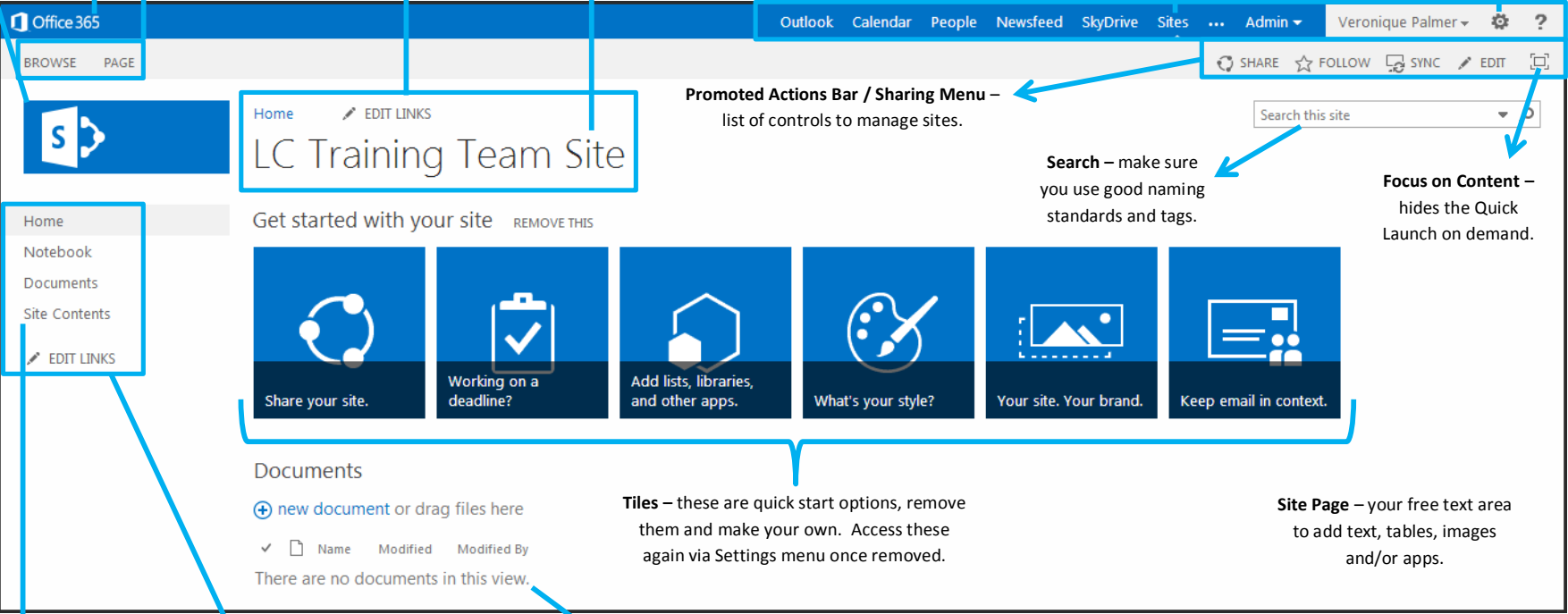


# SHAREPOINT 2013 DEFAULT TEAM SITE ELEMENTS



**Suite Branding Box** – default icon can be hidden by end users, but to change the icon for all sites must be done using code on master pages.

**Site Logo** – upload image, copy link, paste under Settings; Title, Description, Logo.

**Ribbon Tabs** – access ribbon and more settings for page / app.

**Top Link Bar / Global Navigation** – add links here as required, can drag and drop onto this bar.

**Breadcrumb** – navigate back through your lists and libraries here.

**Suite Bar** – access the other programs in the connected Microsoft suite.

**Sites** – list of all the sites you follow – follow everything until you figure out navigation.

**Settings** – access site settings and site contents, (the Recycle Bin is found under Site Contents).

**Promoted Actions Bar / Sharing Menu** – list of controls to manage sites.

**Search** – make sure you use good naming standards and tags.

**Focus on Content** – hides the Quick Launch on demand.

**Tiles** – these are quick start options, remove them and make your own. Access these again via Settings menu once removed.

**Site Page** – your free text area to add text, tables, images and/or apps.

**Site Contents** – lists all the apps and subsites created on this site, (site map).

**Quick Launch / Current Navigation** – visible regardless of where you are in your site, quick access to lists and libraries, links are editable using drag

**Sample Library** – delete and create your own.

**The ability to navigate up and down subsites in a site collection has been removed by Microsoft in this version of SharePoint – it must be manually / programmatically built in.**