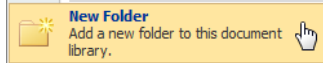


SharePoint is a powerful collaborative environment that allows you to communicate, manage documents, schedule events, utilize tasks and solve many other problems from one central location. This guide focuses on the Shared Documents Library features.

Create a Folder in a Document Library

1. From the Documents Library Page, click the NEW drop down arrow.
2. Select NEW FOLDER.



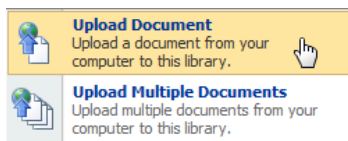
3. Type the folder Name and click OK.

Create a document in a Document Library

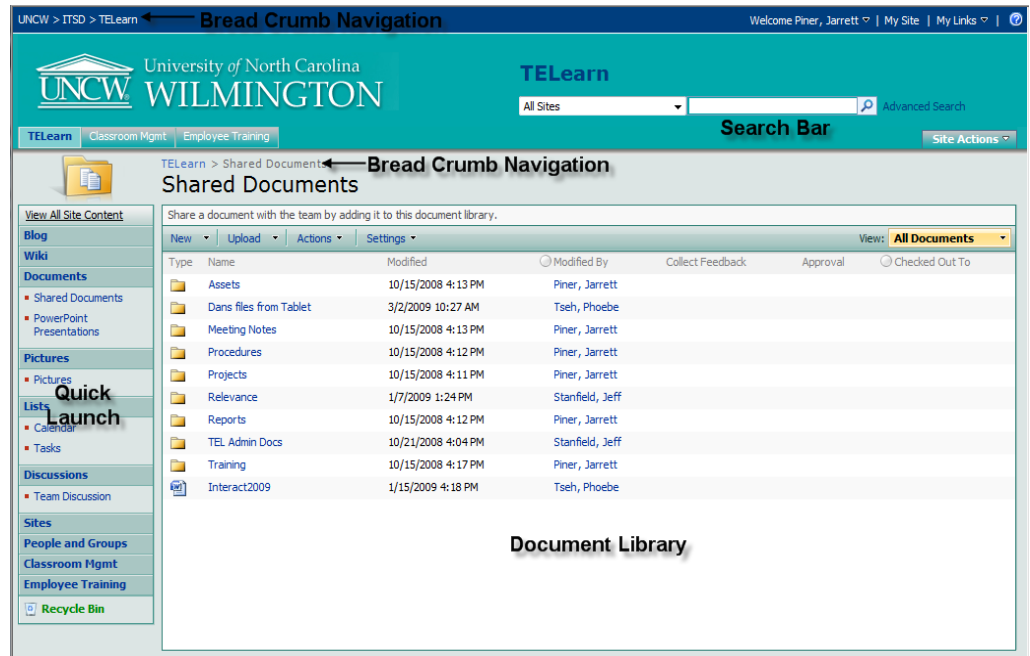
1. From the Documents Library page, click the NEW drop down arrow.
2. Select NEW DOCUMENT.
3. You will see a pop up screen "Some files can harm your computer", click OK.
4. You will be taken to Microsoft Office, type your document.
5. Click SAVE AS, a screen will appear, type in the FILE NAME and click SAVE.
6. If you see a compatibility screen popup, click OK.
7. The document is now saved directly into the Document Library on SharePoint. Click X to exit.

Upload a File

1. Click on the Document Library.
2. From the Library, click the UPLOAD drop down arrow.
3. Select UPLOAD DOCUMENT



4. Click the BROWSE button to search from the document that's located on your computer.
5. Once you select your document, click OPEN.
6. Check: Overwrite existing files.
7. Click OK.



8. You must also Check-In each document the first time that you upload it. Simply click CHECK IN.

The document has been uploaded successfully.

Read a File


You do not have to edit a file if you only want to view it. The file will appear as Read-Only.

1. Click on the Document Library.
2. On the page that displays the library, click the name of the file.
3. If prompted with a "file may harm your computer" window, click OK.
4. If prompted with the File Download dialog box, click OPEN.

