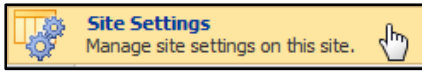


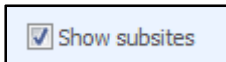
SharePoint is a powerful collaborative environment that allows you to communicate, manage documents, schedule events, utilize tasks and solve many other problems from one central location. This guide focuses on the List Manager Permission capabilities.

### Manage Site Description and Navigation

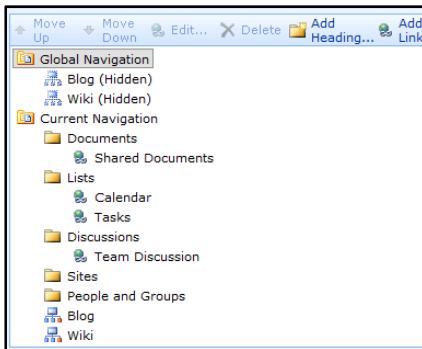
1. Choose SITE ACTIONS, then SITE SETTINGS.



2. Under LOOK AND FEEL, choose NAVIGATION.
3. From this page you can modify many aspects of the overall site navigation. The first option you can modify is whether or not to display subsites as tabs.



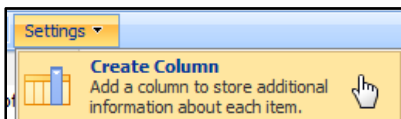
4. If you choose to leave subsites as tabs you can also modify the sorting order for these tabs.
5. If you choose to manually order the lists and libraries of your site you can do so in the NAVIGATION EDITING AND SORTING area.



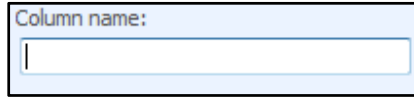
6. When finished click OK.

### Create Columns and Re-sort Them

1. Open your Shared Documents Library.
2. Choose SETTINGS, then CREATE COLUMN.



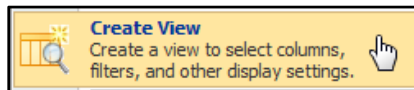
3. Type the desired COLUMN NAME.



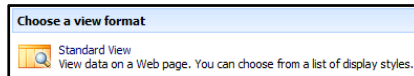
4. You have a variety of information types to choose from when creating a new column. A few of the most common are SINGLE LINE OF TEXT, CHOICE, NUMBER, CURRENCY and DATE AND TIME.
5. Choose any additional COLUMN SETTINGS.
6. Click OK.

### Create Additional Views

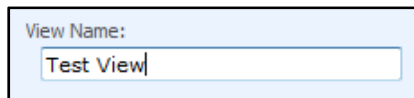
1. Open your Shared Documents Library.
2. Choose SETTINGS, then CREATE VIEW.



3. You can choose from the following types of views: STANDARD VIEW, CALENDAR VIEW, DATASHEET VIEW and GANTT VIEW. For this example we are going to use a STANDARD VIEW.



4. Type in your desired VIEW NAME.



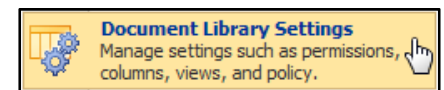
5. Select which audience you would like to have access to this view, PUBLIC or PRIVATE.
6. Next you can choose which columns to be displayed in this new view. This is one of the most powerful aspects of creating custom views. For example you may wish to remove a column of BANNER ID's from public view.

7. Choose what type of SORTING you would like.
8. Choose any additional options that you would like.
9. Click OK.

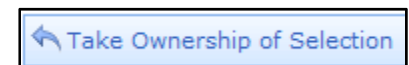
### Override Checked Out Documents

It may become necessary for you to override a document that is currently checked out to another user. This is most commonly the case when a person has forgotten that they have something checked out, or goes on vacation without first checking in their documents.

1. Open your Shared Documents Library and locate the file(s) that need to be checked in.
2. Choose SETTINGS, then DOCUMENT LIBRARY SETTINGS.



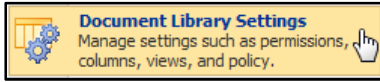
3. Under PERMISSIONS AND MANAGEMENT choose MANAGE CHECKED OUT FILES.
4. Select which Files that you would like to override the checkout and click TAKE OWNERSHIP OF SELECTION.



