CHAPTER 3

Creating Content Pages

Content Pages Display Your Data

Content pages in SharePoint 2007 were, in some ways, simpler. A content page was a web page. You could use one of several page layouts. Each one had its own configuration and number of web part zones in which you could add web parts. While you can still create content pages that way in SharePoint 2010, you have another alternative, wiki-style pages. These pages feature page layouts called rich text areas that offer two benefits over the more traditional web pages. First, you can type text directly into the text areas without first needing to insert a web part such as the content editor web part. Second, you can create links from one wiki page to another just like the wiki pages in SharePoint 2007 wiki libraries. Moreover, you can insert web parts, lists, tables, images, and anything else you could put in a web page into these rich text zones.

So which page style should you use?

Before I can answer that question, let’s look at both page styles and see how they are the same and how they differ.

If you look at the collaboration site that you started using in Chapter 1, SharePoint names the default page for the site: home.aspx. What you may not have noticed is that this page is actually a wiki page. Furthermore, if you open the Site Actions menu, there is an option, New Page. If you select this option, SharePoint generates a new wiki page and places it in a library called Site Pages. I will return to that option in a little bit. Let’s first look at the other way to create a page by selecting View All Site Content from the Site Actions menu.

Adding a Web Page to Your Collaboration Site

In the previous chapters, you saw how to create libraries and lists by going to the Site Actions button in the upper-left corner of your site and clicking the View All Site Content. To create a new web page, begin the same way. You will need a library in which to store your web pages. While you could store your web pages in the same library as your documents, a better design choice puts web pages in their own separate library. Therefore, let’s take a side trip from creating your page to create a new library for your web pages.

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1 This chapter’s examples add pages to non-publishing templates. However, most of the techniques apply to web pages added to publishing sites as well.
When you click **Create**, the **Create dialog** appears, which you first saw in Chapter 1. Remember that when creating a new library you should filter the objects you can create by choosing **Library** in the left navigation. Of the available library types, none says Web Page Library. That is because you can create a web page library from a document library. Simply select the **Document Library** icon and supply a unique name for the library. Then proceed to **More Options**.

**Tip** If you have the feature **SharePoint Server Publishing** activated, you will see a Pages library that you can use to create web pages.

As you can see in Figure 3-1, you must define a name for the library along with an optional description. I have chosen in this example not to display the document library in the Quick Launch area, but I do want to create a new version of the page every time I edit the file. You can customize the types and number of versions you would like to keep later. Finally, notice that the document template chosen for this library is not a Word document as you saw in your first document library in Chapter 1. Rather it is a Web Part page.

**Figure 3-1. Creating a New Web Page Library**