

Welcome

*SharePoint Saturday Columbus 8/20/2011*

# SharePoint 2007 & 2010 *(and Office 365!)* Customization for Site Owners

End User / Dev (100/200)

*Or, Mike's bag of tricks...*

(see [TechTrainingNotes.blogspot.com](http://TechTrainingNotes.blogspot.com)  
for source code and details)

The logo for MAX technical training, featuring the letters 'MAX' in a bold, sans-serif font. The 'M' and 'A' are dark blue, and the 'X' is red.

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Instructional Delivery > Anytime > Anywhere > Anyway

# Instruction from the Trenches

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MCPD SP 2010, MCITP: SP 2010, MCTS: SQL Server 2005, 2008, Microsoft Office SharePoint Server 2007 Configuration, Windows SharePoint Services 3.0, Configuring
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***Free Training!***  
***Free Consulting!***  
***Free Books!***  
***Great Networking!***

- In your area!
- Cincinnati SharePoint User Group
- Columbus (BuckeyeSPUG)
- Dayton User Group (DAYSPUG)
- Cleveland SharePoint User Group
- Indianapolis (SPIN)
- Evansville SharePoint User Group
- Nashville SharePoint Users Group

SharePoint  
Saturday  
Cincinnati  
October 29th



## ***How I got into these tricks...***

- Over the past six years I have trained over ~~2000~~ many SharePoint administrators, developers and site owners
- Over 1500 of these have been Site Owners or Power Users
- At the end of each class I give out my email address...

## ***Most of the Site Owners...***

- Do not have access to their SharePoint servers
- Are not developers
- Are leery of SharePoint Designer
- Know how to copy and paste
- **AND have lots of questions and ideas!**



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## AND they have lots of questions

- I've been a developer... so I want to write code
- I've been an administrator... "not on my servers you don't"
- I've been an end user... I want it!

***So I ~~waste~~ invest my evening and weekends  
finding solutions...***

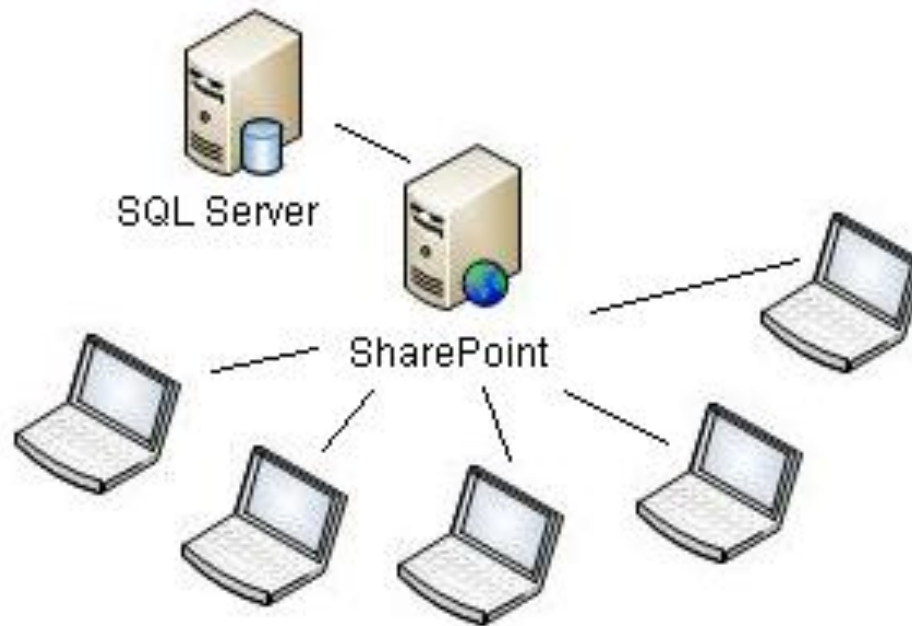
Yes, Virginia, you can have a color coded calendar!



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## *The Secret:*





## ***Goals:***

- Enhance SharePoint without server deployments
- Use simple tools like the Content Editor Web Part
- Supply copy and paste code as much as possible
- Use SharePoint Designer only when needed
- Do nothing that is not undoable
- Do nothing that impacts server performance





## ***Tools you will need:***

- A browser!
- Notepad (or a decent HTML / CSS editor)
- SharePoint Designer

## ***Skills you will need:***

- Copy and paste
- Use a Content Editor Web Part
- Puzzle solving
- Elementary HTML, CSS and JavaScript





## ***Web part tricks you should know:***

- Getting to web parts when there is no “Edit Page” in Site Actions
- My page won't load... how do I delete a "bad" web part?
- Resetting a change made by SharePoint Designer



## ***Web part tricks you should know:***

- Getting to web parts when there is no “Edit Page” in Site Actions

**http://...../NewForm.aspx?.....&ToolPaneView=2**

- SP2010 Note... adding a web part to a view page will cause SharePoint to not treat the page as a view. The view selector in the title area crumb trail will disappear!



