



Quick Reference Guide

For DoIT-hosted SharePoint 2010 Websites

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Getting Started

Logging on to a SharePoint Site

1. Open **Internet Explorer**. IE Version 9 or higher is best, but you can also use Chrome or Firefox.
2. Type the address of your SharePoint site in the address bar:
<https://pub.md.gov/sites/mema/Pages/default.aspx>.

3. Enter your SharePoint username* and password* in the login dialog box.



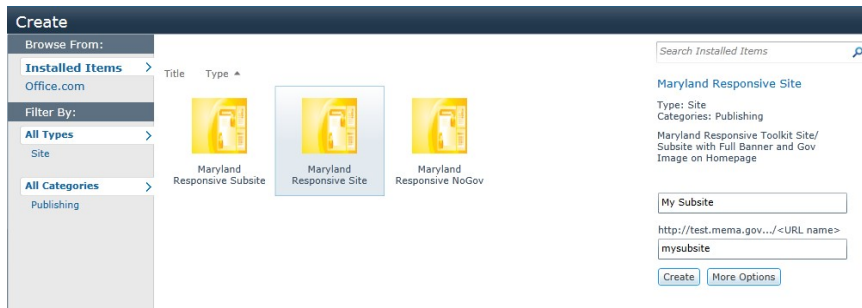
4. If your account is locked, the dialog box will only “blink” and nothing will happen. Locked accounts will automatically reset after 20 minutes; we recommend restarting your browser after 20 minutes and re-entering your account credentials.
5. * If you need to request a SharePoint account, or have any problems logging in to the SharePoint site, send an email to dlwebcom_doit@maryland.gov.

Changing your SharePoint Site Password

1. Navigate to <https://pub.maryland.gov/sites/workspace>. You can create a browser bookmark for this site, or for your convenience, there is a link called “Workspace (Internal)” in the top nav column of the root site.
2. Login again using your SharePoint username and password (this is a different site collection).
3. Use the CHANGE PASSWORD link in left column.

Create a New Site (Subsite)

1. You will usually start at the site’s root level to create a subsite – Under **Site Actions**, select **New Site**.
2. There are 3 different site templates to choose from; choose carefully – the icons look the same, but the descriptions on the right explain the differences.
 - a. **Maryland Responsive Site** – creates a site/subsite with full banner and gov image on homepage
 - b. **Maryland Responsive NoGov Site** – creates a site/subsite with full banner and NO gov image on homepage
 - c. **Maryland Responsive Subsite** – creates a subsite with slim banner and no gov image on homepage




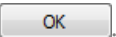
3. Enter a Title (My Subsite Title) and a URL name (i.e. mysubsite).
4. Click **Create**.
5. Additional information about creating subsites is in the DoIT SharePoint 2010 Responsive Toolkit (<https://pub.maryland.gov/sites/workspace/Shared%20Documents/2010-Responsive-Design-Toolkit-User-Guide.pdf>).

Delete a Site (Subsite)

Warning: Deleting a site permanently deletes the entire contents of the site.



1. Under **Site Actions**, select **Site Settings**.
2. Click **Delete this site**. Read the steps carefully to remove the site and all of its content.

Grant Permission: Add users to a group


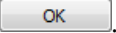
1. Request a new user account from DoIT Web Systems: firstname, lastname, email address
2. From **Site Actions** select **Site Settings**.
3. Select **Site Permissions**.
4. Click on the group name that will receive new members.
5. Click **New, Add Users**.
6. Either type user names or use the address book () to add people to the group.
7. If you want to send a welcome email with a link to the site in it, verify that **Send welcome e-mail to new users** is checked.
8. Write a custom message to the new users.
9. Click .

Working with Documents

Create a New Library

1. On the Quick Launch Bar, click **All Site Content**.
2. Click .
3. Click on the type of library you want to create.
4. Enter the name and description.
5. Click .


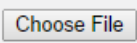
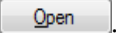
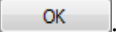
Delete a Document

1. On the Quick Launch Bar, click **All Site Content**.
2. Navigate to a document library.
3. Select the **Documents** tab.
4. Check the check box next to the document name.
5. On the **Document** tab, click .
6. Click .

Read a Document

1. On the Quick Launch Bar, click **All Site Content**.
2. Navigate to a document library.
3. Click on the name of the document.
Your document will open read-only or you will be asked if you want to check out the document.