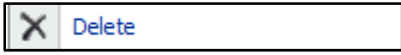
Edit a File

SharePoint allows users to take turns making changes to files stored in a Document Library. If someone is already

working on the document, you will only be able to view it as Read-Only.

1. Click on Document Library.
 2. Click the TITLE drop down EDIT menu next to the file and select EDIT IN MICROSOFT OFFICE ...
- 
3. If prompted with a "file may harm your computer" window, click OK.
 4. Edit the file and SAVE. Changes are now saved in the Document Library on SharePoint.
 5. CLOSE by clicking the X at the top right.

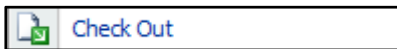
Delete a File

1. From the Document Library, hover over the name of the document.
 2. Click on the DROP DOWN ARROW.
 3. Click DELETE.
- 
4. Click OK to send to the Recycle Bin.

Check Out and Check In

If someone has already checked out the document, you will only be able to view it as a Read-Only copy. When the document is checked back in with changes, then you will be able to edit.

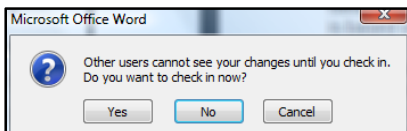
1. Click the Document Library.
2. From the Library, hover over the name of the document.
3. Click the DROP DOWN ARROW.
4. Click CHECK OUT.



5. A window will display your check out, click OK.
6. Hover over the document's title and click the drop down arrow to display the EDIT menu.
7. Select EDIT IN MICROSOFT OFFICE...



8. If prompted with a "file may harm your computer" window, click OK.
9. Edit the file and SAVE.
10. EXIT from the file by clicking the X at the top right corner.
11. A window will prompt you to CHECK IN the document. Click YES.



12. A window will prompt you to add COMMENTS about what you have changed in the document, click OK.

Determine Check-Out Status

View the status to see who checked-out the document.

1. In the Document Library, point at the GREEN AND WHITE ARROW associated with the file icon on the far left to see who has the file checked out.



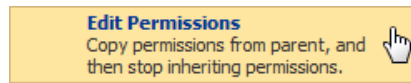
Permissions for Document Library

Permissions allow you to add, edit, and delete users or groups to a document library. The most common permissions are "Read" and "Contribute." If you added a group you are still able to select users within that group to give specific permissions.

1. Click the Document Library.
2. From the Library, hover over the name of the document or folder that you want to change permissions for..
3. Click the DROP DOWN ARROW.
4. Choose MANAGE PERMISSIONS



5. The first time that you modify permissions for an item you have to choose ACTIONS, and EDIT PERMISSIONS.

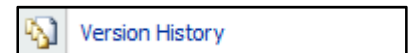


6. You can now add groups or individual user permissions by choosing NEW, and ADD USERS.
7. Type either the group name, or user e-mail address in the USERS/GROUPS box. You can also look up groups and users by clicking the BROWSE icon .
8. Choose what level of permissions you would like to grant this group/user in the GIVE PERMISSIONS section.
9. By default the SEND E-MAIL option it checked. This will automatically e-mail all groups/users about these permissions, and include a link to this file/folder as well. You may also type a PERSONAL MESSAGE.
10. When you are finished click OK.

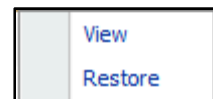
Version History

Versioning allows you to store, track, and restore items in your Document Library as they are changed.

1. Click the Document Library.
2. From the Library, hover over the name of the document or folder that you want to change permissions for.
3. Click the DROP DOWN ARROW.
4. Choose VERSION HISTORY



5. From this screen you can see all versions for this particular document. In order to view a previous version, click the DROP DOWN ARROW to the right of the document and choose VIEW.



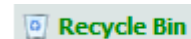
6. You may also RESTORE a previous version by clicking the same arrow.
7. You also have the ability to DELETE VERSIONS.



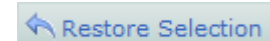
Recycle Bin

You deleted a document and want to restore that document back into the Document Library.

1. Click the RECYCLE BIN option on the QUICK LAUNCH BAR.



2. From the Recycle Bin page, check the BOX next to the document.
3. Click RESTORE SELECTION.



4. A pop up window will display, click OK to restore.