

SharePoint Community of Practice

Presentation will begin at 1:00 pm

SharePoint Community of Practice

April 11, 2016

Agenda April 11, 2016

- **Introductions**
- **The Power of Document Libraries'**
Rob Barone, SharePoint Administrator, NYSTEC
- **SharePoint for Business Users**
Mark Attmore, Technology Strategist. Microsoft
- **NYS Enterprise SharePoint Update**
Adam Neff,
Enterprise Application & Development Manager, NYS ITS
- **Closing**

SharePoint Community of Practice

The Power of Document Libraries'

**Rob Barone,
SharePoint Administrator, NYSTEC**

2016 SharePoint Community of Practice Meeting

April 11, 2016

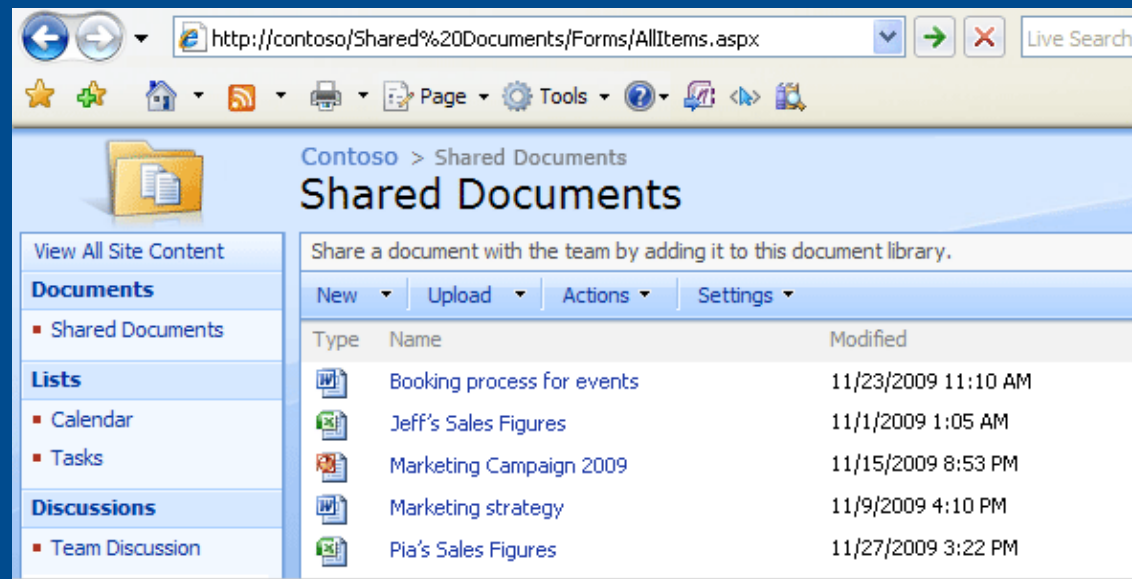
‘The Power of Document Libraries’

Rob Barone, SharePoint Administrator, NYSTEC



What is a document library?

- A document library is a place on a SharePoint site where you can share files with other people at your company.








The screenshot shows a web browser window displaying a SharePoint document library. The address bar shows the URL `http://contoso/Shared%20Documents/Forms/AllItems.aspx`. The page title is "Contoso > Shared Documents" and the main heading is "Shared Documents".

On the left side, there is a navigation pane with the following sections:

- View All Site Content
- Documents**
 - Shared Documents
- Lists**
 - Calendar
 - Tasks
- Discussions**
 - Team Discussion

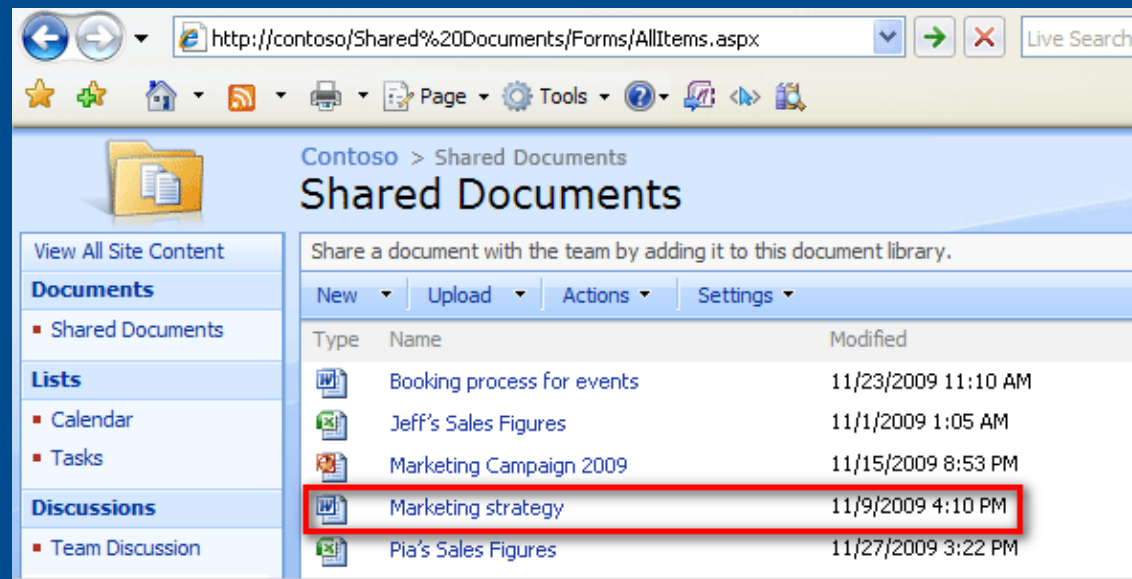
The main content area displays a message: "Share a document with the team by adding it to this document library." Below this message are navigation options: "New", "Upload", "Actions", and "Settings".