Upload a Single Document

1. On the Quick Launch Bar, click **All Site Content**.
2. Navigate to a document library.
3. Select the **Documents** tab.
4. Click .
5. Click .
6. Highlight the desired document.
7. Click .
8. Click .
9. Enter 'Title' and choose 'Category'.

Working with Lists

Create a Custom List

1. Click **Site Actions > View All Site Content**.
2. Click **Create**.
3. Click the **List** tab from the left panel section **Filter By**.
4. Select **Custom List**.
5. Enter the Name of the new list.
6. Click **More Options**. Change the Navigation default to NOT display on the Quick Launch.*
7. Click **Create**.

The list will appear with only the Title column. Use the following steps to add new columns:


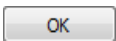
8. Select the **List** tab.
9. Click **Create Column**.
10. Define the column and click **OK**.

*If you happen to overlook this step, the default setting will cause the new list to appear in the left column under a LISTS heading. To remove this, go to **Site Actions > Site Settings > Look and Feel > Navigation**. Select the Heading/folder icon Lists under Current Navigation and click **Delete**. Repeat this step to **Delete** the List Name from the Current Navigation.

Create a Custom List View

1. In your library or list, select the **List** or the **Library** tab.



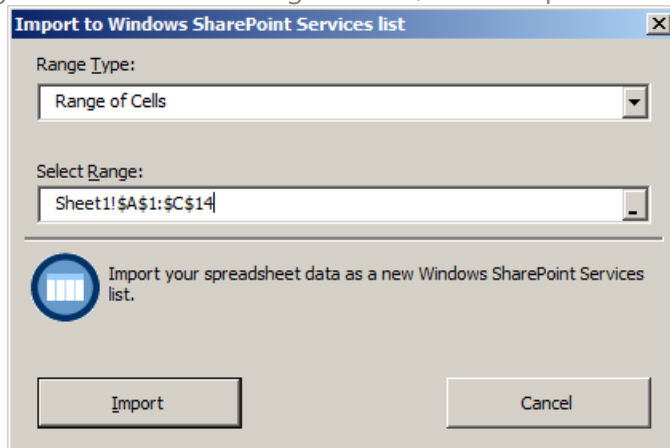
2. Click on .
3. Select the desired view type.
4. Enter the choices for your view.
5. Click .

Create a List from an Excel Spreadsheet

1. Click **Site Actions > View All Site Content**.
2. Click **Create**.
3. Click the **List** tab from the left panel section **Filter By**.
4. Select **Import Spreadsheet**.
5. Click **Create**.
6. Type a list name using descriptive text.
7. Click **Browse** to open an Excel spreadsheet that has been prepared for import - make sure you have defined all column headings, and place the primary field as the first column. Choose the file

to upload, and click **Open**, then click **Import**.

8. Enter your SharePoint account information at the prompt; in the dialog box, change **Range Type** to "Range of Cells", clear the **Select Range** field, then select the cells in the spreadsheet behind the dialog box to define the range of cells, for example:



9. Click **Import**, and the list will appear in SharePoint with the column headings and records. The first column of the selected spreadsheet will appear as the primary field in the list with a default link to edit the list item.

Refer to "Add a List Web Part to a Page" in this guide for further instruction about displaying the list on a page.

Create a List from a List Template

1. Click **View All Site Content**; navigate to a list that contains columns and/or content that you want to duplicate.



2. Click the **List** tab; on the ribbon, click **List Settings**.
3. Under Permissions and Management, select **Save list as template**.
4. Enter a file name such as **sample-template**.
5. Enter a template name and optional description, using mixed case text such as **My Sample List Template**.
6. Check the box to include content (list items).
7. Click OK; you will see a message that the template was saved to the list template gallery. Click OK again; you will go back to the original list settings.
8. Click **All Site Content**; click **Create**.
9. Click the **List** tab from the left panel section **Filter By**.
10. Select **My Sample List Template**. (see Step 5)
11. Enter the Name of the new list.

12. Click **More Options**. Change the Navigation default to NOT display on the Quick Launch.*

13. Click **Create**.
14. The list will appear with the same columns and list settings as the original list you selected in Step 1.

*If you happen to overlook this step, the default setting will cause the new list to appear in the left column under a LISTS heading. To remove this, go to **Site Actions > Site Settings > Look and Feel > Navigation**. Select the Heading/folder icon Lists under Current Navigation and click **Delete**. Repeat this step to **Delete** the List Name from the Current Navigation.

