



Pages in SharePoint

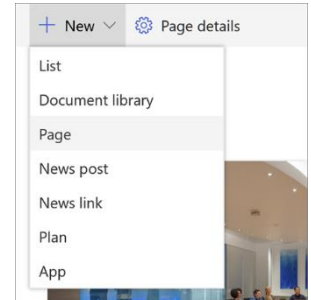
Create and use modern pages on a SharePoint site

**Add and publish a page**

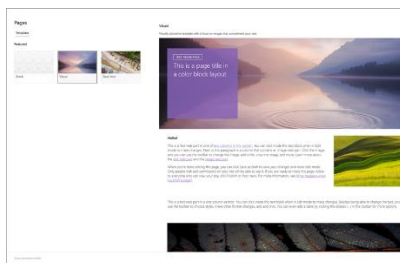
1. Go to the site where you want to add a page.
2. Go to the home page of the site.
3. Select **+ New**, and then select **Page**.

Alternately, you can go to an existing page, select **+ New**, and select **Start from a blank page**.

Or, you can choose **Copy of this page** to create a new page that has the same web parts and content as the existing page.



4. Choose a [page template](#) to start with.



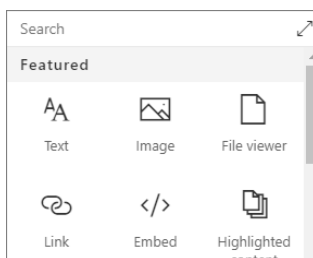
5. Add a page name in the title area. A page name is required to save the page. See the [Customize the title area](#).

**6. Add web parts**

Hover your mouse below the title area and you'll see a line with a circled +, like this:



Click **+** to add content like text, documents, video and more



You can also add sections and columns to a page. To learn more, see [Add sections or columns on a page](#).

8. When you're done editing, you can click **Save as draft** to save your changes and close edit mode. Your audience won't see the page until you publish it. Only people with edit permissions on your site will be able to see it.
9. When you are ready for your audience to see the page, click **Publish**.

For more information on publishing and the lifecycle of a page, see [Management and lifecycle of a SharePoint modern page](#).



## Pages in SharePoint

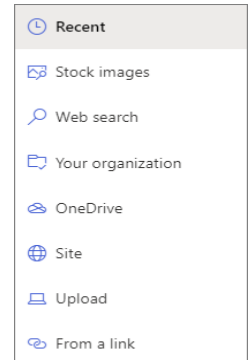
### Customize the title area

You can customize the title area with an image, a choice of four layouts, text above the title, the ability to change the displayed author, and you can show or hide the published date.


- **Add an image**

To add an image, click **Add image**  in the toolbar on the left.

Choose a recent image or get an image from stock images provided by Microsoft, from a web search, your site, your computer, or a link. If your organization has specified a set of approved images, you'll be able to choose from that set under Your organization.



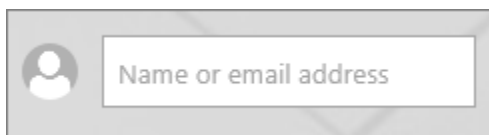
### Notes:

- Web search uses Bing images that utilize the Creative Common license. You are responsible for reviewing licensing for an image before you insert it on your page.
- Images look best when they are landscape or 16:9 or greater in aspect ratio, and when they are at least 1 MB in size. For more information on image sizing, see [Image sizing and scaling in SharePoint modern pages](#).
- If you're a SharePoint Admin and want to learn how to create an asset library for Your organization, see [Create an organization assets library](#).
- If you're a SharePoint admin, we recommend enabling a Content Delivery Network (CDN) to improve performance for getting images. [Learn more about CDNs](#).
- Additionally, you can set a focal point to get the most important part of your picture in the frame. Click **Set focal point**  in the toolbar on the left, and within the image, drag the focal point where you want it.



- **Add, or change displayed page author**


In the title area, add a name, partial name, or email name in the author box. The name will be searched against your organization's profiles, and you will be presented with suggested people. Choose the one you want, and you're done! If you do not enter a name, an author byline will not show.

