# [The Basics of SharePoint Communication Sites](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/The-Basics.aspx)

## Why use SharePoint Communication Sites?

SharePoint Communication Sites provide a simple and intuitive way to inform and engage your audience. You can use the [available effects and features](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Effects-and-Features.aspx) to develop visually appealing content.

## How to Use SharePoint Communication Sites?

We've developed a series of how-to guides to assist you with some of the most common tasks when using SharePoint Communication Sites.

## Who to contact for further information on SharePoint Communication Sites?

If you have any queries which have not been answered in these pages, we welcome all comments and feedback with a view to continually improving the information provided. Please get in touch via the [feedback form](https://forms.office.com/Pages/ResponsePage.aspx?id=Dgl71Fo_oEyE0J-J0mnxdQVDZcdzdYxNkpWlawy68m5URTY4RlVJNlBTVExEWDc0MUoyRDVXSEpIUC4u).

## How-To Guides

### [Creating New Pages](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-New-Pages.aspx)

Your site may require new pages to keep adding your content. To view the pages currently created for your site, click on the ‘Pages’ section in your site’s navigation menu.

A screenshot of a computer

AI-generated content may be incorrect.

Here you will see a full list of all site pages.

A screenshot of a website

AI-generated content may be incorrect.

To create a new page, click the ‘New’ button and select ‘Site Page’ from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Give your page a title, before clicking ‘Save as draft’.

A screenshot of a computer

AI-generated content may be incorrect.

Your new page should then appear in your pages list.

A screenshot of a computer

AI-generated content may be incorrect.

### [Editing Pages](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Editing-Pages.aspx)

In order to edit pages, users must have either owner or member access permissions. On the page that you wish to edit, click the ‘Edit’ icon to enter the edit mode.

A screen shot of a computer

AI-generated content may be incorrect.

Make changes or add content to the sections and web parts on your page, using the editor.

A screenshot of a computer

AI-generated content may be incorrect.

After making the changes required, click ‘Save and close’ to exit edit mode. Note that users will need to exit edit mode in order for other users to be able to edit the same page.

A red circle with black text

AI-generated content may be incorrect.

### [Adding New Sections](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Adding-New-Sections.aspx)

On the page where you wish to add a new section, click the ‘+ Section’ icon.

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AI-generated content may be incorrect.Select the type of section that you wish to add from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Each page can have multiple different sections, and the same section type does not need to be used exclusively for each page.

A screen shot of a graph

AI-generated content may be incorrect.

Click to add a new web part into the section in order to add your content as required.

A screenshot of a computer

AI-generated content may be incorrect.

### [Moving Content](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Moving-Content.aspx)

To move a section, click and hold the move section button, before dragging and dropping the section into the desired position.

A screenshot of a computer

AI-generated content may be incorrect.

To move a web part, click and hold the move web part button, before dragging and dropping the web part into the desired position. Web parts can be moved within and between sections.

A screenshot of a computer

AI-generated content may be incorrect.

### [Adding Files and Documents](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Adding-Files-and-Documents.aspx)

Click on the ‘Documents’ section in the site navigation menu.

A close-up of a website

AI-generated content may be incorrect.

To upload or create a new document, click the ‘New’ or ‘Upload’ buttons.

A screenshot of a computer

AI-generated content may be incorrect.

When uploaded, you are able to link to or embed documents into your pages by using the ‘Documents, lists and libraries’ web parts.

A screenshot of a computer

AI-generated content may be incorrect.

### [Collapsible Content](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Collapsible-Content.aspx)

Click on edit properties for the section in which you intend to place your collapsible content.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor, click the button to make this section collapsible.

A screenshot of a computer

AI-generated content may be incorrect.

Toggle the options to introduce divider lines between sections, the icon alignment and default display (whether the page displays the content as expanded or collapsed by default).

A screenshot of a computer

AI-generated content may be incorrect.

Give your section a heading.

A white rectangle with black text

AI-generated content may be incorrect.