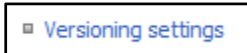
5. You can now DISCARD CHECKOUT for this file.
6. Click OK.

### Turn Versioning On/Off

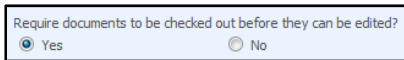
1. Open your Shared Documents Library and locate the file(s) that need to be checked in.
2. Choose SETTINGS, then DOCUMENT LIBRARY SETTINGS.



3. Under GENERAL SETTINGS choose VERSIONING SETTINGS.



4. It is HIGHLY recommended to leave Content Approval turned off.
5. Choose what level of Document Versioning you would like for this Library.
6. Leave the REQUIRE CHECK OUT option set to YES.

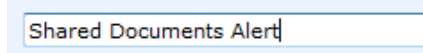


7. Click OK.

### Activate User Alerts for Groups

You can request notification through email about additions, deletions, and changes to many items such in the Shared Document Library. You may also set Alerts for a group of people on their behalf.

1. Click on the Document Library.
2. Click ACTIONS and select Alert Me.
3. Enter the preferred Subject title.



4. Choose the Group of people that you would like to alert.



5. In the CHANGE TYPE section, specify whether you want to be notified for all changes, or when items have been added, changed, or deleted.
6. In the WHEN TO SEND ALERTS section, click how often you want to be notified of changes.
7. Click OK.

### Add a Web Part

Web Parts are active features that allow you to insert lists, libraries, and any items you created onto the zone areas of your My Site Home page.

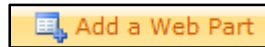
To add a Shared Documents Library Web Part, do the following:

#### Create

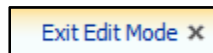
1. From the Home Page click SITE ACTIONS, and then EDIT PAGE.



2. Pick a Zone you want to place a web part in by clicking ADD A WEB PART.

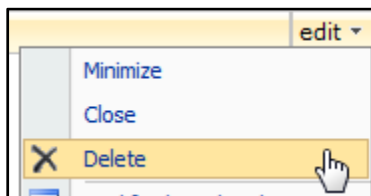


3. Under LISTS AND LIBRARIES select the Shared Documents Library.
4. Click ADD.
5. Click EXIT EDIT MODE at the top right located under SITE ACTIONS to return to the normal view.



#### Delete

1. From the Home Page click SITE ACTIONS, and then EDIT PAGE.
2. Go to the Web Part you want deleted and click the EDIT drop down arrow and select DELETE.



3. Click EXIT EDIT MODE at the top right located under SITE ACTIONS to return to normal view.

#### Modify

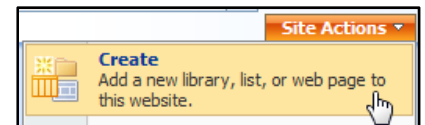
1. From the Home Page click the Web Parts drop down arrow on the far right of its title bar.
2. Click MODIFY SHARED WEB PART.

3. Edit any changes to appearance, layout, and Advanced by clicking the plus sign.
4. Click APPLY and OK.

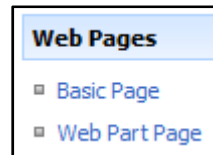
### Create New Pages

If you have a need for additional pages in which to store your information, you can create your own by doing the following.

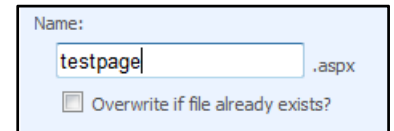
1. From any page in your site Choose SITE ACTIONS, then CREATE.



2. Under the WEB PAGES section choose either a BASIC PAGE or a WEB PART PAGE depending on your needs. For this example we will be creating a WEB PART PAGE.



3. Choose a Name for the page.



4. In the LAYOUT section choose which orientation works best for your needs.
5. Choose the SAVE LOCATION. In most cases this will be in your Shared Documents Library.
6. Click CREATE.

Once the page is created you can fill it with whatever content you see fit. You can also modify the site settings to display this new page as a separate tab along the top of the site pages.