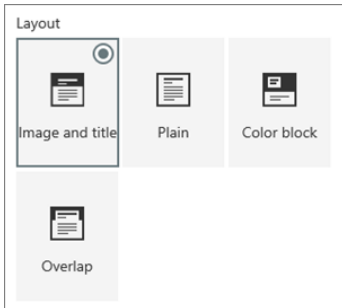





## Pages in SharePoint

- **Choose a layout**

Click the **Edit web part** button , and in the toolbox on the right, choose the layout you want:

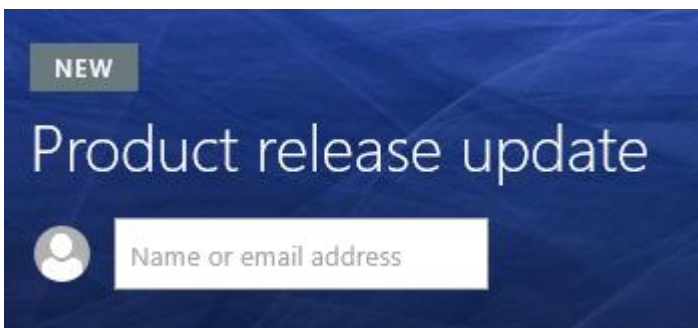



- **Set alignment**

If the toolbox isn't already showing, click the **Edit web part** button , and in the toolbox on the right, choose **Left** or **Center**.

- **Add text above the title**

You can add text in a colored block above your title to qualify the title or call attention to something on the page, as in the example below where NEW is the text above the title. In newspaper jargon, this is called a kicker. The color of the block the text is in is based on your site theme.



To add the text above your title, click the **Edit web part** button , and in the toolbox on the right, enter up to 40 characters of text in the **Text above title** box. Then, change the **Show text block above title** toggle to **Yes**.

- **Show published date**

To show the latest published date of the page in the title area, slide the toggle under this option to **Yes**.

To modify the title area later, just make sure your page is in edit mode, select the title area, and then use the toolbar on the left to change title text and other information, and use the image button to change the image. To change the name in the title area, just select the title area and type over the existing name.






## Pages in SharePoint

### Help others find your page

The first time you publish your page, you'll be prompted to help others find your page. If you want to do this later, you can click **Promote** at the top of the page after the page is published.

Help others find your page

-  Add page to navigation
-  Post as News on this site
-  Email

Page address

https://microsoft.sharepoint.com/teams/LoreenL\_Test\_Test/SitePages/Marketing%20strategy.aspx

[Copy address](#)

You can use one or more of the following options:

- **Add page to navigation:** Adds a link to your page, using the page title, to the left-side navigation.
- **Post as News on this site:** Adds a News post to the Home page of your site. For more information on News, see [Keep your team updated with News on your team site](#).
- **Email:** Allows you to send an email with a preview of the page and an optional message to your selected recipients.
- **Copy address:** The page address is shown so you can copy it and send to others.

### Edit your page

To make changes to your page, do this:

1. Click **Edit** at the top right.

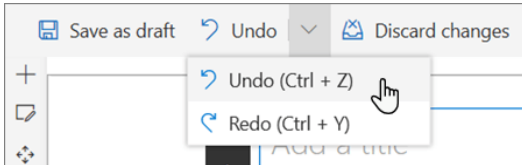
When you click **Edit**, the page is checked out to you. As long as the page is open for editing, or checked out, no one else can edit it. The page is "locked" until changes are saved or discarded, or until the page is published. An exception is that if the page has no activity for 5 minutes, the editing session will time out and the page will be "unlocked."

2. Make your changes. For help on page layout and using web parts, see [Add sections and columns on a page](#) and [Using web parts on SharePoint pages](#).
3. When you're done making changes, choose **Save as draft** to save your changes and close edit mode.
4. If you're ready for users to see your changes, click **Republish**. For more information on publishing and the lifecycle of a page, see [Management and lifecycle of a SharePoint modern page](#).



