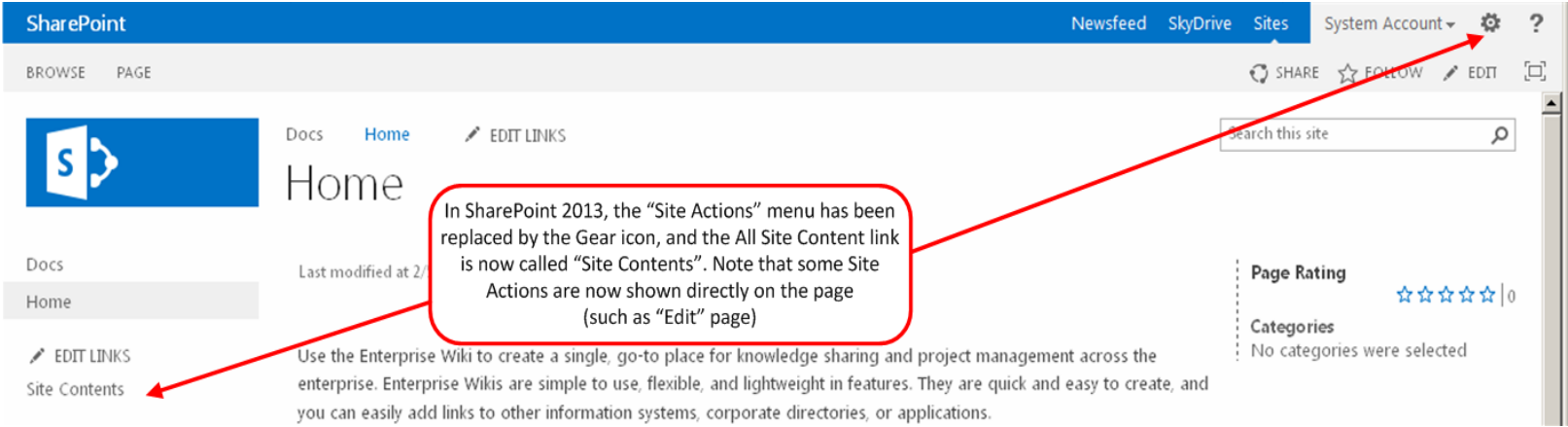
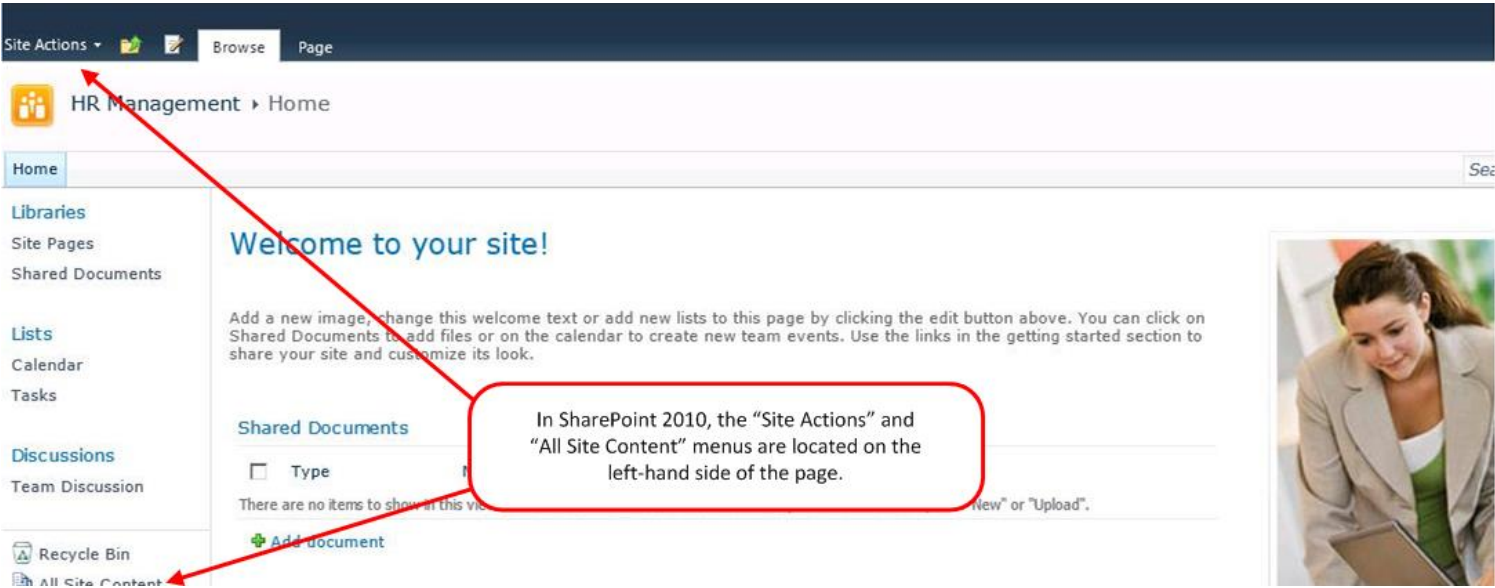


