

# Website Author Introduction

## Session 1: Overview of the Site Collection

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:

- An understanding of what the SharePoint Site Collection is
- An understanding of the primary components and features of the Site Collection as it applies to Oregon.gov websites

### What's Covered:

- Site Collection vs. Subsites
- Creating new subsites - [Article](#)
- Lists at a high level (deeper study in session three) [Build a list](#), [List views](#)
- Libraries, Pages, Documents, Images and new
  - [Build a simple library](#)
  - [Uploading files to libraries](#)
  - File type restrictions and practices

### What's next?

Website Author Introduction Session 2: Working with pages

Also suggested:

[Formbuilder Overview](#)

[Webparts Overview](#)

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>