## Pages in SharePoint

While making changes to your site, such as adding or modifying web parts, you can undo or redo the changes. Select Undo, and from the dropdown, select Undo or Redo as needed. (You can also use the keyboard shortcuts of Ctrl+Z or Ctrl+Y, respectively.)

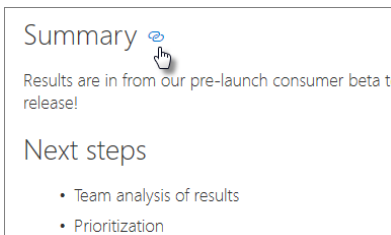


**Notes:**

- Specific permissions are required to edit and rename pages. If you can't rename a page, contact your site administrator to make sure you have Delete Items permission. If you can't edit a page, make sure you have Browse User Information permission.
- If you are used to working with customized pages and site definitions, you should know that this type of page has no association with a site definition; therefore, it cannot be reset to a site definition.

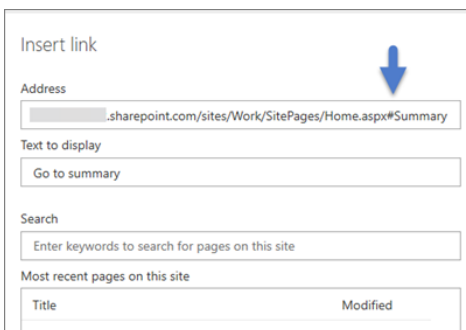
**Use page anchors (bookmarks)**

Page anchors (also known as bookmarks) are automatically added to Heading 1 styles in Text web parts on your page. When a page is published, and you hover over a Heading 1 in a Text web part, you'll see a link symbol indicating the page anchor.



You can right-click a page anchor and select "copy link" from your web browser's context menu to copy the page anchor location for use outside of SharePoint pages. Once the page anchor is on the clipboard, it can be pasted into emails, instant messages, or other such items.

When you add a hyperlink to your page, you can jump to a Heading 1 in any text web part by appending the pound symbol (#) and the heading 1 text you want to jump to at the end of the link, as in this example:





## Pages in SharePoint

### Comments, likes, and views

People who view your page can leave comments and likes at the bottom of the page. You can also see how many views your page has. Hover over Likes to see some of the people who liked your page. Click on Likes and you can see a list of all of the people who liked your page.



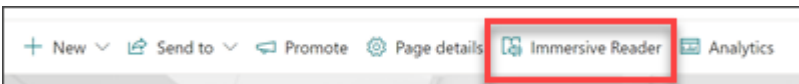
When someone likes or comments on a page or a news post you created, or mentions you using @, you will be [notified by email](#).

**Note:** Comments, likes, and views are not available on site home pages.




### Use Immersive reader in pages

Use the immersive reader tool to help your audience focus on the content of your site. The immersive reader tool includes built in text to speech, and word-in-line highlighting. Immersive reader can be used to suit the individual needs of each site user making the site easier to engage with.

Site users can change the speed and voice of the reader, as well as various visual aspects of the text itself. Immersive reader also offers the ability to translate the content on the page to a wide variety of languages.



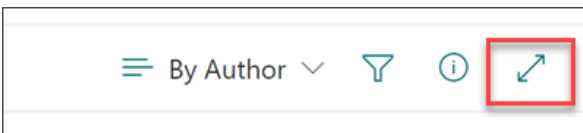
To use immersive reader:

1. Select the **Immersive reader** option in the task bar.
2. When the immersive reader page appears, adjust the **Text preferences** , **Grammar Options** , and **Reading Preferences**  .
3. After you have chosen your immersive reader experience preferences, select **Play** at the bottom of the screen.


**Note:** The immersive reader feature is not available on the home page.

### Expand content (focus mode)

Eliminate visual distractions by using expand mode in SharePoint Site Pages. Expand mode helps you focus on the primary content by removing navigation bars on the page.



Activate Expand content by selecting the **Expand content** icon  in the task bar of the site page.