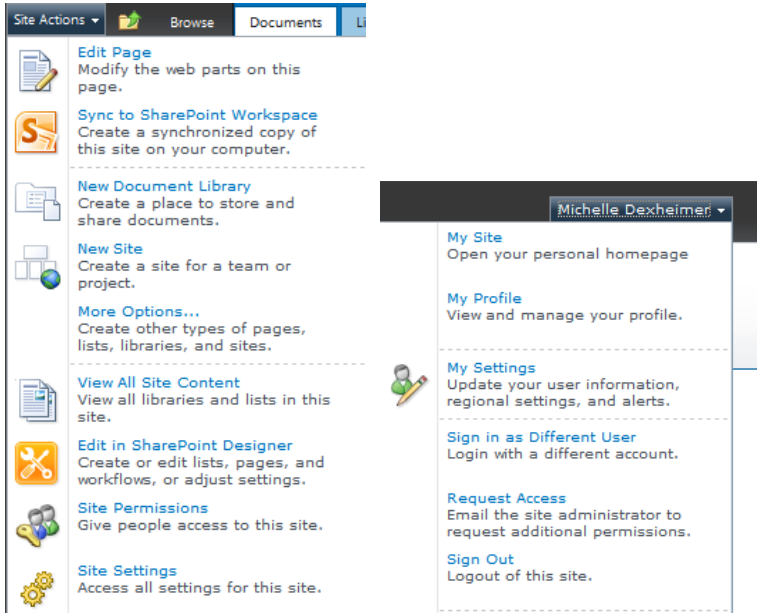
General User Interface Differences

SharePoint 2013 features some significant differences in the user interface. The page is still divided into three parts: The Global navigation across the top, the Quick Launch on the left, and the Content Area.

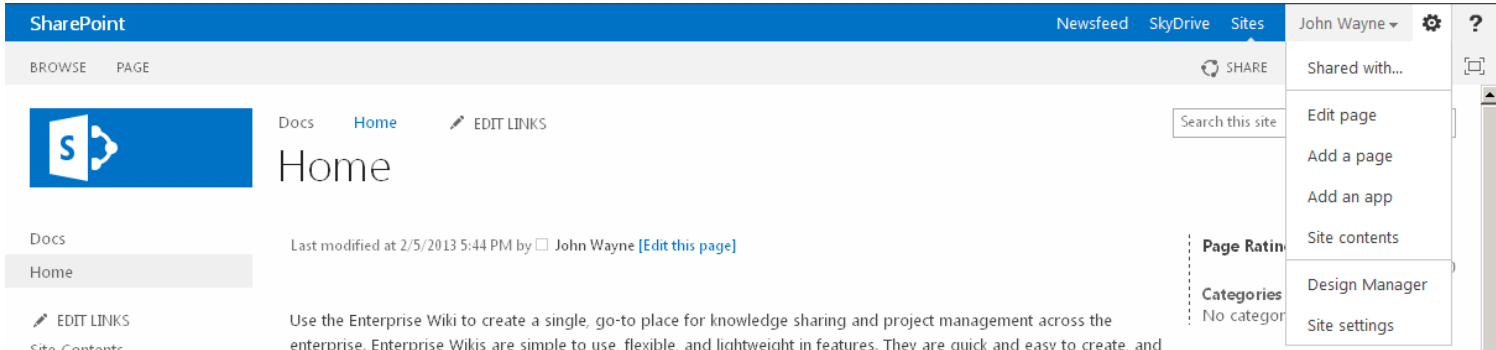


### Administrative Ribbon features altered

In SharePoint 2010, all administrative functions were hidden by menus.

