

# SharePoint 2010 Team Site

## Document Sharing Manual<sub>(ver.1.0)</sub>

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## 01 - Logging on:

Before you log on, make sure all Internet browser settings starting on page 11 are in place for your station.

Log on to district office collaboration site [teams.rscdd.edu/DO/](http://teams.rscdd.edu/DO/):

- Open RSCCD web site (<http://teams.rscdd.edu/DO/> )
- Enter your username and network password used to access the district computer

Log on to SAC collaboration site [teams.rscdd.edu/SAC/](http://teams.rscdd.edu/SAC/):

- Open SAC web site (<http://www.rscdd.edu/SAC/> )
- Enter your username and network password used to access the college computer

Log on to SCC collaboration site [teams.rscdd.edu/SCC/](http://teams.rscdd.edu/SCC/):

- Open SCC web site (<http://www.sccollege.edu/> )
- Enter your username and network password used to access the college computer

Log on to training collaboration site [teams.rscdd.edu/sites/test/](http://teams.rscdd.edu/sites/test/):

\* <http://teams.rscdd.edu/sites/test/>

## 02 - Exploring the web publishing environment

### Site Actions

The Site Actions menu only appears in the site you have author permission.

- Click on the **Site Actions** menu.
- Click on **View All Site Content**.
- You are taken to the **All Site Content** area, which is the main repository for your site content. You will see three SharePoint Document Libraries:
  - **Documents** - This is where you will upload and store documents (i.e. existing files) that you link to on web pages.
  - **Images** - This is where you upload and store pictures and graphics that you place on web pages.
  - **Pages** - This is where web pages are stored. Notice there is an existing page already in your Pages Library named "default.aspx". This is your home page for the site and is created automatically when a site is created in SharePoint.

Site Actions

- Edit Page**  
Change the content and Web Parts on this page.
- Show Ribbon**  
Display the page status and ribbon for this page.
- New Page**  
Create a page in this site.
- New Document Library**  
Create a place to store and share documents.
- New Site**  
Create a site for a team or project.
- More Options...**  
Create other types of pages, lists, libraries, and sites.
- Manage Content and Structure**  
Reorganize content and structure in this site collection.
- View All Site Content**  
View all libraries and lists in this site.
- Edit in SharePoint Designer**  
Create or edit lists, pages, and workflows, or adjust settings.
- Site Permissions**  
Give people access to this site.
- Site Settings**  
Access all settings for this site.

Document Libraries

- Documents
- Images
- Pages

## Recycle bin

Whenever you delete an item stored in a library (i.e. a document, image, or page) the item is sent to your site's recycle bin where it stays for 60 days (unless this value is changed by your SharePoint Administrator). Use your Recycle Bin to restore an item to the location where it was deleted from.

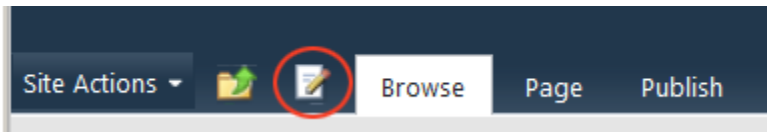
- Recycle Bin
- All Site Content

Note: Your site's Recycle Bin is a completely separate recycle bin that appears on your Windows desktop.

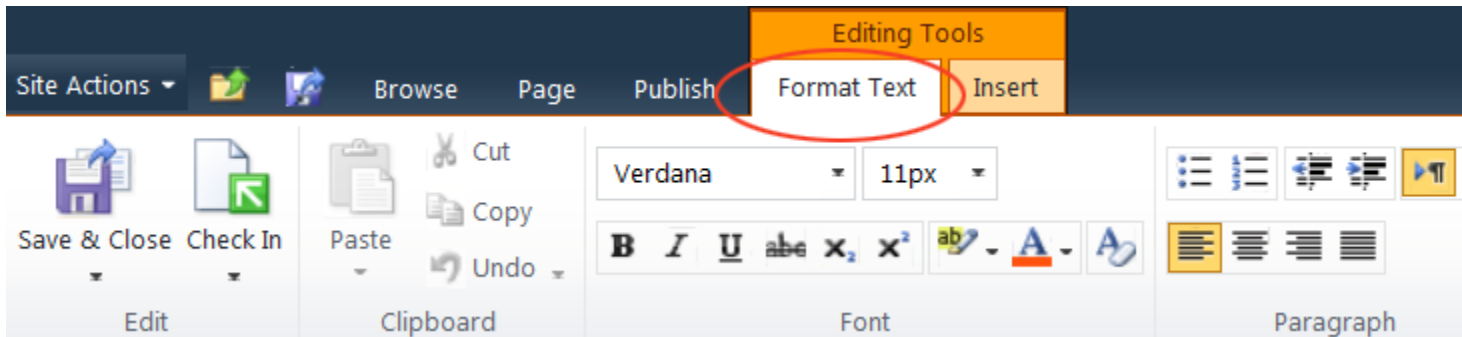
## Context sensitive ribbon

The ribbon is a toolbar that appears across the top of each page. It displays different tools, controls and commands corresponding to the selected tab.