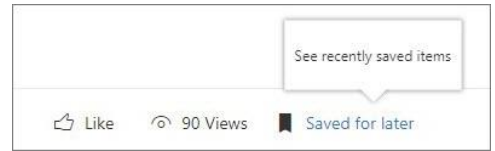
Expand mode can be deactivated by selecting the **Collapse content** icon  while in the Expand content view.



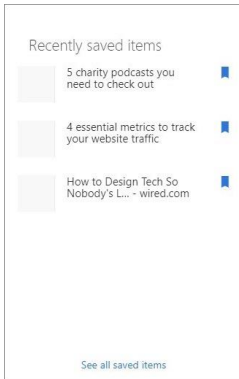
## Pages in SharePoint

### Save for later

People who view your page can find it more easily later by using the **Save for later** option at the bottom of the page. Once Save for later is clicked, it becomes **Saved for later**, and the associated icon is filled in.



When **Saved for later** is clicked, a list of **Recently saved items** is displayed. You can click **See all saved items** to see the entire list of saved items.

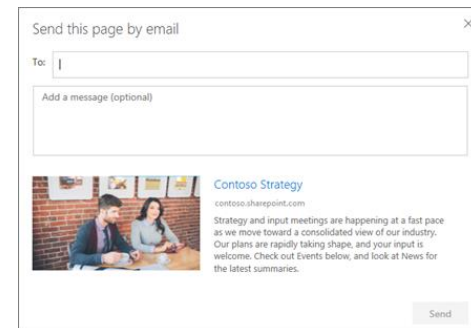


### Send your page by email

When you use this feature, you can send an email that includes a link, thumbnail preview, description and an optional message to one or more people.

**Note:** The people you share the link with must have the appropriate permissions to be able to see your page.

1. At the top of your page, click **Send by email**.
2. Enter the name(s) of the people you want to send to in the **To:** box, and add a message if you want.
3. Click **Send**.



### Where are pages stored?

Pages that you create, save, or publish are stored in the Pages library for your site. To get to the Pages library:

1. Go to the site where your page is.
2. On the top or left side navigation, select **Pages**.

If you don't see **Pages** on the left side, select **Site Contents** from **Settings** on the upper right, then on the left side of the **Site Contents** page, select **Pages**.

Your page may be in a folder within the Pages library designated by the site owner.

### Delete your page

SharePoint site owners and administrators can easily delete modern pages from a SharePoint site. For more information on how to delete a page, see [Delete a page from a SharePoint site](#).

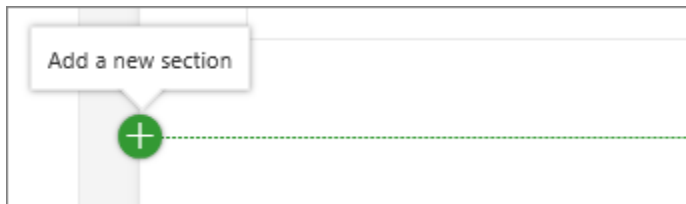



Pages in SharePoint

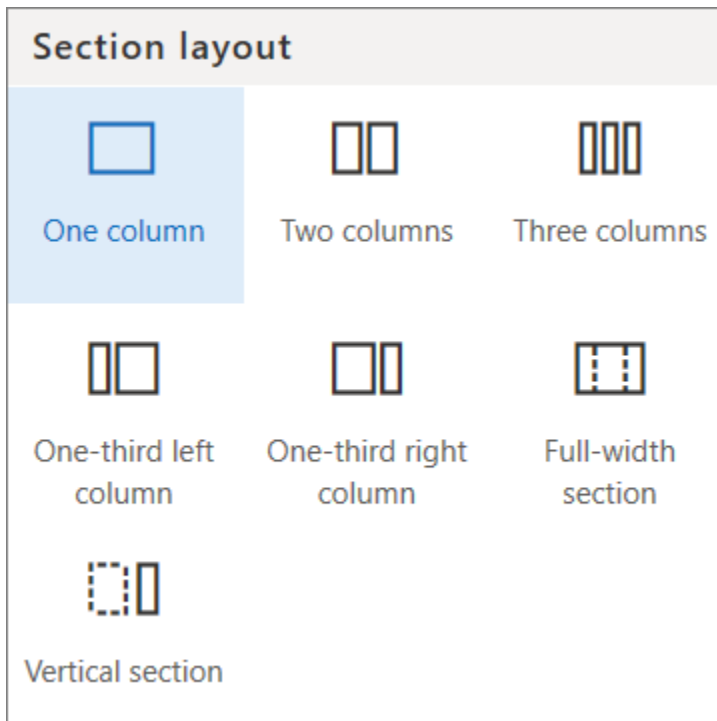
Add sections and columns on a SharePoint modern page