Export a List to Excel

1. **View All Site Content**; navigate to a list that contains records you'd like to export to a spreadsheet.
2. Click the **List** tab on the ribbon.
3. Click **Export to Excel**.
4. Click **Open** in the **File Download** dialog.
5. If prompted with a security warning, click **Enable**.
6. In Excel, select how the data should be imported.
7. Click **OK**.

Delete a List or Library

1. **View All Site Content**; navigate to a list or document library.
2. Click the **List** or **Library** tab; on the ribbon, click **List Settings** or **Library Settings**.
3. Under Permissions and Management, select **Delete this list**.
4. Say OK to the message "Are you sure you want to send this list to the site Recycle Bin?"



Keyboard Shortcuts

TO DO THIS

Create a new document..

Upload a document.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

PRESS

Press TAB repeatedly until the item that you want is selected.

In a library, the ribbon button name may be **New document**. In a list, the ribbon button name may be **New item**, or a name specific to the type of list, such as **Add new link**.

Press TAB repeatedly until the link that you want is selected.

In a library, the command may be **Add new document** or **Add new item**. In a list, the

command may be **Add new item** or specific to the type of list, such as **Add new link**.

Edit a page in datasheet view.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Datasheet View** is selected on the **List** or **Library** tab.)

Open an item with Windows Explorer.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Open with Explorer** is selected on the **List** or **Library** tab.)

Export a list to Microsoft Excel 2010.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Export to Excel** is selected on the **List** or **Library** tab.)

Create an alert for the library.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Alert Me** is selected on the **List** or **Library** tab.)

Create a column.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Create Column** is selected on the **List** or **Library** tab.)

Create a view.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Create View** is selected on the **List** or **Library** tab.)

Change the library settings.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **Library Settings** is selected on the **List** or **Library** tab.)

Create a folder.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the ribbon tab that you want).

TAB (Press repeatedly until **New Folder** is selected on the **List** or **Documents** tab.)

Expand the menu of options for a document in a library.

This requires the main content area to have the active focus (Press ALT+X).



TAB (Press repeatedly until the downward pointing arrow on the menu is selected, then press ENTER.)

Filter a column in a list.

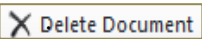
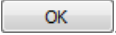
This requires the main content area to have the active focus (Press ALT+X) to place focus in the main content area, and then press TAB repeatedly)

Working with Pages

Create a New Page

1. Navigate to the section where the page belongs.
2. From the Site Actions menu, click **View All Site Content**.
3. Navigate to the **Pages** library; select the **Library Tools > Documents** tab.
4. Click .
5. Enter the page **Title** using mixed case text (i.e. "My Page"); **Page Description** is optional.
6. The **Page URL** will automatically populate from the Title you entered; change this as desired to a compact page name like *mypage.aspx*.
7. Select a page layout from the list. Refer to the DoIT SharePoint 2010 Responsive Toolkit for descriptions of the different page layouts (<https://pub.maryland.gov/sites/workspace/Shared%20Documents/2010-Toolkit-User-Guide.pdf>).
8. Click .


Delete a Page


1. Navigate to the section where the page belongs.
2. From the Site Actions menu, click **View All Site Content**.
3. Navigate to the **Pages** library;
4. Check the check box next to the Page name.
5. On the **Document** tab, click .
6. Click .

Restore a Deleted Page or Document

1. Go to Recycle Bin (look on the lower left of **All Site Content** screen).
2. Select the item by checking the box.
You will only see items that have been deleted by you.
3. Select **Restore Selection**.


Change a Page Layout

1. Open a page; Go into **Edit** mode by clicking 
2. Click the **Page** tab on the Ribbon.

3. Click the **Page Layout** button  .
4. Select a new page layout.

NOTE: Some content could be lost if the selected page contains content in content areas that are not displayed in the new page layout. Refer to the DoIT SharePoint 2010 Responsive Toolkit for images of the different page layouts (<https://pub.maryland.gov/sites/workspace/Shared%20Documents/2010-Responsive-Design-Toolkit-User-Guide.pdf>).