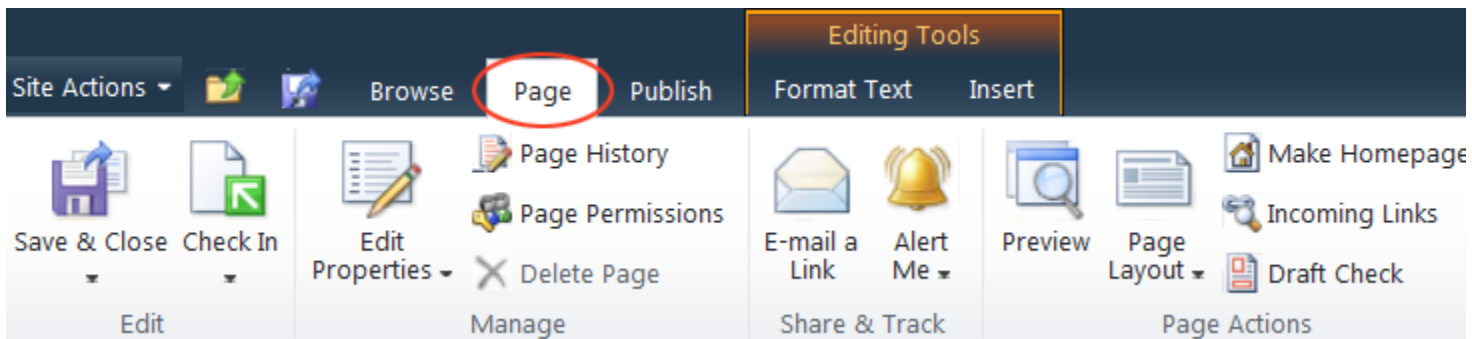
Under **Site Actions**, select **Show Ribbon** and then click on each tab on the ribbon to view related controls.



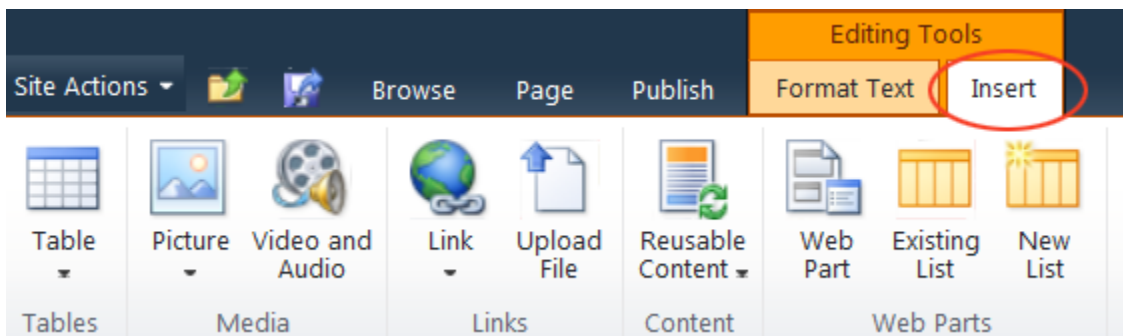
Text editing tools:



Page tools:



Insert:

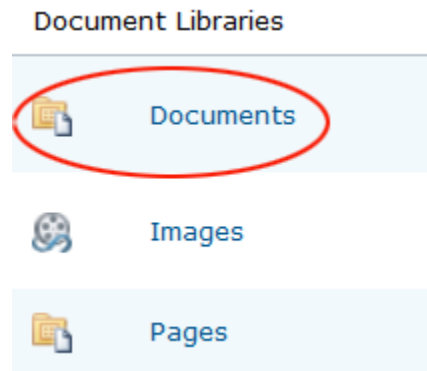


## 03 - Uploading documents into the Documents Library

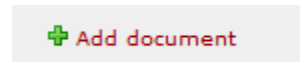
Before linking to your web pages, documents should be uploaded to the **Documents Library**.

PDF file format are recommended for documents used for the web.

Go to **Site Actions**, select **View All Site Content** and open the **Documents Library**.



Click on **Add document**.

