

Customizing SharePoint In Minutes: Installing Templates In Your SharePoint Site

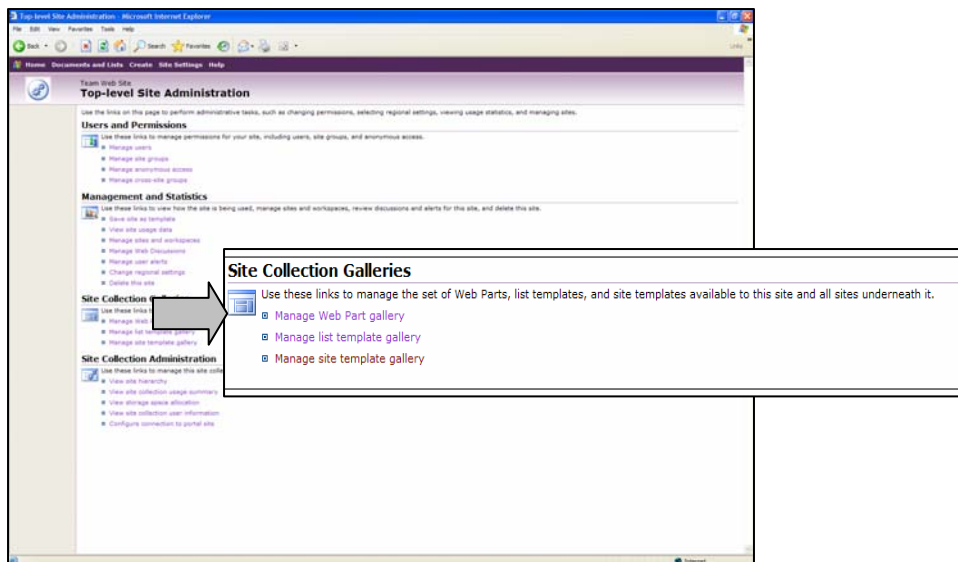
To help you to get your SharePoint site up and running as quickly and easily as possible, Microsoft and Apptix provides a number of pre-designed templates for you to choose from. **These templates are designed to enable you to launch a professional site, specific to your department, function or task in a matter of minutes!**

For a full list of templates by category, visit www.sharepointsite.com/hosted_sharepoint/templates/

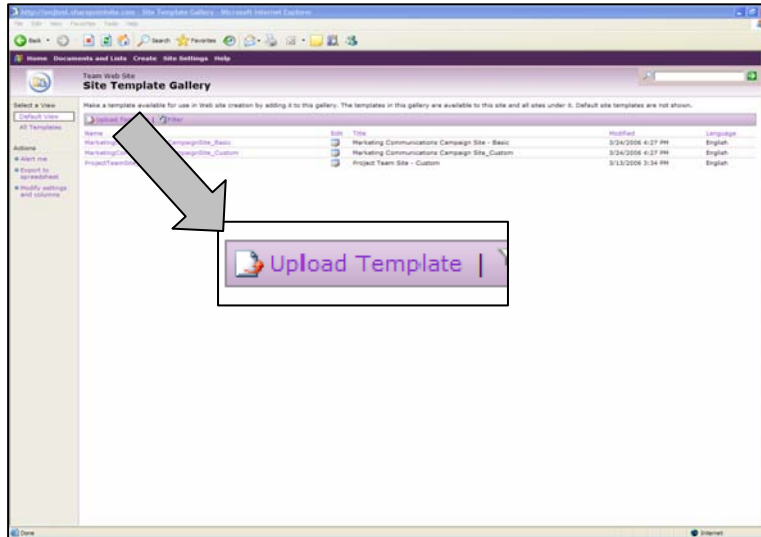
The following instructions will help you to download and implement a template in a matter of minutes. From there, you can customize the template by simply entering your own materials and data, or for additional customization, you can use Microsoft FrontPage.

Downloading and Adding a Template

1. Select the template that you want to implement and download the file from the Microsoft website by clicking the **Download** button and saving the file to your computer.
2. Double-click the program file on your hard disk to extract the template files to a location of your choice on your computer. (Note: two files will be extracted: **Name_Basic.stp** and **Name_Custom.stp**)
Tip: Name_Basic.stp will provide you with an Out-of-the-Box template. **Name_Custom.stp** offers a more advanced template version that requires you to make minor changes, such as replacing sample logo with your own.
3. Login to your SharePoint account and open the top-level site where you want to install the template. Click **Site Settings** from the top menu bar. In the *Administration* section of the *Site Settings* page, click **Go To Site Administration**. In the *Site Collection Galleries* section of the *Top Level Site Administration* page, click **Manage site template gallery**.



