

Emily Mancini

Principal Architect



Information Architect & UX Specialist

Formerly a Microsoft 365 Platform Owner & Trainer

Microsoft Community Content Co-Maintainer

 emilymancini.com

 linkedin.com/in/eemancini

 [@eemancini](https://twitter.com/eemancini)





Your Sharing is Caring Team



APRIL DUNNAM

Microsoft
@aprildunnam



DAVID WARNER

Microsoft
@davidwarnerii



**DEREK
CASH-PETERSON**

Sympraxis Consulting
@spdcp



EMILY MANICINI

Sympraxis Consulting
@eemancini



HUGO BERNIER

Microsoft
@bernierh



LUISE FREESE

M365 princess
@luisefreese

Sharing is Caring sessions

- First Time Contributor
- Community Docs
- Maturity Model Practitioners
- First Time Presenter
- Power Platform Samples Contributor
- PnP SPFx Workstation Setup
- PnP SPFx with NVM
- More than Code with VS Code
- **Writing for the web**

Sign up: <https://pnp.github.io/sharing-is-caring>

Upcoming Sessions

Please choose one of the available upcoming Sharing is Caring sessions.

The grid contains 12 session cards, each with a laptop screen image and text:

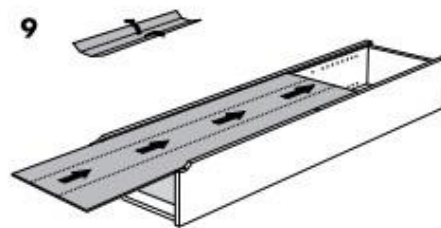
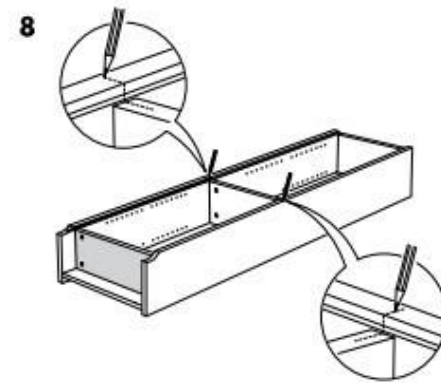
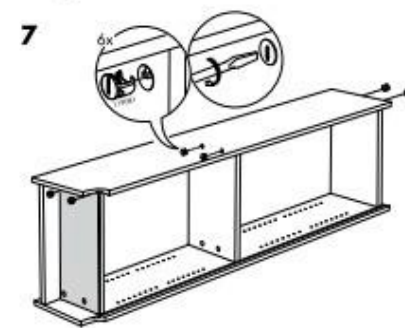
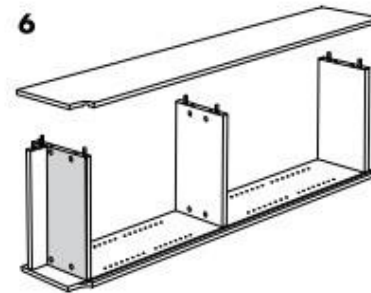
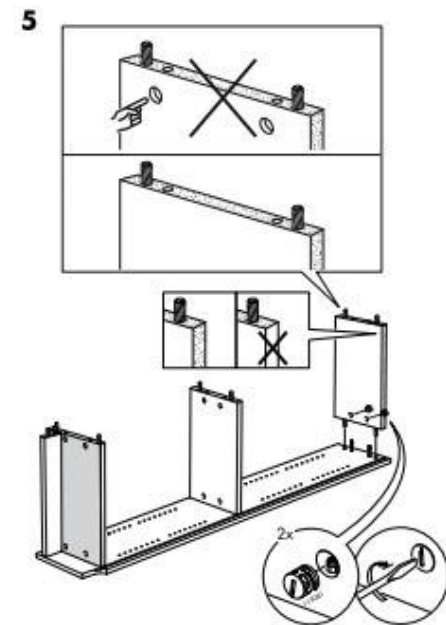
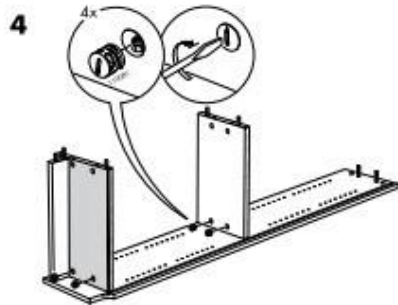
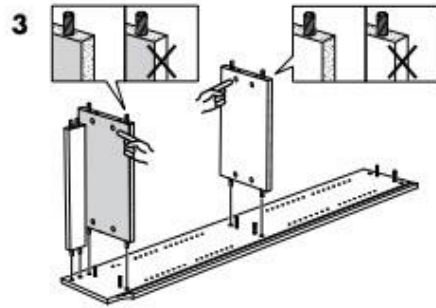
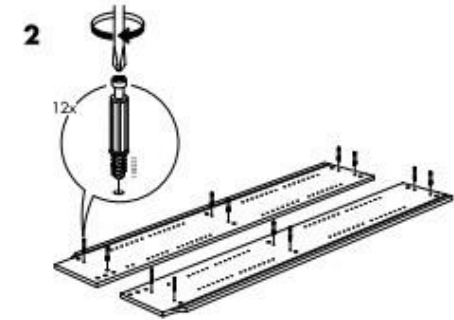
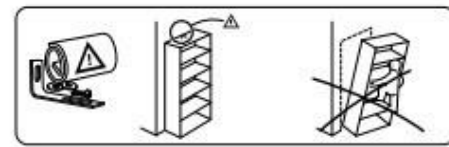
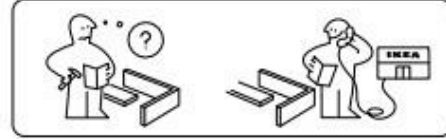
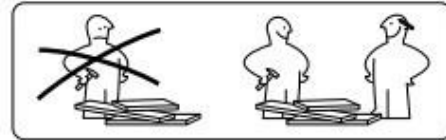
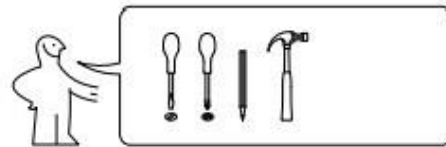
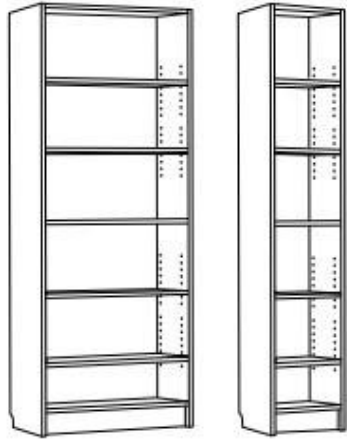
- 1. **First Time Contributor**: Laptop screen shows a cartoon character.
- 2. **Power Platform Samples Contributor**: Laptop screen shows a Power Platform interface.
- 3. **Community Content Docs**: Laptop screen shows a community content page.
- 4. **Writing for the Web**: Laptop screen shows a document editor.
- 5. **PnP SPFx Workstation Setup**: Laptop screen shows a workstation setup diagram.
- 6. **PnP SPFx Samples with NVM**: Laptop screen shows a terminal window with 'nvm' text.
- 7. **First Time Presenter**: Laptop screen shows a Microsoft logo on a stage.
- 8. **More than code VS Code**: Laptop screen shows the VS Code logo.
- 9. **Maturity Model Practitioners**: Laptop screen shows a document titled 'Maturity Mod for Microsoft'.

Agenda

- Online reading patterns
- Defining your audience & goals
- Designing for scannability
- Writing effective microcopy



BILLY













Satisficing:

People look until they find an answer that's adequate for the information need



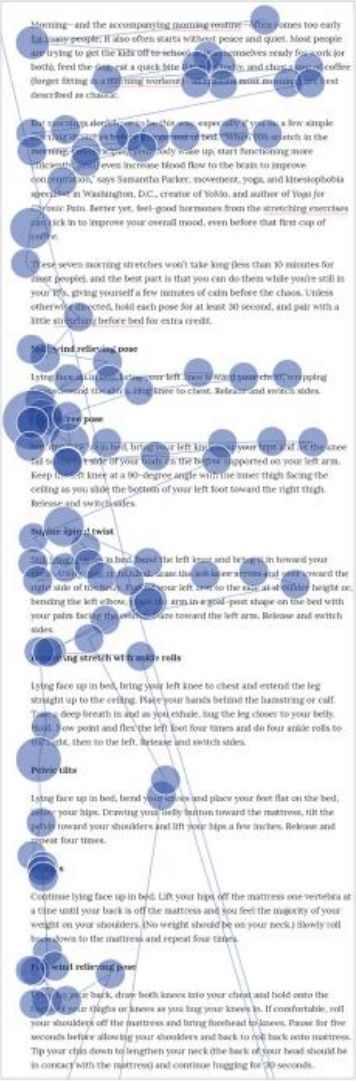
Information Scent:

Signal that tells the user how likely it is to contain the information they need

ANIMAL FORAGING			INFORMATION FORAGING	
	Food	Goal	Information	
	A site containing one or more potential sources of food	Patch	A website (or other source of information)	
	Search for food	Forage	Search for information	
	The animal's assessment of how likely it is that a given patch will provide food	Scout	How promising a potential source of information appears to the user	
	The totality of food types that an animal may consider in order to satisfy hunger	Diet	The totality of the information sources that a user may consider in order to satisfy an information need	

Rate of gain = Information value / Cost associated with obtaining that information

People scan while reading on the web



Gaze plot



Heat map

Source: <https://www.nngroup.com/articles/f-shaped-pattern-reading-web-content>

Our will to spend time searching depends on:

- Level of motivation
- Type of task
- Level of focus
- Personal characteristics



Agenda

- Online reading patterns
- **Defining your audience & goals**
- Designing for scannability
- Writing effective microcopy

Define:

- **Who will read it?**
- **What impact do you want to have on the reader?**
- **What are the reader's goals?**
- **How will you measure success?**

A **user need statement** is an actionable problem statement summarizing who a particular user is, the user's need, and why the need is important to that user.

User

An individual contributor

Need

Understand the shift to company strategy

Goal

I can make an informed decision on reprioritizing

Role

An individual contributor

A new hire

A manager

Need

Understand the shift to company strategy

Identify benefits options

Find the performance review process

Outcome Objective

I can make an informed decision on reprioritizing


Elect my benefits for the first time

Lead an effective meeting with my direct report

Request: Help people consume skin cancer prevention info

Challenges:

- Employees do not know information exists
- Employees are not reading the information
- Employees are not using all their benefits
- CEO saw sunburned employees at outing and is frustrated



Use sunscreen to prevent skin cancer

As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

Exposure to UV rays is the most preventable risk factor for skin cancer. According to the American Cancer Society, more than 5 million cases of skin cancer are diagnosed each year in the United States alone. Sunscreen can help reduce the risk of skin cancer by blocking harmful UV rays from penetrating the skin.

In addition to preventing skin cancer, sunscreen also helps prevent premature aging. UV rays can cause wrinkles, fine lines, and age spots, all of which can make you look older than you really are. By wearing sunscreen daily, you can keep your skin looking youthful and healthy.

What is SPF? SPF stands for sun protection factor. It's a measure of how well a sunscreen protects your skin from UVB rays, which are the primary cause of sunburn. The higher the SPF, the more protection you'll get. For example, an SPF of 30 blocks about 97% of UVB rays, while an SPF of 50 blocks about 98%.

When it comes to skincare, selecting the right sunscreen can be crucial in ensuring that your skin remains healthy and radiant. As you embark on the search for the perfect sunscreen, there are a few factors that you should consider to ensure that you select a product that offers optimal protection.

One of the most important things to look for when choosing a sunscreen is broad-spectrum protection. This type of protection safeguards your skin against both UVA and UVB rays, which are the two main types of harmful rays emitted by the sun. By selecting a sunscreen that offers broad-spectrum protection, you can rest easy knowing that you are safeguarding your skin from a wide range of potential damage.

Another key factor to keep in mind is the Sun Protection Factor (SPF) of the sunscreen. A higher SPF indicates a greater level of protection against the sun's harmful rays. Dermatologists often recommend that you choose a sunscreen with an SPF of at least 30 to ensure that your skin is protected adequately. However, it is important to note that no sunscreen can provide 100% protection, and you will still need to take additional measures to protect your skin from the sun, such as seeking shade and wearing protective clothing.

If you have sensitive skin or are prone to breakouts, it's essential to choose a sunscreen that won't exacerbate these issues. In such cases, it is recommended that you look for a sunscreen labeled as "non-comedogenic." This means that the product won't clog your pores, which can help to prevent acne breakouts and other skin irritations.

In conclusion, selecting the right sunscreen is a vital step in ensuring that your skin remains healthy and protected from the sun's harmful rays. By considering factors such as broad-spectrum protection, SPF, and non-comedogenic properties, you can be confident that you are selecting a product that meets your skincare needs and provides optimal protection. So go ahead and choose a sunscreen that suits your skin type and enjoy the sunshine without any worries!

To ensure that your sunscreen provides you with the maximum protection, it is crucial to apply it correctly. There are a few things that you can do to ensure proper application. Firstly, make sure that you apply the sunscreen generously to all the areas of exposed skin, including the face, ears, neck, and hands. Secondly, it is recommended that you use enough sunscreen to fill a shot glass, which is about one ounce, to cover your entire body. Additionally, you should apply the sunscreen at least 15 minutes before you go out in the sun. It is important to reapply the sunscreen every two hours, or more frequently if you are sweating or swimming. Finally, it is essential to remember to apply sunscreen to your lips using a lip balm that contains SPF. By following these tips, you can be confident that you are using your sunscreen effectively and giving your skin the protection it needs.

Sunscreen is a crucial tool in preventing skin cancer and premature aging. By choosing the right sunscreen and applying it correctly, you can protect your skin from harmful UV rays and keep it looking youthful and healthy. So, whether you're spending the day at the beach or just running errands around town, don't forget to apply your sunscreen and protect your skin!

Role

Need

Outcome Objective

Benefits manager

Share wellness information about preventing skin cancer

Improve employee health and reduce benefit costs

An individual contributor

Review the available guidance for sunscreen usage

Maximize wellness benefits and take better care of self

A manager

Review the available wellness programs

Promote them within the team

Effetto Covid 19 sulle malattie rare la metà dei pazienti non si cura più

Secondo un sondaggio la maggioranza dei malati ha messo di andare a letto e non si cura più. Le strutture sono chiuse e i medici non riescono a fare le visite. Il numero di decessi è in costante crescita.



8mila
L'indagine è stata condotta da un gruppo di ricercatori che ha intervistato 1.200 pazienti. I dati sono stati raccolti in un questionario online. Il sondaggio è stato condotto tra il 15 e il 30 aprile 2020. I risultati sono stati pubblicati sul sito del ministero della Salute.

La base del capitalismo è uno Stato etico e responsabile. È un tema che ha occupato il dibattito pubblico in questi giorni. Il tema è stato discusso in un convegno che si è tenuto a Roma. Il convegno è stato organizzato da un gruppo di ricercatori che ha intervistato 1.200 pazienti. I dati sono stati raccolti in un questionario online. Il sondaggio è stato condotto tra il 15 e il 30 aprile 2020. I risultati sono stati pubblicati sul sito del ministero della Salute.