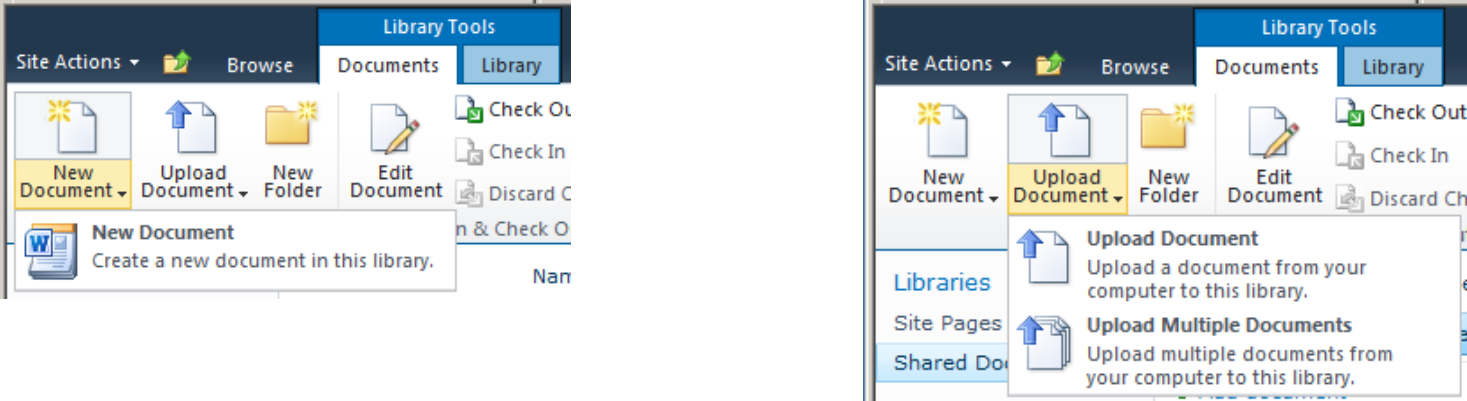


In SharePoint 2013, there are fewer administrative menu options, and popular items are shown as part of the interface.

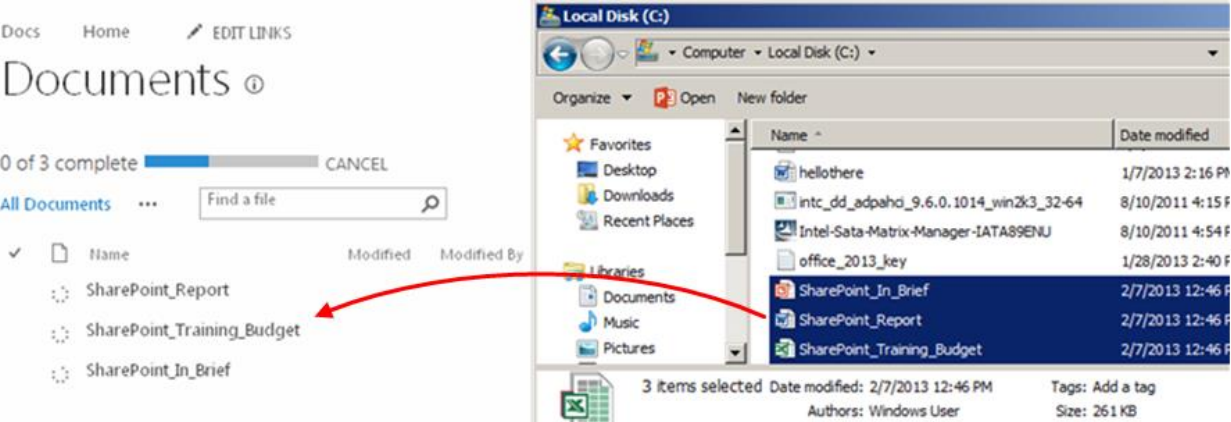


**Adding Documents to a Library**

In SharePoint 2010, you add documents to a library by using the New Document or Upload Document menus in the Ribbon, as seen below.