See Version History of a Page

1. Navigate to the section where the page belongs.
2. From the Site Actions menu, click **View All Site Content**.
3. Navigate to the **Pages** library;
4. Check the check box next to the document/page name.
5. On the **Document** tab, click  Version History
6. To read a previous version, click on the date and time the version was created.

View Who Has a Page Checked Out

1. Navigate to the section where the page belongs.
2. From the Site Actions menu, click **View All Site Content**.
3. Navigate to the **Pages** Library
4. Locate the page in question.
The user who has the page checked out will appear in the "Checked Out To" column.

See What Page Layout a Page is Using

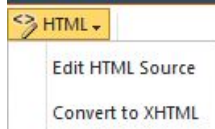
1. Click Site Actions > View All Site Content.
2. Navigate to the Pages Library.
3. Locate the page in question.
4. The associated page layout will appear in the "Page Layout" column, i.e. "InnerPage-2Column".
5. If the page has been detached from its page layout, you will see something like "https://pub.md.gov/sites/dnr/_catalogs/masterpage/InnerPage-2Column.aspx" instead of just the page layout reference.

Working with the HTML Editor

TIPS for working with the HTML Editor screen:

1. The HTML Source screen can usually be found on the ribbon's Editing Tools when you open a page to **Edit** mode. Click inside a content area on the page and select **HTML > Edit HTML**

Source to open the screen:



2. You can maximize the size of the HTML Source by double-clicking the dark blue header bar.
3. Click inside the window and use **Ctrl-F** keyboard shortcut to **FIND** specific text in the code. Enter a search phrase on the find bar (appears in various locations depending on your browser).
4. The keyboard shortcut for Find and Replace (**Ctrl-H**) **DOES NOT** work in this screen. If you need to Find and Replace numerous instances of certain tags or words, we recommend copying all the text (**Ctrl-A** to select all, **Ctrl-C** to copy) and paste it (**Ctrl-V**) into Notepad, Dreamweaver, or another HTML editing tool of your choice, then copy and paste it back into the SharePoint HTML Source screen.

Keyboard Shortcuts

TO DO THIS

Change the text size.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the **Format Text** tab under **Editing Tools**).

Change the text font.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the **Format Text** tab under **Editing Tools**).

Apply or remove bold formatting from the selected text.

Apply or remove italic formatting from the selected text.

Apply or remove the underline from the selected text.

Change the highlight color of text.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the **Format Text** tab under **Editing Tools**).

Left align the selected paragraph.

Center the selection.

Right align the selected paragraph.

Convert the selection to a left-to-right orientation.

Convert the selection to a right-to-left orientation.

Create a numbered list.

PRESS

TAB (Press repeatedly until the **Font Size** menu is selected.)

TAB (Press repeatedly until the **Font** menu is selected.)

CTRL+B

CTRL+I

CTRL+U

TAB (Press repeatedly until the **Highlight Color** button is selected.)

CTRL+L

CTRL+E

CTRL+R

CTRL+SHIFT+ >

CTRL+SHIFT+ <

TAB (Press repeatedly until the **Numbered List** button is selected.)

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the **Format Text** tab under **Editing Tools**).

Apply or remove bulleted list formatting from the selected paragraph.

This requires the ribbon to have the active focus (Press ALT+/ to place focus on the **Site Actions** menu, and then press TAB repeatedly until you reach the **Format Text** tab under **Editing Tools**).

Remove a paragraph indent from the left.

Indent a paragraph from the left.

Delete the selection without placing it on the Clipboard.

Insert a new line (but not inside the HTML Paragraph element <P>).

TAB (Press repeatedly until the **Bulleted List** button is selected.)

CTRL+SHIFT+M

CTRL+ M

DELETE

SHIFT+ENTER

Working with Web Parts

Add a Web Part

1. Select the **Page** tab.

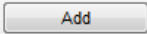
2. Click  .

3. On the page, click where you want the web part to appear. Web parts can be added to content areas OR web part zones in the branded page layouts.

