins allow you to add new features to your WordPress blog that don't come standard with the default installation. There are a rich variety of Available Plugins for WordPress, and with the following Screens, plugin installation and management is a snap.
- To find and install a new plugin, click on the dropdown next to "Plugins", then click on "Add new".
- To install a new plugin within your WordPress dashboard, find the plugin you want using the Search box.
- Scroll down to find your desired plugin and click on the orange "Install" button next to it.
- In the popup window, click "Install now".
- Once the plugin software is installed, you will need to activate the plugin you've just downloaded by clicking on the "Activate Plugin" link next to it.

Creating Menus

- To create a new custom menu, click the "create a new menu" link, give the menu a name, and click Save Menu button.
- **Automatically add new top-level pages**
- Check this box so that anytime a new top-level Page is created, that Page will automatically be added to the menu.
- **Delete Menu**
- Click this link to delete the menu. Deleting also deletes the menu items.
- **Save menu**
- Click this button to save the menu.

Add Menu Items

- After a menu is created, then detail items can be added to the menu. Choose items like custom links, pages, and categories, from the left column to add to the menu.

- After items have been added to a menu, drag and drop to put them in the order you want. You can also click each item to reveal additional configuration options. You can also drag a menu item a little to the right to make it a submenu, to create menus with hierarchy. You'll see when the position of the drop target shifts over to portray the nested placement. When you have finished building your custom menu, make sure you click the Save Menu button.
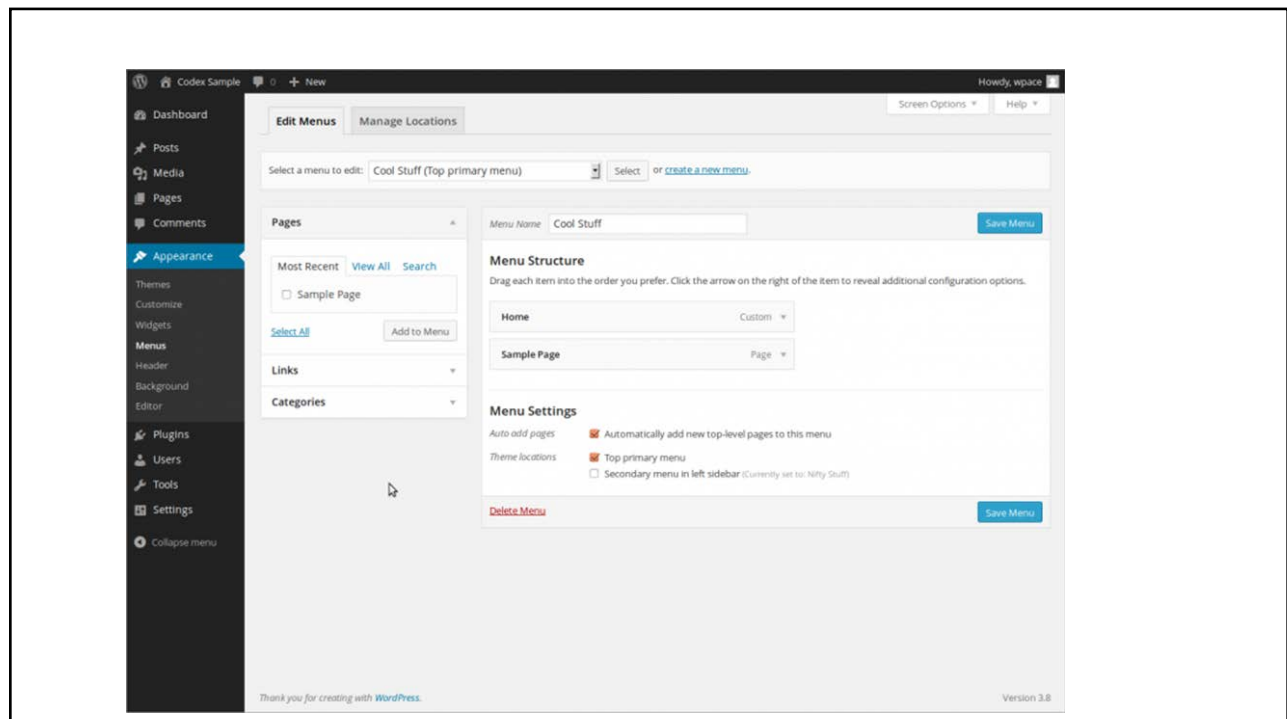
Appearance & Themes

- The WordPress Theme system is a way to "skin" your weblog. WordPress Themes can provide much more control over the look *and presentation* of the material on your website.

- The WordPress Theme Directory is the official site for WordPress Themes which have been checked and inspected, and are free for downloading. The site features the ability to search by type and style, and offers a demonstration of the page view elements of the Theme.

Downloading Themes

- You can download Themes directly to your blog by using the Add New Themes option in the Appearance sub-menu.
- Log in to the WordPress Administration Panels.
- Select the Appearance panel, then Themes.
- Select Add New.
- Either use the Search or Filter options to locate a Theme you would like to use.
- Click on the Preview link to preview the Theme or the Install Now link to upload the Theme to your blog,
- Or use the Upload link in the top links row to upload a zipped copy of a Theme that you have previously downloaded to your machine.