



SharePoint 2013 – Working with Documents

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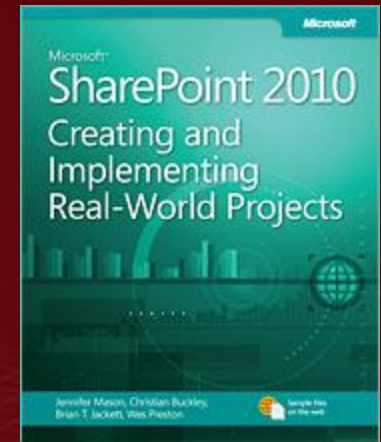
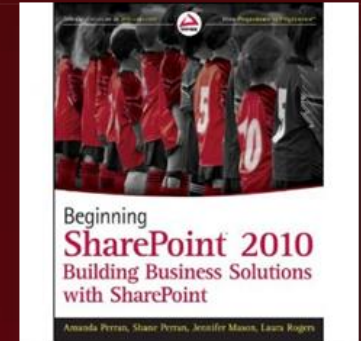
About me...

- Blog:
 - <http://blogs.sharepoint911.com/blogs/jennifer>
- Twitter: @jennifermason



Books

- Beginning SharePoint 2010: Building Business Solutions with SharePoint
 - <http://www.amazon.com/Beginning-SharePoint-2010-Building-Solutions/dp/0470617896>
- Microsoft® SharePoint® 2010: Creating and Implementing Real-World Projects
 - <http://shop.oreilly.com/product/0790145335920.do>
- Currently working on a revision for the 2013 SharePoint release! This should be available by February 2013.



Agenda

- Demos
 - Tagging & Metadata
 - Folders
 - Logos (Images)
 - Versioning & Approvals
 - PPT Examples
 - Follow Up

Tagging & Metadata

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Tagging & Metadata

Tagging & Metadata

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Logos

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Versioning & Approvals

PPT Example

Site Contents

EDIT LINKS

- Tagging & Metadata
 - Category
 - Budget
 - Marketing
 - Brochures
 - Memo
 - Reports
 - Presentations
 - Department

+ new document or drag files here


All Documents ... Find a file

✓	Name	Modified	Modified By	Department	Category
	Book1	Yesterday at 5:02 PM	Site_Admin	Human Resources	Marketing:Memo
	Book2	Yesterday at 5:02 PM	Site_Admin	Sales	Marketing:Reports
	Test Document 10	Yesterday at 5:03 PM	Site_Admin	Sales	Marketing:Memo
	Test Document 11	Yesterday at 5:03 PM	Site_Admin	Marketing	Marketing:Reports
	Test Document 5	Yesterday at 5:03 PM	Site_Admin	Marketing	Marketing:Memo
	Test Document 6	Yesterday at 5:03 PM	Site_Admin	Executive	Marketing:Reports
	Test Document9	Yesterday at 5:03 PM	Site_Admin	Executive	Marketing:Memo
	Test PDF 1	Yesterday at 5:03 PM	Site_Admin	Human Resources	Marketing:Reports
	Test PDF 2	Yesterday at 5:03 PM	Site_Admin	Human Resources	Marketing:Memo
	Test PDF 3	Yesterday at 5:03 PM	Site_Admin	Sales	Marketing:Reports
	Test Presentation 2	Yesterday at 5:03 PM	Site_Admin	Sales	Marketing:Memo
	Test Presentation 3	Yesterday at 5:03 PM	Site_Admin	Marketing	Marketing:Reports

Folders

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PPT Example

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 new document or drag files here

All Documents ... Find a file 

✓		Name	Modified	Modified By
		HR	... Yesterday at 5:17 PM	<input type="checkbox"/> Site_Admin
		Marketing	... Yesterday at 5:16 PM	<input type="checkbox"/> Site_Admin
		Test Document 1 	... Yesterday at 5:14 PM	<input type="checkbox"/> Site_Admin
		Test Document 2 	... Yesterday at 5:14 PM	<input type="checkbox"/> Site_Admin
		Test Document 3 	... Yesterday at 5:14 PM	<input type="checkbox"/> Site_Admin
		Test Document 4 	... Yesterday at 5:14 PM	<input type="checkbox"/> Site_Admin

Logos

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+ new picture or drag files here

Thumbnail All Pictures Slides ... Find a file

Name	Picture Size	File Size	Mod
Betty	Demo	Four	Karen
MC900431599	MC900431600	MC900431614	MC900431630
MC900431640			

Versioning & Approvals

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Site Contents

EDIT LINKS

+ new document or drag files here

All Documents Approve/reject Items My submissions ...

Find a file

✓		Name	Modified	Modified By	Approval Status	Version
		Book1 ✱	... Yesterday at 5:40 PM	<input type="checkbox"/> Site_Admin	Pending	0.1
		Book2 ✱	... Yesterday at 5:40 PM	<input type="checkbox"/> Site_Admin	Pending	0.1
		Book3 ✱	... Yesterday at 5:40 PM	<input type="checkbox"/> Site_Admin	Draft	0.1
		Test Document 1 ✱	... Yesterday at 5:44 PM	<input type="checkbox"/> User One	Draft	1.1
		Test Document 2 ✱	... Yesterday at 5:40 PM	<input type="checkbox"/> Site_Admin	Approved	1.0

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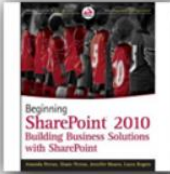


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- Twitter: @jennifermason
- Skype: RackspaceJenn



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Site_Admin

Check out the newest documents and let the team know if you have any questions or concerns about them.

Yesterday at 5:52 PM Like Reply ...



User One I looked at the documents and I think everything looks good. Was there a specific one you wanted the team to look at in greater detail? @User Two I think there are some good pieces of information out there for your latest project.

Yesterday at 5:58 PM Like Follow User One ...



User Two Thanks! That is the exact content I needed for my RFP. Thanks for tagging me!

Yesterday at 5:59 PM Like Follow User Two ...

Add a reply

Follow up

SHOW MORE POSTS

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User One

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Apps

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My Tasks

Important and Upcoming

Active

Completed

...

Find a task



✓ ! ☐ Title

Personal

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! ☐ Check out the newest documents and let the team know if you have any questions or concerns about them.

Last updated at 1/1/1901 12:00 AM ⚠