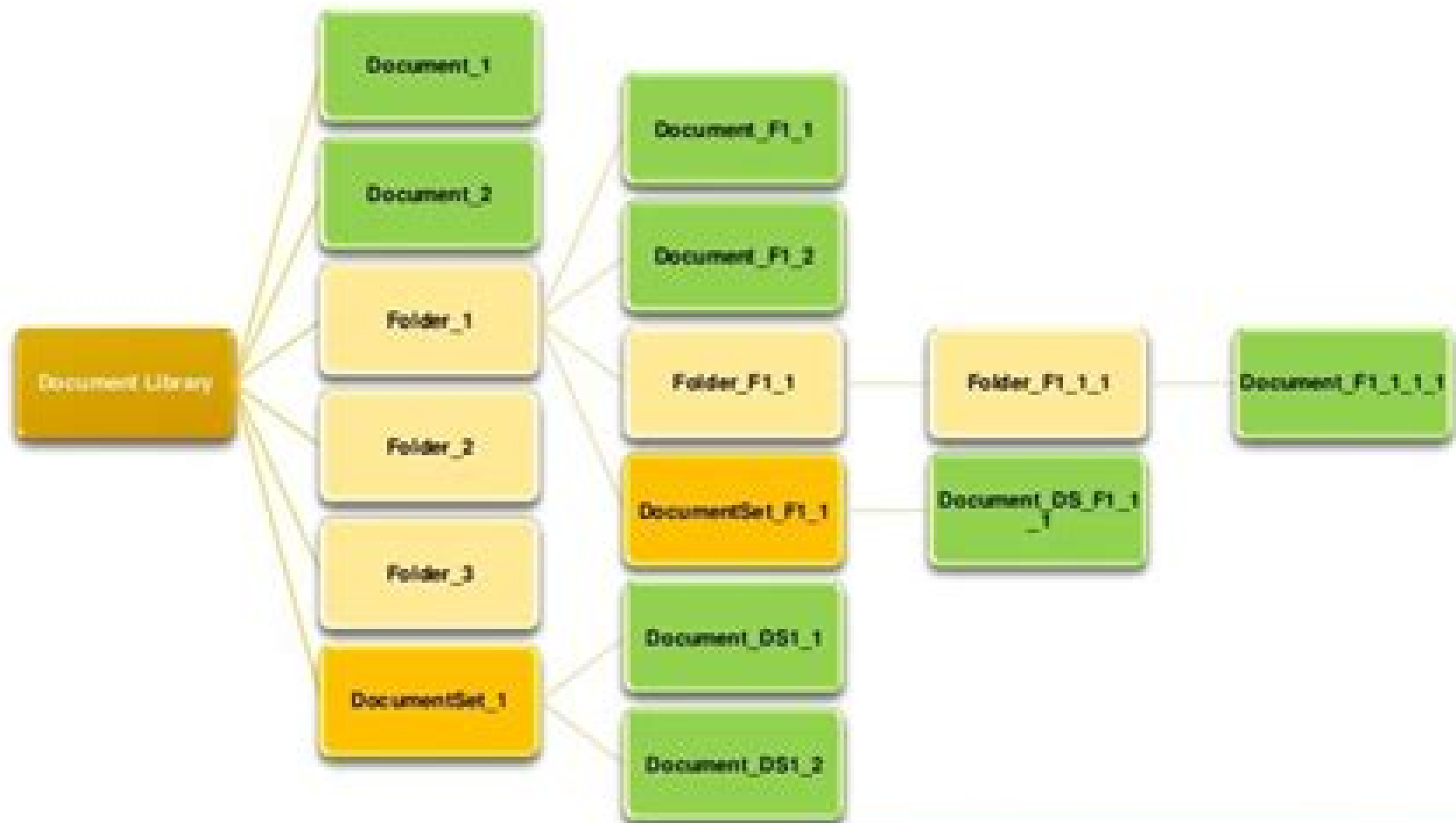


Location: Folders vs. Document Sets



Sharepoint 2010 Document Sets Best Practices

**Emer McKenna, Kevin Laahs, Veli-Matti
Vanamo**



Sharepoint 2010 Document Sets Best Practices:

Practical SharePoint 2010 Information Architecture Ruven Gotz, 2012-06-12 Practical SharePoint 2010 Information Architecture is a guide and tool set for planning and documenting the scope navigational taxonomy document taxonomy metadata page layouts and workflows for a successful SharePoint 2010 project If you have been tasked with delivering an intranet for collaboration document management or as a corporate portal your only chance for success is to get all of these elements right and then to make sure that you and your stakeholders are all on the same page SharePoint 2010 can be dangerous to your career Expectations are often set very high and not enough time is invested in understanding how those expectations can be met Many SharePoint 2010 projects fail to meet their initial goals Practical SharePoint 2010 Information Architecture arms you with proven tools that will help you to ensure that there is an agreement on the goals and scope and how to then efficiently design your taxonomies With author Ruven Gotz work with contributions from Michal Pisarek and Sarah Haase at your side You will learn how to educate your users on what metadata is and why it is important so you can build SharePoint 2010 solutions that exceed the expectations of your users This book Gives you practical approaches that have been proven in the field Explains how to use visual mind mapping tools and diagramming tools that provide clarity to all stakeholders Gives you techniques on how to teach and motivate your users for adoption and success [Expert SharePoint 2010 Practices](#) Winsmarts LLC, Sahil Malik, Brian Farnhill, Razi bin Rais, Ed Richard, Ed Musters, Darrin Bishop, Matthew McDermott, Mark Orange, Cory R. Lorient, Matt Eddinger, Doug Ortiz, Tahir Naveed, Karthick Sethunarayanan, Barry Ralston, Steve Wright, Ed Hild, Joerg Krause, Dave Milner, Dan Bakmand-Mikalski, 2012-02-25 Expert SharePoint 2010 Practices is a valuable compendium of best practices tips and secrets straight from the most knowledgeable SharePoint gurus in the industry Learn from the experts as you dive into topics like multitenancy solution deployment business intelligence and administration Our team of carefully chosen contributors most with Microsoft's Most Valuable Professional MVP designation bestowed upon them shares with you the secrets and practices that have brought them success in a wide variety of SharePoint scenarios Each contributor is passionate about the power of SharePoint and wants to help you leverage the capabilities of the platform in your business but in the proper way Go beyond procedures and manuals and benefit from hundreds of years of combined experience which the authors of Expert SharePoint 2010 Practices provide in these pages Learn from the masters and take control of SharePoint 2010 like you never have before with Expert SharePoint 2010 Practices [Essential SharePoint 2010](#) Scott Jamison, Susan Hanley, Mauro Cardarelli, 2010-08-12 The Only Book That's Completely Focused on Maximizing the Business Value of SharePoint 2010 Solutions Essential SharePoint 2010 approaches Microsoft SharePoint Server 2010 from a strict business value perspective explaining exactly how to plan and implement SharePoint solutions to achieve superior business results The authors are leading enterprise SharePoint consultants and draw on their unsurpassed experience to focus on the SharePoint features that offer the most real world value You'll find

practical advice about how to succeed with knowledge management business intelligence and process improvement and how to derive value from new innovations such as social tagging and mashups The book includes comprehensive in the trenches guidance on planning architecture governance training and other key issues most SharePoint books ignore The authors identify success factors intangibles and gotchas helping you systematically reduce project risk and time to value ratio Learn how to Customize your best portal or collaboration strategy Sustain a portal for continual measurable value Leverage the new community and social features in SharePoint 2010 Succeed with enterprise content management Streamline business processes with Workflow and Forms Choose the right roles for Web collaboration search and Microsoft Office Plan for secure external collaboration Migrate smoothly from SharePoint 2007 Train and communicate for a successful launch Whether you re a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results *Pro SharePoint 2010 Administration* Robert