26
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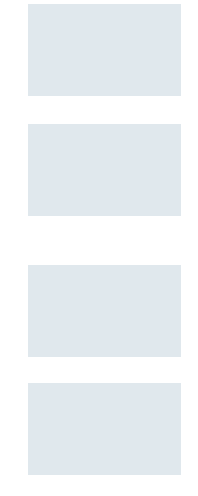
~~"My employees can't wait to read the intranet!"~~

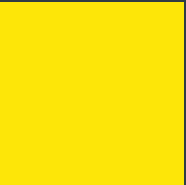
Romantiche e tech
Le star della musica
lanciate dai social



**Your page structure affects
how people read your content
(or don't)**

Placeholder text











Schade, Amy. "Inverted Pyramid: Writing for Comprehension." *Nielsen Norman Group*, 2018, www.nngroup.com/articles/inverted-pyramid

A black and white photograph of a pile of keys, with the text "Identify key points" overlaid in the center. The keys are of various shapes and sizes, some with notches and others with smooth heads. The lighting is dramatic, highlighting the metallic surfaces and creating deep shadows. The background is dark and out of focus.

Identify key points

avoid walls of text Avoid walls of
avoid walls of text Avoid walls of t
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Applying sunscreen

To get the most protection from your sunscreen, it's important to apply it correctly. Here are some tips for proper application:

- Apply sunscreen generously to all exposed skin, including your face, ears, neck, and hands.
- Use enough sunscreen to fill a shot glass (about 1 ounce) for your entire body.
- Apply sunscreen at least 15 minutes before sun exposure.
- Reapply sunscreen every 2 hours, or more often if you're sweating or swimming.
- Don't forget to apply sunscreen to your lips using a lip balm with SPF.

The screenshot shows a web browser window displaying a SharePoint page. The address bar shows the URL: [https://eemancini.sharepoint.com/SitePages/Use-sunscreen-to-prevent-skin-cancer\(2\).aspx?Mode=Edit](https://eemancini.sharepoint.com/SitePages/Use-sunscreen-to-prevent-skin-cancer(2).aspx?Mode=Edit). The page features a header image of a sunset over palm trees. A video player overlay is positioned in the upper left, showing a play button, a progress bar at 50%, and the title 'General (Ask Sympra...'. Below the header, the main heading reads 'Use sunscreen to prevent skin cancer'. A search bar with the placeholder 'Name or email address' is located below the heading. The main content area contains several paragraphs of text and a bulleted list of tips for sunscreen application.

Use sunscreen to prevent skin cancer

As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

Exposure to UV rays is the most preventable risk factor for skin cancer. According to the American Cancer Society, more than 5 million cases of skin cancer are diagnosed each year in the United States alone. Sunscreen can help reduce the risk of skin cancer by blocking harmful UV rays from penetrating the skin.

In addition to preventing skin cancer, sunscreen also helps prevent premature aging. UV rays can cause wrinkles, fine lines, and age spots, all of which can make you look older than you really are. By wearing sunscreen daily, you can keep your skin looking youthful and healthy.

What is SPF? SPF stands for sun protection factor. It's a measure of how well a sunscreen protects your skin from UVB rays, which are the primary cause of sunburn. The higher the SPF, the more protection you'll get. For example, an SPF of 30 blocks about 97% of UVB rays, while an SPF of 50 blocks about 98%.

When choosing a sunscreen, look for one that has broad-spectrum protection, which means it protects against both UVA and UVB rays. It's also important to choose a sunscreen with an SPF of at least 30.

If you have sensitive skin or are prone to breakouts, look for a sunscreen that is labeled as "non-comedogenic," which means it won't clog your pores.

To get the most protection from your sunscreen, it's important to apply it correctly. Here are some tips for proper application:

- Apply sunscreen generously to all exposed skin, including your face, ears, neck, and hands.
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Provide an overview to set expectations for what content is on the page

A black and white photograph of a chessboard. The chess pieces are arranged in their starting positions. A bright sunburst effect is visible in the background, centered behind the board. The text "Rank secondary information" is overlaid in the center of the image.

Rank secondary information

Use sunscreen to prevent skin cancer

General (Ask Sympra...)

24

Use sunscreen to prevent skin cancer

Name or email address

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Sensitive skin

If you have sensitive skin or are prone to breakouts, look for a sunscreen that is labeled as "non-comedogenic," which means it won't clog your pores.

To get the most protection from your sunscreen, it's important to apply it correctly. Here are some tips for proper application:

- Apply sunscreen generously to all exposed skin, including your face, ears, neck, and hands.

Use header styles to define content chunks and support scanning



Consider adding a summary

The screenshot shows a SharePoint page editor interface. At the top, the browser address bar displays the URL: [https://eemancini.sharepoint.com/SitePages/Use-sunscreen-to-prevent-skin-cancer\(1\).aspx?Mode=Edit](https://eemancini.sharepoint.com/SitePages/Use-sunscreen-to-prevent-skin-cancer(1).aspx?Mode=Edit). The page title is "Use sunscreen to prevent skin cancer". Below the title is a search bar and a "Submit for approval" button. The main content area features a large background image of a sunset over palm trees. The text on the page is as follows:

As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

Why is sunscreen important?

Exposure to UV rays is the most preventable risk factor for skin cancer. According to the American Cancer Society, more than 5 million cases of skin cancer are diagnosed each year in the United States alone. Sunscreen can help reduce the risk of skin cancer by blocking harmful UV rays from penetrating the skin.

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How to choose the right sunscreen

When choosing a sunscreen, look for one that has broad-spectrum protection, which means it protects against both UVA and UVB rays. It's also important to choose a sunscreen with an SPF of at least 30.

Sensitive skin

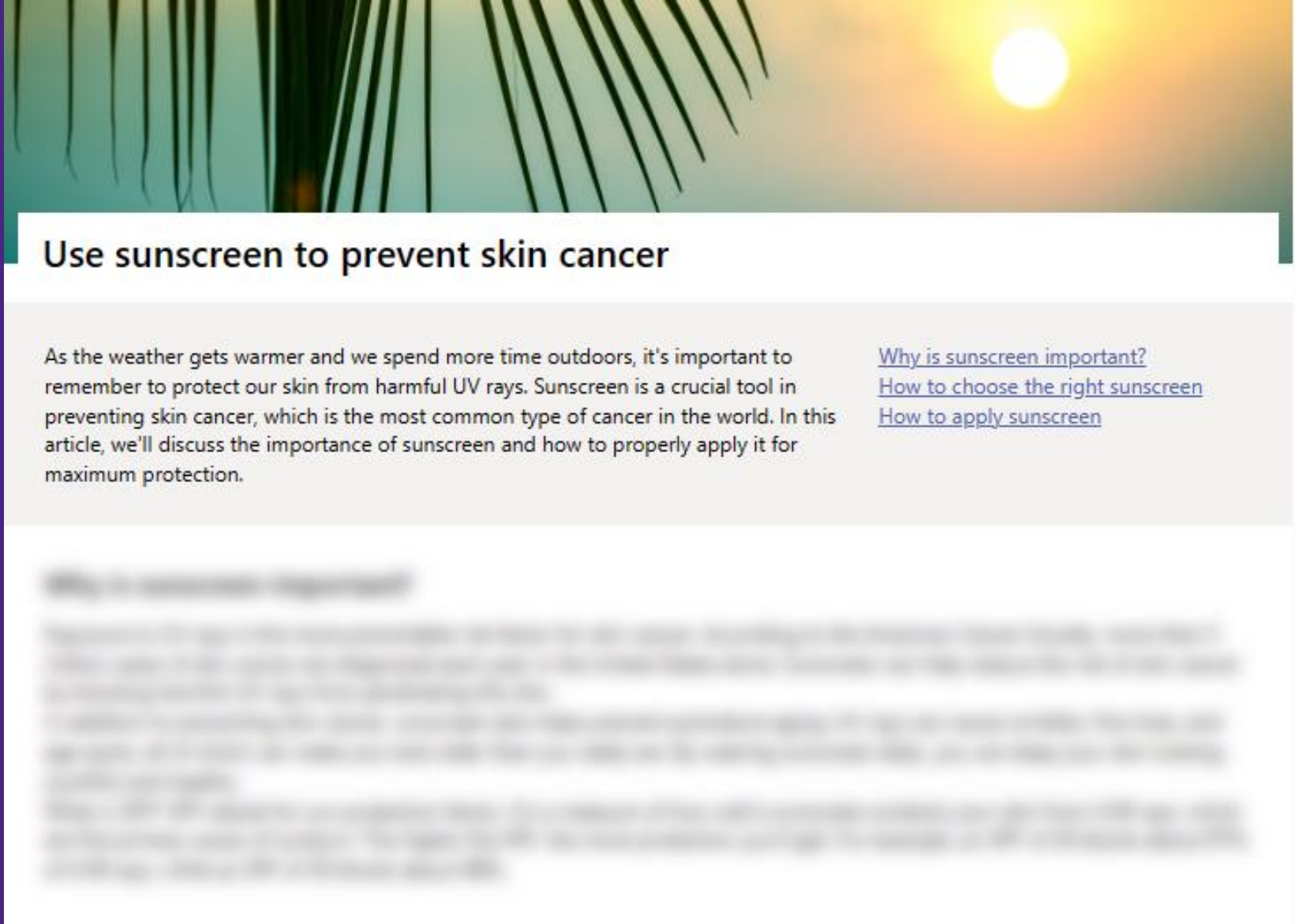
If you have sensitive skin or are prone to breakouts, look for a sunscreen that is labeled as "non-comedogenic," which means it won't clog your pores.

Add a summary to support scanning

A close-up photograph of a hand in a white sleeve turning a brass door handle. The hand is positioned on the left side of the frame, gripping the handle and turning it clockwise. The door is dark-colored with a textured surface. A circular lock plate is visible above the handle, featuring a keyhole and the text "24/7 LOCKSMITH (929) 376-8183". The background is a dark, textured wall.

Frontload all elements

First two paragraphs



Use sunscreen to prevent skin cancer

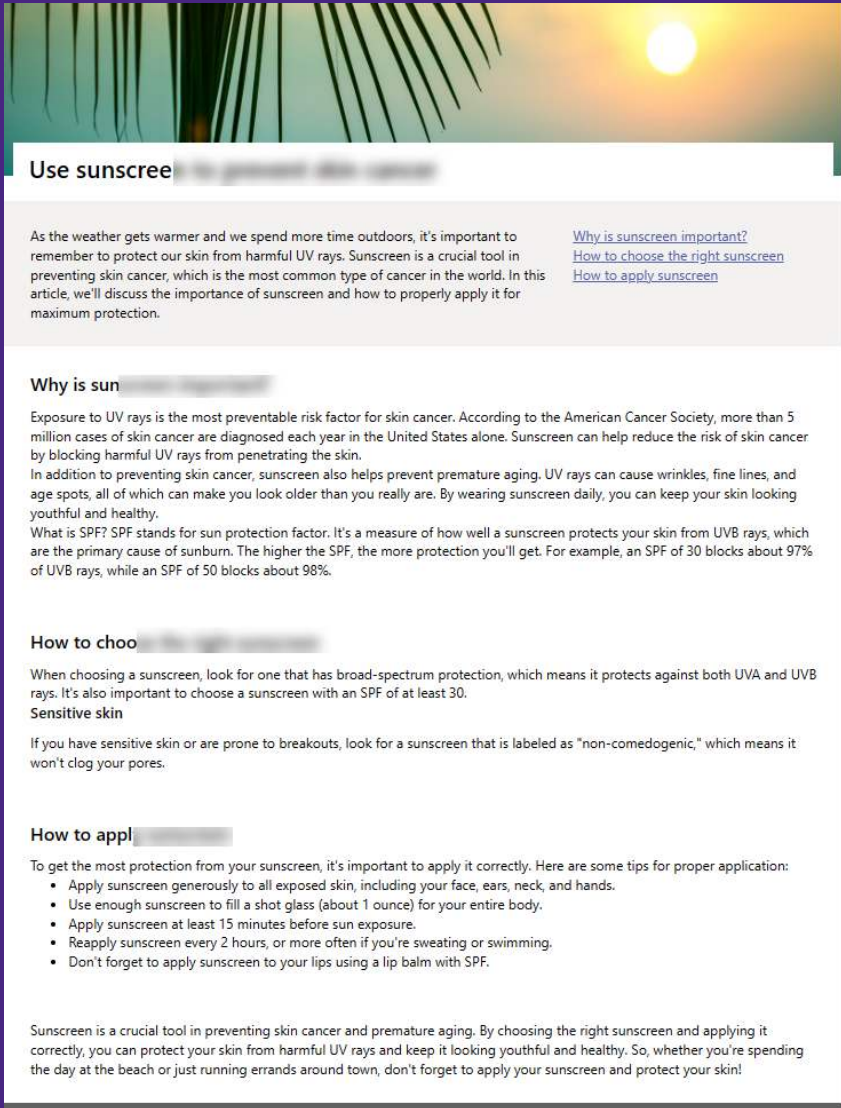
As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

[Why is sunscreen important?](#)

[How to choose the right sunscreen](#)

[How to apply sunscreen](#)

First two words (or 11 characters)



Use sunscreen to protect skin cancer

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Why is sun important?

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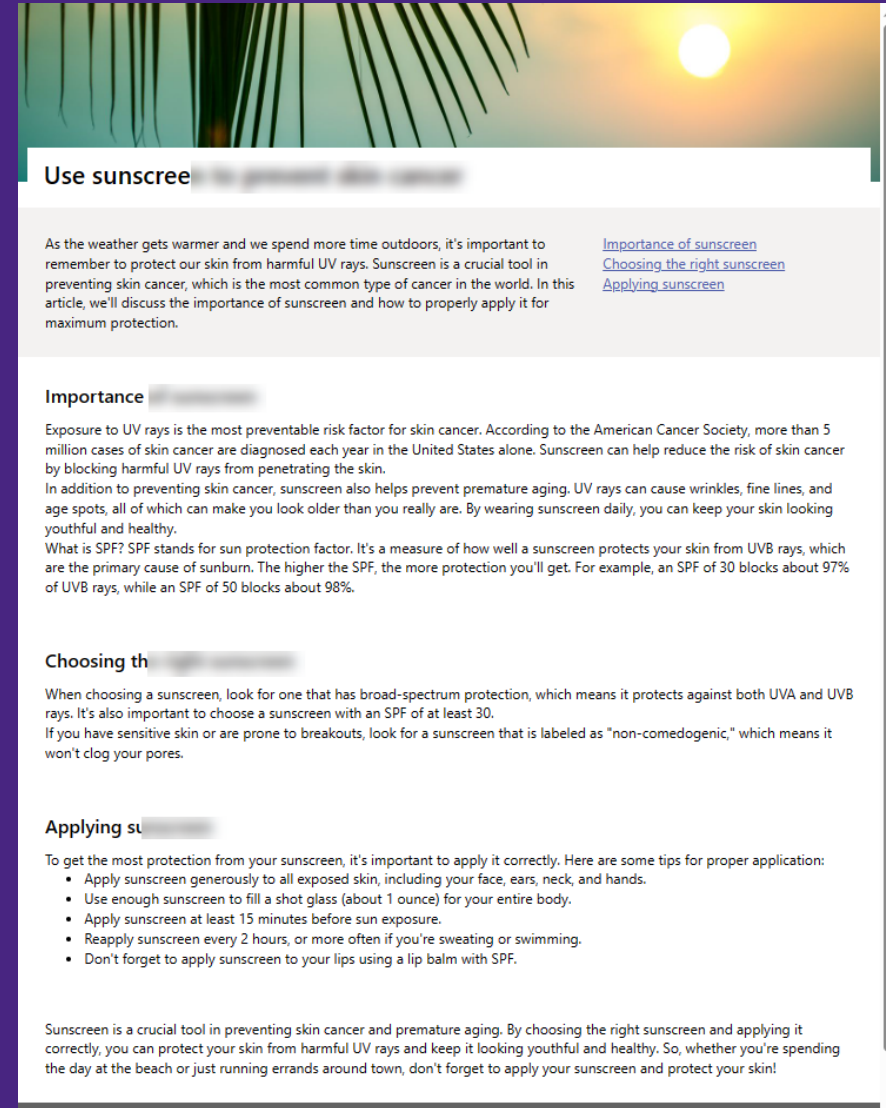
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[Importance of sunscreen](#)
[Choosing the right sunscreen](#)
[Applying sunscreen](#)