A table lists the documents in the library:

Type	Name	Modified
	Booking process for events	11/23/2009 11:10 AM
	Jeff's Sales Figures	11/1/2009 1:05 AM
	Marketing Campaign 2009	11/15/2009 8:53 PM
	Marketing strategy	11/9/2009 4:10 PM
	Pia's Sales Figures	11/27/2009 3:22 PM

Why use a document library?

- Everyone can add their changes to one file, which means you only have one file to keep track of.








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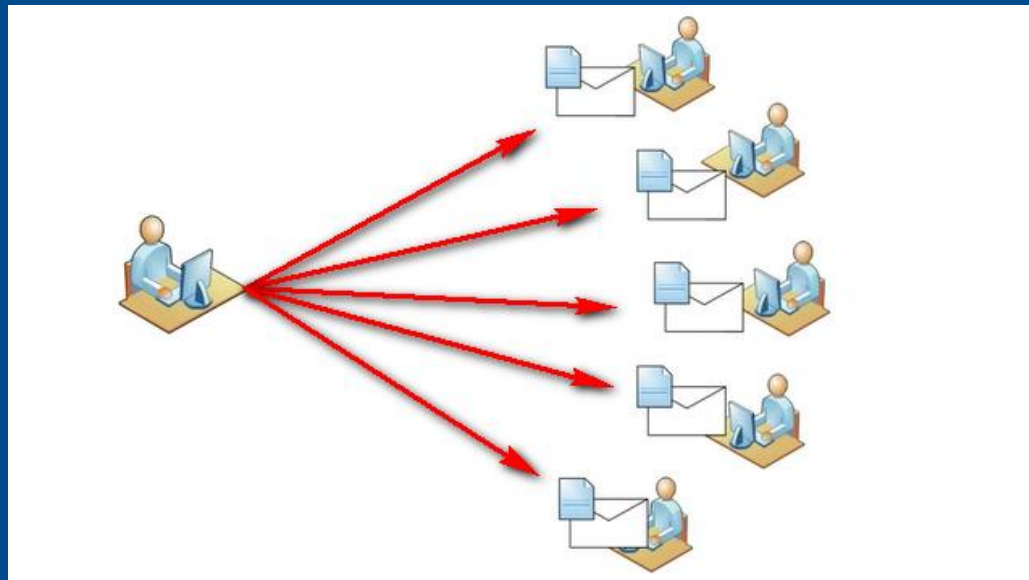
The main content area displays a table of documents with the following columns: Type, Name, and Modified. The table contains the following entries:

Type	Name	Modified
	Booking process for events	11/23/2009 11:10 AM
	Jeff's Sales Figures	11/1/2009 1:05 AM
	Marketing Campaign 2009	11/15/2009 8:53 PM
	Marketing strategy	11/9/2009 4:10 PM
	Pia's Sales Figures	11/27/2009 3:22 PM

The "Marketing strategy" document is highlighted with a red rectangular border.

Why use a document library?

- If you send that attachment to say five people, and then those five people make changes, you now have five copies of that document.



Presentation Overview

- ❖ Organization of Files
 - Single document library
 - Multiple document libraries



Presentation Overview

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 - Single document library
 - Multiple document libraries
- ❖ Add a column to a document library

Presentation Overview

- ❖ Organization of Files
 - Single document library
 - Multiple document libraries
- ❖ Add a column to a document library
- ❖ Create a custom view



Advantages to using a single document library

- Summary information about the files or different views of the same set of files are available.

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- Search for the files in one location.
- Apply consistent settings to files, such as tracking versions of files or requiring approval.

Advantages to creating multiple document libraries

- Ability to have distinct differences among the sets of files that you want to store and manage.

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- Ability to differentiate groups of people using the files.



Advantages to creating multiple document libraries

- Ability to have distinct differences among the sets of files that you want to store and manage.
- Ability to differentiate groups of people using the files.
- Ability to apply different settings, such as versioning or approval, to distinct sets of files.



Adding a column to a document library

- Additional columns help to categorize and track files, such as the department name or project number.



Adding a column to a document library

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- Adding columns allows you to create more custom views.

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[Demonstration](#)



SharePoint Community of Practice

SharePoint for Business Users

**Mark Attmore
Technology Strategist, Microsoft**

SharePoint for Business Users

Mark Attmore

Technology Strategist @ Microsoft

Collaboration Challenges



How Can SharePoint Help?

- Custom website for your team
 - Add apps, configure layout
- Share documents
- Find relevant content
- Lightweight project management

Getting Started With SharePoint



Demo

More Information

NYS Resources



<https://nysemail.sharepoint.com/sites/SPKC>

<https://nysemail.sharepoint.com/sites/Office365KC/Pages/default.aspx>

SharePoint Community of Practice

UPDATE

Adam Neff

Enterprise Application & Development Manager
NYS Office of Information Technology Services

Thank you for your participation!

Please visit
www.NYSFORUM.Org

View upcoming events and workgroup activities