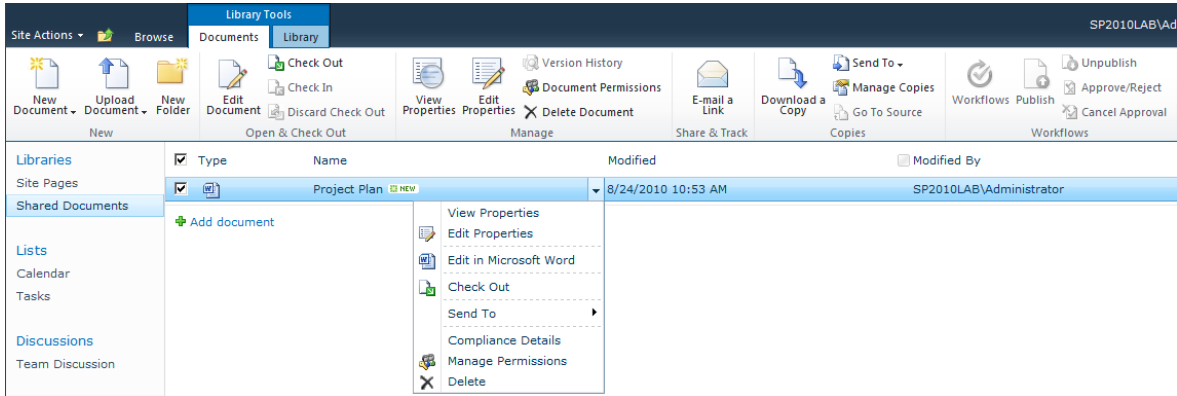


In SharePoint 2013, you can still add documents using the Ribbon, but you can also drag-and-drop documents from your computer directly into the browser.

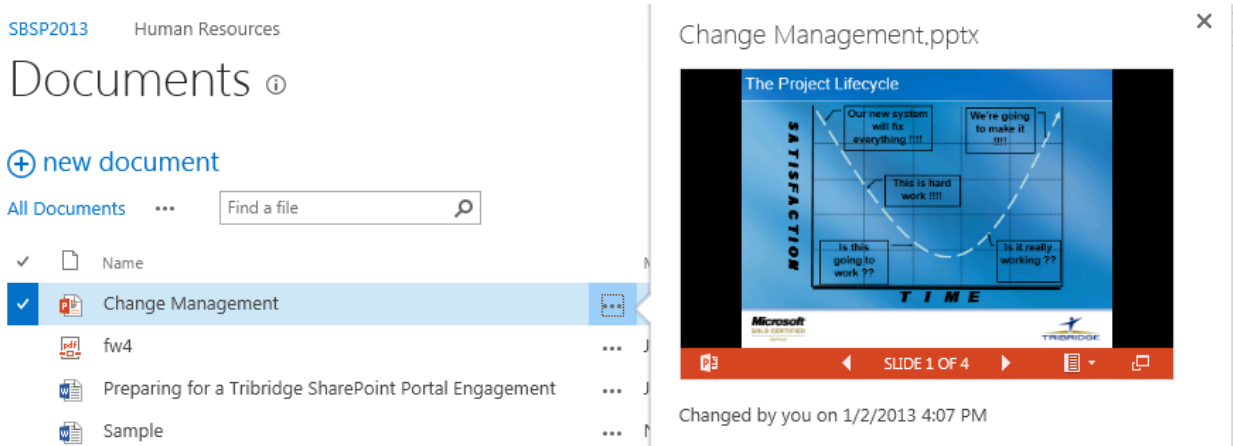


### Document Properties and Actions

In SharePoint 2013, to perform actions or view properties for a document, you could use either the Ribbon or a drop-down menu located next to each document..



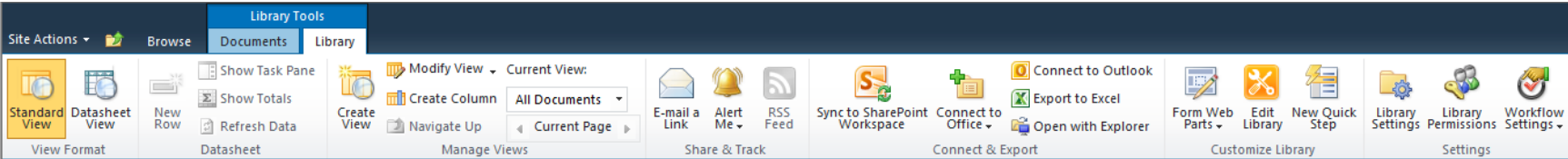
In SharePoint 2013, there is now a “periods of ellipsis” next to every document which holds frequently accessed menu options. Office documents will display a document preview if you have Office Web Apps integration.



Note: The familiar Ribbon options still available, although you will have to click the appropriate Ribbon tab to display them.

