DOTD Internet
Site Owners Quick Reference Guide

Getting Started

[DOTD Internet Home](#)

http://wwwsp.dotd.la.gov

Sign on to a DOTD Internet Site

1. Under **EMPLOYEE PORTAL** (Upper Right Corner)
2. Click **SIGN IN/OUT**
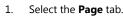
When signing on to DOTD Internet Site from outside of DOTD Network

3. Enter your **Username** and **Password**. (Ex. "ladotdom\xxxxxx")
4. Click **OK**

Add a Web Part

1. Select the **Page** tab.
2. Click **Edit**
3. On the page, click where you want the web part to appear.
4. Select the check box of the web part or parts to add.
5. Select the **Insert** tab.
6. Click **Web Part**
7. Select the web part and click **Add**

Remove Web Parts

1. Select the **Page** tab.
2. Click **Edit**
3. Click the ▼ on the web part.
4. Select **✕ Delete**
5. The web part will be removed from the page.

Upload a Single Document

1. Select the **Add Document** link.
2. Click **Browse...**
3. Highlight the desired document.
4. Click **Open**
5. Click **OK**

Upload a Multiple Documents

1. Select the **Add Document** link.
2. Click **Upload Multiple Files**.
3. Click **Browse for Files instead**.
4. Highlight the desired documents.
5. Click **Open**
6. Click **OK**
7. Click **Save**

Delete a Document

1. Check the check box next to the document name.
2. Under **Site Actions ▼**
3. Click **Edit Page — Change the content and Web Parts on this page.**
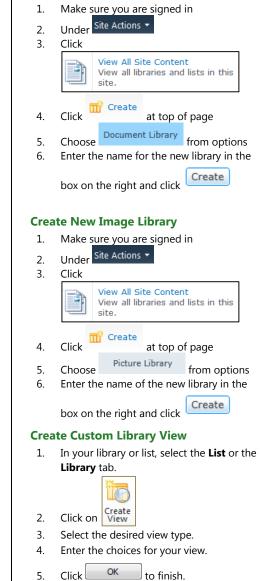4. On the **Document** tab, click **✕ Delete Document**
5. Click **OK**

See Version History of a Document

1. Check the check box next to the document name.
2. On the **Document** tab, click **Version History**
3. To read a previous version, click on the date and time the version was created.

Upload a Single Image

1. Click **Site Actions ▼**
2. Click **Edit Page — Change the content and Web Parts on this page.**
3. Click **Insert** tab
4. Click **Picture ▼**
5. Click **From Computer**
6. Click **Browse...**
7. Highlight the desired image
8. Click **Open**
9. Use dropdown **Upload to:**
10. Choose **Pictures** library
11. Click **OK**
12. Click **Save**

Upload a Multiple Images

1. Under **Site Actions ▼**
2. Click **View All Site Content — View all libraries and lists in this site.**
3. Under document libraries, choose the image library you want (usually **Pictures**)
4. Click **➕ Add new item**
5. Click **Upload Multiple Files...**
6. Click **Browse for files instead**
7. Use Ctrl key to choose multiple images
8. Click **Open**
9. Click **OK**
10. Click **Done**

Create New Document Library

1. Make sure you are signed in
2. Under **Site Actions ▼**
3. Click **View All Site Content — View all libraries and lists in this site.**
4. Click **Create** at top of page
5. Choose **Document Library** from options
6. Enter the name for the new library in the box on the right and click **Create**

Create New Image Library

1. Make sure you are signed in
2. Under **Site Actions ▼**
3. Click **View All Site Content — View all libraries and lists in this site.**
4. Click **Create** at top of page
5. Choose **Picture Library** from options
6. Enter the name of the new library in the box on the right and click **Create**

Create Custom Library View

1. In your library or list, select the **List** or the **Library** tab.
2. Click on **Create View**
3. Select the desired view type.
4. Enter the choices for your view.
5. Click **OK** to finish.

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To Create a New Site

1. Under [Site Actions ▾], select **Create**.
2. Click the following option

   > **New Site**
   > Create a site for a team or project.

3. Fill in the New SharePoint Site window information.
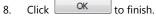4. Click [OK] to finish.

Delete a Site

> **Warning**: Deleting a site permanently deletes the entire contents of the site.

1. Under [Site Actions ▾], select **Site Settings**.
2. Click **Delete this site**. Read the steps carefully to remove the site and all of its content.

Grant Permission: Add users to a group

1. From [Site Actions ▾] select **Site Settings**.
2. Select **Site Permissions**.
3. Click on the group name that will receive new members.
4. Click **New**, **Add Users**.
5. Either type user names or use the address book (🗐) to add people to the group.
6. If you want to send a welcome email with a link to the site in it, verify that **Send welcome e-mail to new users** is checked.
7. Write a custom message to the new users.
8. Click [OK] to finish.

Add Site Collection Image

1. Under [Site Actions ▾]
2. Select

   > **View All Site Content**
   > View all libraries and lists in this site.

3. Under "**Document Libraries**" select "**Site Collection Images**"
4. Select the "**Add New Item**" link.
5. Click [Browse...]
6. Highlight the desired document.
7. Click [Open]
8. Click [Choose Folder...]
9. Select destination folder and click [OK]
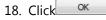10. Click [OK] to finish.

Add Site Collection Document

11. Under [Site Actions ▾]
12. Select

    > **View All Site Content**
    > View all libraries and lists in this site.

13. Under "Document Libraries" select "**Site Collection Documents**"
14. Select the "**Add Document link**".
15. Click [Browse...]
16. Highlight the desired document.
17. Click [Open]
18. Click [OK]

View Who Has a Document Checked Out

1. Under [Site Actions ▾]
2. Select

   > **View All Site Content**
   > View all libraries and lists in this site.

3. Under "**Pages**", the document icon 🗎 and pause the mouse for a few seconds, a screen tip will appear with the name or the column "Checked Out To" will have a name.