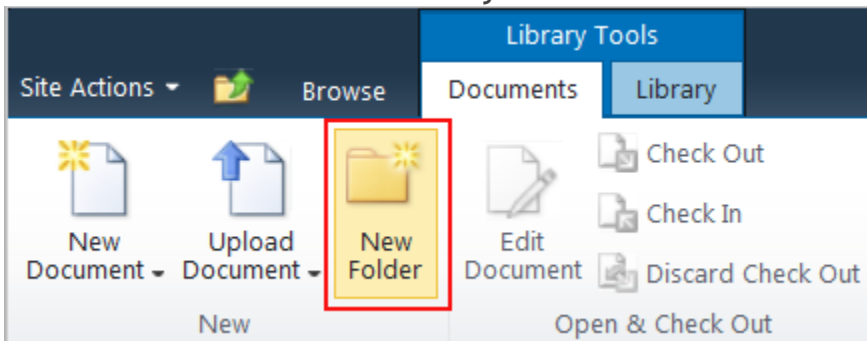


Browse to a single image file to upload, or select “**Upload Multiple Files...**” to upload multiple files in one time. Currently, only Internet Explorer (IE) browser supports multiple files uploading.

### Creating document folders

Documents of the same category should be organized in a separate folder created under the **Documents Library**.

- Open the **Documents Library**
- Click on **Documents** under **Library Tools** tab

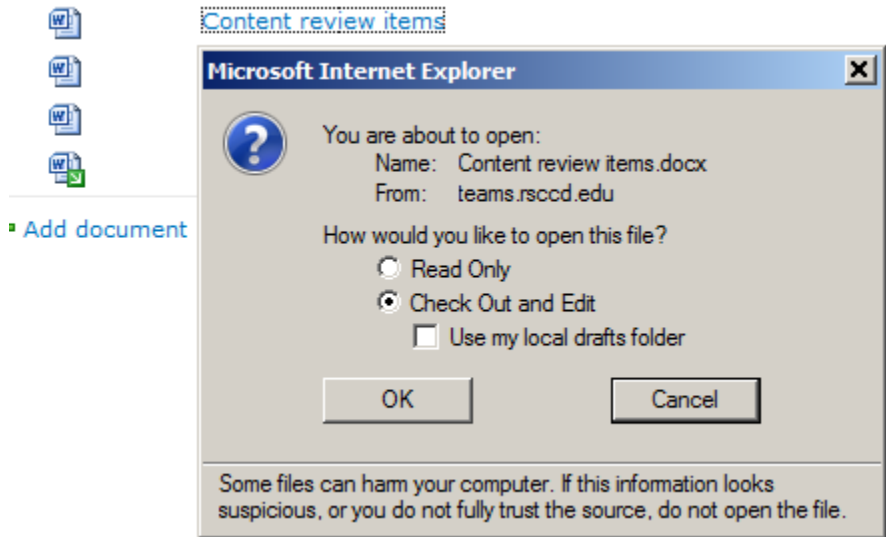


- Select **New Folder**
- Name the new folder
- Open the new folder
- Click on “**Add document**” link to upload documents

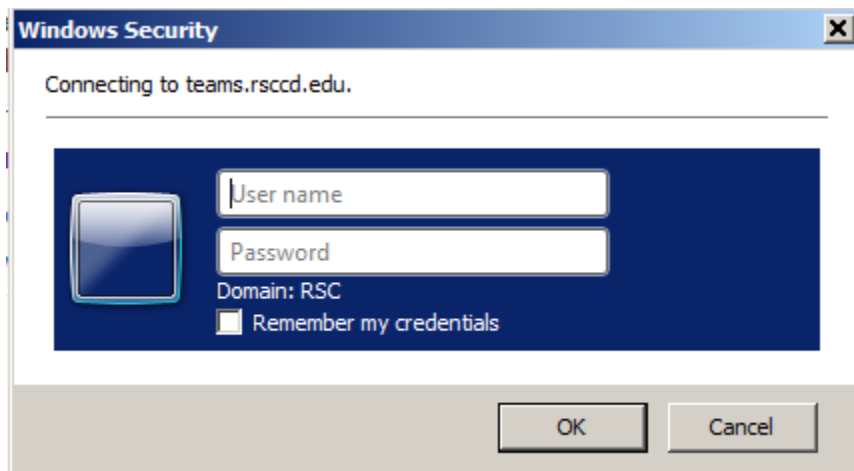
## 04 - Editing Shared Documents

In the “shared documents” page, select the document to edit by expanding the drop down menu.