Add a web part to include the content that you wish to be within the collapsible area by clicking the + symbol in that section and selecting the required web part (e.g. text) from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add your content into your web part.

A screenshot of a computer

AI-generated content may be incorrect.

### [Ensuring Bilingual Content](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Ensuring-Bilingual-Content.aspx)

Ensure that your site has been set to enable translation into multiple language by clicking the ‘Settings’ icon, and selecting ‘Site Information’ from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Click to view all site settings.

A screenshot of a web page

AI-generated content may be incorrect.

Under ‘Site Administration’, select ‘Language settings’.

A screenshot of a computer

AI-generated content may be incorrect.

Under site languages, toggle ‘enable translation into multiple languages’ to On, and ensure that Welsh and English have been added to the list of site languages, before clicking Save.

A screenshot of a computer

AI-generated content may be incorrect.

It is recommended that users finalise pages and their content before creating the translated page, as the sections and web parts will be duplicated so that only the text will require editing for a fully bilingual page. When a page is ready to be translated, click on the ‘Translation’ icon at the top of that page.

A close-up of a sign

AI-generated content may be incorrect.

Under the Welsh language, click the ‘Create’ link.

A screenshot of a translation

AI-generated content may be incorrect.

To toggle between languages, select the relevant language in the dropdown option.

A screenshot of a computer

AI-generated content may be incorrect.

When selecting the Welsh page, a copy of the English page will initially appear. Edit the page in order to translate the content. Repeat these steps for all site pages.

A screenshot of a computer

AI-generated content may be incorrect.

### [Assigning a Language](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Assigning-a-Language.aspx)

To be able to filter your web parts to display content based on the language of particular files or documents, in the documents section, click on ‘Add column’.

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AI-generated content may be incorrect.

Select ‘Choice’ from the options presented, before clicking ‘Next’.

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AI-generated content may be incorrect.

Enter Language as the name of the column, and add ‘English/Saesneg’ and ‘Welsh/Cymraeg’ as the choices, before clicking save.

A screenshot of a computer

AI-generated content may be incorrect.

The Language column should now be displayed in the documents section.

A screenshot of a computer

AI-generated content may be incorrect.

After uploading your files or documents, click on the ‘…’ next to each file and select ‘Details’ from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Under ‘Properties’, use the dropdown option to select the language of the content.

A screenshot of a computer

AI-generated content may be incorrect.

Ensure that all files or documents have a value for the Language field.

A screenshot of a computer

AI-generated content may be incorrect.

On your page, select a web part which allows for the content displayed to be filtered (e.g. Highlighted Content). For this example, click the + symbol in the section where you would wish to add the web part, and select Highlighted content from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add the text for your highlighted content into the heading section.

A screenshot of a computer

AI-generated content may be incorrect.

Click on the ‘Edit Properties’ button for the highlighted content.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor, change the ‘Source’ to ‘A document library on this site’.

A screenshot of a computer

AI-generated content may be incorrect.

Ensure that ‘Document Library’ is set to ‘Documents’, and update the ‘Document type’ to the required file type.

A screenshot of a computer

AI-generated content may be incorrect.

Under ‘Filter and sort’, change the filter criteria to ‘Column name’ and type your column name into the ‘Find a column’ field.

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AI-generated content may be incorrect.

Under ‘Column name’, choose the required column from the list. Enter the column value that you wish to display in the ‘Enter search value’ field.

A screenshot of a computer

AI-generated content may be incorrect.

Your documents will then be displayed according to the recorded language.

A screenshot of a computer

AI-generated content may be incorrect.

### [Managing Site Permissions](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Managing-Site-Permissions.aspx)

To update your site permissions, click the ‘Site access’ icon.

A screen shot of a computer

AI-generated content may be incorrect.

You can view the users with access to your site through one of the three default permission levels (owners, members or visitors), by clicking on each dropdown arrow.

A screenshot of a computer

AI-generated content may be incorrect.

To add an user, type and select their username from the search box.

A screenshot of a computer

AI-generated content may be incorrect.

