

Creating & Editing Pages on the ENN SharePoint Intranet



Step-by-step instructions for creating pages, editing content, adding links, and managing images

AUDIENCE

Intranet content editors

SITE

ENN SharePoint Intranet

SITE ADMINISTRATOR

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PURPOSE

This job aid gives Volusia County intranet content editors step-by-step instructions for four common tasks: **creating a new page**, **editing an existing page**, **creating links**, and **uploading or changing images**. If you need further assistance, contact your SharePoint site administrator, Robert Liguori, at rliguori@volusia.gov.

Intranet link: [SharePoint Online Intranet – CommunityInfoENN](#)

TASK 1 • CREATE A NEW PAGE

STEP	ACTION	NOTES / TIPS
1	From the SharePoint intranet home on ENN, click the site where you want to add a new page.	<i>You must have Edit permissions for that site.</i>
2	Click the Gear icon at the top right of the page, then select Add a Page from the dropdown menu.	<i>If you don't see this option, you may not have edit access. Contact your site admin.</i>
3	Choose a page layout. Select Create Blank for a clean start, or choose a template that fits your content type.	<i>Most Community Information pages use the Blank layout.</i>
4	Click in the Title field at the top of the new page and type your page title.	<i>Use plain-language titles. Maximum title length is 120 characters</i>
5	Click the + icon within the page canvas to add a content web part from the right-side Toolbox (e.g., Text, Image, or File Viewer).	<i>Web parts are the building blocks of each page section.</i>
6	Click within any web part to type or insert material.	<i>Save your work frequently using Save as draft.</i>
7	When the page is ready to go live, click Publish Page in the upper-right corner.	<i>Published pages are immediately visible to all intranet users.</i>

TASK 2 • EDIT AN EXISTING PAGE

STEP	ACTION	NOTES / TIPS
1	Navigate to the intranet page you want to edit.	<i>Use the site navigation or search bar to find the page.</i>
2	Click the Edit button (pencil icon) in the upper-right corner of the page.	<i>If you don't see an Edit button, you do not have edit permissions for this page.</i>

TASK 2 • EDIT AN EXISTING PAGE

STEP	ACTION	NOTES / TIPS
3	Click on the section you want to change. The selected area will highlight with an edit toolbar.	
4	Make your changes directly within the selected web part. Text web parts allow direct typing and formatting.	Use the formatting toolbar to apply bold, lists, headings, or links.
5	To rearrange sections, hover over a web part until the Move handle (six vertical dots) appears, then drag it to the desired position.	Sections can also be added or deleted using the section controls on the left edge.
6	Click Publish Changes in the upper-right corner when your edits are complete.	Clicking Save as draft keeps changes private until you are ready to republish.

TASK 3 • CREATE LINKS

STEP	ACTION	NOTES / TIPS
1	In Edit mode, select the text or image you want to turn into a link by highlighting it or clicking on it.	For a button-style link, consider using a Button web part instead.
2	Click the Link icon (chain-link symbol) in the formatting toolbar that appears above the selected text.	The Insert Link window appears once text is highlighted and the Link icon is selected.
3	To link to an <u>internal</u> page: begin typing the page name in the search field and select it from the results.	SharePoint will search your intranet sites automatically.
4	To link to an <u>external</u> website: paste the full URL (beginning with https://) into the Address field and press Save .	Always verify external links open correctly before publishing.
5	To open the link in a new tab, click the toggle switch at the bottom left of the link field. The toggle turns blue when new-tab is enabled.	Best practice: external links should always open in a new tab.
6	Click Save to apply the link. Click Publish Changes when all edits are complete.	

TASK 4 • UPLOAD OR CHANGE IMAGES

STEP	ACTION	NOTES / TIPS
1	In Edit mode, under the Toolbox , click and drag an Image icon into the Image web part where you want to add or replace an image.	If adding a new image, click the + icon and select Image from the web part menu.
2	To upload a new image: click Change , then select Upload to browse your computer and choose an image file.	Supported formats: JPG, PNG, GIF, SVG. Recommended width: 1920 px or less.
3	To change an existing image: click the image, then click Change in the toolbar that appears. Select your replacement image.	The new image will replace the old one at the same position on the page.

TASK 4 • UPLOAD OR CHANGE IMAGES

STEP	ACTION	NOTES / TIPS
4	After selecting your image, add Alt Text in the description field provided.	<i>Alt text is required for Section 508 accessibility compliance. Describe the image clearly. Example: County staff at the 2026 community outreach event.</i>
5	Resize or reposition the image if needed using the image toolbar handles. Use the crop tool to adjust framing.	<i>Avoid stretching images – use the aspect-ratio lock to maintain proportions.</i>
6	Click Republish in the upper-right corner to save your changes and make them live.	

ACCESSIBILITY REQUIREMENT – SECTION 508

All images must include descriptive **Alt Text**. All links must use descriptive anchor text – for example, “**View the 2026 Budget Report**”, not “**Click here.**” These practices are required for Section 508 compliance.

QUESTIONS OR SUPPORT

Contact your SharePoint site administrator, Robert Liguori, at rliguori@volusia.gov.