Add a section with columns to a page

1. Go to the page where you want to add columns.
2. If you're not in edit mode already, click **Edit** at the top right of the page.
3. Hover your mouse below the title area of the page to the far left, or above or below an existing web part to the far left of the page, and you'll see a line with a circled **+**, like this with a tool tip that says **Add a new section**.



4. Click .
5. Under **Section layout**, select the number of columns you want, or, if you are on a page that is part of a Communication site, you can select a full-width column to span the entire page (including its edges).



**Note:** Full-width column is not available on pages that are part of Team sites. It is available only on pages that are part of Communication sites.

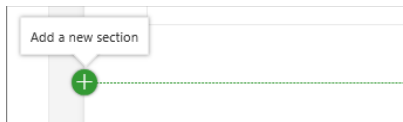




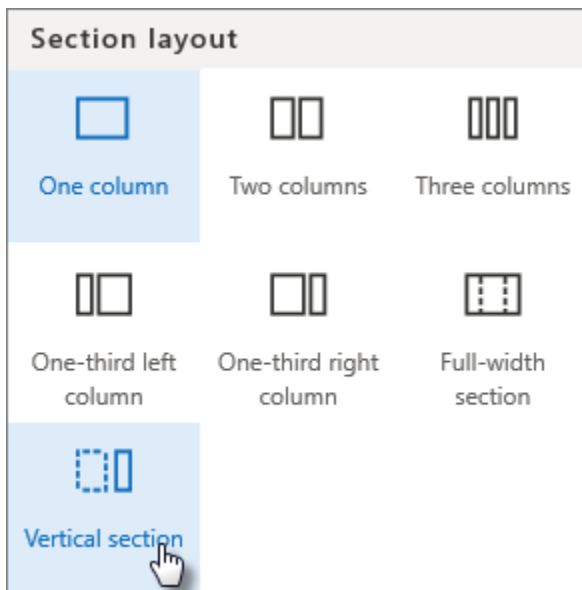
## Pages in SharePoint

### Add a vertical section

1. Go to the page where you want to add a vertical section.
2. If you're not in edit mode already, click **Edit** at the top right of the page.
3. Hover your mouse below the title area of the page to the far left, or above or below an existing web part to the far left of the page, and you'll see a line with a circled +, like this with a tool tip that says **Add a new section**:



4. Click .
5. Under **Section layout**, select **Vertical section**.



#### Notes:

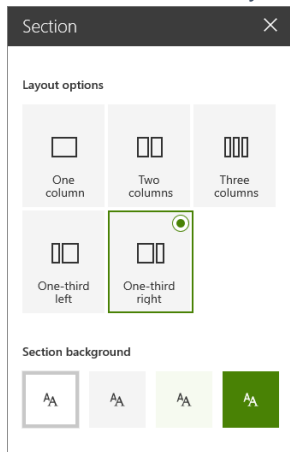
- Vertical sections are currently available only on the right side of the page.
- Length of vertical sections is adjusted based on the content on the page, growing or shrinking with the length of content in non-vertical sections.
- You cannot have a full-width column and a vertical section on the same page.
- In a narrow browser window, a vertical section is moved to the bottom of the page. The vertical section will return to the right side of the page when you make the window wider. This can also happen if your screen width is less than 1024 px. Try [adjusting your display settings](#) under **Scale and layout**. For example, in the dropdown under **Change the size of text, apps, and other items**, select a value of 125% or lower.