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## *Web part tricks you should know:*

- My page won't load... how do I delete a "bad" web part?

`http://...../default.aspx?Contents=1`

If the URL already includes a question mark then add "&Contents=1" to the end:

`http://...../default.aspx?someotherparameter=value&Contents=1`

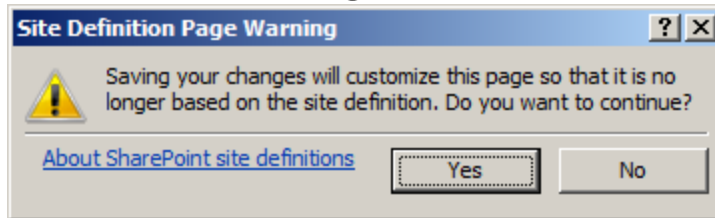


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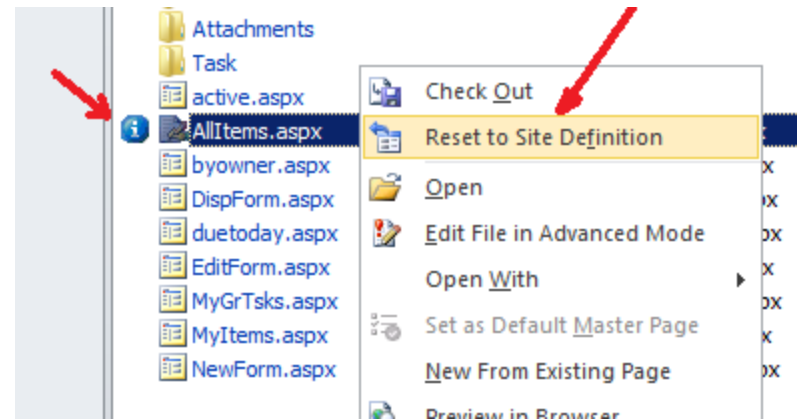
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## SharePoint Designer trick you should know:

- I did something bad with SharePoint Designer!



- Right-click is your friend...



# Change the 2007 Site Title

- Problem... You can change a site title, but not change font, color, or other fun stuff
- Solution 1 – Customize the MasterPage from SPD and hard code the changes
- Solution 2 – Add / customize the CSS in the MasterPage
- Solution 3 – Add / customize the CSS in a single page (using a Content Editor Web Part)



# Change the 2007 Site Title

- Discover the styles being used:
  - Display the page, View Source and find the style used for the title:

```
<td class="ms-sitetitle" width=100%>  
  <h1 class="ms-sitetitle">  
    <a id="..." href="/">  
      My Team Site  
    </a>  
  </h1>  
</td>
```

- Write some CSS for `.ms-sitetitle h1` for the text area  
or `.ms-sitetitle a` for just the title text



# Change the 2007 Site Title

- To hide the title
  - Add CSS:

```
<style type="text/css">  
  .ms-sitetitle h1  
  {    display:none  }  
</style>
```
- You can either put this in your masterpage just below the SharePoint:CssLink and SharePoint:Theme tags and this will hide the title for all pages in the site (except for application pages which have their own masterpage).
- Or... you can put the CSS in a Content Editor Web Part (CEWP). This would need to be repeated for each page in the site.



## Change the 2007 Site Title

- To change the font, color, size, etc...

```
<style type="text/css">
  .ms-sitetitle a
  {
    font-size:48pt;
    color:blue;
    font-family:"Comic Sans MS"
  }
</style>
```

- Note: the “a” is needed as the title is enclosed in an anchor “<A>” tag.



# Change the 2007 Site Title

- Now change the colors and fonts of the web parts!

The screenshot shows a 'Shared Documents' web part with the following highlighted areas and labels:

- Background:** The green header bar.
- Title bar area:** The text 'Shared Documents' in the header.
- Edit dropdown:** A small downward arrow in the top right of the header.
- Column headings:** The table headers: Type, Name, Modified By, Created, File Size.
- Alternating rows:** The rows with alternating colors (green and blue).
- Item text:** The text within the table rows.
- Paging area:** The yellow bar containing '1 - 5 >'. Below it is a grey bar with 'Add new document'.
- Border (chrome):** The red dashed border around the table.