Select the level of access permissions required from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Should you wish to send an email, type the welcome text into the textbox provided and click ‘Share’.

A screenshot of a web page

AI-generated content may be incorrect.

To remove access, find the user in the relevant access level, click the dropdown arrow and select ‘Remove’ from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Users can also manage permissions using the more traditional SharePoint interface by clicking on the ‘Settings’ icon and selecting ‘Site permissions’ from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Click on ‘Advanced permissions settings’.

A screenshot of a website

AI-generated content may be incorrect.

This permissions interface will be familiar to regular SharePoint users.

A screenshot of a computer

AI-generated content may be incorrect.

[Updating Page Details](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Updating-Page-Details.aspx)

On the page that you wish to update the details for, click the ‘Edit’ icon to enter the edit mode.

A screen shot of a computer

AI-generated content may be incorrect.

Click on the ‘Page details’ icon.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor, you will be able to upload a thumbnail for the page, enter a description of the page, and update the name of the page, which determines the url of the page.

A screenshot of a computer

AI-generated content may be incorrect.

After making the changes required, click ‘Save and close’ to exit edit mode.

A red circle with black text

AI-generated content may be incorrect.

### [Publishing Pages](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Publishing-Pages.aspx)

Publishing a page makes its content available to all site users. You can work on your site without publishing the content by clicking ‘Save as draft’. Draft pages will only be available to users with owner or member access permissions.

A screenshot of a computer

AI-generated content may be incorrect.

When your page is ready to be published, click the Publish button.

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AI-generated content may be incorrect.

The Welsh content should be published at the same time as the English content. Please note that Welsh pages will need to be published independently of the corresponding English pages. To select the Welsh page, choose Welsh from the language toggle option.

A screenshot of a computer

AI-generated content may be incorrect.

Click Publish.

A screenshot of a computer

AI-generated content may be incorrect.

Any subsequent changes will not be visible to visitors of your site. Only published versions will be available to users with visitor access permissions. To publish any further updates to the pages, click the ‘Republish’ button, ensuring to re-publish both the Welsh and English versions.

A screenshot of a computer

AI-generated content may be incorrect.

## Popular Effects and Features

### [Creating Image Galleries](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Image-Galleries.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Image Gallery from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Give your image gallery a title by typing into the ‘Add a Title’ Section

A screenshot of a computer

AI-generated content may be incorrect.

Click Add Images

A screenshot of a computer

AI-generated content may be incorrect.

Select or upload the image required, before clicking ‘Insert’. Note that images can be uploaded in bulk or individually.

A screenshot of a computer

AI-generated content may be incorrect.

To change the layout of your image gallery, click on the ‘Edit properties’ button for the web part.

A group of people sitting at a table

AI-generated content may be incorrect.

Select the desired layout format from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

To edit the details of each image, click on the ‘Edit Details’ icon for the image.

A group of people sitting at a table

AI-generated content may be incorrect.

Add a caption and alternative text for each image.

A screenshot of a computer

AI-generated content may be incorrect.

To reorder the images in your image gallery, switch to the grid layout, click on the image and press the ctrl button and the left or right directional arrow to move the image.

A screenshot of a computer

AI-generated content may be incorrect.

### [Creating Editorial Cards](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Editorial-Cards.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Editorial Card from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Edit the text within the web part.

A screenshot of a computer

AI-generated content may be incorrect.

Click on the ‘Edit Properties’ button for the Editorial Card.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor, select the desired layout option and content alignment from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

To change the image used, click on ‘Change image’.

A screenshot of a computer

AI-generated content may be incorrect.

Select or upload the image required, before clicking ‘Insert’. Images can be edited using the ‘Advanced editing’ option.

A collage of images of people and computers

AI-generated content may be incorrect.

To change the link option, go to the Content section, and populate the required type (either button, icon, text or entire card), link and display text (for the link text) fields.

A screenshot of a computer

AI-generated content may be incorrect.

Add alternative text for your image in the ‘Accessibility’ section.

A screenshot of a computer

AI-generated content may be incorrect.