## Pages in SharePoint

### Change an existing section

1. Go to the page where you want to change a section.
2. If you're not in edit mode already, click **Edit** at the top right of the page.
3. Each section of a page is marked with a dotted line. Select the section you want to add columns to, then click **Edit section** on the left side of the page.
4. In the **Section** toolbox on the right side, choose the number and type of columns you want, and if you want to make the section stand out, or make your page more attractive, choose a section background color. The available colors are based on your site theme.



**Note:** The section background color shows through most web parts, as in the text web part shown below (on the left). Other web parts maintain the background of the page rather than the section. For accessibility purposes, the List, Document library, and Quick chart web parts will always maintain the page background (an example is the Quick chart web part below). Web parts that will eventually allow section background to show through, but do not today, are: Site activity, Yammer conversations, Yammer highlights, List properties, Page properties, Group calendar, Bing news, and Microsoft Power Apps.

**Sales increase from north to south**

Product sales have increased across all regions, but we've seen our greatest jump in the northern regions.

Region	Percentage	Count
Northwest	34.4%	3,000
Northeast	53.9%	4,700
Southeast	6.4%	560
Southwest	5.3%	460

### Add content to a column

1. If you're not in edit mode already, click **Edit** at the top right of the page.
2. Go to the column where you want to add content.
3. Hover your mouse over the column and click .
4. Select the web part you want to add to the column, and then add your content to the web part. [Learn about using web parts.](#)



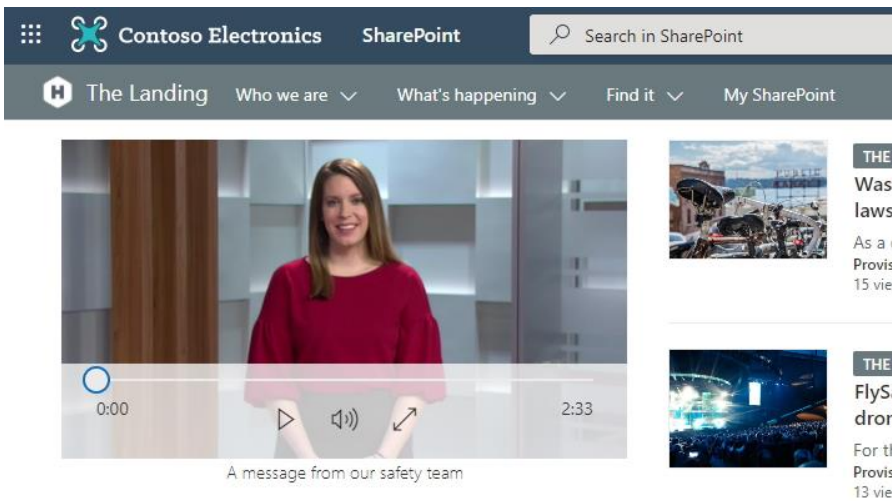
## Pages in SharePoint

### Using videos on SharePoint pages

When you upload video files to SharePoint Online sites, OneDrive for Business, Microsoft Teams, or Yammer communities, you can [easily build modern pages](#) with [web parts](#) in SharePoint sites to feature those videos for your viewers.