Importance of sunscreen

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First two words (or 11 characters)

Why is sun → Importance

How to cho → Choosing th

How to appl → Applying su

Always remove context already provided by site and page name


Use headings and subheadings

Importance of sunscreen

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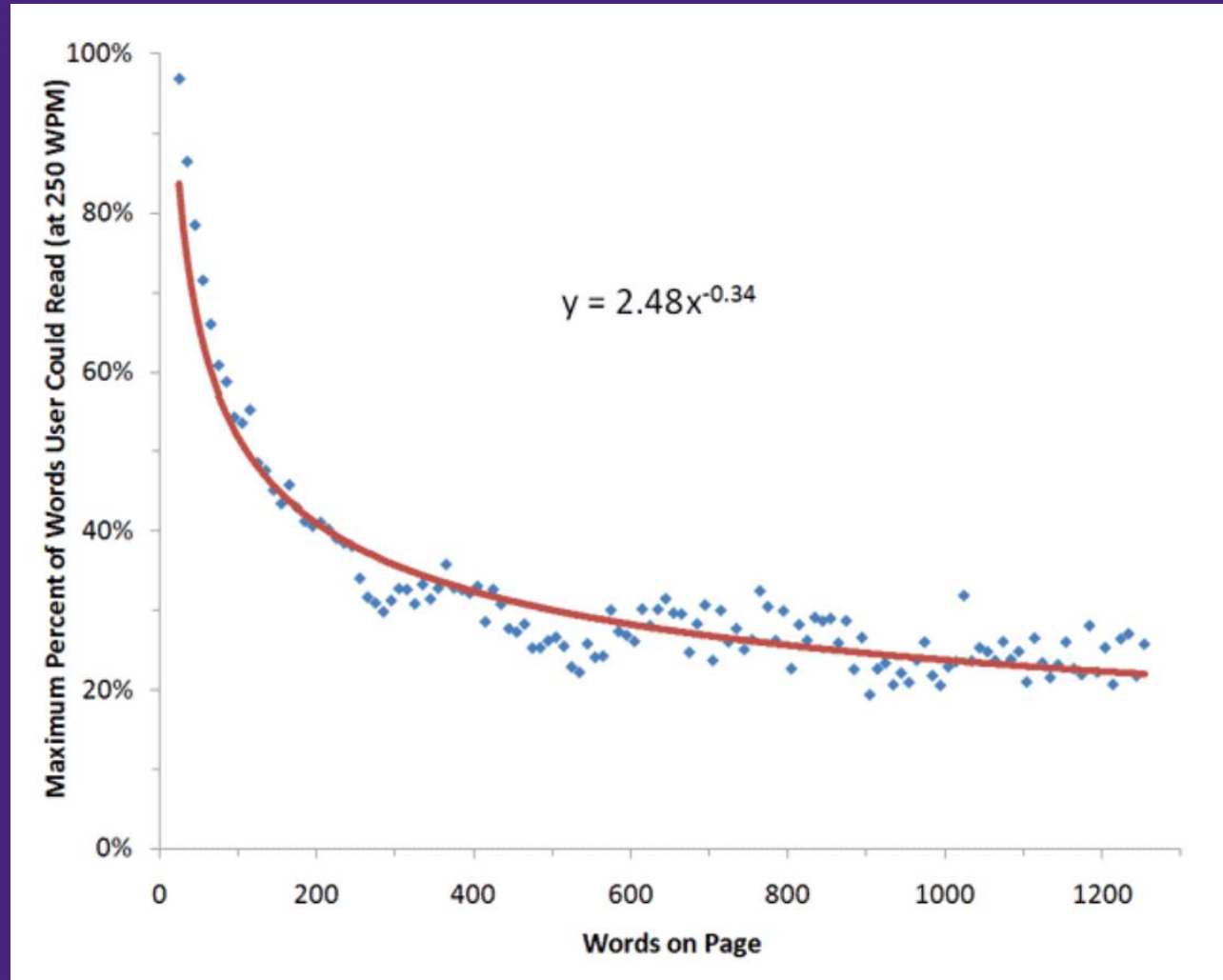
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A close-up photograph of a person's hands writing in a blue notebook. The person is holding a silver pen and writing on a page. The notebook is open, and the pages are white with some faint text and a large number '16' visible. The background is blurred, showing a person's torso in a light-colored shirt. The overall lighting is soft and focused on the writing action.

Write well and concisely



<https://www.nngroup.com/articles/how-little-do-users-read/>

**If users don't need it,
don't write it**



<https://www.nngroup.com/articles/information-pollution/>

Readability Statistics Recommendations

Word count: As low as possible

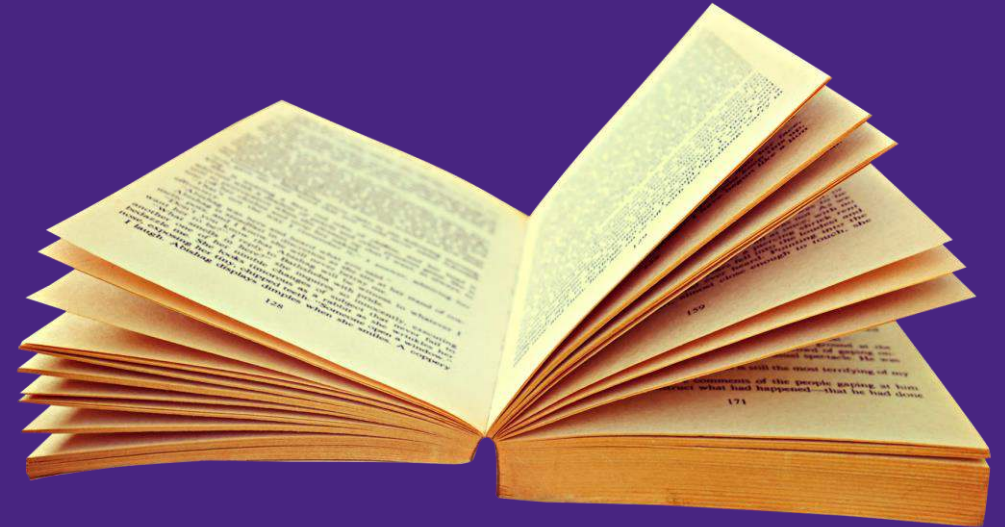
Words per sentence: 15-20

Flesch-Kincaid reading ease: Higher than 50

Flesch-Kincaid grade level:

Transition pages: Grade 6

Destination pages: Grade 8-10



Tools

- Microsoft Word <https://goo.gl/b5XLgc>
- Readability analyzer <http://datayze.com/readabilityanalyzer.php>
- Hemingway App <http://www.hemingwayapp.com>

CoPilot in SharePoint

The screenshot shows a SharePoint page in a dark-themed interface. At the top left, the logo for 'RELECLOUD' is visible, followed by 'SharePoint' and 'Untitled'. A search bar is located in the top right. Below the header, a navigation bar contains 'Undo', 'Translations', 'Authoring tools', 'Copilot', 'Preview', and 'Page details'. On the right side of this bar are 'Private draft', 'Share', and 'Publish' buttons. The main content area features a header with 'Add a title' and a user profile for 'Adam Muelder', and a large text area with the placeholder 'Add your text here'. On the right, the 'Copilot' sidebar is open, displaying a 'Welcome to Copilot' message with an illustration of a person and a magnifying glass. Below this, a text box explains that Copilot helps with site creation and management. At the bottom of the sidebar, there is a text input field containing 'Create a spec page for a new mark IV drone using @', with buttons for 'Summarize the page' and 'Change the theme' above it.

RELECLOUD SharePoint Untitled

Search

Undo Translations Authoring tools Copilot Preview Page details

Private draft Share Publish

Add a title

Adam Muelder

Add your text here

Copilot

Welcome to Copilot

Copilot works alongside you to help you quickly and easily create and manage your sites.

1 of 3

Create a Mark IV Pro specs brief

Summarize the page Change the theme

Create a spec page for a new mark IV drone using @

Use ChatGPT to help you summarize

When the bright and sunny days of summer roll around, many of us eagerly anticipate spending more time outdoors, whether it be lounging at the beach, hiking in the wilderness, or simply enjoying a leisurely stroll through the city streets. But before you venture out into the great outdoors, it's important to arm yourself with the proper tools to protect your skin from the harmful effects of the sun's ultraviolet (UV) rays. And what's the most important tool in your arsenal? Your sunscreen, of course!

When it comes to choosing the right sunscreen, there are a few things to keep in mind. First and foremost, you want to make sure that your sunscreen provides broad-spectrum protection, which means it protects against both UVA and UVB rays. UVA rays are the ones that can penetrate deep into the skin and cause premature aging, while UVB rays are responsible for causing sunburns. A broad-spectrum sunscreen will protect against both types of rays, keeping your skin healthy and youthful-looking for years to come.

But that's not all! You also want to make sure that you choose a sunscreen with an SPF (sun protection factor) of at least 30. SPF measures how well a sunscreen protects against UVB rays, so the higher the SPF, the better protection you'll receive. If you have fair skin or are prone to sunburns, you may want to opt for a higher SPF, such as 50 or even 75.

Of course, not all sunscreens are created equal. If you have sensitive skin or are prone to breakouts, it's important to choose a sunscreen that is labeled as "non-comedogenic." This means that the formula won't clog your pores or cause acne, which is especially important if you're prone to breakouts.

Another factor to consider when choosing a sunscreen is the formula itself. Do you prefer a lotion, spray, or stick? Lotion sunscreens are typically easy to apply and can be rubbed into the skin, while sprays can be more convenient for hard-to-reach areas or for reapplying throughout the day. Stick sunscreens are often a popular choice for the face, as they're less likely to run into your eyes and cause irritation.

Ultimately, the most important thing when choosing a sunscreen is to find one that you're comfortable wearing and that provides the protection you need. With so many different options available on the market today, there's sure to be a sunscreen that fits your needs and preferences. So don't be afraid to experiment and find the one that works best for you!

Prompt

Please summarize this so it is more concise and scannable to be read online

To protect your skin from the sun's harmful UV rays, it's important to choose the right sunscreen. Look for a broad-spectrum sunscreen with an SPF of at least 30 to protect against UVA and UVB rays. For sensitive skin or prone to breakouts, choose a non-comedogenic formula. Consider the type of sunscreen you prefer, such as lotion, spray, or stick, and find one that works best for you. With so many options available, there's sure to be a sunscreen that fits your needs and preferences.

A multi-story apartment building with balconies. Each balcony has a white railing and a panel in either orange or purple. The panels are arranged in a repeating pattern across the building. The text "Build consistency with a style guide" is overlaid in the center in white on a dark grey background.

**Build consistency with a
style guide**



Microsoft Style Guide

Describing interactions with UI
Guidance on word choice

For example: *Select*

- Select the **Modify** button.
- For **Alignment**, select **Left**.
- Select the text, open the shortcut menu, and then select **Font**.

Formatting text in instructions
Consistent layout helps end users locate and interpret information

Agenda

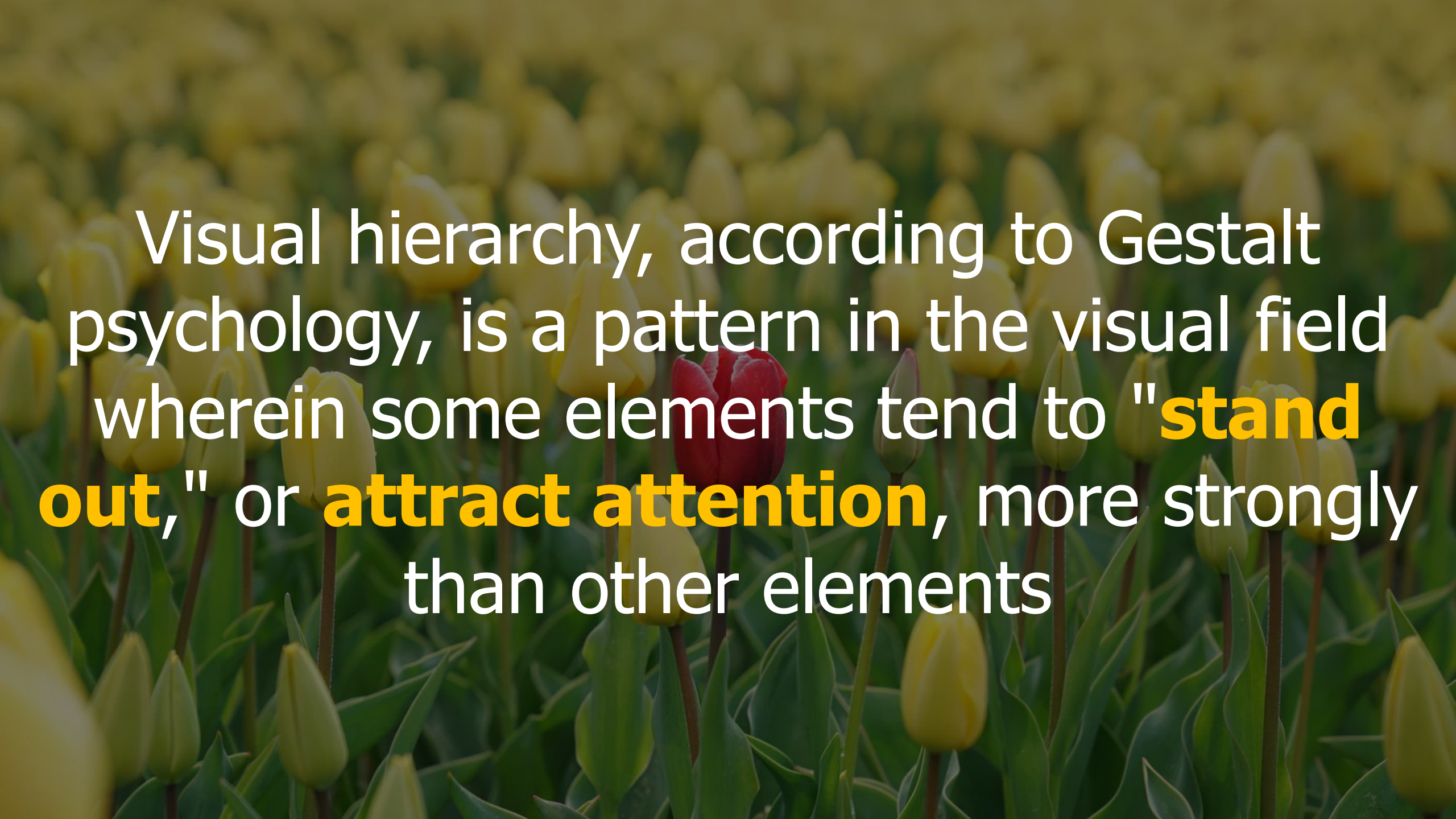
- Online reading patterns
- Defining your audience & goals
- **Designing for scannability**
- Writing effective microcopy

Online, we read 25% slower





Make it easier to scan

A field of yellow tulips with one red tulip in the center, illustrating visual hierarchy. The text is overlaid on the image, with the words "stand out," and "attract attention," highlighted in yellow.

