



# SharePoint 2013 – Working with Documents

Jennifer A. Mason  
Senior SharePoint Consultant  
Rackspace



# About me...

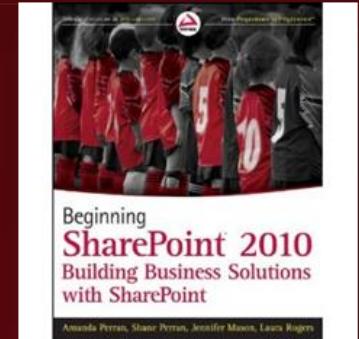
- Blog:
  - <http://blogs.sharepoint911.com/blogs/jennifer>
- Twitter: @jennifermason



# Books

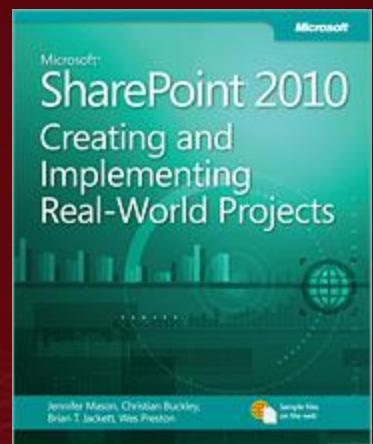
- Beginning SharePoint 2010: Building Business Solutions with SharePoint

- <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

SharePoint

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## Tagging & Metadata

Tagging & Metadata

Folders

- Logos
- Videos
- 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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## Folders

Tagging & Metadata

[+ new document](#) or drag files here

Folders

All Documents ...

Find a file

Logos

Videos

Versioning & Approvals

PPT Example

Site Contents

[EDIT LINKS](#)

	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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## Logos

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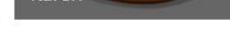
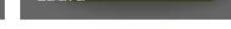
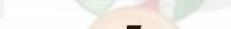
PPT Example

Site Contents

EDIT LINKS

+ new picture or drag files here

Thumbnail All Pictures Slides ... Find a file

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

# Versioning & Approvals

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## Versioning & Approvals

Tagging & Metadata [+ new document](#) or drag files here

Folders Logos Videos Versioning & Approvals PPT Example Site Contents [EDIT LINKS](#)

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

# PPT Example

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PPT Example

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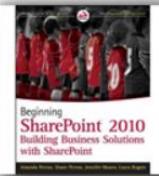
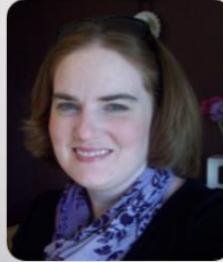
PPT Example

Site Contents

EDIT LINKS

## About me...

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



experience *fanatical support*  
www.rackspace.com

SLIDE 2 OF 37

# Follow Up

## Newsfeed

Start a conversation



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. That for tagging me!

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

Add a reply

SharePoint

BROWSE PAGE TASKS



User One

Newsfeed

About me

Blog

Apps

Tasks

## My Tasks

Important and Upcoming

Active

Completed

...

Find a task



!  Title

### Personal

new task

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