- Select “Edit in Microsoft Word”
- Place a dot on “Check Out and Edit” to keep others from editing the same file simultaneously.
- Click the OK button



Initially on some stations, it takes 20-30 seconds for the following login prompt to display:



Enter the user id and password used to get to your district email. Make sure the domain displayed is RSC. If not, precede your user id with it as follows:

**RSC\last\_first**

or if you have the newer type of login id

**RSC\ta12345**


The prompt may be displayed once again, but just click cancel the second time.


This login process establishes a secure connection between the Microsoft Word application and the SharePoint server. Initially, opening files to edit from a web server is slower than opening it from a workstation.

The Word document will be opening in about 20 - 30 seconds. Keep an eye on the MS Word tab on the bottom of your screen patiently.

In some stations *as long as one file* is already open from the web server in Microsoft Word, additional files can be open without having the login prompt appear again. If your station displays the login prompt, just click cancel.

Proceed to make the changes to the file as needed.

While still making the changes, check the web page to notice the change on the icon  next to the word document being edited. The green arrow indicates the document is check out.

	Content review items	1/18/2013 3:32 PM	System Account
	New File Website Status	11/28/2012 3:03 PM	Styffe, Amy
	Sample Training Word Document	1/17/2013 3:37 PM	System Account
	Website Status	11/28/2012 3:00 PM	James, Scott

Try opening a different file from the server while the first file is still open.



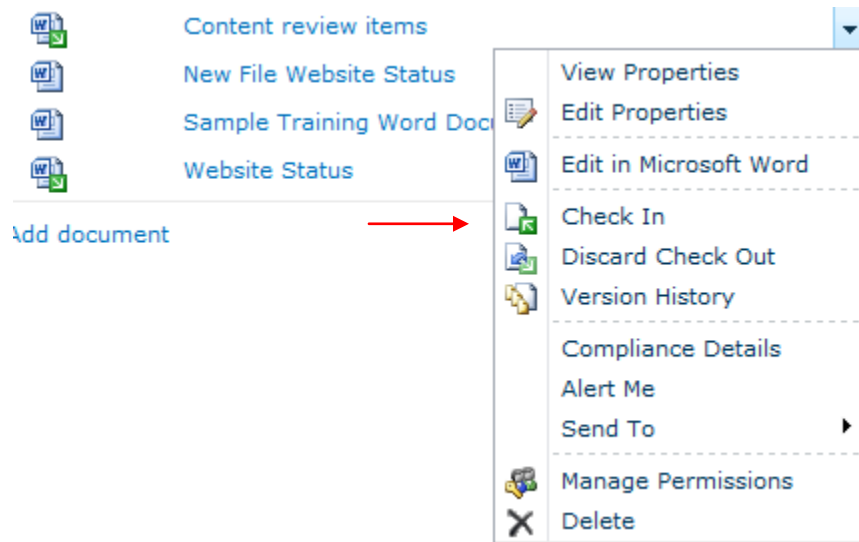
## 05 - Saving document changes



Save your Word document as you normally do using the Save command. When you save your changes, the file on the web server will keep them.

Once you are done saving changes on a file, you have two options to check the file back in:

**Option 1:** Within MS Word close the file and if prompted, select “Check In”

**Option 2:** If in closing the Word document you do not select “Check in” go back to the Internet browser page and use the dropdown option “Check In”.



Notice the icon  losing its green arrow after checking the file back in. In some stations you may have to refresh the page to see the change back to this. 

**Checking the file back in enables other team site users to edit it, and add their own contribution to the same file.**

## 6 - File naming convention

Avoid using spaces for subsite names and file names.

Spaces will be replaced by %20 and display an unfriendly URL:

<http://www.sac.edu/Training/WebUser/Documents/Brief%20Course%20Lab%20Guide.pdf>

Replace spaces with underscores ( \_ ) , dashes ( - ) or use no-space compound word with camel case

Web pages:

<http://www.sccollege.edu/Departments/Testing/Pages/CoursePrerequisiteClearance.aspx>

<http://www.sccollege.edu/Departments/Testing/Pages/Course-Prerequisite-Clearance.aspx>

[http://www.sccollege.edu/Departments/Testing/Pages/Course\\_Prerequisite\\_Clearance.aspx](http://www.sccollege.edu/Departments/Testing/Pages/Course_Prerequisite_Clearance.aspx)

Documents:

<http://www.sac.edu/Training/WebUser/Documents/BriefCourseLabGuide.docx>

<http://www.sac.edu/Training/WebUser/Documents/Brief-Course-Lab-Guide.docx>

[http://www.sac.edu/Training/WebUser/Documents/Brief\\_Course\\_Lab\\_Guide.docx](http://www.sac.edu/Training/WebUser/Documents/Brief_Course_Lab_Guide.docx)