4. Select the check box of the web part or parts to add.

5. Select the **Insert** tab.

6. Click  .

7. Select the web part and click  .

Remove Web Parts

1. Select the **Page** tab.

2. Click  .



3. Click the  on the web part.

4. Select  .

5. The web part will be removed from the page.

Add a List Web Part to a Page

1. Open the page where you want the list information to display; click the **Edit** shortcut button  .



2. On the page, click where you want the web part to appear - web parts can be added to content areas OR web part zones in the branded page layouts.
 - a. If you want to add to a content area: click inside the content area, then **Insert** from the Editing Tools tab. Click  .
 - b. If you want to add to a web part zone, click **Add a Web Part** in any webpartzone on the page layout.
3. The Lists and Libraries web parts will appear first; select the list you want to display on the page and click  .
4. The default list view will appear; select **Edit Web Part** from the dropdown on the web part header. The screen will blink and the Edit Panel will appear on the far right of the browser – drag the bottom scroll bar to the right to bring the panel into view.
5. Click **Edit the current view** to make the following changes as applicable, then click **OK** to close the Edit View screen:
 - a. In the **Columns** section, check the Display box next to any columns you don't want to display – usually Attachments and the [Primary field name] (linked to item with edit menu) should be unchecked. Other columns that are used for sorting or grouping may be unchecked as needed.
 - b. Check the box to display the [Primary field name] column WITHOUT links. Change the Position from Left to 1.
 - c. In the **Sort** section, select a column to sort the records.
 - d. In the **Tabular View** section, uncheck the box Allow individual item checkboxes.
 - e. In the **Group By** section, select a column to display the records by Groups.
 - f. In the **Style** section, select Newsletter to display a line between list items, or Shaded to display shading on alternate rows of list items.
 - g. In the **Item Limit** section, change the number of items to display, especially if your list has more than 30 list items.
6. Open the page to **Edit** mode again; select **Edit Web Part** again.
7. Change the **Toolbar Type** to No Toolbar.
8. Click **Appearance**, scroll down through the settings, change **Chrome Type** to None.
9. Click **OK** to close the Edit Panel; **Save & Close** to preview the list display on your page.

Embed a Youtube Video on a Page

1. Open the video in YouTube; click the Share link, then click the Embed link.
2. Copy the embed code from YouTube - it looks something like this:


```
<iframe title="YouTube video player" class="youtube-player" type="text/html" width="380" height="280" src="http://www.youtube.com/embed/cHnVYzvtX2U?rel=0" frameborder="0" allowFullScreen></iframe>
```
3. Open the SharePoint page to **Edit** mode.
4. Position the cursor in the content area where you want the video to display.



5. From the **Editing Tools > Insert** ribbon, click ; select Media and Content from the **Categories** in the left panel. **Content Editor** is the first/default selection in the list of Web Parts, click the **Add** button at the lower right.
6. Click on 'Click here to add content'; A small box with a blue border will appear below the **Content Editor** header; click inside the box and use the **HTML > Edit HTML Source** function from the ribbon's Editing tools. Enter the iframe code into the HTML Source window, then click **OK** to close the HTML editor.
7. Now mouse over the **Content Editor** header and a dropdown arrow  will appear on the far right of the header; select **Edit Web Part**, and use the browser's scrollbar at the bottom of the screen to scroll right to view the **Content Editor Web Part** panel. Click **Appearance**, scroll down to **Chrome Type**, select None from the dropdown.
8. Click **OK** to close the Content Editor Web Part panel.
9. **Save and Close** the page to view the embedded video.
10. You may wish to modify the height/width/alignment of the video so it's placed in the column the way you want.
 1. Open the page to **Edit** mode.
 2. Click inside the content area below the **Content Editor** header of the web part; use the **HTML > Edit HTML Source** function from the ribbon to access and modify the code.

Keyboard Shortcuts

TO DO THIS

Move to the next Web Part or tool pane section.

PRESS

ALT+W

Open the **Web Part** menu. (This requires that the Web Part have the active focus. Press ALT+W repeatedly until you select the title for the Web Part that you want, and then press the TAB key.)

ALT+ENTER

Modify a Web Part. (This requires that the **Web Part** menu have the active focus. Press ALT+W repeatedly until you select the title for the Web Part that you want, press the TAB key, and then press ALT+ENTER.)

DOWN ARROW (press repeatedly)

Save property changes in the **Web Part** tool pane, and then close the tool pane.

ALT+O

Save property changes in the **Web Part** tool pane, and keep the tool pane open.

ALT+Y

Cancel property changes in the **Web Part** tool pane, and then close the tool pane.

ALT+C

Add the selected Web Part in the Add Web Parts window to a Web Part Page.

ALT+O

Move to the previous item in a drop down list, menu,

UP ARROW

or submenu.

Move to the next item in a drop down list, menu, or submenu.