Type	Name	Modified By	Created	File Size
Folder	SharePoint Features	System Account	1/16/2008 8:20 PM	
Folder	Security White Papers	System Account	1/16/2008 8:20 PM	
Folder	Other White Papers	System Account	1/16/2008 8:20 PM	
File	Robo1	System Account	5/4/2011 10:18 AM	354 KB
File	WSS vs MOSS create	System Account	4/11/2011 9:30 AM	1 KB



## Add a Top of the Page Message

- Start with some detective work...
  - 2007 uses TABLEs, so we would need to add a new row
  - 2010 uses DIVs, so we would need to add a new DIV
- The 2010 Content Editor Web Part may damage our JavaScript!
  - Store the code in a Notepad text file (optionally with an HTML extension)
  - Upload the file to a library
  - Link to the file
    - This works great for 2007 also
- Now you can also open the file in an HTML editor!



# Color Coding a Task List

- Solution 1 – Create a custom web part in Visual Studio (only requires a little custom VB.Net or C# development!)
- Solution 2 – Customize a web part from SharePoint Designer (only requires a little custom XSLT!)
- Solution 3 – Copy and paste some JavaScript from the web!



# Color Coding a Task List

- Solution 3 – Copy and paste some JavaScript from the web!
- The Source? (my blog)
- How it works?
  - SharePoint displays a task list as a fairly simple HTML <TABLE>. All we need to do is discover a pattern...



# Changing a web part message...

- Problem: ugly text

## Team Discussions

Subject

There are no items to show in this view of the "Team Discussions" discussion board. To create a new item, click "Add new discussion" below.

[Add new discussion](#)

- Solution: Another JavaScript trick...

## Team Discussions

Subject

There are no active discussions

[Add new discussion](#)



# Changing a web part message...

```
<script>
function ChangeDiscussionMessage()
{
    var a = document.getElementsByTagName("TD")
    for (var i=0;i<a.length;i++)
    {
        if (a[i].className=="ms-vb")
        {
            if (a[i].innerText.indexOf("There are no items to show in this view")>-1)
            {
                a[i].innerHTML = "There are no active discussions";
            }
        }
    }
}

_spBodyOnLoadFunctionNames.push("ChangeDiscussionMessage")

</script>
```

## Team Discussions

Subject

There are no active discussions

[Add new discussion](#)



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# Changing the Add New message...

- Problem: ugly text

**Announcements** ▼

---

**Staff meeting has been moved to Tuesday!** NEW 7/25/2009 7:53 PM  
by System Account

---

[Add new announcement](#)

- Solution: Another JavaScript trick...

**Announcements** ▼

---

**Staff meeting has been moved to Tuesday!** NEW 7/25/2009 7:53 PM  
by System Account

---

[Click here to add team news](#)



# Changing the Add New message...

Each web part has a different ID. You will need to modify the following code with the needed ID. Note that some lists use the same ID, like Documents and Wikis.

Web Part	Default message	ID for "document.all" in the code below (this is the 2007 list!)
Announcements	Add new announcement	"Add new announcement"
Links	Add new link	"idHomePageNewLink"
Calendar	Add new event	"idHomePageNewEvent"
Picture Library	Add new picture	"idAddPicture"
KPI List	Add new item	"idAddNewItem"
Tasks	Add new item	"idAddNewTask" *
Project Tasks	Add new item	"idAddNewTask" *
Document Library	Add new document	"idAddNewDoc" *
Wiki	Add new Wiki page	"idAddNewDoc" *
Survey	Respond to this survey	"idNewSurveyResponse"
Discussion	Add new discussion	"idAddNewDiscuss"



## Changing the Add New message...

```
<script>  
  document.getElementById("Add new announcement").innerHTML  
    = "your new text goes here"  
</script>
```

That's it!

If you have more than one web part on the page with the same ID then you need select the web part with an index.

0=first web part, 1=second web part, etc.

```
<script>  
  document.getElementById("Add new announcement")[2].innerHTML  
    = "your new text goes here"  
</script>
```



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# Hide an empty web part...

- Problem: empty lists

## Team Discussions

Subject

There are no items to show in this view of the "Team Discussions" discussion board. To create a new item, click "Add new discussion" below.

[Add new discussion](#)

- Solution: Hide it! (Another JavaScript trick...)