**Naming convention for website:** no-space and camel case

Website: <http://www.sccollege.edu/Departments/AcademicSenate/>

## 7 - Internet Explorer(IE) Browser Settings

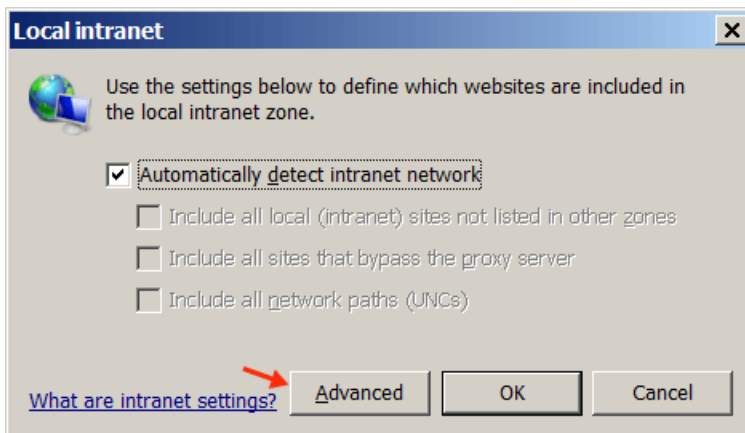
IE should have the correct settings for the SharePoint editing tools to work properly.

### **Step 1: Adding your SharePoint site to Local Intranet zone**

- Open your SharePoint site in IE browser
- Go to the **Tools** drop down menu  and select **Internet Options**
- Select **Local Intranet** and click on **Sites**

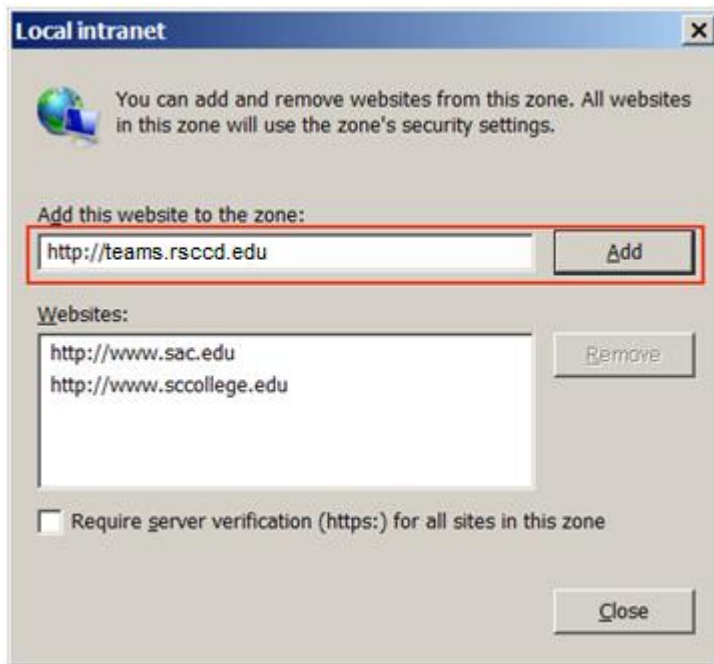


- Click on the **Advanced** button in the local Intranet dialog box



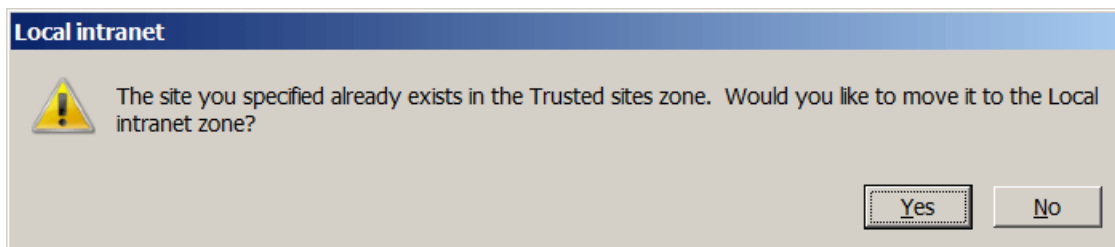
Your site URL (<http://teams.rscdd.edu>) should appear under “Add this website to the zone:”

