

# Website Author Introduction

## Session 2: Working with pages

60-90 Minutes

### Audience:

Website authors who have little to no experience using SharePoint for Oregon.gov websites. The links offered are to Service Desk Knowledge Base articles supporting the subject matter listed.

### Goal:

- The ability to create web pages
- The ability to perform simple edits on web pages
- An understanding of page versioning and how to use it
- An understanding of Check in and Publish procedures

### What's Covered:

- [Creating web pages](#)/choosing a layout
- Editing web pages – [Common authoring tasks](#)
  - Meta Description / Meta Keywords
  - Text – cleansing copied text for web
    - Text styles and restrictions
  - Text heading values
  - [Links](#)
  - [Images](#) – alt text
- Check in and Publish
- [Page versions](#)
  - Using versions

### What's next?

Website Author Introduction Session 3: Simple web parts

Also suggested:

[Working with Anchors](#)

[Preparing images for use on web pages](#)

Embedding content from other sources

[Collect and prepare embed codes](#)

[Embed content on a web page](#)

There are more resources for Oregon.gov website authors in the Oregon E-Government Service Desk knowledge base. [Knowledge Base articles for website authors](#)

<https://servicedesk.oregon.gov>

