

The SharePoint environment is a powerful, integrated and secure Internet workplace that allows multiple users to communicate, collaborate, manage documents, capture tasks, schedule events, achieve consensus and solve problems in a central location.

Read a File

You do not have to access a file to open and edit it if you only want to view it.

1. Click DOCUMENTS AND LIST, or click the name of the library in QUICK LAUNCH. On the page that displays the library, click the NAME of the file.
2. If prompted with a "file may harm your computer" window, click OK.
3. If you are re-authenticated with a login window, click OK.
4. If prompted with the File Download dialog box, click OPEN.



Edit a File

To edit a file from within a document library, you must have a Microsoft Office2003 installed.

1. On the page that displays the library, point to the file NAME to display an Edit down arrow.
2. Click the Edit down arrow to reveal a menu, and then select EDIT IN [the application].
3. If prompted with a "file may harm your computer" window, click OK.
4. EDIT file and SAVE.



Upload a File

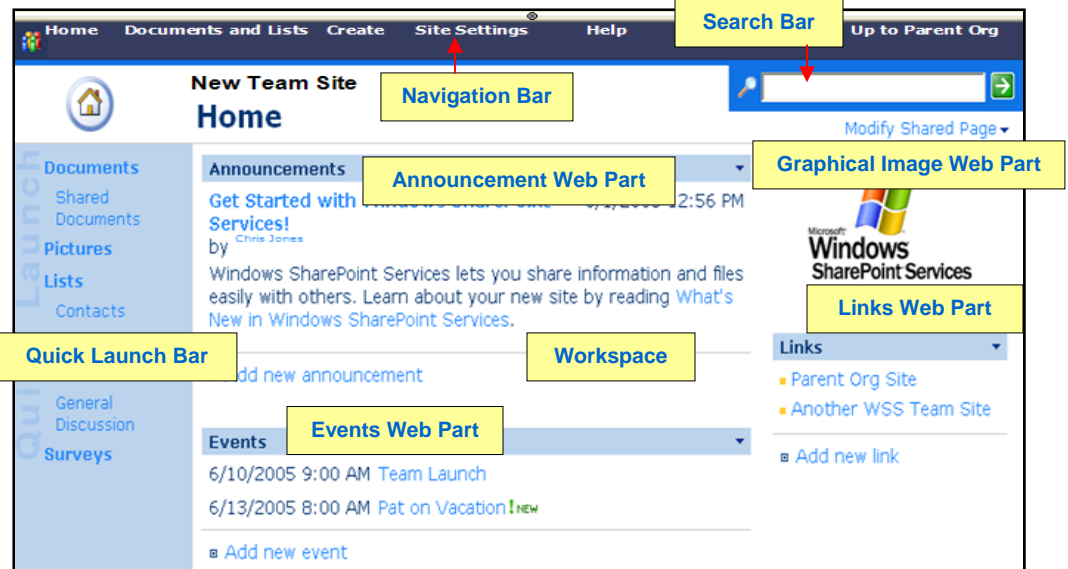
Document libraries are collections of files that you share with team members.

1. Click DOCUMENTS AND LIST, or click the name of the library in QUICK LAUNCH.
2. Once in the library, click UPLOAD DOCUMENT for one document OR click UPLOAD MULTIPLE.
3. On the Upload Document page, click BROWSE to find the file you want to add, and then click OPEN.
4. Fields with red asterisks are required.
5. To replace a file with the same name, leave the OVERWRITE EXISTING FILE(S)? check box selected.
6. Click .
7. To cancel the document upload, click .

Add to a List

Lists are tables of stored information and include team Announcements, Task Lists, Issue Lists, Contacts, Events and Links.

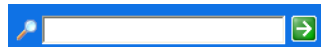
1. Click DOCUMENTS AND LIST, or click the name of the list in QUICK LAUNCH.
2. Once in the desired list, click .
3. Items with red asterisks are required.
4. Click SAVE AND CLOSE. To exit the list click .



Search for a File or Other Item

You may search for files or items from the home page, or in specific lists or document libraries. Attachments will not be searched.


1. Click the Home page or access the library or list where you are sure the file or item resides.
2. Enter your keyword(s) in the SEARCH box for a simple search. Asterisks functions will not work. The search is not case sensitive.



3. Click the GREEN ARROW.

Reply to a Discussion

Discussions are special lists that offer team members a common space to post ideas. Reply to any Discussion Topic to post your thoughts and comments.

1. Click on Survey, or click the surveys Title from the Quick Launch bar.
2. Click the EXPAND/COLLAPSE, click the TITLE of interest and click POST REPLY.
3. Hover over the NAME of the TOPIC and click .

4. Enter your comment.
5. Click SAVE AND CLOSE.

Change Your Password

1. Click SITE SETTINGS on the top link bar.
2. Click UPDATE MY INFORMATION toward the bottom of the page.
3. Click CHANGE PASSWORD.
4. Enter your old password. Enter your new password and confirm your new password.

Add an Alert for a List or Library

You can request notification through email about additions, deletions, and changes to lists, list items, libraries, and other parts of all WSS sites.

1. Click SITE SETTINGS on the top link bar.
2. Click MY ALERTS ON THIS SITE toward the bottom of the page.
3. Click ADD ALERT.
4. Click the radio button preceding the library or list for which you would like to receive an email alert.
5. Scroll down and click NEXT.
6. In the SEND ALERT TO section, confirm that the destination email address is correct.
7. In the CHANGE TYPE section, specify notification of added, changed, or deleted items, or click all changes for any type of changes.
8. In the ALERT FREQUENCY section, click how often you want to be notified of changes.
9. Click OK. Repeat steps 3 – 9 for each additional item for which you would like an alert.