Garrett,2012-01-28 *Pro SharePoint 2010 Administration* is a practical guide to SharePoint 2010 for intermediate to advanced SharePoint administrators and power users covering the out of the box feature set and capabilities of Microsoft s collaboration and business productivity platform SharePoint 2010 is an incredibly complex product with many moving parts new features best practices and gotchas Author Rob Garrett distills SharePoint s portfolio of features capabilities and utilities into an in depth professional guide with no fluff and copious advice that is designed from scratch to be the manual Microsoft never wrote Starting with a detailed deployment and initial configuration walkthrough the book covers all major feature areas including document management social computing metadata management and administration You ll also learn about planning for capacity backup administration and disaster recovery business intelligence monitoring and more Unlike other books *Pro SharePoint 2010 Administration* covers all elements of the product but has a specific emphasis on features new and enhanced in the 2010 release *Pro SharePoint 2010 Administration* is the only book you ll need as you set out to deploy and administer SharePoint 2010 *Microsoft SharePoint 2010 Unleashed* Michael Noel,Colin Spence,2010-10-08 Microsoft

SharePoint 2010 Unleashed Michael Noel Colin Spence Using Microsoft SharePoint 2010 technologies organizations can bring together utilize and collaborate with information from virtually any source Microsoft *SharePoint 2010 Unleashed* is the most complete practical resource for all administrators managers architects users and power users who want to make the most of this powerful platform Drawing on their experience implementing SharePoint solutions in hundreds of organizations Michael Noel and Colin Spence cover all facets of succeeding with SharePoint planning deployment migration scalability administration security Microsoft Office integration workflow and dashboard development and more Noel and Spence illuminate the newest SharePoint innovations from new social networking features to improved search helping you make the most of both SharePoint Foundation and SharePoint Server 2010 Using easy to understand step by step examples the authors help you streamline administration optimize performance control cost and implement high value solutions for collaboration

document management and business intelligence Architect and implement SharePoint 2010 and migrate from legacy SharePoint servers Perform advanced installations that maximize scalability Monitor back up and restore SharePoint environments Maintain the SQL Server databases on which SharePoint 2010 relies Systematically improve edge transport and content security Deploy SharePoint in extranets and alternative authentication scenarios Create highly efficient virtualized SharePoint 2010 farms Customize and manage libraries and lists for your specific requirements Design and manage pages and sites for knowledge workers Effectively manage metadata and content types Integrate content using Office Web Apps and Excel Access and Visio Graphics Services Create both out of the box and customized SharePoint workflows Develop custom solutions with SharePoint Designer 2010 and Visual Studio 2010 Create BI solutions with PerformancePoint and Business Connectivity Services Govern your SharePoint ecosystem for maximum value Michael Noel MS MVP MCITP is an internationally recognized technology expert bestselling author and well known public speaker on a wide range of IT topics He is the author of 17 books including Exchange Server 2010 Unleashed Windows Server 2008 R2 Unleashed and Microsoft Forefront Unleashed His books have been translated into more than a dozen languages Colin Spence MCP MCTS SharePoint has worked with SharePoint technologies for nearly a decade helping hundreds of clients architect implement and manage customized SharePoint solutions He speaks publishes and blogs regularly on SharePoint technologies Noel and Spence are partners at Convergent Computing a leading Microsoft partner in the San Francisco Bay area and co authors of SharePoint 2007 Unleashed ON THE WEB Download all examples and source code presented in this book from informit com title 9780672333255 Category Microsoft Office 2010 Covers Microsoft SharePoint 2010 User Level Intermediate Advanced **Beginning SharePoint 2010** Amanda Perran,Shane Perran,Jennifer Mason,Laura Rogers,2010-12-03 Two SharePoint MVPs provide the ultimate introduction to SharePoint 2010 Beginning SharePoint 2010 Building Team Solutions with SharePoint provides information workers and site managers with extensive knowledge and expert advice empowering them to become SharePoint champions within their organizations Provides expansive coverage of SharePoint topics as well as specialty areas such as forms excel services records management and web content management Details realistic usage scenarios and includes practice examples that highlight best practices for configuration and customization Includes detailed descriptions and illustrations of SharePoint s functionality Designed to mentor and coach business and technical leaders on the use of SharePoint in addressing critical information management problems within their organizations Beginning SharePoint 2010 is sure to become the premiere handbook for any active or aspiring SharePoint expert *Pro SharePoint 2010 Governance* Steve Wright,Corey Erkes,2012-06-12 Pro SharePoint 2010 Governance is the first book on the market focusing exclusively on the essential guidance necessary for leveraging SharePoint 2010 within your organization s intranet extranet or Internet environment for maximum business value Effective governance allows your organization to promote the adoption of SharePoint s productivity enhancing features while maintaining security and control