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## Hide an empty web part...

```
<script>
function HideWebPartWithZeroRows()
{
  var a = document.getElementsByTagName("TABLE")
  for (var i=0;i<a.length;i++)
  {
    if (a[i].summary=="Team Discussion")
    {
      if (a[i].rows.length==1)
      {
        //hide all but the title bar
        //var x = a[i].parentNode.parentNode.parentNode.parentNode.parentNode

        //hide the entire web part
        var x = a[i].parentNode.parentNode.parentNode.parentNode.parentNode.parentNode.parentNode.parentNode.parentNode

        x.style.display="none";
      }
    }
  }
}
_spBodyOnLoadFunctionNames.push("HideWebPartWithZeroRows")
</script>
```

## Links list, open in new window...

- Problem: Links lists redirect users, instead of opening in a new window...
- Another JavaScript trick...



## Links list, open in new window...

```
<script>
// Find the link list (change "Links" to your web part's name)
var x = document.getElementsByTagName("TABLE") // find all of the Tables
var LinkList
for (var i=0; i<x.length; i++)
{
  if (x[i].summary == "Links")
  {
    // get the list
    LinkList = x[i];
    break;
  }
}

// add a target to the <A> tags
var links = LinkList.getElementsByTagName("A")
for (var i=0; i<links.length; i++)
{
  links[i].target="_blank"
}
</script>
```



## Links list, open in new window...

- Bonus... display an exit message...

Replace:

```
links(i).target="_blank"
```

With:

```
links(i).onclick=function () {alert('you are now leaving this site')}
```

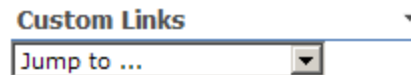
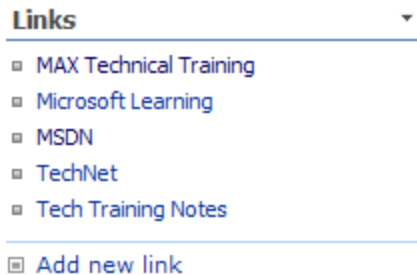


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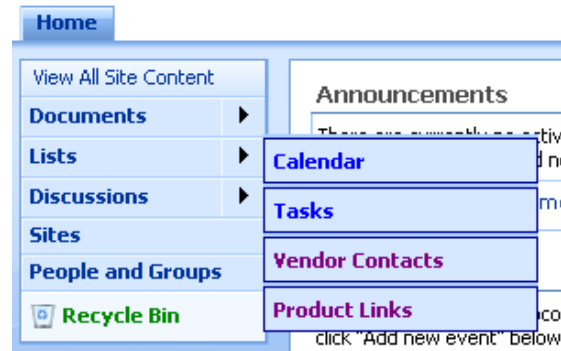
## Links list...

- More fun with links lists...
- Add a “You are leaving this site” message to a links list  
<http://techtrainingnotes.blogspot.com/2009/12/sharepoint-add-you-are-leaving-this.html>
- Convert a Links list to a Dropdown list  
<http://techtrainingnotes.blogspot.com/2009/12/sharepoint-add-you-are-leaving-this.html>



# Create a Pop Out Quick Launch

- Problem... Quick Launch has gotten too big...
- Switch to a popout style



- This trick does not use JavaScript or CSS
- The Quick Launch is just an ASP:Menu control, so do a web search on that control... and then edit the Master Page

**StaticDisplayLevels="1"**

**MaximumDynamicDisplayLevels="1"**



# Create an Accordion Quick Launch

- Problem... Quick Launch has gotten too big...
- Switch to a accordion style (this will require some JavaScript)

**Unmodified**

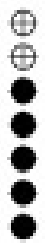
View All Site Content
<b>Pictures</b>
▪ Airshow Pictures
<b>Documents</b>
▪ Shared Documents
<b>Lists</b>
▪ Calendar
▪ Tasks
<b>Discussions</b>
▪ Team Discussion
<b>Sites</b>
▪ Training Subsite
▪ Subsite 2
<b>People and Groups</b>
Recycle Bin

**Collapsed**

View All Site Content
<b>Pictures</b>
<b>Documents</b>
<b>Lists</b>
<b>Discussions</b>
<b>Sites</b>
<b>People and Groups</b>
Recycle Bin

**After mouse moved over Lists**

View All Site Content
<b>Pictures</b>
<b>Documents</b>
<b>Lists</b>
▪ Calendar
▪ Tasks
<b>Discussions</b>
<b>Sites</b>
<b>People and Groups</b>
Recycle Bin



# And...

- A teaser from the book...
- **Replace the 2010 title area and restore the 2007 style crumb trail.**

Site Actions | Browse | Library Tools | Documents | Library | System Account

## Demo Site #2

Share a document with the team by adding it to this document library.