4. On the *Site Template Gallery* page, click **Upload Template**. Browse to the location where you saved the extracted template to and select the template (Most customers prefer using "Custom" template file, but we urge you to try both, "Custom" and "Basic"). Click the **Open** button. Click **Save and Close** to upload the template.

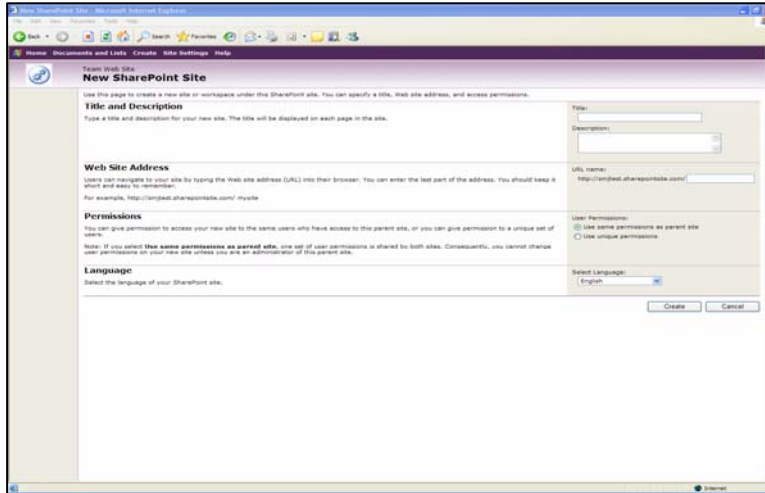


This will add the template to the list of available options in SharePoint. Several templates are pre-loaded in your SharePoint Service. Instructions for implementing and customizing a template are included below. Check the SharePointSite.com website for new templates.

Implementing a Template For Your SharePoint Site

1. Open your Windows SharePoint Services account. On the top navigation bar, click **Create**.
2. In the **Web Pages** section of the *Create* page, select **Sites and Workspaces**.

3. Complete the information on the *New SharePoint Site* page, then click **Create**.

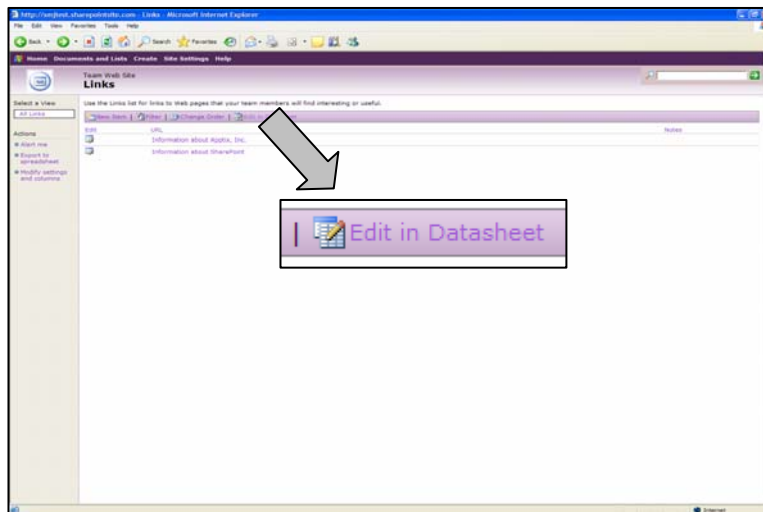


4. On the **Template Selection** screen, select the new template from the list, and then click **OK**.

Having completed these steps, you will now have a site modeled using the template that you have selected. As you will see, the template comes with placeholder data and suggested locations for documents, lists, events, etc. You can change and customize the organization of your site at any time and in any way. The instructions in the next section will help you to do that.

Customize The Template

1. To erase sample content from the site, go to **Documents and Lists**.
2. Select a category with one or more items. Click **Edit in Datasheet**.



3. Delete all line items (you can select all at once) from the Datasheet as you would in the Excel document. Repeat for all categories.
4. To replace images and customize colors, use Microsoft FrontPage.

All of the templates listed on our website are available for your use for free. We encourage you to customize and tailor these templates as your organization demands. Should you have any questions regarding templates or require any assistance, you can always contact [Apptix SharePoint Technical Support](#) or your sales representative.