over your organization's most vital information Pro SharePoint 2010 Governance presents comprehensive guidance from the basics of What is governance to the detailed considerations of IT information and application management Using the conceptual framework promoted by Microsoft and augmented with detailed discussions recommendations and checklists you will have all the information you need to streamline the governance of your SharePoint sites Teaches the concepts and benefits of SharePoint site governance Discusses advanced features and techniques for implementing governance in your organization Provides detailed recommendations templates and checklists for jump starting your governance effort *Wrox*

SharePoint 2010 SharePoint911 Three-Pack Todd Klindt,Shane Young,Jennifer Mason,Laura Rogers,Randy Drisgill,John Ross,Larry Riemann,Amanda Perran,Shane Perran,Jacob J. Sanford,Paul Stubbs,Steve Caravajal,2012-02-25 The Wrox SharePoint 2010 SharePoint911 Three Pack combines the contents of three full e books written by the experts from SharePoint911 That's over 1800 pages of hands on advice from Todd Klindt Shane Young Laura Rogers Randy Drisgill Jennifer Mason John Ross and Larry Riemann among others In Beginning SharePoint 2010 Building Business Solutions with SharePoint ISBN 978 0 470 61789 2 by Amanda Perran Shane Perran Jennifer Mason and Laura Rogers readers learn the core concepts terminology and features of SharePoint 2010 In Professional SharePoint 2010 Branding and User Interface Design ISBN 978 0 470 58464 4 by Randy Drisgill John Ross Jacob J Sanford Paul Stubbs and Larry Riemann the reader gets a deep dive into branding a SharePoint site In the third book of the set the SharePoint bestseller Professional SharePoint 2010 Administration ISBN 978 0 470 53333 8 by Todd Klindt Shane Young and Steve Caravajal the authors provide a detailed look at the administration tools available in SharePoint 2010 [SharePoint 2010 All-in-One For Dummies](#) Emer McKenna,Kevin Laahs,Veli-Matti Vanamo,2010-10-15 Simplify SharePoint with this comprehensive understandable guide SharePoint is a Microsoft technology that enables project collaboration through a single portal It can be complex but not when approached the Dummies way This guide offers eight self contained minibooks that examine each aspect of SharePoint 2010 Whether you're an experienced administrator or developer or you're just getting your feet wet you'll find it's easy to locate what you need and learn to install configure and manage a SharePoint portal You can dig as deeply into SharePoint as you want or need to SharePoint 2010 is the newest version of collaboration technology that allows you to aggregate SharePoint sites information and applications into a single portal Administrators page producers and developers will be able to get SharePoint installed configured and running with the advice in this guide Eight minibooks address the Microsoft Office SharePoint system SharePoint services collaboration SharePoint Server enterprise content management managing users architecting SharePoint and SharePoint deployment Covers planning installation configuration performance troubleshooting data structure and more If you work with SharePoint you'll find Microsoft SharePoint 2010 All in One For Dummies provides what you need to get starting and keep going with SharePoint 2010 *SharePoint 2010 Enterprise Architect's Guidebook* Brian Wilson,Reza Alirezai,Bill Baer,Martin Kearn,2012-03-06 Tips and techniques for becoming a successful SharePoint

architect If you're eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you. Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services. Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid. Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length. Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments. Provides real world scenarios and helpful examples of various types of enterprise portal services. Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more. Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide. With SharePoint 2010 Enterprise Architect's Guidebook you'll quickly discover the requirements for designing a successful SharePoint 2010 deployment.