### [Creating Quick Links](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Quick-Links.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Quick links from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add the text for your Quick Links into the heading section.

A screenshot of a computer

AI-generated content may be incorrect.

Select ‘Add links’ or ‘Add a link’.

A screenshot of a computer

AI-generated content may be incorrect.

Select the appropriate destination for the site. Users can select a destination link from within the SharePoint site, to a document or file, or an external site by entering the URL. After selecting the relevant link, click ‘Select’. Repeat this process to add all the quick links required.

A red circle with white text

AI-generated content may be incorrect.

To edit each of your links, click the ‘Edit’ icon for the quick link.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor you can edit the link, link text and image/thumbnail displayed. Users can also include alternative text for any images used. Repeat the process for all your quick links.

A screenshot of a computer

AI-generated content may be incorrect.

To amend the layout options, click on the ‘Edit properties’ button for the web part.

A screenshot of a computer

AI-generated content may be incorrect.

Select the desired layout format from the options presented.

A screenshot of a phone

AI-generated content may be incorrect.

To reorder your quick links, click on the image or icon and press the ctrl button and the left or right directional arrow to move the link.

A screenshot of a web page

AI-generated content may be incorrect.

### [Creating Buttons](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Buttons.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Button from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Click on the ‘Edit Properties’ button for the button web part.

A blue and white rectangle

AI-generated content may be incorrect.

In the editor, add the button text and link where prompted.

A screenshot of a computer

AI-generated content may be incorrect.

### [Creating People Profiles](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-People-Profiles.aspx)

Click the + symbol in the section where you would wish to add the web part, and select People from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add the text for your people profiles into the heading section.

A screenshot of a computer

AI-generated content may be incorrect.

Add the name or username of the individual whose profile you are intending to add into the box presented.

A screenshot of a computer

AI-generated content may be incorrect.

Repeat the process to add additional individuals.

A screenshot of a computer

AI-generated content may be incorrect.

To change the ordering of your people profiles, click the drag profile button and move the users into the correct order.

A screenshot of a computer

AI-generated content may be incorrect.

To amend the layout options, click on the ‘Edit properties’ button for the web part.

A screenshot of a computer

AI-generated content may be incorrect.

Select the desired layout format from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

### [Creating Highlighted Content](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Highlighted-Content.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Highlighted content from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add the text for your highlighted content into the heading section.

A screenshot of a computer

AI-generated content may be incorrect.

Click on the ‘Edit Properties’ button for the highlighted content.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor, update the filtering criteria for your highlighted content, including the source, type of content and sorting criteria.

A screenshot of a computer

AI-generated content may be incorrect.

Select the desired layout option from the options presented and the number of items to be displayed at a time.

A screenshot of a computer

AI-generated content may be incorrect.

### [Creating a Hero](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-a-Hero.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Hero from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Click to add an image or link.

A screenshot of a computer

AI-generated content may be incorrect.

Select or upload the image required, before clicking ‘Insert’.

A close up of a person's face

AI-generated content may be incorrect.

To edit the tile or slide, click on the edit details button for each image.

A person looking at a book

AI-generated content may be incorrect.

Using the editor, enter topic, header, description and accessible text for the image.

A screenshot of a computer

AI-generated content may be incorrect.

Select the desired style for the image from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Repeat the process for each new image.

A person writing on a book

AI-generated content may be incorrect.

For the hero, select the desired layout option from the options presented.

A screenshot of a website

AI-generated content may be incorrect.

To reorder the images in your hero, switch to the tiles layout, click on the move tile button and drag and drop the image into position or press the ctrl button and the left or right directional arrow to move the image.

A collage of a group of people

AI-generated content may be incorrect.