- Click **Add**

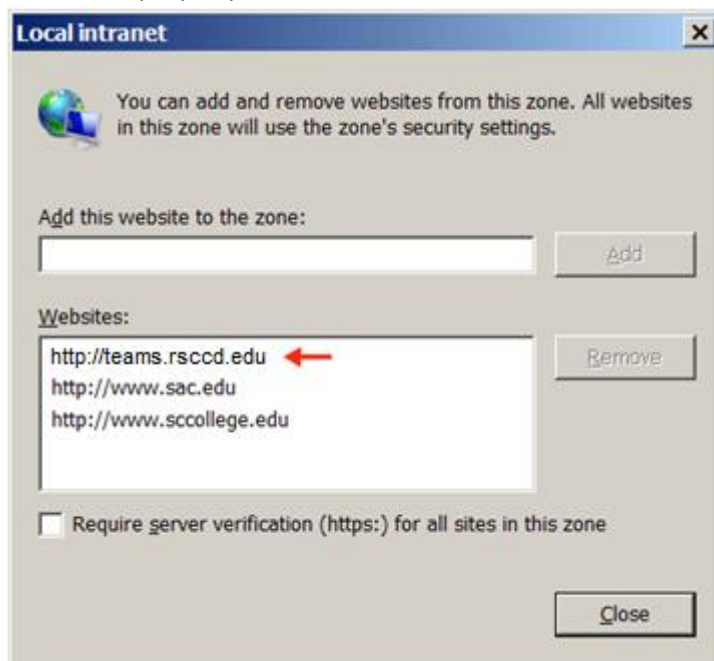


If your site has been already added to the Trusted Sites zone, you will receive the prompt below.

- Click **YES** to move your site to the **Local Intranet** zone.

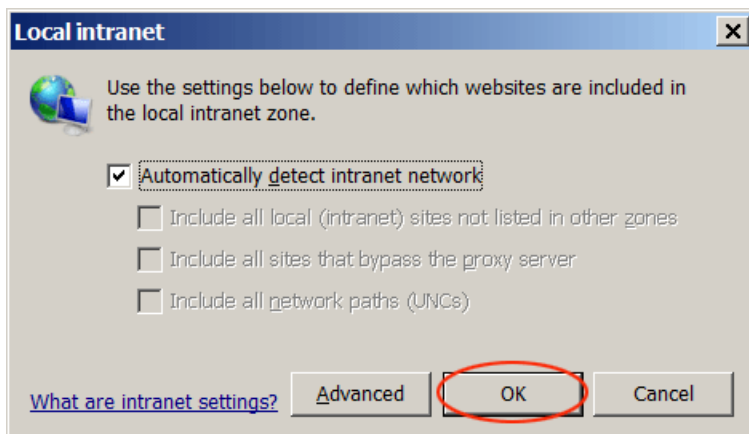


Your site is properly added to the **Local Intranet** zone when it shows in the “Websites:” list.



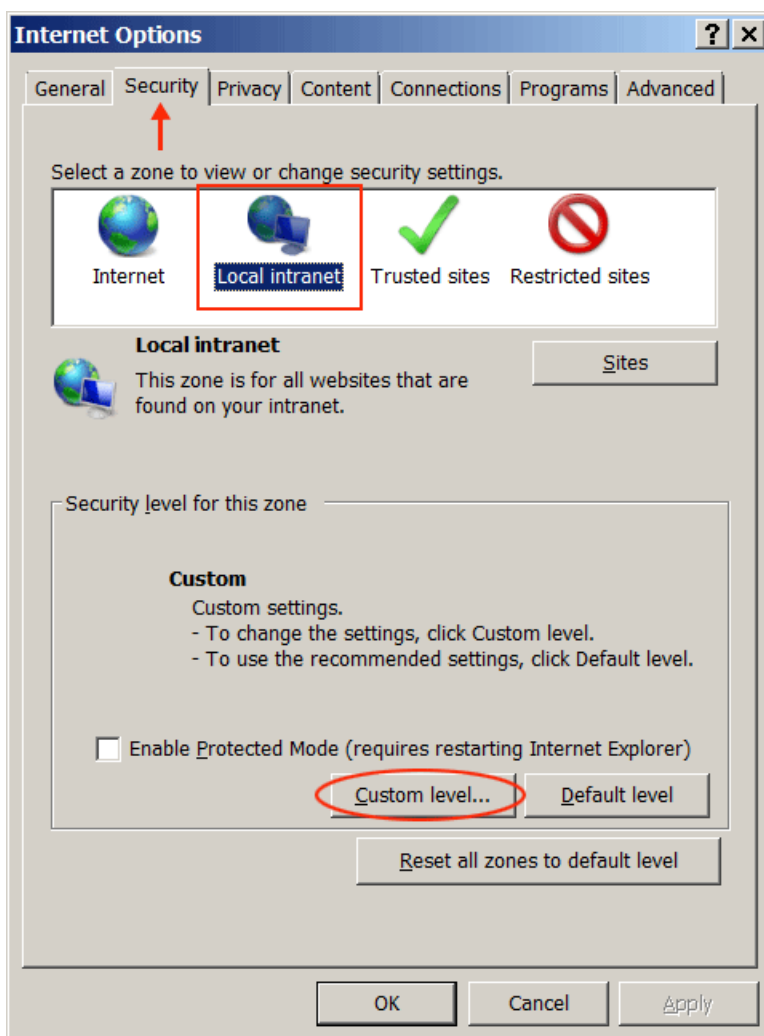
\* Click on the **Close** button

- Click **OK** to exit the **Local Intranet** dialog box and go back to Internet Options