Beginning SharePoint Designer 2010 Woodrow W. Windischman, Bryan Phillips, Asif Rehmani, Marcy Kellar, 2010-10-28 Teaching Web designers, developers and IT professionals how to use the new version of SharePoint Designer. Covering both the design and business applications of SharePoint Designer this complete Wrox guide brings readers thoroughly up to speed on how to use SharePoint Designer in an enterprise. You'll learn to create and modify web pages use CSS editing tools to modify themes use Data View to create interactivity with SharePoint and other data and much more. Coverage includes integration points with Visual Studio Visio and InfoPath. Shows web designers, developers and IT professionals how to use SharePoint Designer 2010 to customize Microsoft SharePoint Server 2010 and Windows SharePoint Services 4.0. Covers both the design and business application of SharePoint Designer 2010. Delves into modifying and enhancing every aspect of your SharePoint site not just the look and feel. Explores creating and modifying web pages how to add interactivity with SharePoint and other data and using CSS editing tools to modify themes. With the explosive growth in SharePoint this book is your key to customizing your SharePoint sites with SharePoint Designer 2010.

Microsoft SharePoint 2010 Administrator's Pocket Consultant Ben Curry, 2010-06-24 Portable and precise this pocket sized guide delivers ready answers for the day to day administration of SharePoint 2010. Featuring easy to scan tables step by step instructions and handy lists this book offers the streamlined straightforward information you need to solve problems and get the job done whether at your desk or in the field. Topics include deployment site configuration enterprise content management search and indexing workflows shared service providers information management policies scalability availability security logging and processing analysis and backup and recovery.

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SharePoint 2010 at Work Mark Miller, Eric Alexander, Waldek Mastyskarz, Kerri Abraham, Dessie Lunsford, Alexander Bautz, Sadalit Van Buren, Marc D. Anderson, Jim Bob Howard, Laura Rogers, Peter Allen, 2012-02-08 If you work with SharePoint you may have discovered that there are countless tricks for using this platform to solve real world problems and you certainly wouldn't mind learning some of them That's the purpose behind EndUserSharePoint a community site that lets end users share ingenious new ways for putting SharePoint to work This insightful and entertaining book presents a compilation of popular well written articles from the site published by contributors for people who use SharePoint at their companies but don't have access to its technical server side Each engaging story puts you into the narrative as a participant rather than a passive observer so you can easily visualize the situation and share the aha solution with the author Learn some tricks gain some insight and have fun doing it These articles will help you Build a documented framework for evaluating whether your company is getting the most value from SharePoint Create documentation and script management with OneNote and a SharePoint library Use the Data View Web Part to create hyperlinks from existing SharePoint data Implement data visualization in SharePoint without access to the server Creating document libraries with mixed content sources in any SharePoint version Pull information from disparate site collections into a single navigation system Contributors include Sadalit Van Buren Kerri Abraham Jim Bob Howard Marc D Anderson Laura Rogers Waldek Mastyskarz Alexander Bautz Dessie Lunsford Eric Alexander Peter Allen What a fantastic resource No other book in the SharePoint community hits this power user or end user audience like this book does There are powerful examples in here that will really solve business problems and set the reader on the right track Joel Oleson Global SharePoint Evangelist and one of the first SharePoint architects

SharePoint 2010 for Project Management Dux Sy, 2012-02-02 Learn how to manage your projects with SharePoint Cover