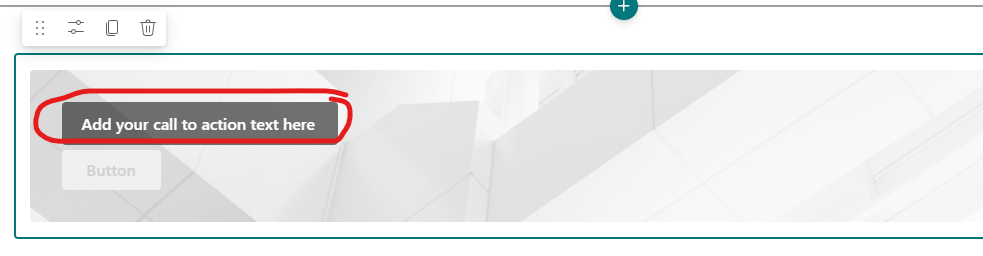
### [Creating Call to Action](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Call-to-Action.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Call to Action from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add the text for your Call to Action into the heading section.



Click on the ‘Edit Properties’ button for the Call to Action.

A white wall with blue dots

AI-generated content may be incorrect.

To change the background image, click the Change button in the Editor.

A screenshot of a computer

AI-generated content may be incorrect.

Select or upload the image required, before clicking ‘Insert’.

A close up of a box

AI-generated content may be incorrect.

Enter text for the ‘Button label’, ‘Button link’ and accessible text fields.

A screenshot of a web page

AI-generated content may be incorrect.

### [Creating Banners](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Banners.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Banner from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add a heading for your banner where prompted.

A screenshot of a computer

AI-generated content may be incorrect.

To upload an image into your banner, click on the ‘Browse images’ icon.

A screenshot of a computer

AI-generated content may be incorrect.

Select or upload the image required, before clicking ‘Insert’.

A person sitting in a booth looking at a computer

AI-generated content may be incorrect.

To edit the image positioning, click the ‘Set image focal point’ icon and adjust accordingly.

A screenshot of a computer

AI-generated content may be incorrect.

To edit the Banner further, click the ‘Edit properties’ icon.

A computer screen shot of a book

AI-generated content may be incorrect.

In the editor, select the desired layout option from the options presented.

A screenshot of a website

AI-generated content may be incorrect.

Add a text block above the heading, a published date, and accessibility text for your image as appropriate.

A screenshot of a computer

AI-generated content may be incorrect.

### [Creating Countdown Timers](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Countdown-Timers.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Countdown Timer from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add a title for your Countdown Timer and a description below.

A screenshot of a cell phone

AI-generated content may be incorrect.

Click on the ‘Edit Properties’ button for the Countdown Timer.

A screenshot of a computer

AI-generated content may be incorrect.

Enter the date and time for the countdown into the editor, alongside the display format.

A screenshot of a timer

AI-generated content may be incorrect.

To include a background image, click Add.

A screenshot of a computer

AI-generated content may be incorrect.

Select or upload the image required, before clicking ‘Insert’.

A red circle with a green and blue rectangle with a white circle with a red circle with a white circle with a red circle with a white circle with a black circle with a white circle

AI-generated content may be incorrect.

### [Creating Events](https://prifysgolaber.sharepoint.com/sites/SharePointCommunicationSiteTraining/SitePages/Creating-Events.aspx)

Click the + symbol in the section where you would wish to add the web part, and select Highlighted content from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Add the text for your Events into the heading section.

A screenshot of a computer

AI-generated content may be incorrect.

Save your changes, before create new events by clicking ‘Add event’.

A screenshot of a computer

AI-generated content may be incorrect.

Populate the template with the event details, before clicking save.

A screenshot of a computer

AI-generated content may be incorrect.

Events can be categorised to allow the ability to filter to specific events in your web part.

A screenshot of a computer

AI-generated content may be incorrect.

When your events have been created, return to editing your web part and click on the ‘Edit Properties’ button for Events.

A screenshot of a computer

AI-generated content may be incorrect.

In the editor, select the desired layout option from the options presented.

A screenshot of a computer

AI-generated content may be incorrect.

Users can also filter the events displayed according to criteria such as the category, date range, and number of items to be displayed in the web part. Note that categories will only be displayed where there are events of that type.

A screenshot of a computer

AI-generated content may be incorrect.