

Creating a Sub-Site

Creating Sub-sites

You can use top-level Web site and sub-sites to divide site content into distinct, separately manageable sites. Top-level Web sites can have multiple sub-sites, and sub-sites can also have multiple sub-sites, down as many levels as your users need. The entire structure of a top-level Web site and all of its sub-sites is called a Web site collection.

What is a site or sub-site?

When you create a SharePoint site, it helps to understand where your site is in the hierarchy. The following three descriptions can help you understand the site structure.

Top-level Web site

The default, top-level site provided by a Web server. To open the top-level Web site, you supply the URL of the server without specifying a page name or sub-site. Administrators go to this site to change settings for the entire site collection.

Sub-site

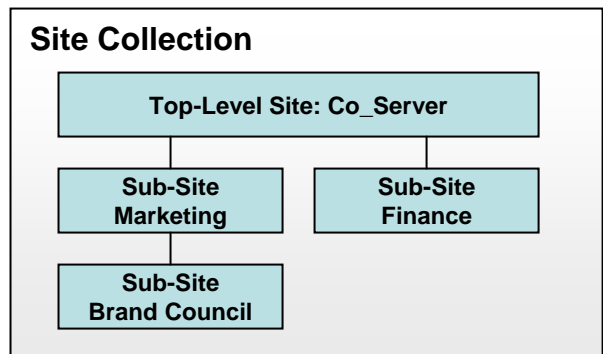
A complete Web site stored in a named subdirectory of the top-level Web site. Each sub-site can have administration, authoring, and browsing permissions that are independent from the top-level Web site and other sub-sites. A sub-site can also have sub-sites of its own. Because every site below the top-level site is actually a sub-site, each sub-site is generally called simply a site.

Site collection

A set of Web sites on a Web server, all of which have the same owner and share administration settings. Each site collection contains exactly one top-level Web site, and can also contain one or more sub-sites.

When you create a SharePoint site, you typically create a sub-site either from the top-level Web site or an existing sub-site. Simply navigate in the browser to the current site and create a new SharePoint sub-site. Users who are not Administrators cannot create top-level sites; this is a generally accepted best practice.

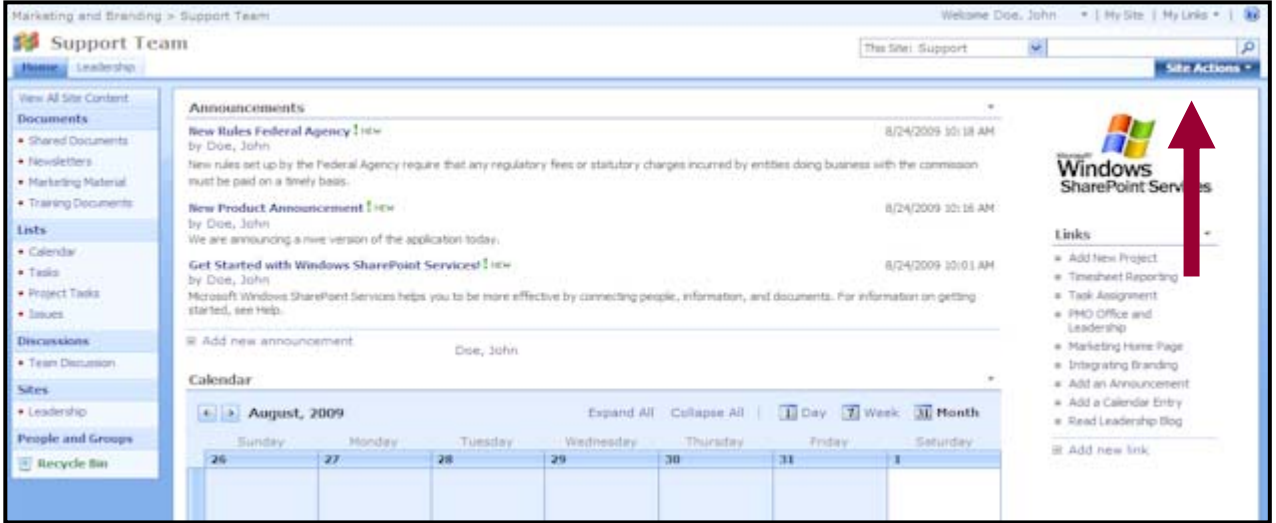
In the illustration, Marketing is one of two sub sites under the top-level Web site named Co_server. Marketing also has a sub-sites of its own called Brand Council. Together, Co_Server and all four sub-sites make up a single site collection.



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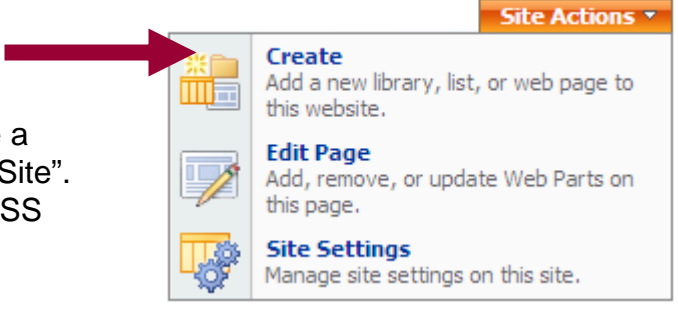
1. Locate the Site Actions

The first step is to locate the “Site Actions” Tab located in the upper right-hand corner of a standard Sharepoint Site. **Click the Site Actions Tab.**



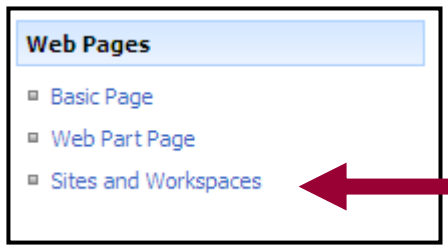
2. Select the Create Link.

The first option on a WSS site is “**Create**” while a MOSS Environment will actually show “Create Site”. For demonstration purposes, we will use the WSS version of Sharepoint.



3. Select Sites and Workspaces.

On the create page, you should have five different categories of items to which you can choose to create. On the right hand side is the options for Web Pages. Click the third option “**Sites and Workspaces**”



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4. Complete the Fields

In the Title and Description section, enter the title for the site. This is the site name that will display in any site reference. You can also add a description, which, if entered, is displayed at the top of the content section of the site.

In the Web Site Address section, enter the URL Name for the site. You can make this the same as the site title or rename to something that is short and easy to reference. It is also a good practice to not include spaces in the URL name.

In the Template Selection section, pick the template on which the site should be based. The template identifies the default format and components included in the site. Please refer to the description below for more information about templates.

In the Permissions section, specify whether the user access permissions for the site being created should be the same as the permissions of the parent site or whether unique permissions should be used. When you opt to use the same permissions, security will be based on the permissions of the parent site.

In the Navigation Inheritance section, select if the navigation bar should inherit the options listed in the parent site's top link bar or if the navigation bar should list the sub-sites under the current site.

In the Site Categories section, select the site categories under which the site should be listed in the site directory.

Click Create



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