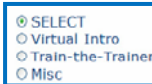
Add to Browser Favorites

1. Access the page to which you regularly return.
2. Click FAVORITES on the Browser toolbar.
3. Click Add to FAVORITES...
4. Click to open an appropriate FOLDER in which to place the Favorite, or create a New Folder by typing a new folder name, and click OK.

Add a Category Column


Category Columns organize different types of documents that are stored libraries.

1. From the Document Library, select MODIFY COLUMNS AND SETTINGS on the Quick Launch bar.
2. Click ADD A NEW COLUMN.
3. In NAME AND TYPE area, type a COLUMN name.
4. Select the CHOICE option for the type of information in this column.
5. Include a DESCRIPTION to help explain the meta-data choices to the user.
6. To make a choice mandatory when a file is uploaded, click YES to require that this column contains information.
7. Enter the category CHOICES, type SELECT on the first line as a default value. Type the choices in alphabetic. Offer a "Miscellaneous" or "Other" category.



8. Choose how you want your choices to display, as a drop-down menu or as radio buttons. (If you want to group your documents by the new Category column, do *not* select checkboxes.)
9. To optimize grouping of documents later, do *not* allow fill-in freeform choices.
10. Leave the Choice DEFAULT VALUE option on, to force users to select a appropriate Category.
11. Click OK.

Modify the All Documents View to Group Your Documents

1. From the Document Library, select MODIFY COLUMNS AND SETTINGS on the Quick Launch bar.
2. Scroll to select the ALL DOCUMENTS view in the Views section.
3. Remove the check mark preceding the COLUMN NAME.
4. Scroll to the GROUP BY area and click on its + to expand it. 
5. Find your COLUMN NAME in the drop-down menu to populate the FIRST GROUP BY THE COLUMN box. Click the radio button to SHOW GROUPINGS collapsed.
6. Scroll down and click OK.

Create a new Subsite from existing Site Collection

1. Navigate to the "parent" team site (under which you want the Subsite to reside) and click on the SITE SETTINGS.
2. Click MANAGE SITE AND WORKSPACES.
3. Click CREATE.
4. Enter the TITLE, DESCRIPTION, a short URL extension, and desired PERMISSIONS.
5. Click CREATE.
6. Select the desired site template.
7. Click OK.

Add an Alert for a List Item or a File

1. Go to the page that displays the list or library with the list item or file for which you want to add an Alert.
2. Point to the NAME of the document or list item to display a down arrow.
3. Click on the down arrow and select ALERT ME on the menu that appears.
4. In the SEND ALERTS TO section, confirm that the destination e-mail address is correct.
5. In the CHANGE TYPE section, specify whether you want to be notified when the item or file has been changed or deleted, or click ALL CHANGES to be notified whenever any type of change occurs. For documents in libraries, you can be notified when comments in Web Discussions have been added, deleted, or edited.
6. In the ALERT FREQUENCY section, click the number that reflects how often you want to be notified of changes.
7. Click OK.

To View a Site collection Usage Summary

This report provides a summary of the entire site collection usage. You can view the usage data and storage information for an entire site collection at the same time.

1. Navigate to the "parent" team site (under which you want to view site usage) and click on the SITE SETTINGS.
2. Click GO TO SITE ADMINISTRATION.
3. Under SITE COLLECTION ADMINISTRATION, click VIEW SITE COLLECTION USAGE SUMMARY.

Analyzing Website Usage

Data can be displayed by monthly summary or daily summary.

1. Navigate to the "parent" team site (under which you want to analyze the usage) and click on the SITE SETTINGS.
2. Click GO TO SITE ADMINISTRATION.
3. Under MANAGEMENT AND STATISTICS, click VIEW SITE USAGE DATA.

Create a Document Library with Versioning On

Make sure that the document library has versioning turned on.

1. On the page that displays the library, click MODIFY SETTING AND COLUMNS on the left.
2. Click CHANGE GENERAL SETTINGS.
3. In the Document Version section, click YES to "Create a version each time you edit a file in this document library?"
4. Click OK.


View the History of a File

Versioning is on in a library, you may view the history of any file in it.

1. On the page that displays the library, point to the file NAME to display a down arrow.
2. Click the down arrow and click VERSION HISTORY on the menu that appears.

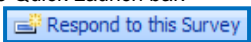
Check Out and Check In

Others can easily see if you have the document out to edit, and to gain access to add version comments, always Check Out a document *before* you edit it.

1. On the page that displays the library, point to the file NAME to display a down arrow.
2. Click the down arrow and click  on the menu that appears.
3. On the page that displays the library, click the NAME of the file.
4. If you are prompted with a "file may harm your computer" window, click OK.
5. If you are re-authenticated with a login window, click OK.
6. Make the changes to the document.
7. Select SAVE AS to save a copy to your hard drive locally with the same name if you want to maintain one document with many versions. (Change the name and you will upload a second, unique document to the library with its own history.)
8. Back in the Library, UPLOAD this document. (If you have Office2003 installed you may simply SAVE the file directly to the Library, there is no need to Upload. You will be prompted to Check In the file and add your comments.)
9. Once the new version is back in the Library, point to the file NAME to display a down arrow and click CHECK IN on the menu that appears.
10. You will be prompted to Check in document, Check in changes saved to this document but keep the document checked out, or discard changes and undo check out. Select CHECK IN DOCUMENT and add your comments.
11. Click OK.

Respond to a Survey

Surveys are lists for team members to respond to questions or give feedback.

1. Click on Survey, or click the surveys Title from the Quick Launch bar.
2. Click 
3. Make your response or give feedback and click SAVE AND CLOSE.
4. To view all response for this topic click SHOW ALL RESPONSES.
5. To view the responses in graphical data for this topic click SHOW A GRAPHICAL SUMMARY OF RESPONSES.