Visual hierarchy, according to Gestalt psychology, is a pattern in the visual field wherein some elements tend to "**stand out,**" or **attract attention,** more strongly than other elements

Use sunscreen to prevent skin cancer

As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

[Importance of sunscreen](#)
[Choosing the right sunscreen](#)
[Applying sunscreen](#)

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What is SPF? SPF stands for sun protection factor. It's a measure of how well a sunscreen protects your skin from UVB rays, which are the primary cause of sunburn. The higher the SPF, the more protection you'll get. For example, an SPF of 30 blocks about 97% of UVB rays, while an SPF of 50 blocks about 98%.

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Use section backgrounds to highlight important content

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Common elements that attract attention:

- Hyperlinks
- Headings & subheadings
- Dark section backgrounds
- Numbers or bullets
- Large imagery
- Symbols



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**Consider the
Law of Common Regions
when you structure your pages**

The screenshot shows a web browser window displaying a SharePoint page in edit mode. The page title is "Use sunscreen to prevent skin cancer". A video player is embedded at the top, showing a sunset scene with palm trees. Below the video, there is a text box containing the following text: "As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection." To the right of this text box, there are three links: "Importance of sunscreen", "Choosing the right sunscreen", and "Applying sunscreen". Below the text box, there is a section titled "Importance of sunscreen" with the following text: "Exposure to UV rays is the most preventable risk factor for skin cancer. According to the American Cancer Society, more than 5 million cases of skin cancer are diagnosed each year in the United States alone. Sunscreen can help reduce the risk of skin cancer by blocking harmful UV rays from penetrating the skin. In addition to preventing skin cancer, sunscreen also helps prevent premature aging. UV rays can cause wrinkles, fine lines, and age spots, all of which can make you look older than you really are. By wearing sunscreen daily, you can keep your skin looking youthful and healthy." The browser's address bar shows the URL "https://eemancini.sharepoint.com/SitePages/Use-sunscreen-to-prevent-skin-cancer.aspx?Mode=Edit". The browser's status bar shows "Your draft has been saved" and a "Submit for approval" button.

Provide next steps in context and use Law of Common Region to your advantage

A hand is holding a camera lens, with the lens's internal elements visible. The background is a blurred landscape featuring a blue lake and green mountains under a bright sky. The text is overlaid on the lens and background.

**Be careful
how you use images**

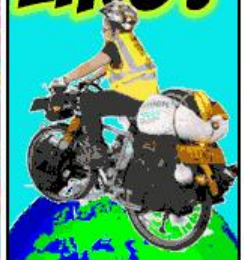


WE ARE
LINGS
YOU CAN
TRUST US

Menu

- Home
- Cars / Vans
- Customers
- About Ling
- Fun stuff
- Give staff

**WHERE IS
LING?**



Stop

Leader of the Pack

"[Ling Valentine is] Britain's **BIGGEST** individual seller of new cars."

February 2017 **theguardian**

OUR BEST SELLING CAR LEASING DEALS!

GROWING SEED! SPANISH JUKE! MINI GOLF!

Facebook Twitter



Car Leasing Online Service Response Times

Quote > Proposal > Order > Delivery

2 DELIVERIES TODAY

Kia Niro Estate
Washington

Skoda Kamiq Hatchbac...
Chepstow

7 DELIVERIES IN LAST WEEK

VW Golf Mk8
Preston

Vauxhall Movano 3500...
Sunderland

Mazda CX-30
Berkhamsted

Skoda Kodiak Estate
Bradford

Nissan Qashqai
Grange-over-Sands

Skoda Scala
Chorley

Renault Captur
London

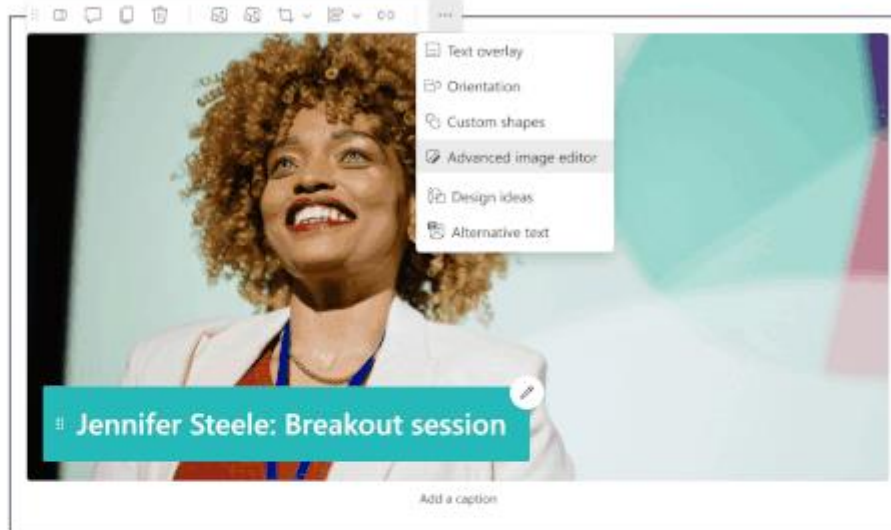


Be careful how you use images!



Be careful how you use images!





Keynote speech promises new era for drones

Jennifer Steele took to the stage to deliver a keynote speech at the 2023 Relecloud Conference. She spoke about the potential of drone technology and the importance of responsible drone use.

Innovative drone designs boost field productivity

New drones designed for farming are increasing crop yields as well as productivity across other industries, from logistics and construction, with the ability to perform more complex tasks and collect and analyze data.

[LEARN MORE](#)

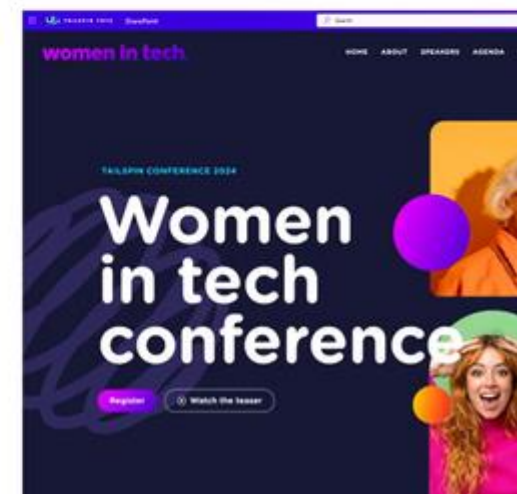
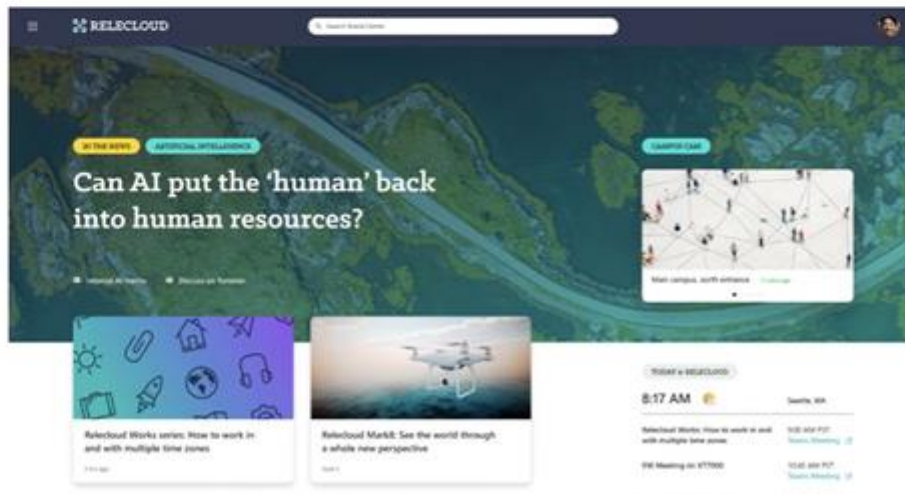
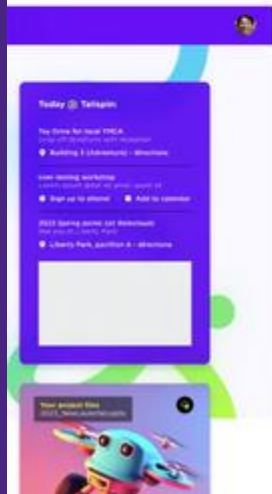
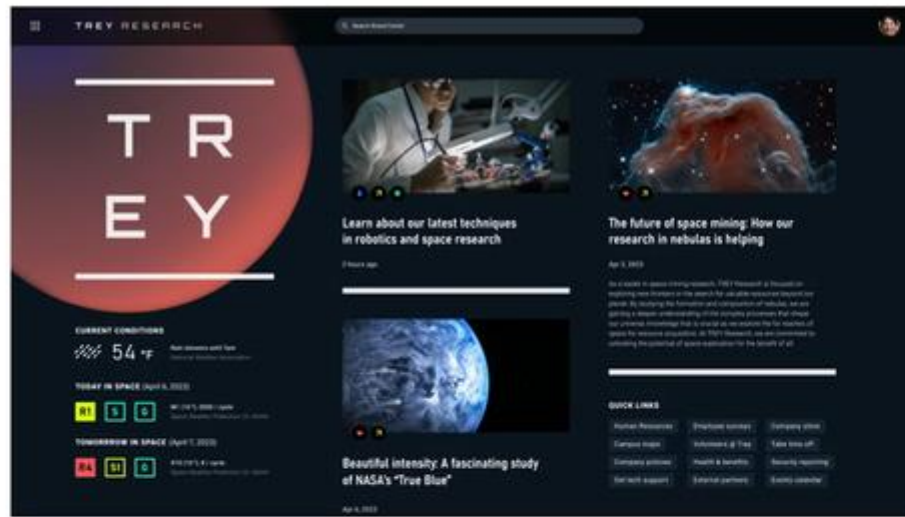
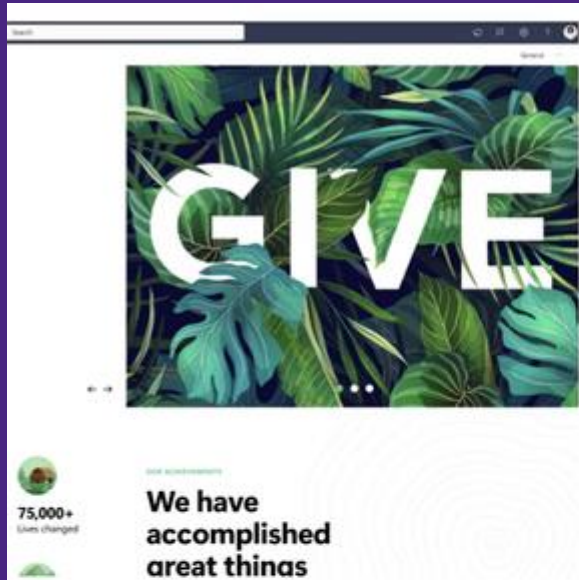
Breakout session: How new AI for drones respects your privacy

Advancements in artificial intelligence for autonomous drones are revolutionizing industries, from transportation to emergency response. The featured discussion in this session focused on the challenges addressing safety and privacy.

[LEARN MORE](#)



Advanced image editing is coming



Make more engaging content with expanded design capabilities

Use sunscreen to prevent skin ca x +

https://eemancini.sharepoint.com/SitePages/Use-sunscreen-to-prevent-skin-cancer.aspx?Mode=Edit

SharePoint Search across sites

Save as draft Undo Discard changes Page details

24

General (Ask Sympra...

✓ Your draft has been saved Submit for approval

Importance of sunscreen
Choosing the right sunscreen
Applying sunscreen

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Image

Drag or paste an image here or browse for images

Browse images

Add a caption

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Quick links

+ Add links

Centralize approved imagery with organization assets:
<https://symp.info/OrgAssets>

Microsoft Bing

General (Ask Sympra...)



Dumpy Frog Stock Photos - 3,900 Dumpy Frog Images
https://shutterstock.com
Ad [1] High-Quality Images [2] Cinema-Grade Videos [3] Royalty-Free Music [4] Design Tools. High-quality content to get your project started. First month free with annual commitment.

Extreme Closeup Of Dumpy Tree Frog Against Bokeh Foliage
https://elements.envato.com/stock-video/footage
Ad 2022's Best Stock Video Footage. Unlimited Downloads +10 Million Assets

Tree Frog | Animal Wildlife
blogspot.com | 1600 x 1448 jpeg | 11 yrs ago
Visit site Pages Image sizes
Image may be subject to copyright.

Looks like

- Anura Animal Adaptations
- American Green Tre... Facts Habitat

See more details

Visual Search Save View image Feedback More

Related searches

- Green Tree Frog
- Amphibians Tree Frog
- White Lipped Tree Frog: Care Sheet, Lifespan & More (with...
- 9 best My Girragundji images on Pinterest

Use ChatGPT to create your image alt text

“The measure of a professional tool is not whether it does something wrong when you deliberately abuse it. The question is whether results are good when the tool is used as intended.”