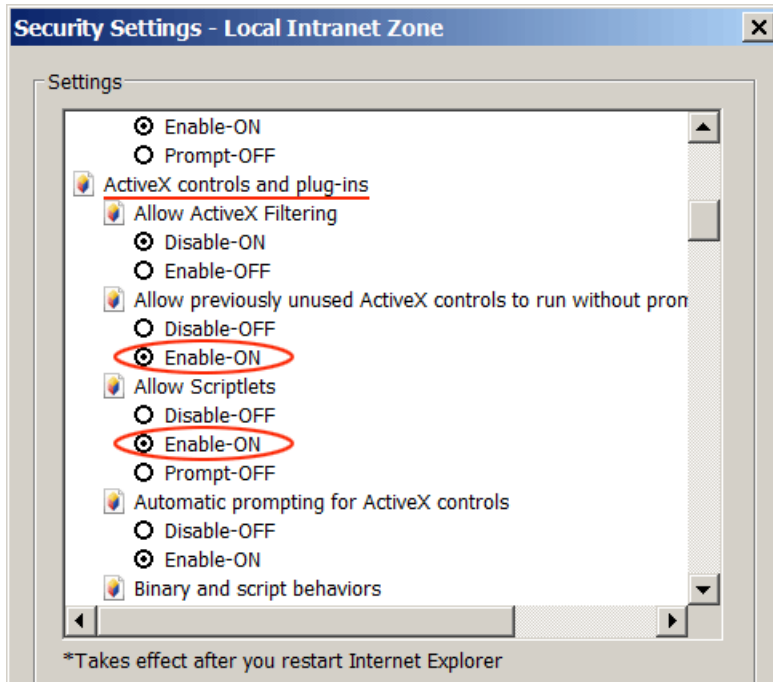
## Step 2: Custom level security settings

Select **Security** tab, select **Local Intranet** and click on the **Custom Level...** button

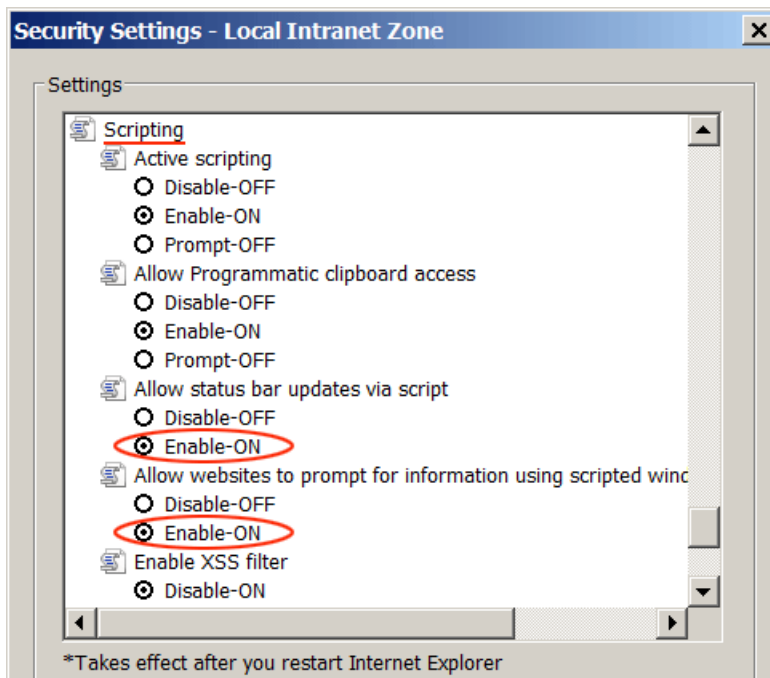


## Security Settings:

- Under **ActiveX controls and plug-ins**, enable the following settings:
  - Allow previously unused ActiveX controls to run without prompt
  - Allow scriptlets

