# **Transferring Documents to SharePoint Template Step Sheet**

The following procedure describes how to transfer content from an existing document into the SharePoint Knowledge Base Project file. This allows team members to access and edit files for the purposes of the project.

## Getting Started

1. To start adding articles in SharePoint, select the **Kbase-Conversion** page
2. Click **New Item** under the ITEMS tab or **+Add new item** at the bottom left of the page

## Complete all Required Fields

* + Application/Service – Enter the application which the document is referring to
	+ Service Owner – Name the individual that contributed the original document
	+ Module – Detail where the original document came from
	+ Kbase Article Status – Label **Draft** for initial entries
	+ Kbase Article Abstract – Summarize the new article content
	+ Topic – Title the new article
	+ Keywords – Enter all searchable words and tags relating to the new article’s content

***Note: Separate each tag with a semicolon***

* + Article Classification – Choose the purpose of the new article
	+ Permission – Select who can access the new article
	+ Author – Enter the name who is completing the SharePoint template
	+ Article Source – Copy the title of the original document
	+ Article Source Link – Enter the website where the original document was found
	+ Kbase Article – Enter the complete new article, including title formatted identical to original

### Kbase Article HTML –

1. Keeping the cursor in the ‘Kbase Article’ field, click the **Edit Source** function in the ribbon at the top of the page
2. In the pop up window, copy all the content then **Cancel** out of the window
3. Paste the copied HTML content into the ‘Kbase Article HTML’ field
4. Edit the document appropriately, the title should be in <H1> style
5. Test your HTML by saving it as a text file ending in htm or html and opening it in a web browser

## Save the item