-Nielsen Norman Group

The Study

- 444 participants
- Varying fields including marketers, grant writers, data analysts, and human resources professional
- Write 2 business documents
 - One independent
 - One assisted by ChatGPT
- Measured time spend and quality (1-7)

Findings

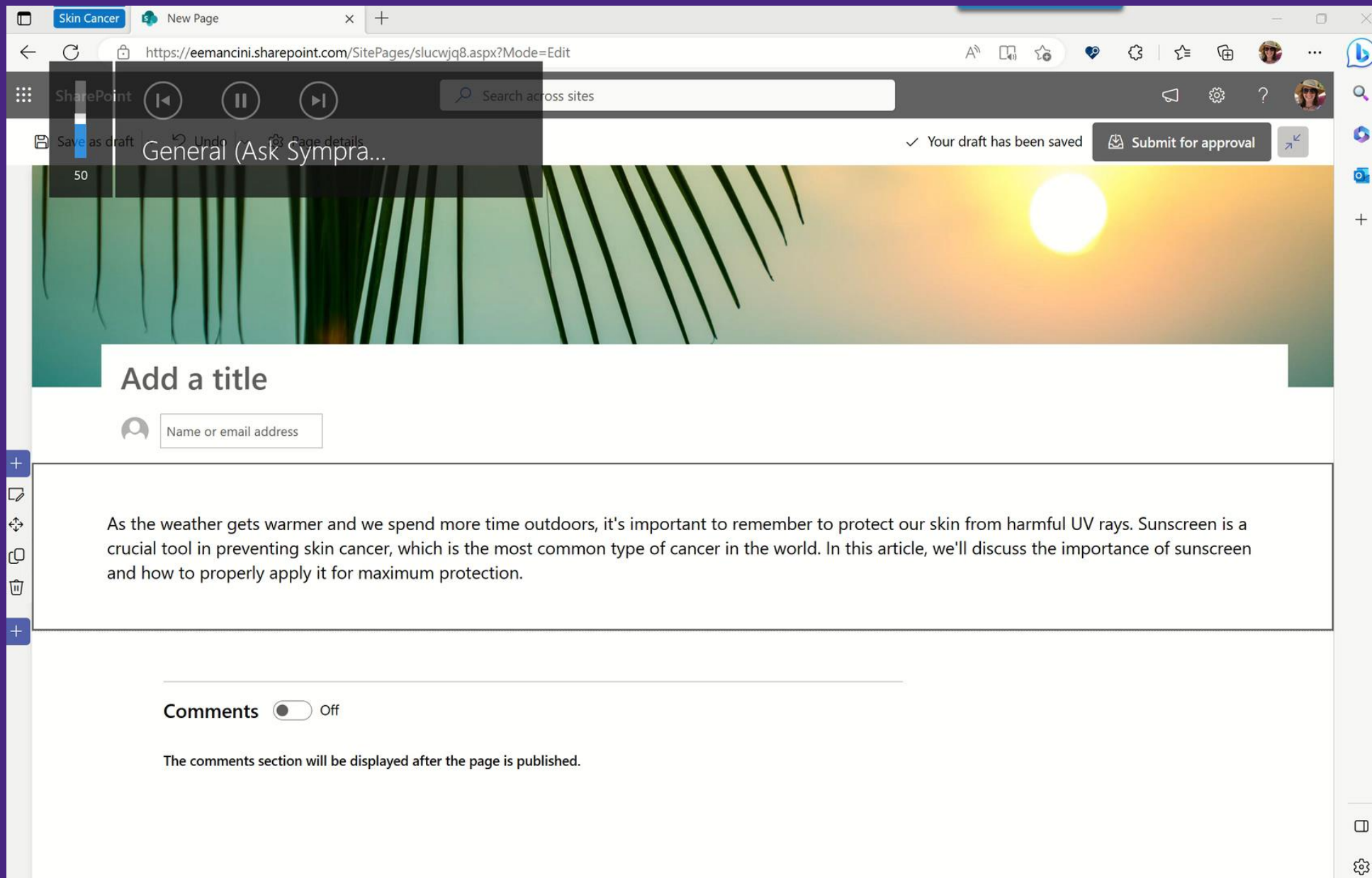
- 10-minute reduction in task for a **productivity improvement of 59%**
- **Quality improved** from 3.8 to 4.5
- ChatGPT **reduces skill inequalities**
- Changed time spend to **reduce time on drafting**

What ChatGPT **can't** do for you:

- Keep work information confidential
- Fill in gaps of knowledge from proprietary content
- Frontload labels
- Apply all writing for the web best practices
- Always be accurate

How to **use** ChatGPT:


- Identify content chunks
- Make content more concise, by section
- Change tone of content
- Create image alt text
- Fill in gaps of knowledge with publicly available content
- Generate terms in plain language
- Help define acronyms



Embedding content into the page reduces friction to consume information

RELECLOUD SharePoint Latest Mark IV Pro is the archit... Search

Undo Translations Authoring tools Preview Page details Private draft Share Publish



PRESS RELEASE

Latest Mark IV Pro is the architect's dream drone

Adam Mueller

Relecloud has released its latest drone model, the Mark IV Pro, and it's sure to take the market by storm. The Mark IV Pro is a powerful and versatile drone that offers superior performance compared to other models in its class. It is packed with features that make it an ideal choice for aerial photography and videography.

The Mark IV Pro is equipped with advanced sensors and processors that enable it to fly faster and more accurately than other drones. It also has a longer battery life, allowing it to stay in the air for up to 60 minutes. The drone is also equipped with a range of safety features, such as obstacle avoidance and automated return-to-home, to ensure a safe and enjoyable flight.

The Mark IV Pro is an ideal choice for architecture professionals, as it can capture stunning aerial shots of buildings and landscapes. The drone is equipped with a range of features that make it easier to capture the perfect shot. The drone has a range of automated flight modes, such as follow me and orbit, that can be used to capture cinematic shots of buildings and landscapes. The drone also has an intelligent tracking system that can be used to track moving objects, such as people or vehicles. This makes it easy to capture dynamic shots of buildings and landscapes.


Authoring tools

Popular web parts and relevant content to help you create pages faster. [Learn more](#)

Documents


- Mark IV controller specs
- Mark IV Pro eng brief
- Pro series drones sales pitch
- Production, current inventory and...

Media



Design ideas

Get started with Designer by selecting a section to generate new ideas with your own content. [Learn more](#)



New content pane will make it even easier to embed content

Our transition today

Use sunscreen to prevent skin cancer

As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

Exposure to UV rays is the most preventable risk factor for skin cancer. According to the American Cancer Society, more than 5 million cases of skin cancer are diagnosed each year in the United States alone. Sunscreen can help reduce the risk of skin cancer by blocking harmful UV rays from penetrating the skin.

In addition to preventing skin cancer, sunscreen also helps prevent premature aging. UV rays can cause wrinkles, fine lines, and age spots, all of which can make you look older than you really are. By wearing sunscreen daily, you can keep your skin looking youthful and healthy.

What is SPF? SPF stands for sun protection factor. It's a measure of how well a sunscreen protects your skin from UVB rays, which are the primary cause of sunburn. The higher the SPF, the more protection you'll get. For example, an SPF of 30 blocks about 97% of UVB rays, while an SPF of 50 blocks about 98%.

When it comes to skincare, selecting the right sunscreen can be crucial in ensuring that your skin remains healthy and radiant. As you embark on the search for the perfect sunscreen, there are a few factors that you should consider to ensure that you select a product that offers optimal protection.

One of the most important things to look for when choosing a sunscreen is broad-spectrum protection. This type of protection safeguards your skin against both UVA and UVB rays, which are the two main types of harmful rays emitted by the sun. By selecting a sunscreen that offers broad-spectrum protection, you can rest easy knowing that you are safeguarding your skin from a wide range of potential damage.

Another key factor to keep in mind is the Sun Protection Factor (SPF) of the sunscreen. A higher SPF indicates a greater level of protection against the sun's harmful rays. Dermatologists often recommend that you choose a sunscreen with an SPF of at least 30 to ensure that your skin is protected adequately. However, it is important to note that no sunscreen can provide 100% protection, and you will still need to take additional measures to protect your skin from the sun, such as seeking shade and wearing protective clothing.

If you have sensitive skin or are prone to breakouts, it's essential to choose a sunscreen that won't exacerbate these issues. In such cases, it is recommended that you look for a sunscreen labeled as "non-comedogenic." This means that the product won't clog your pores, which can help to prevent acne breakouts and other skin irritations.

In conclusion, selecting the right sunscreen is a vital step in ensuring that your skin remains healthy and protected from the sun's harmful rays. By considering factors such as broad-spectrum protection, SPF, and non-comedogenic properties, you can be confident that you are selecting a product that meets your skincare needs and provides optimal protection. So go ahead and choose a sunscreen that suits your skin type and enjoy the sunshine without any worries!

To ensure that your sunscreen provides you with the maximum protection, it is crucial to apply it correctly. There are a few things that you can do to ensure proper application. Firstly, make sure that you apply the sunscreen generously to all the areas of exposed skin, including the face, ears, neck, and hands. Secondly, it is recommended that you use enough sunscreen to fill a shot glass, which is about one ounce, to cover your entire body. Additionally, you should apply the sunscreen at least 15 minutes before you go out in the sun. It is important to reapply the sunscreen every two hours, or more frequently if you are sweating or swimming. Finally, it is essential to remember to apply sunscreen to your lips using a lip balm that contains SPF. By following these tips, you can be confident that you are using your sunscreen effectively and giving your skin the protection it needs.

Sunscreen is a crucial tool in preventing skin cancer and premature aging. By choosing the right sunscreen and applying it correctly, you can protect your skin from harmful UV rays and keep it looking youthful and healthy. So, whether you're spending the day at the beach or just running errands around town, don't forget to apply your sunscreen and protect your skin!

Use sunscreen to prevent skin cancer

As the weather gets warmer and we spend more time outdoors, it's important to remember to protect our skin from harmful UV rays. Sunscreen is a crucial tool in preventing skin cancer, which is the most common type of cancer in the world. In this article, we'll discuss the importance of sunscreen and how to properly apply it for maximum protection.

[Importance of sunscreen](#)
[Choosing the right sunscreen](#)
[Applying sunscreen](#)

Importance of sunscreen

Exposure to UV rays is the most preventable risk factor for skin cancer. According to the American Cancer Society, more than 5 million cases of skin cancer are diagnosed each year in the United States alone. Sunscreen can help reduce the risk of skin cancer by blocking harmful UV rays from penetrating the skin.

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Choosing the right sunscreen

When choosing a sunscreen, look for one that has broad-spectrum protection, which means it protects against both UVA and UVB rays. It's also important to choose a sunscreen with an SPF of at least 30.

Sensitive Skin

If you have sensitive skin or are prone to breakouts, look for a sunscreen that is labeled as "non-comedogenic," which means it won't clog your pores.

 Avano Protect + Hydrate Body Sunscreen


 Sun Bum Sunscreen Face Lotion

Applying sunscreen

To get the most protection from your sunscreen, it's important to apply it correctly. Here are some tips for proper application:

- Apply sunscreen generously to all exposed skin, including your face, ears, neck, and hands.
- Use enough sunscreen to fill a shot glass (about 1 ounce) for your entire body.
- Apply sunscreen at least 15 minutes before sun exposure.
- Reapply sunscreen every 2 hours, or more often if you're sweating or swimming.
- Don't forget to apply sunscreen to your lips using a lip balm with SPF.

Sunscreen is a crucial tool in preventing skin cancer and premature aging. By choosing the right sunscreen and applying it correctly, you can protect your skin from harmful UV rays and keep it looking youthful and healthy. So, whether you're spending the day at the beach or just running errands around town, don't forget to apply your sunscreen and protect your skin!

A high-angle photograph of a young woman with brown hair, wearing a black long-sleeved top and a dark floral-patterned dress, crouching on a dark asphalt surface. She has a distressed expression, with furrowed brows and a grimace. In front of her, a clear plastic bottle lies on its side, with a white, milky liquid spilled out onto the pavement. The scene is brightly lit, casting a shadow of the woman to her left.

Mixing dynamic
and static content
on 1 page

On a 10-year-old intranet,
over 80% of content was news



Post news in SharePoint



9 increase in employee retention in organisations that implemented social intranets.

Democratize news posting



10 of employees said they're most motivated when management offers regular updates on company news.

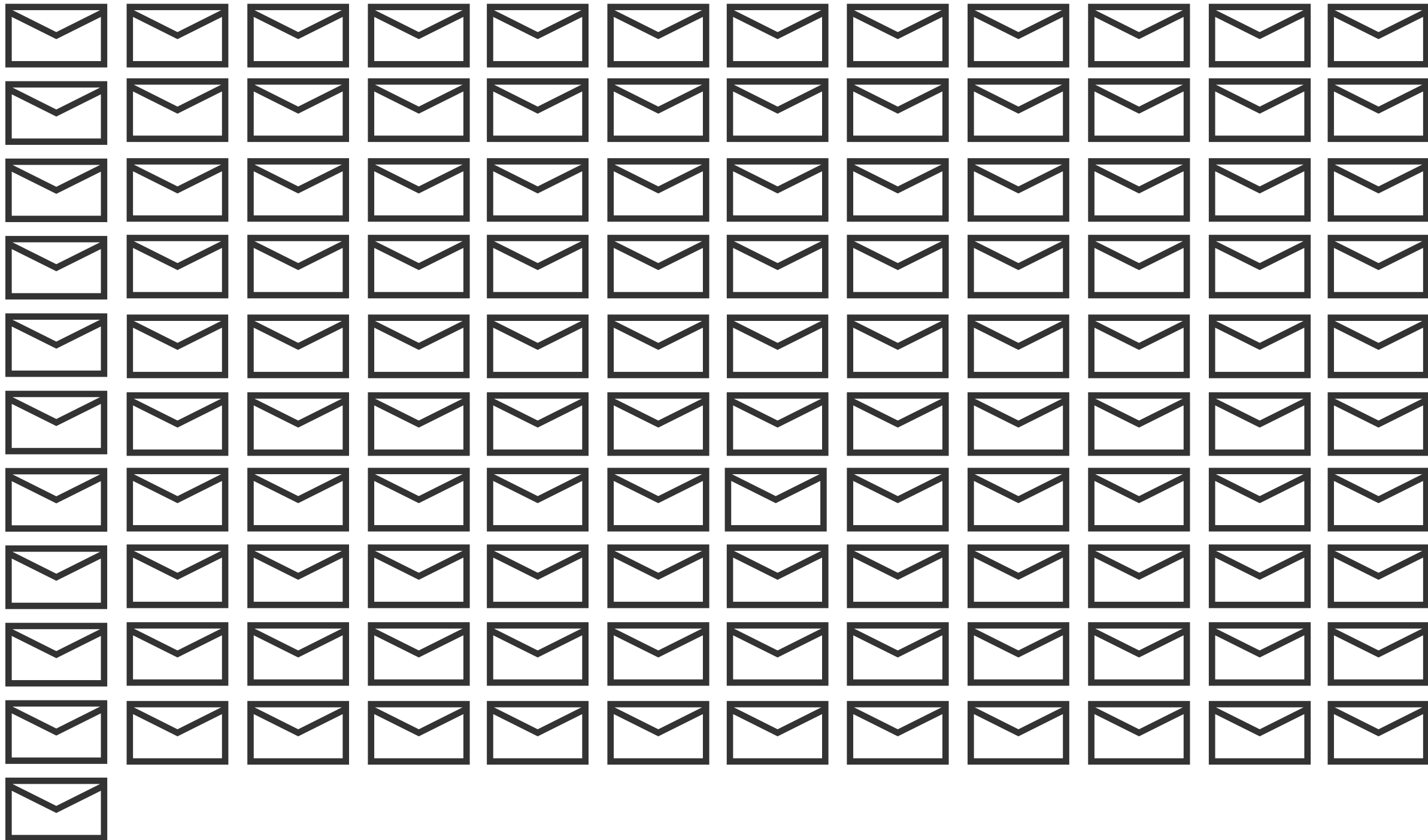


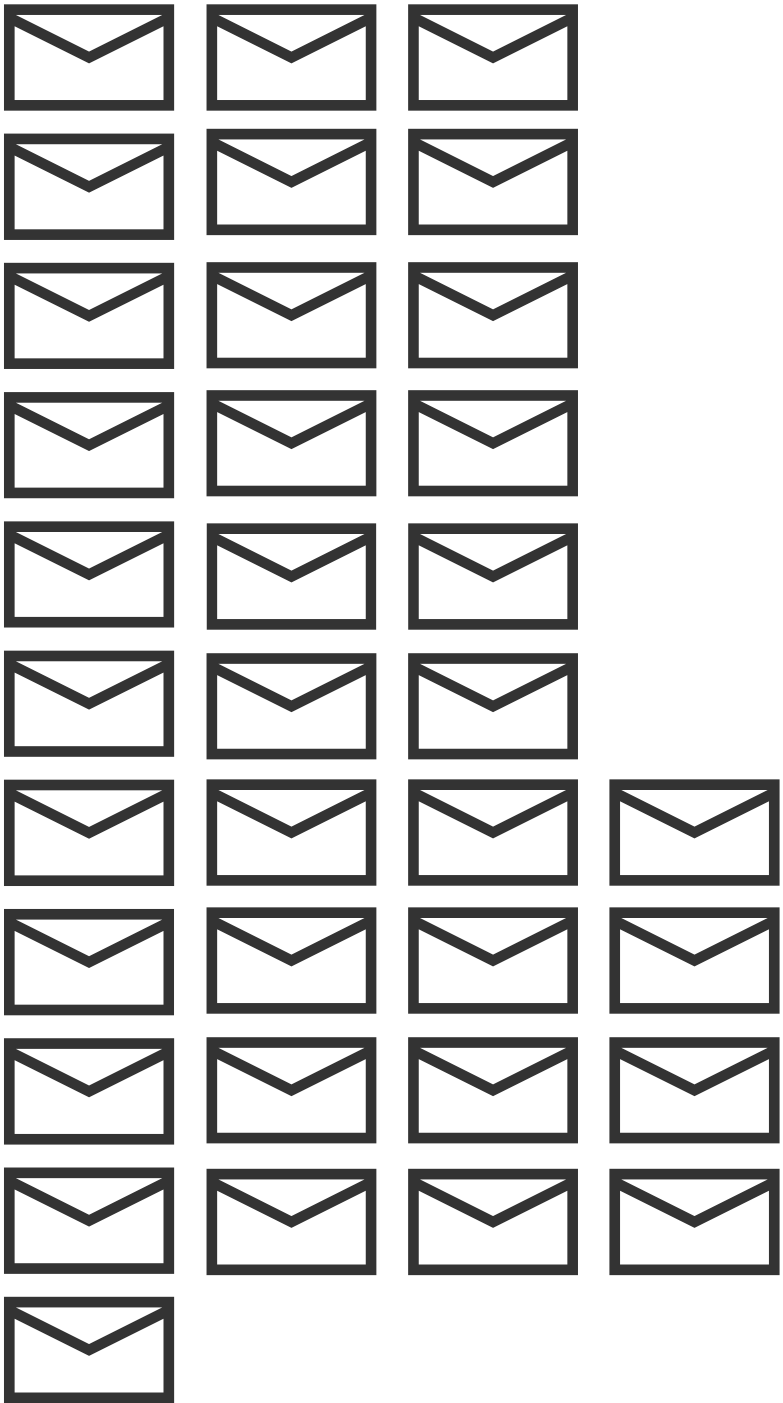
11 Employees who feel their voice is heard are 4.6 times more likely to feel empowered to perform their best work.