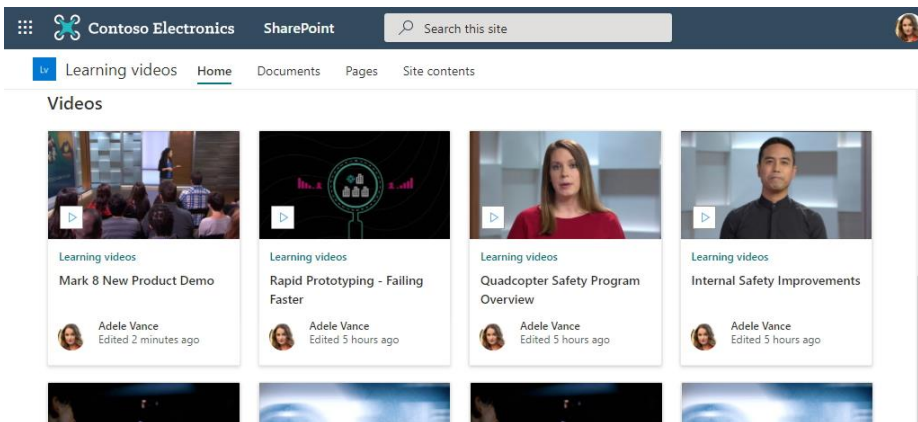
#### Feature a single video

When you want to feature a single video on a page and be able to play the embedded video inline, you can use the [File viewer web part](#). After adding the File viewer web part to your page, you can select a video file from your site, another site, or from a link. Visitors to your page will be able to play the video directly on the page.



#### Display a list of videos

When you want to display a list of videos on a page, you can use the [Highlighted content web part](#). You'll be able to configure how the list is filtered, sorted, and displayed. Visitors to your page will be able to click a video in the list to watch it.





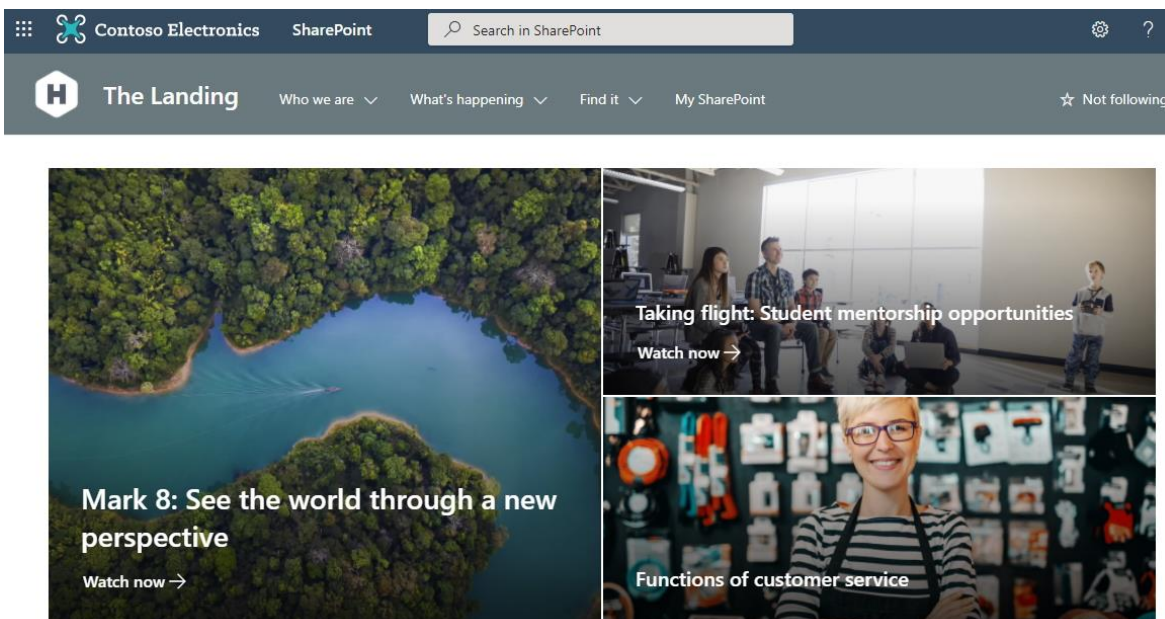
## Pages in SharePoint

### Link to videos

When you want to direct visitors to a set of videos or other links, there are a few web parts you could use, depending on how you want those links to display.

### Links with visual interest

When you want to bring focus and visual interest to your page, you can use the [Hero web part](#). The Hero web part can display several links using compelling images and text to draw attention to each link. When you link to a video stored in SharePoint Online, the video thumbnail is automatically used as the hero image or, you can customize the link to use your own image.



For more information, please refer to the Microsoft training resource page [HERE](#)