

# Introduction to sites, workspaces, and pages

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You can use top-level Web sites and subsites to divide site content into distinct, separately manageable sites to help you organize content.

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## What is a site?

A Web site is a group of related Web pages that is hosted by an HTTP server on the World Wide Web or on an intranet site. Most Web sites have a home page as their starting point. The home page is interconnected with other pages by using hyperlinks. You can use **top-level sites** and **subsites** to divide site content into distinct, separately manageable sites. Top-level Web sites can have multiple subsites, and subsites themselves can have multiple subsites. The entire structure of a top-level Web site and all of its subsites is called a Web **site collection**.

This hierarchy enables users to have a main working site for the entire team, plus individual working sites or shared sites for side projects. Top-level Web sites and subsites allow different levels of control over the features and settings for sites. The administrator of the Web site controls the ability to create, access, and contribute content to a Web site.

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## What is a workspace?

A workspace is a unique Web site that you create, that provides team members with collaboration tools and services for either collaboration on documents or for resources relevant to meetings. A workspace can contain lists of information, such as related documents, team members, and links. To create a workspace site, you must be a member of a permission level with the Create Subsites permission for that SharePoint site. Windows SharePoint Services allows you to create the following workspace sites:

Workspace site	Description
Document Workspace	This template creates a site for team members to use to work together on documents. It provides a document library for storing the primary document and supporting files, a Task list for assigning to-do items, and a Links list for resources related to the document.
Basic Meeting Workspace	This template creates a site that provides all the basics to plan, organize, and track your meeting. It contains the following lists: Objects, Attendees, Agenda, and Document Library.
Blank Meeting Workspace	This template creates a blank Meeting Workspace site that you can customize based on your requirements.
Decision Meeting Workspace	This template provides a Meeting Workspace that team members can use to review relevant documents and to record decisions. It contains the following lists: Objectives, Attendees, Agenda, Document Library, Tasks, and Decisions.
Social Meeting Workspace	This template creates a site that provides a planning tool for social occasions, featuring a discussion board and a picture library to post pictures of the event. It contains the following lists and Web Parts: Attendees, Directions, Image/Logo, Things To Bring, Discussions, and Picture Library.
Multipage Meeting Workspace	This template creates a site that provides all the basics that team members can use to plan, organize, and track their meetings with multiple pages. It contains the following lists: Objectives, Attendees, and Agenda, in addition to two blank pages that you can customize based on your requirements.

## Site templates

Windows SharePoint Services provides the following collaboration templates that you can use when creating a new site.

Site template	Description
Team Site	This template creates a site that teams can use to create, organize, and share information. It includes a document library, and basic lists, such as Announcements, Calendar, Contacts, and Links.
Blank Site	This template creates a Web site with a blank home page that you can customize with a browser or a Windows SharePoint services-compatible Web design program by adding interactive lists and other features.
Wiki Site	This template creates a site where you can quickly and easily add, edit, and link Web pages.
Blog	This template creates a site that you can use to post information and to allow others to comment on it.
Application Templates	These templates are tailored to address the requirements of specific business processes or sets of tasks within organizations of any size. The templates can be applied to common scenarios, such as managing a help desk or tracking a marketing campaign. To learn more and

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## What is a page?

A Web page in a site can display lists of information, enabling team members to organize the information any way they want, such as by subject, due date, or author. For example, you can do the following:

- Filter the content to see only the set of information that applies to you

- Hide information that doesn't interest you

- Change the order in which the information is listed

- Set up customized views to make it easy for your team members to focus quickly on pertinent information

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