Library Actions and Settings

In SharePoint 2010, you used the Actions and Settings menus to perform actions on the library, such as creating new views or columns, setting alerts, viewing the library contents in datasheet view, etc.



In SharePoint 2013, these options are still in the Ribbon, but you have many conveniences elsewhere in the interface.

You can **Create Column** by choosing the + sign while in **Quick Edit** (Datasheet View) mode:

Stop editing this list

All Documents ... Find a file

✓	📄	Name	...	Modified	Modified By	Checked Out To	+
		Change Management	...	January 02	Michelle Dexhe	Text	<div style="border: 2px solid yellow; padding: 5px;"> <ul style="list-style-type: none"> <li>Text</li> <li>Number</li> <li>Date and Time</li> <li>Person or Group</li> <li>More Column Types...</li> </ul> </div>
		fw4	...	January 03	System Account	Number	
		Preparing for a Tribridge SharePoint Portal Engagement	...	January 02	Michelle Dexhe	Date and Time	
		Sample	...	November 13, 2012	System Account	Person or Group	
		test-mpeg	...	3 days ago	Michelle Dexhe	More Column Types...	

When you click **Shared With** in the Ribbon, a dialog listing everyone who has rights. If you have enough permissions, you can **Invite People** to view the data, too.

Shared With

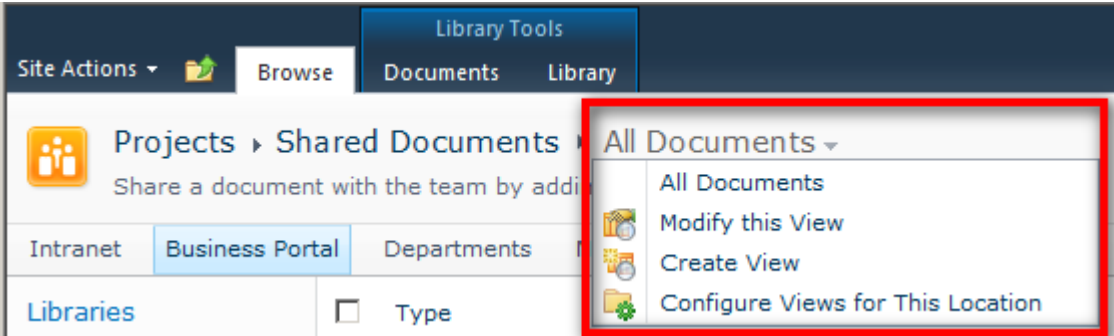
- Chad Dyess
- David Long
- Gabe Smith
- Mario Martinez

INVITE PEOPLE EMAIL EVERYONE ADVANCED

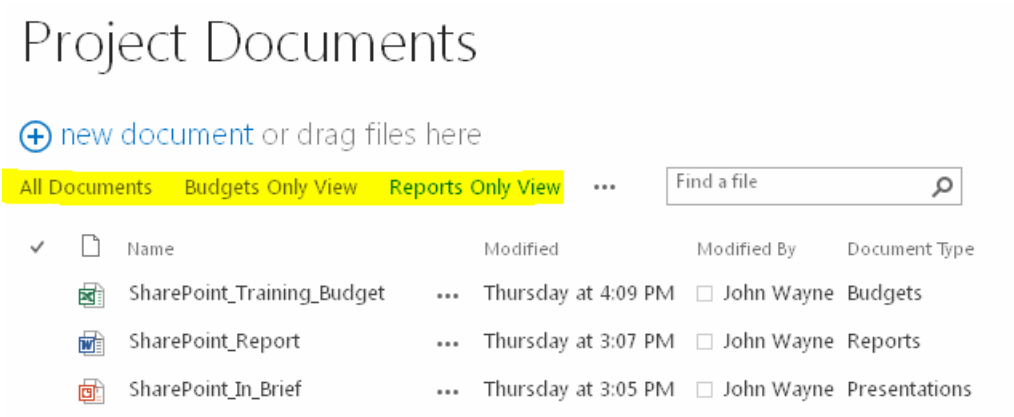
Close

**Lists and Library Views**

In SharePoint 2010, you changed views by using the view drop-down menu within the document library.