Microsoft SharePoint 2010 Administration Tom Carpenter, James Pyles, 2011-03-31 Delivers the information that SharePoint 2010 administrators in the field need most This book shows you how to design deploy and implement a SharePoint 2010 environment providing practical skills and real world techniques and scenarios you'll be able to apply on the job You'll not only thoroughly learn SharePoint 2010 but you'll also get up to speed on business continuity and solutions In addition those preparing for the MCITP SharePoint 2010 Administration certification exam 70 668 will find thorough coverage of all exam objectives Shows you how to design deploy administer and maintain a SharePoint Server 2010 infrastructure Guides readers through preparation for Microsoft SharePoint 2010 Administrator Exam 70 668

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SharePoint Designer 2010 Unleashed Kathy Hughes,2011-09-13 Now that Microsoft has made SharePoint Designer a free download thousands of organizations are adopting it to design state of the art SharePoint sites and solutions In SharePoint Designer 2010 Unleashed Microsoft MVP Kathy Hughes brings together all the information you need to make the most of this powerful tool Using realistic examples you are guided through all of Designer 2010 s capabilities presenting best practices drawn from her extensive experience First Hughes quickly reviews the SharePoint 2010 concepts and tools that SharePoint Designer 2010 users must know to be effective Next she introduces SharePoint Designer 2010 s revamped interface shows how to use its core features and calls attention to its most powerful new improvements You ll walk step by step through styling and designing sites that offer advanced functionality and consistent branding Next you ll master SharePoint Designer 2010 s toolsets for data integration and workflow development This book will be invaluable to every user or potential user of SharePoint Designer including Web designers information workers software developers system administrators and IT managers Kathy Hughes is a Microsoft MVP for SharePoint Server with a Masters Degree in interaction design from the University of Technology in Sydney Australia Hughes trains and consults on SharePoint focusing on design usability and customization She contributed to multiple SharePoint Server 2007 books and authored a comprehensive five day SharePoint Server 2007 Designer course used by Mindsharp and its partners worldwide She speaks regularly at Microsoft events including TechEd Australia and Office DevCon Australia Get started fast with SharePoint Designer 2010 and SharePoint 2010 Customize SharePoint sites and content with CSS Web Parts master pages and themes Work with site templates Create and adapt content types columns lists and libraries Quickly build new content pages and page layouts Incorporate media including Silverlight and images Configure RSS REST SQL Server and other data sources Integrate external content types and lists via Business Connectivity Services BCS Authenticate data sources and troubleshoot data integration problems Extend the ribbon with custom actions and leverage the dialog framework to enhance the user interface Use SharePoint Designer 2010 s built in ASP NET controls Extend site functionality with the XSLT List View and Data View Web Parts Modify out of the box list forms or build new ones with InfoPath 2010 Adapt Designer 2010 s workflows or build entirely new ones Category Microsoft SharePoint Covers Microsoft SharePoint 2010 User Level Intermediate Advanced ON THE WEB Download all examples and source code presented in this book from informit com title 9780672331053

Professional SharePoint 2010 Branding and User Interface Design Randy Drisgill,John Ross,Jacob J. Sanford,Paul Stubbs,Larry Riemann,2010-11-17 A must have guide for creating engaging and usable SharePoint 2010 branding With SharePoint 2010 Microsoft has provided a more robust environment for creating

collaboration and content management sites that rival any of the popular websites on the internet Creating a branded SharePoint site involves understanding both traditional web design techniques as well as topics that are typically reserved for developers This book bridges that gap by not only providing expert guidance for creating beautiful public facing and internal intranet sites but it also addresses the needs of those readers that only want to understand the basics enough to apply some style to their sites Things like creative design the experience visitors have navigating your user interface ease of use these are all important branding considerations and not always intuitive This unique book from a team of SharePoint branding experts lays it all out Whether you want to make SharePoint look completely different or just make minor design changes this expert guide will provide tips techniques and insights to get the job done

SharePoint 2013 Errin O'Connor, 2014 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web

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