Statistics that measure intranet effectiveness

Many companies fail to realise that one of the most important factors driving employee motivation, satisfaction and productivity is an effective internal communication architecture.







A cartoon illustration of a woman with a large, tall, brown, curly hair bun. She is wearing a purple short-sleeved shirt and blue pants, sitting on a green office chair. She is looking at a large, grey computer monitor on a desk, with her hands on a keyboard. She has a wide, toothy grin and wide eyes, suggesting she is happy or excited. A thought bubble is connected to her head, containing the text "Great! Only 1,693,358 emails!".

**Great! Only
1,693,358 emails!**

A wooden box filled with a messy pile of old photographs and documents, illustrating the concept of no organizational memory. The box is dark and the contents are disorganized, with various photos and papers scattered haphazardly. The text "No organizational memory" is overlaid in white, bold font across the center of the image.

No organizational memory

A close-up photograph of a brown dog, possibly a Boxer, lying down on a light-colored wooden surface. The dog's head is resting on the ground, and its eyes are heavy-lidded, giving it a sad or tired expression. The text "Less engagement" is overlaid in white, bold, sans-serif font across the center of the dog's face.

Less engagement

A man with a beard and glasses, wearing large black Sony headphones, is seated at a desk. He is looking down at a white smartphone held in his right hand. In the background, there are two computer monitors. The monitor on the left displays a social media or news feed with various icons and text. The monitor on the right shows a colorful abstract wallpaper. A desk lamp is visible behind the left monitor, and a framed picture hangs on the wall behind the man. The scene is lit with a soft, purple-pink glow.

More distractions

A white security camera is mounted on a metal railing in front of a window with vertical blinds. The camera is positioned on the left side of the frame, pointing towards the right. The railing is a dark metal bar that runs horizontally across the middle of the image. The window behind the railing has vertical blinds that are partially open, showing some light coming through. The overall scene is dimly lit, suggesting an indoor setting with natural light coming from the window.

Limited analytics



Limited search capability

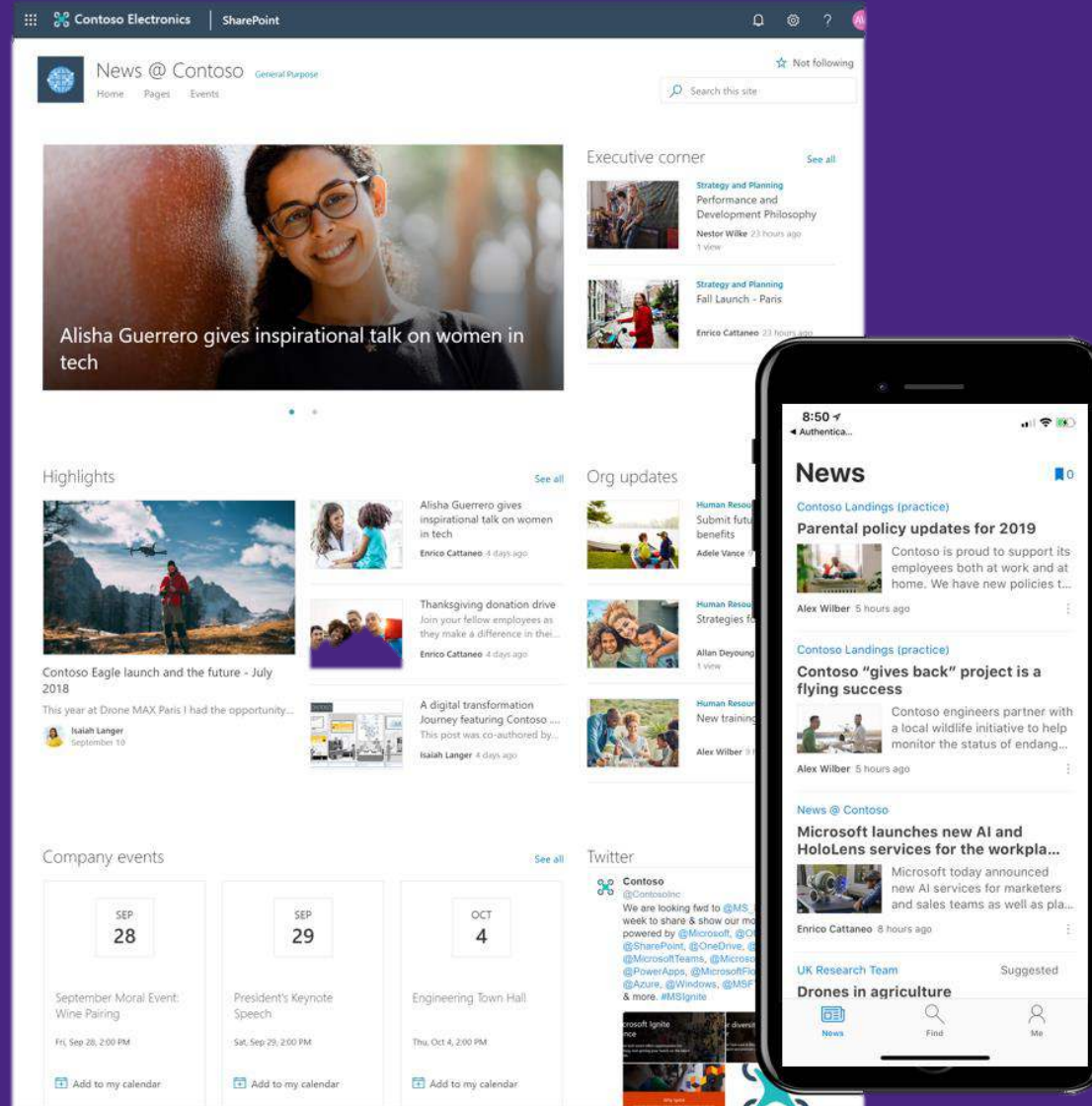
A close-up photograph of several red erasers with metal bands, with a yellow pencil visible on the right. The text "No undo/redo" is overlaid in white.

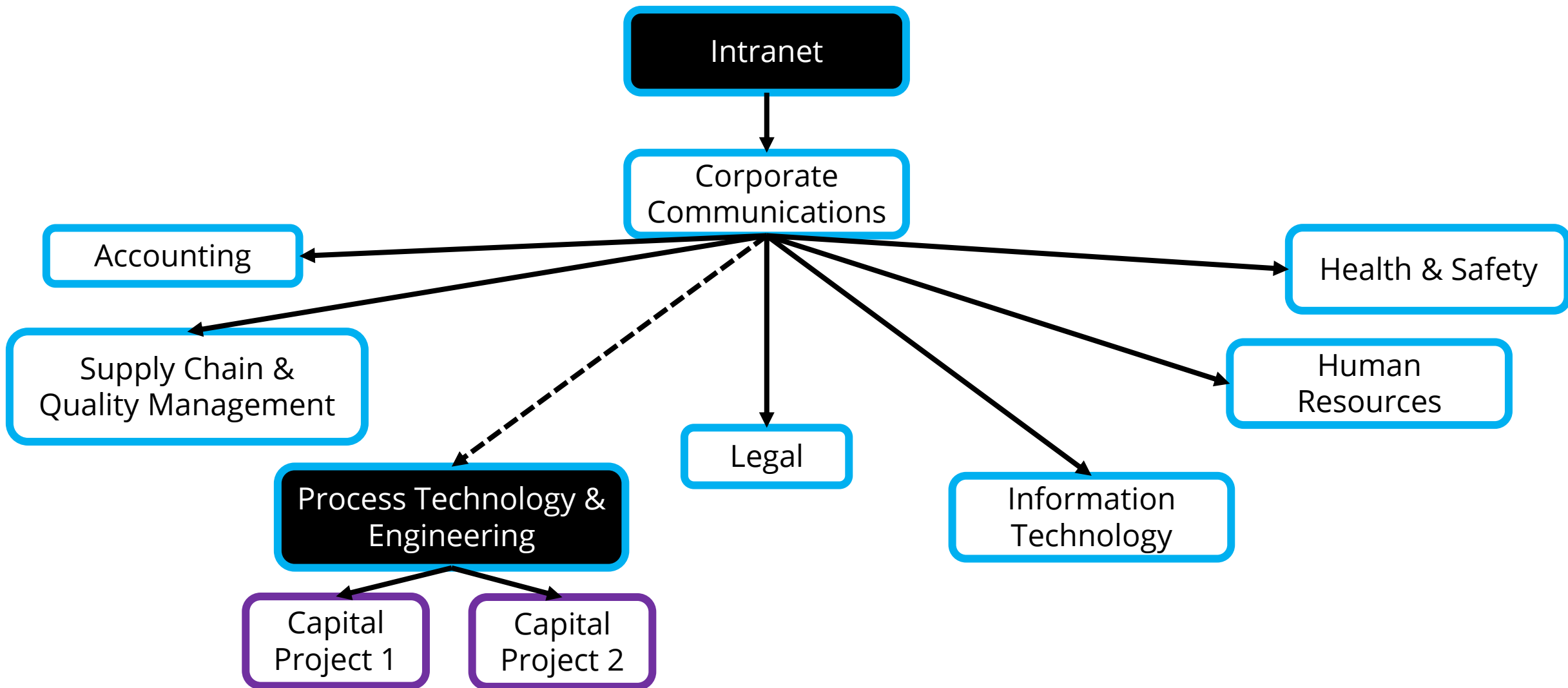
No undo/redo



**No integration with
Microsoft 365**

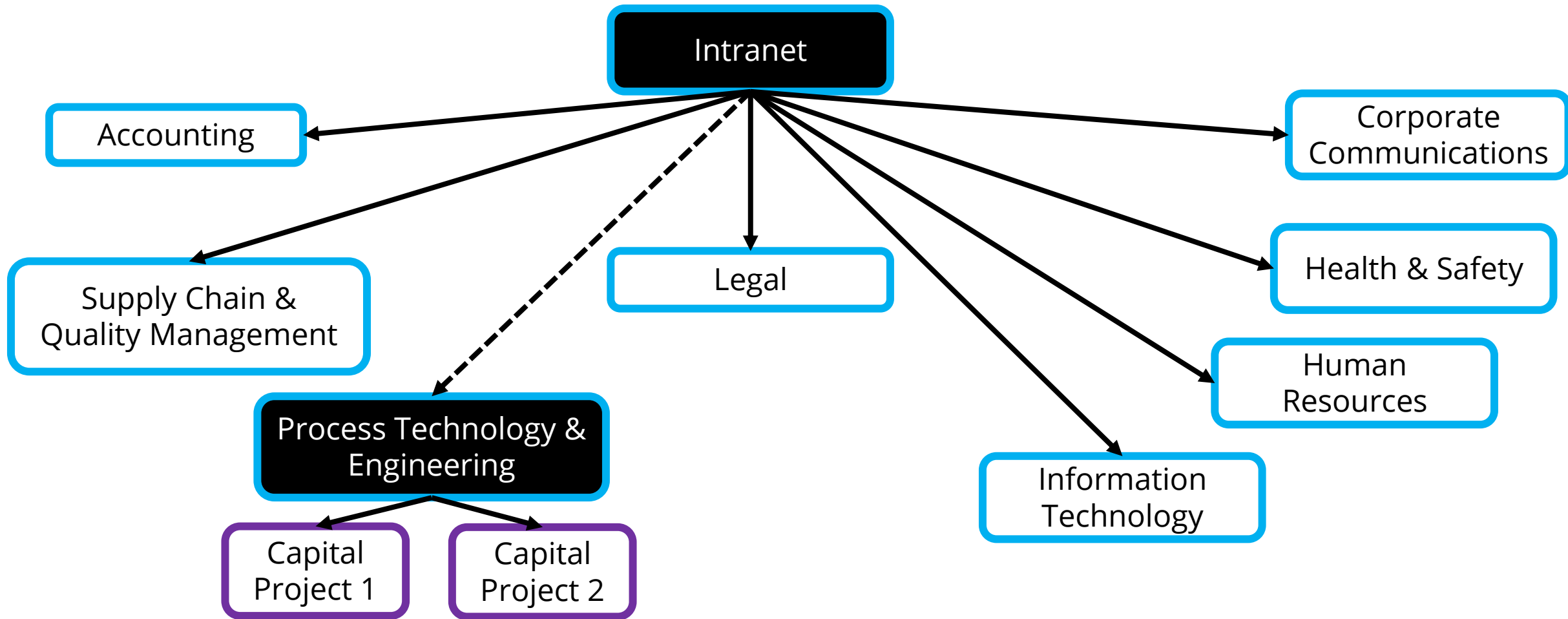
SharePoint News centralizes your internal and external news





KEY: **Hub Site** **Communication Site** **Team Site** **→** Associated Site (to Hub) **- - - →** Link

Decentralizing news curation supports more timely communication



KEY:

Hub Site

Communication Site

Team Site

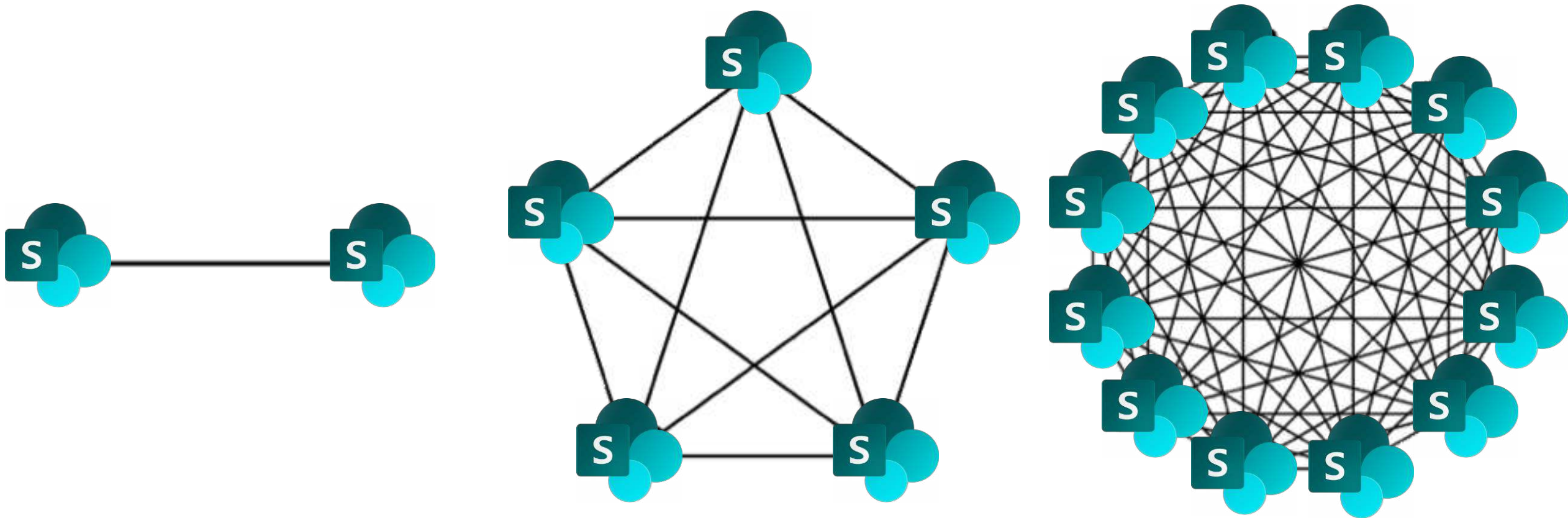


Associated Site (to Hub)



Link

Decentralizing news curation supports more timely communication




The value of your news increases with the number of sources contributing content

SharePoint Search across sites

Destinations Travel Assistance Departments Travel Edit


Travel Home Beach City Wilderness Travel Star Outoftheboxtest Test list Edit + Create site Following Share

+ New Send to Promote Page details Immersive Reader Analytics Published 5/8/2023 Edit



New guidance for sunscreen

New sunscreen guidelines have been introduced to help people protect their skin from harmful UV rays. These guidelines recommend using sunscreen with an SPF of 30 or higher, applying it generously and evenly to all exposed skin, and reapplying every two hours or after swimming or sweating. Additionally, it is recommended to use sunscreen along with other protective measures such as wearing protective clothing and seeking shade during peak sun hours. These guidelines aim to promote sun safety and reduce the risk of skin cancer and other harmful effects of sun exposure.



Leverage existing content as news

Mexico City - Home | US to propose new rules for airli... | +

https://eemancini.sharepoint.com/sites/CDMX/

SharePoint | Search this site


Destinations | Travel Assistance | Departments | Travel

MC Mexico City | Home | Documents | Pages | Example | Site contents | Edit | Not following | Share

+ New | Page details | Analytics | Published 5/8/2023 | Edit |


News

+ Add



Mexico City Travel Guide | U.S. News Travel


The best time to visit Mexico City is between March and May, even though the streets are pretty crowde...

 Emily Mancini March 26, 2020
10 views

Eventos en Centro Histórico

See all

+ Add event

 Create an event
When you add an event, it will show here where your readers can see it.

Month 01	Title of event Tuesday 12:00 AM - 1:00 PM
Month 01	Title of event Tuesday 12:00 AM - 1:00 PM
Month 01	Title of event Tuesday 12:00 AM - 1:00 PM

[See all events in monthly view](#)

Bring external content into your intranet

A close-up, slightly blurred photograph of a map. Several red pushpins are stuck into the map at various locations, and one green pushpin is visible at the bottom center. The map shows roads, rivers, and some text labels, though they are out of focus. The overall scene suggests global connectivity and reaching different geographical locations.

**SharePoint News reaches
employees where they are**

News Web Part

The screenshot displays a SharePoint News Web Part interface. At the top, there is a navigation bar with the 'SharePoint' logo, a search bar labeled 'Search across sites', and user profile icons. Below this is a breadcrumb trail: 'Destinations > Travel Assistance > Departments > Travel > Edit'. The main header area includes the site title 'Travel' and a list of navigation links: 'Home', 'Beach', 'City', 'Wilderness', 'Travel Star', 'Outoftheboxtest', 'Test list', and 'Edit'. On the right side of the header, there are options to '+ Create site', '★ Following', and 'Share'. A secondary navigation bar contains '+ New', 'Page details', and 'Analytics'. The right side of this bar shows the publication date 'Published 5/8/2023' and 'Edit' options.

The main content area is titled 'News' and includes a '+ Add' button. It features a list of news items, each with a thumbnail image, a title, a location tag (e.g., 'Mexico City'), a brief description, and the author's name and time posted. The first item is 'US to propose new rules for airline cancellations, delays' by Emily Mancini, posted 4 minutes ago. Below it is another instance of the same article, followed by 'New guidance for sunscreen' by Emily Mancini, posted 10 minutes ago.

To the right of the news list are two video thumbnails. The first is titled 'Ballet Folklorico' with 3 views, 0 likes, and 0 comments. The second is titled 'Big Beach' with 3 views, 0 likes, and 0 comments.

On the right side of the page, there is a 'My sites' section listing various sites: 'Travel', 'Microsoft 365 Community Day Mi...', 'Example Site for Saturday', 'M365 Miami', and 'Mexico City'. Below this is a 'Dashboard' section with a task card titled 'Assigned Tasks' showing '1 past due' and a description: 'Follow-up with Jose with event descriptions'. An 'Open' button is visible at the bottom of the task card.

Send to email

SharePoint Search across sites

Destinations ▾ Travel Assistance ▾ Departments ▾ Travel Edit


Travel Home Beach ▾ City Wilderness Travel Star Outoftheboxtest Test list Edit

+ Create site ★ Following Share

+ New ▾ Page details Analytics Published 5/8/2023 Edit ↗

News See all


+ Add ▾



US to propose new rules for airline cancellations, delays

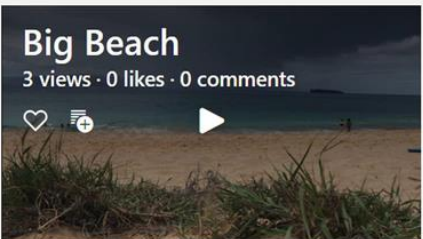
Mexico City
President Joe Biden says his...

Emily Mancini less than a minute ago
1 view




Ballet Folklorico
3 views · 0 likes · 0 comments

Ballet Folklórico de México



Big Beach
3 views · 0 likes · 0 comments


Big Beach



TRAVEL
US to propose new rules for airline cancellations, delays

President Joe Biden says his administration will write new rules to expa...


Emily Mancini 3 minutes ago
2 views



TRAVEL
New guidance for sunscreen

New sunscreen guidelines have been introduced to help people protect...

Emily Mancini 6 minutes ago
2 views



TRAVEL

My sites See all

- Travel
- MC Microsoft 365 Community Day Mi...
- ES Example Site for Saturday
- MM M365 Miami
- MC Mexico City

Dashboard

Assigned Tasks

1 past due
Follow-up with Jose with event descriptions

Open

NEW

Send to email

The screenshot displays the Microsoft Outlook web interface. On the left is a navigation pane with icons for Mail, Calendar, People, and Tasks. The main area is divided into two panes. The left pane shows an email list with the following entries:

- Wanda Howard** (12:55 PM): The One and Only Moon. Hi Katri - Please let me know if you want...
- Today**
- Lydia Bauer** (9:00 AM): Lydia Bauer shared "Relecloud Eagle lau...". Lydia Bauer shared "Relecloud Eagle lau..."
- Yesterday**
- Wanda Howard** (4:22 PM): Tomorrow's Sync. Can you share a link to the marketing do...
- Daisy Phillips** (3:24 PM): Yoga Workshop. Hey Katri, I know this last minute, but do y...
- Elvia Atkins** (3:07 PM): Team Pictures. We look forward to meeting our fall int...
Tomorrow, 11:00 AM (30m) **RSVP**
- Kristin Patternson (2)** (3:07 PM): Fw: Volunteers Needed. Hey Alumni! We're looking for volunteers...
Honeybee Pr... +1
- Kristin Patternson** (3:07 PM): Fw: Volunteers Needed. Hey Alumni! We're looking for volunteers...
Honeybee Pr... +1

The right pane shows a shared document titled "Lydia Bauer shared 'Relecloud Eagle launch and the future' with you." The document is a newsletter with the following content:

- RELECLOUD** logo and "Monthly Newsletter | 04"
- Image of a drone flying over a mountain range with a person in a red jacket in the foreground.
- Relecloud Eagle launch and the future**
- Published on April 6 • 8 minute read
- Profile of **Patti Fernandez**, President.
- We have lift off!**
- Text: "This year at Drone MAX Paris I had the opportunity to give the keynote address, with more then 6,000 attendees and press, on advancements in drone technology"

SharePoint App Bar

The screenshot displays the SharePoint App Bar interface. At the top, there is a search bar labeled "Search across sites" and a user profile icon. Below the search bar, the main content area shows a navigation menu with items like "City", "Wilderness", "Travel Star", "Outoftheboxtest", "Test list", and "Edit". There are also options for "Create site", "Following", and "Share".

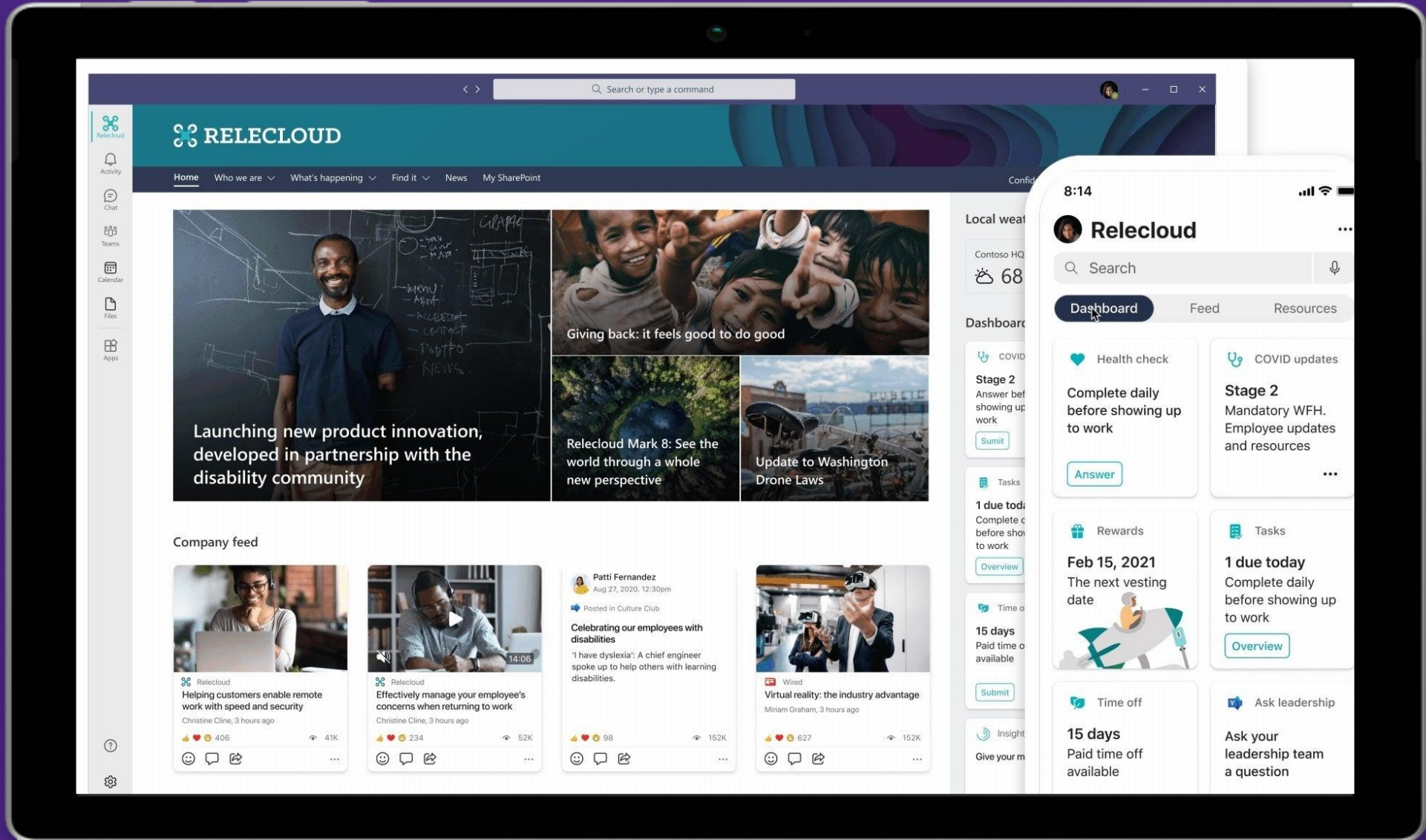
On the left side, a "My News" sidebar is visible, highlighted with a green border. It contains a "Recommended" section with four news items:

- Travel**
US to propose new rules for airline
Emily Mancini May 8
- Mexico City**
US to propose new rules for airline
Emily Mancini May 8
- Microsoft 365 Community Day Miami**
Logo finalized!
Lauren Laissue Apr 28
- Travel**
New guidance for sunscreen
Emily Mancini May 8

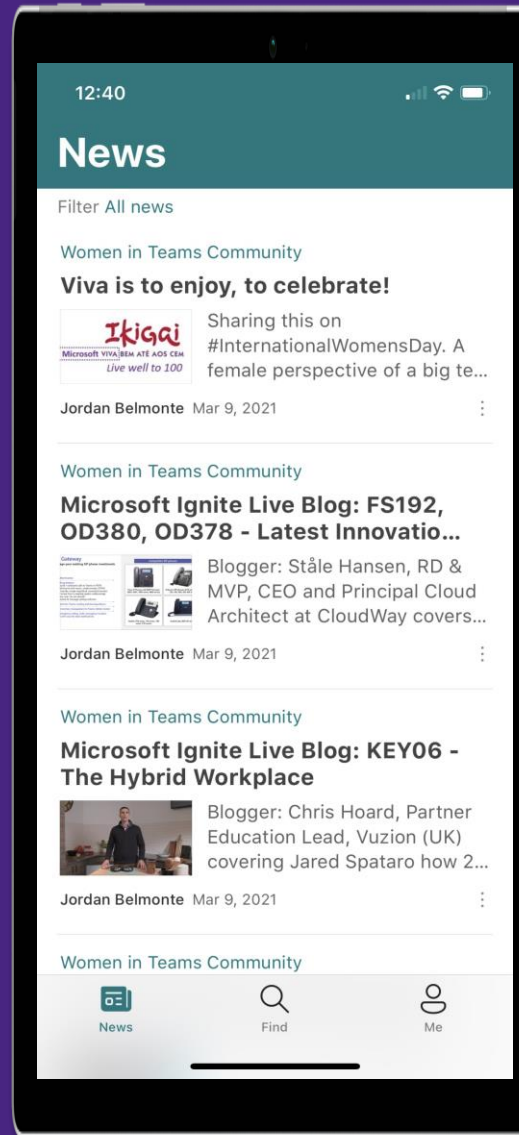
Below the news items is a "See more" link. The main content area features a large image of a bright sun over a blue sky with clouds. Below the image, the word "Sunscreen" is partially visible. The text below the image reads:

...een introduced to help people protect their skin from harmful UV rays. These guidelines recommend using sunscreen ing it generously and evenly to all exposed skin, and reapplying every two hours or after swimming or sweating. o use sunscreen along with other protective measures such as wearing protective clothing and seeking shade during aim to promote sun safety and reduce the risk of skin cancer and other harmful effects of sun exposure.