DOWN ARROW

Close a submenu and return to the previous menu or submenu.

LEFT ARROW

Open the next submenu.

RIGHT ARROW

Switch MEMA Homepage Template for Emergencies

At the Start of an Emergency Activation

Update MEMA Homepage relevant to impending activation and navigation tabs, per MEMA PIO notification

1. Login to the [mema.maryland.gov](https://pub.maryland.gov/sites/mema/) SharePoint publishing environment at <https://pub.maryland.gov/sites/mema/>
2. Selecting Site Actions > View All Site Content
3. Click on the '[EmergencyCategory](#)' list item
4. Click on the drop down arrow next to 'Emergency Type' and select 'Edit Item'. Then, choose the specific emergency type from the Emergency-Type drop down list. Then save the choice.

The specific emergency type choices are:

- Hurricanes
- Floods
- Thunder and Lightning
- Winter Storms
- Earthquakes
- Wildfires

- Tornadoes
- Heat/Drought
- Landslides/Mudslides
- Tsunamis/Tidal Waves
- Technology Disasters

Done! The homepage Left Navigation and Montage will change to reflect the selected emergency.

Optional: Add new or edit existing Montage items

1. Select Site Actions > View All Site Content
2. Click on the ['Pictures'](#) picture library item
3. To add new Montage Item, click 'Upload' and upload picture, enter image properties, select the emergencies it will display during and save
4. Or, to edit Existing Montage Item, click on the drop down arrow next to the picture name and select 'Edit Properties'. Then modify the name, url, image and select the emergencies it will display during.

Optional: Edit Left Navigation items

1. Select Site Actions > View All Site Content
2. Click on the ['Emergency-Home-NavLinks'](#) list item
3. To add new link Item, click 'Add new item'. Then enter link properties and save
4. Or, to edit Existing Montage Item, click on the drop down arrow next to the Link Title and select 'Edit Properties'. Then modify the link properties and save.

After an Emergency Activation

Deactivate relevant Homepage Emergency Template and resume prior emergency homepage, per MEMA PIO notification

1. Login to the mema.maryland.gov SharePoint publishing environment at <https://pub.maryland.gov/sites/mema/>
2. Selecting Site Actions > View All Site Content
3. Click on the ['EmergencyCategory'](#) list item
4. Click on the drop down arrow next to 'Emergency Type' and select 'Edit Item'. Then, choose the specific emergency type from the Emergency-Type drop down list (i.e., General). Then save the choice.

Glossary of SharePoint Terms

Subsite - A complete Web site stored in a named sub-directory of the top-level Web site. Each sub-site can have it's own pages, documents and images that are independent from the top-level Web site and other sub-sites. A sub-site can also have sub-sites of its own. Because every site below the top-level site is actually a sub-site, each sub-site is generally called simply a site.

Content Area - Container for Text, Images or Web Parts.

Web Part - Components that display customized/personalized content on a page

Web Part Zone - Container for Web Part

Page Layout - Page layouts help you choose the overall look and feel of a Web page such as the number of columns, type of heading style including where the Content Areas and Web Part Zones are located. The MEMA Website Layout options are Home-2Column, Home-2Column-NoGov, Home-3Column, Home-3Column-NoGov, InnerPage-1Column, InnerPage-2Column, InnerPage-3Column, SubHome-2Column or SubHome-3Column

Save & Close - Once you have finished editing, click on it to save your work and close editing mode. The page is saved as a draft. It's common to make several changes to a page, saving each time as a draft, before publishing it for everyone to see. Each time you save a draft or publish, you create a new version of that page

Check Out - Checking out files before working on them helps to avoid conflicts and confusion when multiple people are working on the same set of files. When a file is checked out to you, only you can make changes to it. While a file is checked out to you, the changes that you make are not visible to others until you check the file back in

Check In - Process of adding a new or modified item, file or page to a document library or a list to replace the previous version. By checking in the item, the user can allow others to edit the content, without needing to worry about overriding changes that others have made

Publish a Page - A process that makes the page viewable to the public website. The web pages on the Public Website can exist in different states – Draft or Published – both of which help you manage content on your site. When a web page is in a draft state, only you and other authenticated authors can see the version of the page you're working on. When you publish that page, everyone will see that version, including the general public for public viewing

Content Deployment - All item, file and page changes that have been published are deployed to the live website for public viewing each hour at 35 minutes after