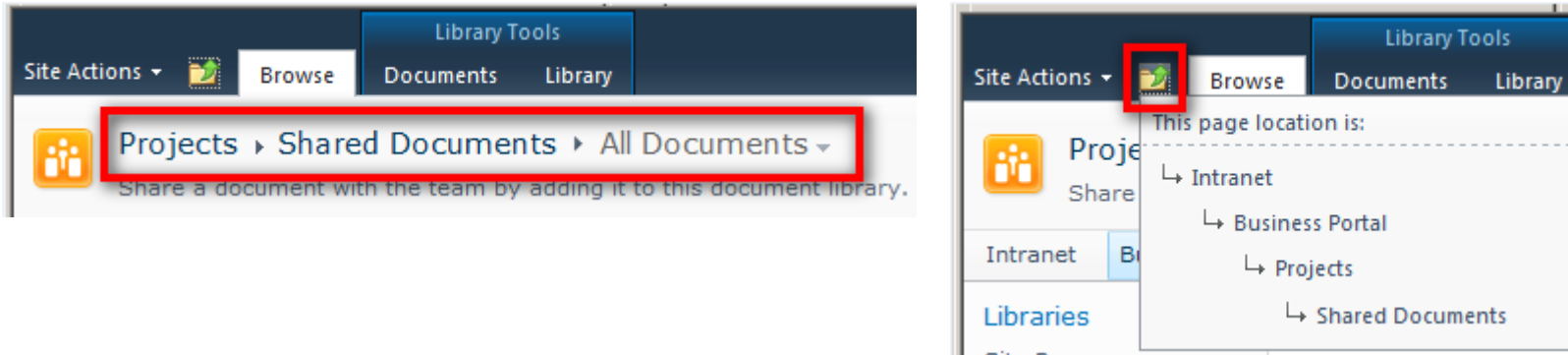


In SharePoint 2013, each view is listed horizontally in the library. (Additional views are located in the “periods of ellipsis” menu between the list of views and the search textbox.)



### Breadcrumb Trail

In SharePoint 2010, the breadcrumb trail is shown either as part of the navigation or when you click on the folder icon in the upper-left corner of the page. The entire breadcrumb trail would be shown, which often encouraged content managers to create very deep sites.



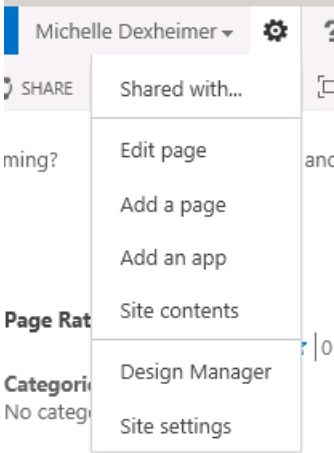
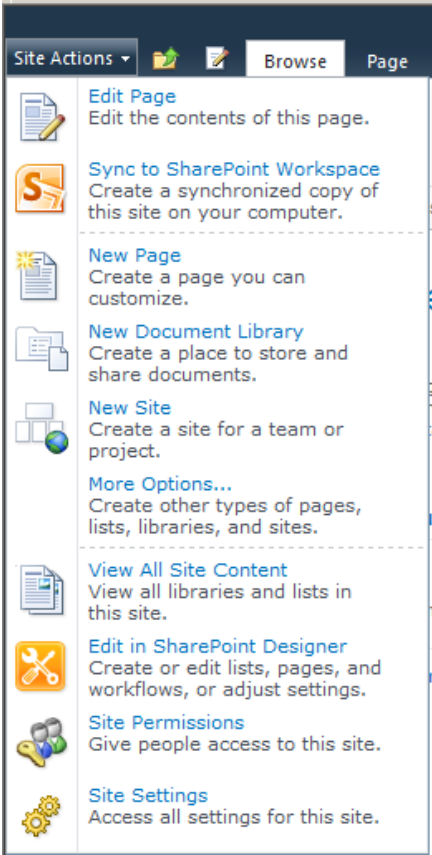
In SharePoint 2013, part of the breadcrumb trail is still there by default, but it only shows the path within the site you are currently in. If you would like the old “up folder” icon back, Tribridge can help customize the default master page.