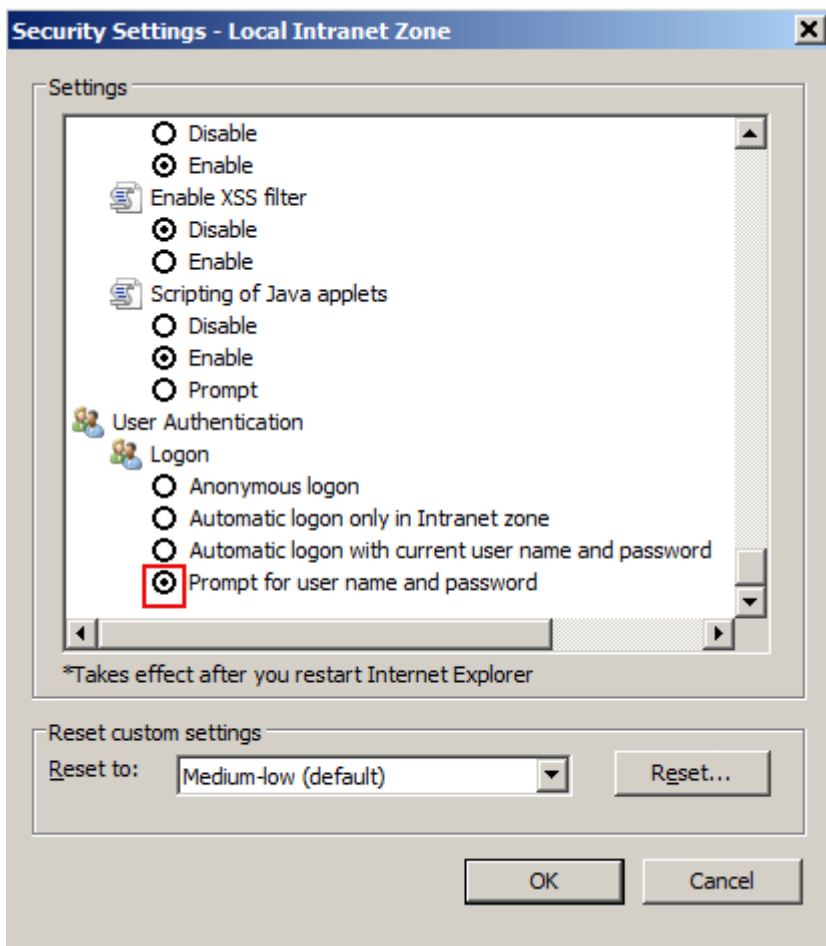


- Under **Scripting**, enable the following settings:
  - Allow status bar updates via script
  - Allow websites to prompt for information using scripted windows



## User Authentication

Make sure the “**Prompt for user name and password**” is checked so you are not automatically logged on to local intranet zone.

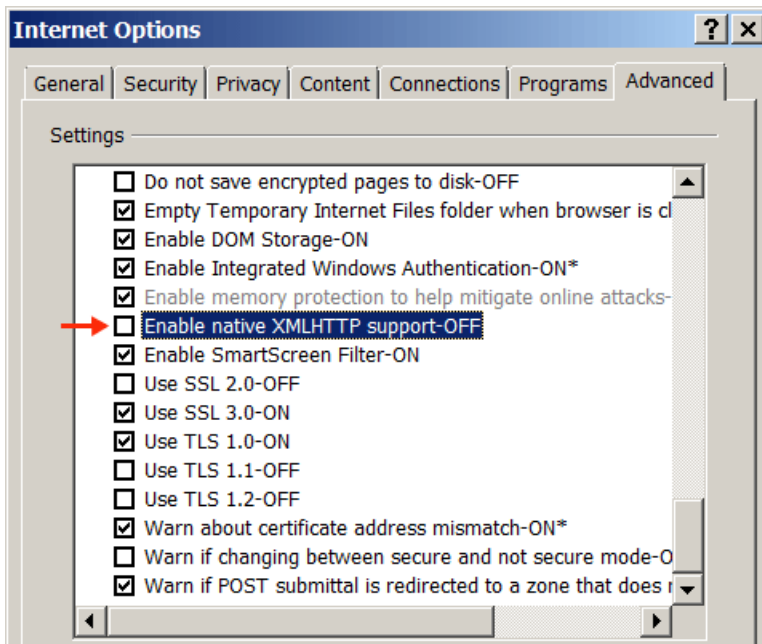


Click on the **OK button** to exit the **Security Settings** screen

### **Step 3:** Deselect *Enable native XMLHTTP Support*

In the **Internet Options** screen, select **Advanced** tab.

Look for the option *Enable native XMLHTTP Support*, and uncheck it.



Click **OK** to exit **Internet Options**

### **Step 4:** Applying the new configuration

1. Clear Browsing History
2. Exit IE browser
3. Reopen IE browser