Viva Connections



SharePoint Mobile App



with push notifications from sites you are following!

The screenshot shows a SharePoint site for 'California' with a list of 'Site Pages' filtered by author. The list is sorted by 'By Author*'. A red arrow points to the 'Details' icon in the top right of the list, with a tooltip that says 'Open the details pane'. The list contains several news items, with the last two selected.

Name	Modified By	Modified	Created	Promoted St...	News Category
Promoted State : Unassigned (1)					
Templates	System Account	June 29, 2021	June 29, 2021		
Promoted State : 0 (6)					
Promoted State : 2 (5)					
Disneyland's-Reopening--What-You-Need-...	Emily Mancini	May 16, 2021	May 16, 2021	2	
Remind-travelers-of-the-Disneyland-R...	Emily Mancini	January 25	May 16, 2021	2	
Disney's-Reopening--What-you-need-to-...	Emily Mancini	3 minutes ago	May 16, 2021	2	All staff
COVID-19-Travel-Restrictio...	Emily Mancini	A few seconds ago	May 16, 2021	2	All staff
April-2-Travel-Advisory-Up...	Emily Mancini	A few seconds ago	May 16, 2021	2	All staff

Filter news to surface the right content in the right context

News

See all

+ Add



Mexico City

US to propose new rules for airline cancellations, delays

President Joe Biden says his...

Emily Mancini 4 minutes ago



TRAVEL

US to propose new rules for airline cancellations, delays

President Joe Biden says his administration will write new rules to expa...

Emily Mancini 6 minutes ago

2 views



TRAVEL

New guidance for sunscreen

New sunscreen guidelines have been introduced to help people protect...

Emily Mancini 10 minutes ago

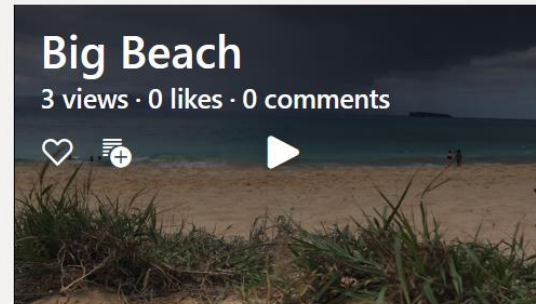
3 views



Ballet Folklorico

3 views · 0 likes · 0 comments

Ballet Folklórico de México



Big Beach

3 views · 0 likes · 0 comments

Big Beach

My sites

See all



Travel



Microsoft 365 Community Day Mi...



Example Site for Saturday



M365 Miami



Mexico City

Dashboard

Assigned Tasks

1 past due

Follow-up with Jose with event descriptions

Distinguish "official" company news

https://symp.info/OrgNews

SharePoint Search across sites

Destinations Travel Assistance Departments Travel Edit

Travel Home Beach City Wilderness Travel Star Outoftheboxtest Test list Edit

+ Create site Following Share

+ New Page details Analytics Published 5/8/2023 Edit

News See all

+ Add

US to propose new rules for airline cancellations, delays
Mexico City
President Joe Biden says his...
Emily Mancini 13 minutes ago 1 view

Ballet Folklorico
3 views · 0 likes · 0 comments
Ballet Folklórico de México

Big Beach
3 views · 0 likes · 0 comments
Big Beach

US to propose new rules for airline cancellations, delays
TRAVEL
President Joe Biden says his administration will write new rules to expa...
Emily Mancini 15 minutes ago 2 views

New guidance for sunscreen
TRAVEL
New sunscreen guidelines have been introduced to help people protect...
Emily Mancini 18 minutes ago 3 views

My sites See all

- Travel
- MC Microsoft 365 Community Day Mi...
- ES Example Site for Saturday
- MM M365 Miami
- MC Mexico City

Dashboard

Assigned Tasks

1 past due
Follow-up with Jose with event descriptions

Open

Highlight key information employees may have missed with a news digest

SharePoint Search across sites

Destinations Travel Assistance Departments Travel Edit


Travel Home Beach City Wilderness Travel Star Outoftheboxtest Test list Edit


+ Create site Following Share

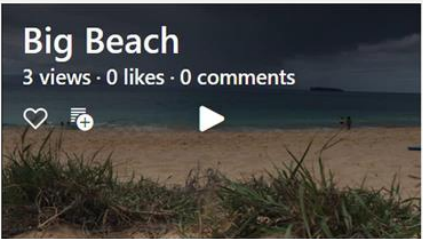
+ New Page details Analytics Published 5/8/2023 Edit


News See all


+ Add

 **Mexico City**
US to propose new rules for airline cancellations, delays
President Joe Biden says his...
Emily Mancini 12 hours ago 1 view

 **Ballet Folklorico**
3 views · 0 likes · 0 comments
Ballet Folklórico de México

 **Big Beach**
3 views · 0 likes · 0 comments
Big Beach

 **TRAVEL**
US to propose new rules for airline cancellations, delays
President Joe Biden says his administration will write new rules to expa...
Emily Mancini 12 hours ago 2 views

 **TRAVEL**
New guidance for sunscreen
New sunscreen guidelines have been introduced to help people protect...
Emily Mancini 12 hours ago 4 views

My sites See all

- Travel
- MC Microsoft 365 Community Day Mi...
- ES Example Site for Saturday
- MM M365 Miami
- MC Mexico City

Dashboard

Assigned Tasks

1 past due
Follow-up with Jose with event descriptions

Open

Build a consistent format and use page templates

Microsoft 365 Template Options

Solution	Across Site Collections	Metadata	Document Libraries	Pages	Permissions	Flows	List Formatting	Requires Code
Content Type Gallery	Yes	Yes	No	No	No	No	No	No
Page Templates	No	Yes, for the page itself	No	Yes	No	No	No	No
Third-party migration tools (Sharegate)	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Third-party template tools (Orchestry)	Yes	Yes	Yes	Yes	Yes	No	No	No
Site Templates	Yes	Yes	Yes	No	Yes	No	Yes	JSON PowerShell
PnP Provisioning Templates	Yes	Yes	Yes	Yes	Yes	No	Yes, with custom code	XML PowerShell

SharePoint Sites and Pages Product Roadmap / 2023

NEXT FEW MONTHS

New Stream web part

Page Sharing

News in Outlook

Advanced image editing

SEPTEMBER - OCTOBER

Content Pane for page authoring

New SharePoint start

Video pages

BY END OF YEAR

Copilot in SharePoint *(Preview)*

Design ideas for page sections

Brand Center

Pages coauthoring *(Preview, GA in early 2024)*

Roadmap Item	Roadmap Item	Target Timing
<p>Microsoft Stream: New Webpart Configure Stream videos inside your pages by supporting single and multiple videos from folders</p>	124800	Preview: June 2023 Rollout Start: July 2023
<p>SharePoint News in Outlook Send full news posts from SharePoint to Outlook. 6 new page templates that work in both SharePoint and Outlook. New analytics.</p>	124803	Rollout Start: July 2023
<p>Page Sharing Share pages and news without having to share the entire site.</p>	124822	Rollout Start: July 2023
<p>Video Pages Create video centric page content, like highlighting meeting content or executive messages with new video pages templates. These templates will be available in both SharePoint and Stream.</p>	124823	Rollout Start: August 2023
<p>New SharePoint Start New SharePoint start experience aims to inspire content creators to use their platform. By emphasizing a user-friendly approach that minimizes clicks, it's now easier to create websites, pages, news, and intranet content. Creators can return to the start experience hub to refine drafts, review past work, and monitor engagement metrics</p>	124824	Rollout Start: September 2023
<p>Advanced Image Editing Webpart New advanced editing capabilities available in the Image web part will include adjustments, filters, and markup.</p>	124825	Rollout Start: July 2023
<p>Content Pane for SharePoint Pages and News The content pane surfaces relevant authoring tools that help authors quickly browse and add content to SharePoint pages. With this new feature, authors can easily drag and drop web parts, media, and section templates for creating rich and engaging pages.</p>	124827	Rollout Start: October 2023

Roadmap Item	Roadmap Item	Target Timing
<p>Centrally manage branding (Brand Center) New branding and management capabilities</p>	124838	Rollout Start: December 2023
<p>Copilot in SharePoint Copilot in SharePoint combines the power of Large Language Models (LLMs), your data in the Microsoft Graph, and best practices to create engaging web content. Use a brief prompt to generate custom sites and pages with content hierarchy, design, and sample content that aligns with user needs.</p>	124840	Rollout Start: November 2023
<p>Resource Specific Consent Introduction of new selected permissions and APIs to support granting applications permissions at <u>all of</u> the levels where it is possible to break inheritance today. This will apply to applications operating in either delegated or app-only mode.</p>	124842	Rollout Start: December 2023
<p>Microsoft SharePoint: Application Site Creation without <u>Sites.FullControl.All</u> Currently an application requires <u>Sites.FullControl.All</u> to create new site collections within a tenant. This work will allow applications to use a new scope, <u>Sites.Create.All</u>, to create new site collections without accessing any existing content. During the site creation process, the application can request access to the new site, allowing for provisioning scenarios with reduced tenant permissions.</p>	124843	Rollout Start: December 2023
<p>Designer for SharePoint Pages Page authors can leverage the MSFT Designer service to improve the look and feel of their SharePoint pages. This is done through tailored section level design suggestions.</p>	124846	Rollout Start: January 2024
<p>Co-authoring for SharePoint Pages Multiple people can edit SharePoint pages <u>similar to</u> co-authoring for documents.</p>	124853	Rollout Start: March 2024

Don't forget
about microscopy



Microcopy: small pieces of text or words on a website or application that provide guidance, feedback, or instructions to users





New excursion offering: Bazaar Sábado

 emily mancini

Why our travel clients will love Bazaar Sábado

This indoor and outdoor handicraft market in the historic San Angel neighborhood is artsy and colorful. It is a fantastic change of pace from the hustle and bustle of CDMX and an excellent opportunity for souvenirs. Recharge after a morning of shopping at the charming restaurant in the courtyard of the indoor market.



Ready to share with clients?

Sign up for excursion training

History of Bazar Sabado

El Bazaar Sábado, also known as "El bazar del sábado", is a commercial space for Mexico's traditional and contemporary design, folk art and craftsmanship.

Bazaar Sábado opened its doors in 1969 at Doctor Gálvez' street in San Ángel, and in 1965 changed its location to the well-known Plaza de San Jacinto #44.

"A link is a promise. Any broken promise, large or small, chips away at trust and credibility."

-Nielsen Norman Group


A large flock of pink flamingos is shown in a natural setting. The birds are densely packed, with some in the foreground and others in the background. The flamingos have long, slender necks and black beaks. The word "Onbirding" is overlaid in the center of the image in a large, white, sans-serif font. The background is slightly blurred, emphasizing the birds in the foreground.

Onbirding



Onboarding





**Utilize
unencumbered
prose**



Use plain language

S.P.E.C.T.R.E.



~~Learn more~~

~~Click here~~



BEACH

It can be hard to de-stress from the rigors of daily life so we've put together a list of best beach vacations.

[Learn more](#)



CITY

Taking a city break for your next vacation is a wonderful way to slow down and to see and experience more of a city.

[Learn more](#)



WILDERNESS

Reconnecting with nature has been shown to offer a wealth of mental and physical benefits. Go forest bathing and forget your workday.

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BEACH

It can be hard to de-stress from the rigors of daily life so we've put together a list of best beach vacations.

Get some sun



CITY

Taking a city break for your next vacation is a wonderful way to slow down and to see and experience more of a city.

Take in culture



WILDERNESS

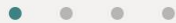
Reconnecting with nature has been shown to offer a wealth of mental and physical benefits. Go forest bathing and forget your workday.

Observe nature

News

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News

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California

Remind travelers of the Disneyland Resort Rules

Many of our travelers have been surprised by.



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April 2 Travel Advisory Update from CDC

CDPH and the CDC
Emily Mancini 5 days ago



California

COVID-19 Travel Restrictions

Follow the CDPH Travel...
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THANK YOU

Writing for the Web Checklist

- Defined audience
- Defined goal
- Reviewed style guide
- It is clear
 - Inverted writing
 - Removed modifiers
 - Defined acronyms
- It is useful
 - Clear call to action
 - Frictionless navigation to next steps
- It is consistent
 - Sentence vs title casing
 - Correct usage of headers

Web Accessibility Checklist

- Provide informative, unique page titles
- Use headings to convey meaning and structure
- Make link text meaningful
- Write meaningful text alternatives for images
- Create transcripts and captions for multimedia
- Provide clear instructions
- Keep content clear and concise

Source: <https://www.w3.org/WAI/tips/writing/>

Resources

Microsoft

- SharePoint App Bar: <https://symp.info/IgniteSPNews>
- Audience Targeting: <https://symp.info/AudienceTargeting>
- Organizational News: <https://symp.info/OrgNews>
- SharePoint LookBook: <https://lookbook.microsoft.com>
- Page Templates: <https://symp.info/PageTemplates>
- Image Sizes: <https://symp.info/ImageSizes>

Nielsen Norman Group

- Inverted Pyramid for Reading Comprehension: www.nngroup.com/articles/inverted-pyramid
- Text Scanning Patterns: www.nngroup.com/articles/text-scanning-patterns-eyetracking
- Information Foraging: www.nngroup.com/articles/information-foraging
- 4S for Better Link Labels: www.nngroup.com/articles/better-link-labels

Community Contributions

- The Evolution of Company-wide Email Communication to SharePoint News: <https://symp.info/EvolutionNews>
- How to Share Org-Wide Communication in Microsoft 365: <https://symp.info/OrgwideCommunications>
- What to do after writing for the web: <https://emilymancini.com/2022/10/17/what-to-do-after-attending-writing-for-the-web/>

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Microsoft 365 Community Content

Learn about Microsoft 365 from the community! All content is community generated.

Basics and Definitions

📁 GET STARTED

- Glossary
- Follow Microsoft 365 on Social Media
- Microsoft 365 Search Technologies
- What is a Site Column?
- What is a Content Type?
- Groups in Microsoft 365 and Azure, and Which is Right for You
- What kind of apps can you build on Microsoft 365?
- Query String URL Tricks for SharePoint and Microsoft 365

Microsoft 365 Better Practices

📁 TRAINING

- Accessibility by Design
- Content Type Propagation
- OneDrive PC Folder Backup Benefits for End Users
- Why Microsoft 365 adoption projects fail

Maturity Model for Microsoft 365

📁 TRAINING

- Learn about the Maturity Model

SharePoint Better Practices

📁 TRAINING

Information Architecture

📁 TRAINING

- Information Architecture - Site Topology
- Information Architecture - Managed Metadata vs Lookup columns
- Living Large with Large Lists and Lists

Effective Communication

📁 TRAINING

- The Principles of Communication
- The Principles of Search
- The Evolution of Company-wide Email Communication to SharePoint News
- How to Share Org-Wide Communication in Microsoft 365

<https://learn.microsoft.com/en-us/microsoft-365/community/>