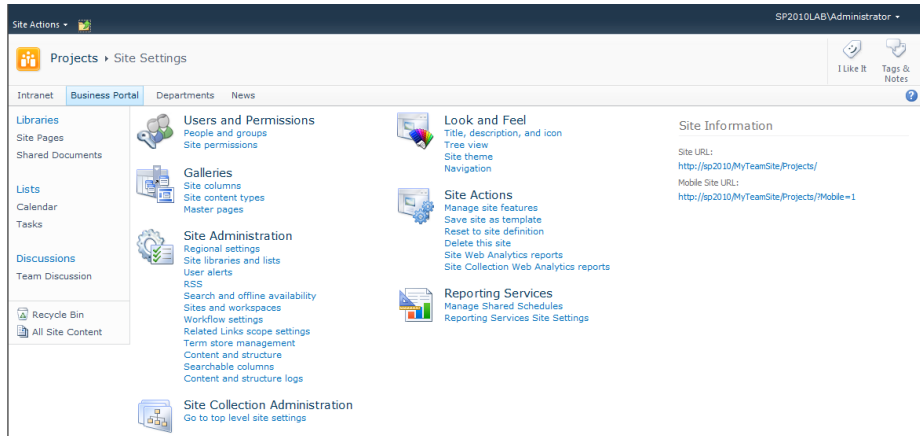
Site Actions

Besides being moved from the left side of the page to the right, the Site Actions menu is very different. First, the words **Site Actions** have been replaced with a single **Gear icon**. You can still use the Site Actions menu to view all site content, create a new page, edit the current page and manage the site settings. But the SharePoint 2013 Site Actions menu has fewer options overall, and some of these have been moved into the page interface itself or removed altogether (such as “Edit in SharePoint Designer”).



## Site Settings

The Site Settings Page has a new look in SharePoint 2013 and many new choices, but the format appears mainly the same.



## Site Settings

### Users and Permissions

- [People and groups](#)
- [Site permissions](#)
- [Site collection administrators](#)
- [Site app permissions](#)

### Web Designer Galleries

- [Site columns](#)
- [Site content types](#)
- [Web parts](#)
- [List templates](#)
- [Master pages and page layouts](#)
- [Themes](#)
- [Solutions](#)
- [Composed looks](#)

### Site Administration

- [Regional settings](#)
- [Site libraries and lists](#)
- [User alerts](#)
- [RSS](#)
- [Sites and workspaces](#)

### Look and Feel

- [Design Manager](#)
- [Master page](#)
- [Title, description, and logo](#)
- [Page layouts and site templates](#)
- [Welcome Page](#)
- [Device Channels](#)
- [Tree view](#)
- [Change the look](#)
- [Import Design Package](#)
- [Navigation](#)
- [Image Renditions](#)

### Site Actions

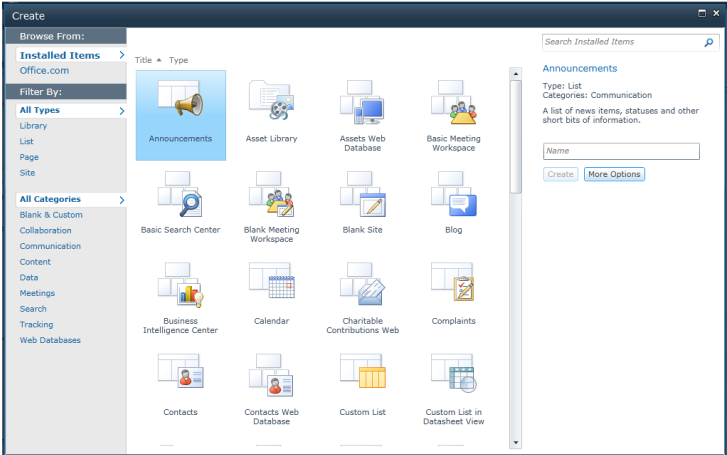
- [Manage site features](#)
- [Site Collection Web Analytics reports](#)
- [Site Web Analytics reports](#)
- [Reset to site definition](#)
- [Delete this site](#)

### Site Collection Administration

- [Recycle bin](#)

Create Page

In SharePoint 2010, the **Create** page shows a list of icons categorized by type of item you wish to create.



In SharePoint 2013, individual lists and libraries are referred to as **Apps**, and you can find them under the **Add an app** option in the **Gear menu**.

You can create a new site by going to **Site Contents** under the **Gear menu**.

Note that you no longer need Silverlight installed to view the icon-based menu choices.

Site Contents > Your Apps

Find an app

Noteworthy



Document Library  
Popular built-in app  
[App Details](#)



Custom List  
Popular built-in app  
[App Details](#)



Tasks  
Popular built-in app  
[App Details](#)

Apps you can add Newest Name