Home | Search this site... | I Like It | Tags & Notes

Libraries | Site Pages | Shared Documents | Lists

**Demo Site #2 > Shared Documents > Security Documents > Top Secret Documents > All Documents**

Type	Name	Modified	Modified By
	Anti-phishing_White_Paper <small>NEW</small>	7/9/2010 3:17 PM	System Account
	IM000303 <small>NEW</small>	7/9/2010 3:18 PM	System Account



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## And...

- Just about all of my CSS and JavaScript tricks that use the Content Editor Web Part can be redeployed as:
  - A Feature (by creating a Web User Control in Visual Studio and two XML files) **requires server deployment** ☹
  - A web part (by using the Export menu from the Content Editor Web Part)
- Have Fun!



## And...

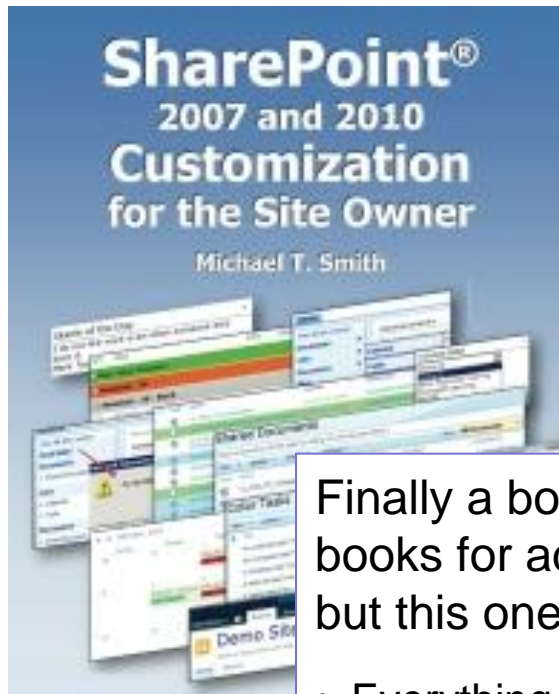
- Where to go from here...
  - Do a search for “codeless SharePoint” and find how to use the Google JavaScript libraries to display charts and graphs from SharePoint list data
  - Look into other “client side” technologies such as Silverlight, AJAX and jQuery web service calls
  - If you are a developer, and have no access to the servers, take a look at “SharePoint Sandboxed Solutions”
- Have Fun!



# SharePoint® 2007 and 2010 Customization for the Site Owner

Michael T. Smith

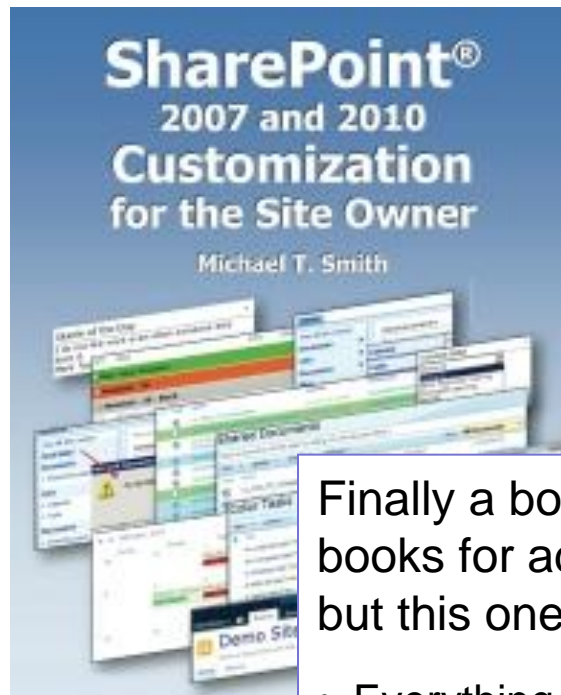




## SharePoint 2007 & 2010 Customization for the Site Owner

Finally a book for the SharePoint Site Owner! There are many books for administrators, developers, designers and end users, but this one is for the site owner.

- Everything in this book can be done by a Site Owner or a Site Collection Administrator
- Nothing in this book requires the deployment of files to the SharePoint web servers
- Nothing in this book requires programming skills or Visual Studio
- All of the examples can be duplicated using only web parts, SharePoint Designer, and copy and paste
- This is not a branding book, it's all about improving the SharePoint user experience
- While you can duplicate all of the customizations using the step by step instructions, the book also explains how and why each one works



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**\$29.95**

**Or 10% off and free shipping from Amazon**

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