

SharePoint Everyday

for a better understanding of what this tool is

Properties & Content Management

SharePoint Everyday by Sarah Wischmeyer

How would you describe this thing?



Item:

Color:

Owner:

Condition:

Accessories:

Price:

Skill Level:

Safety Rating:

Properties!

How would you differentiate things?



Item:

Color:

Owner:

Condition:

Accessories:


Price:

Skill Level:

Safety Rating:

Properties!

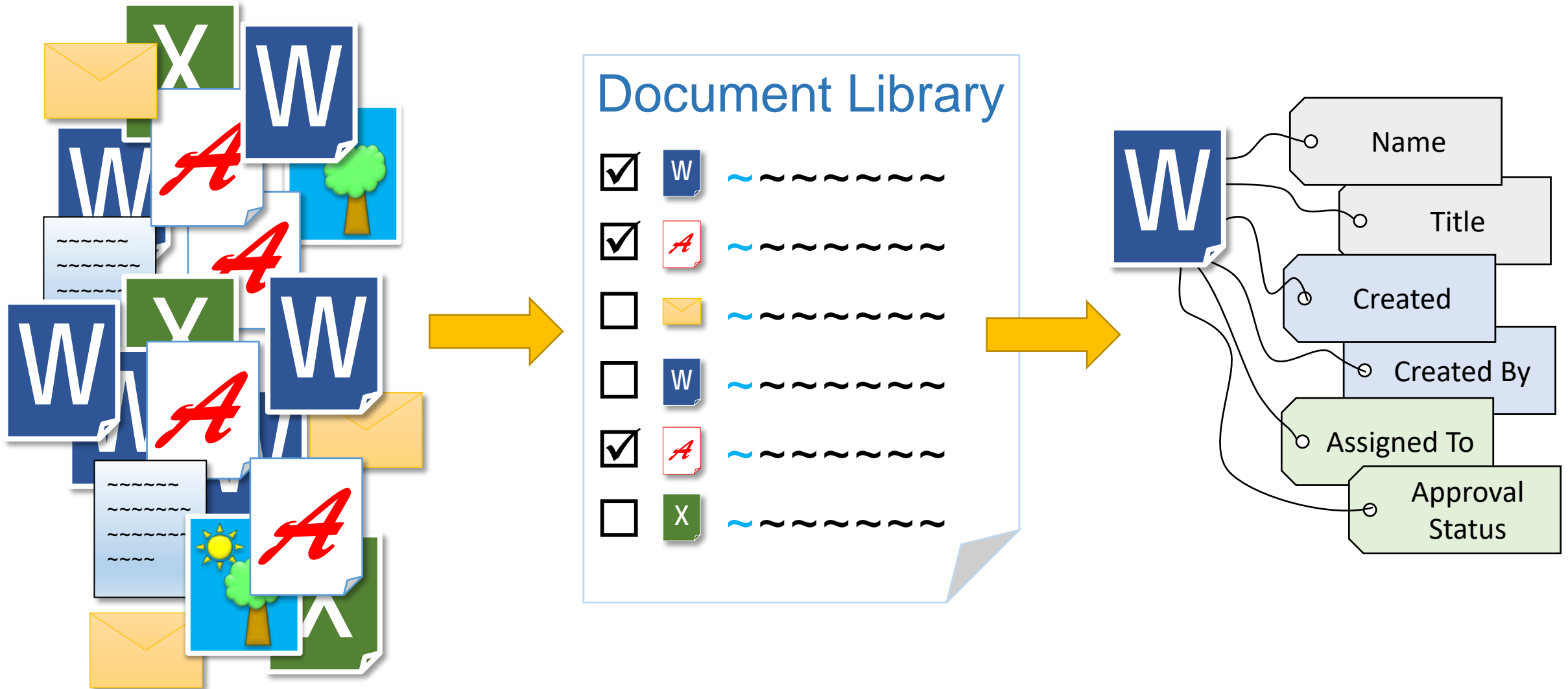
How can you find the right file?



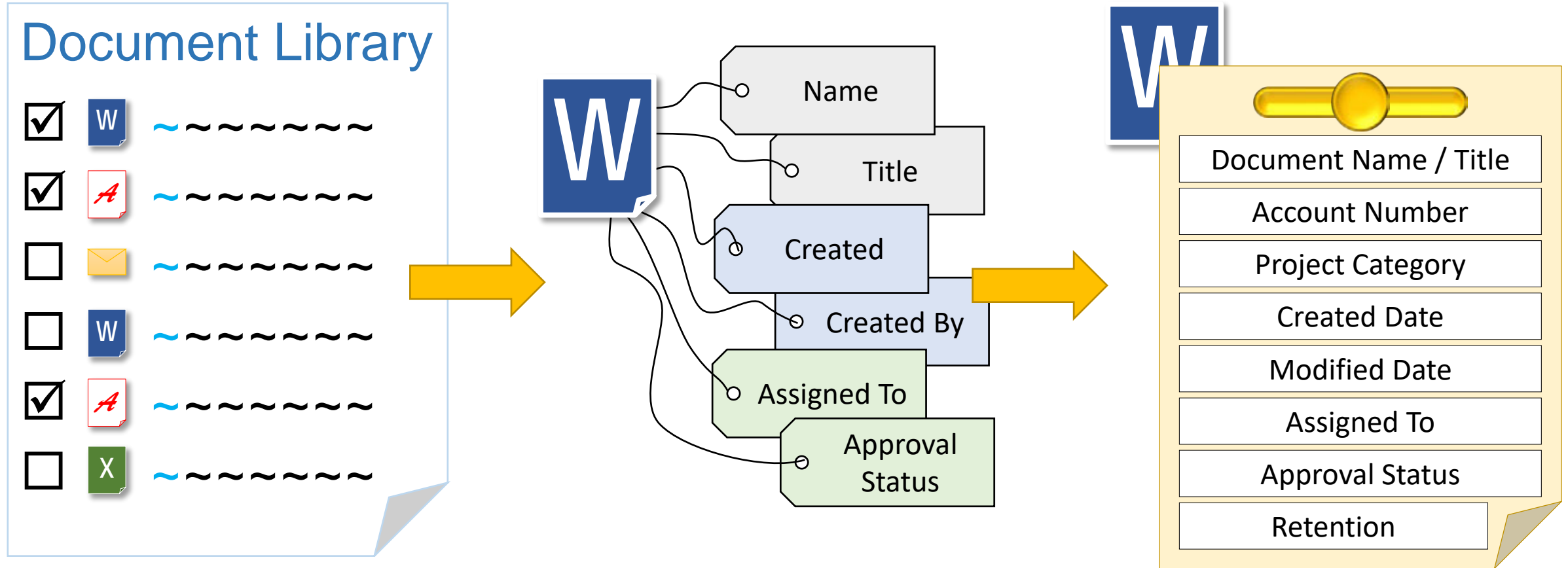
Metadata (aka properties)
describe documents

Properties!

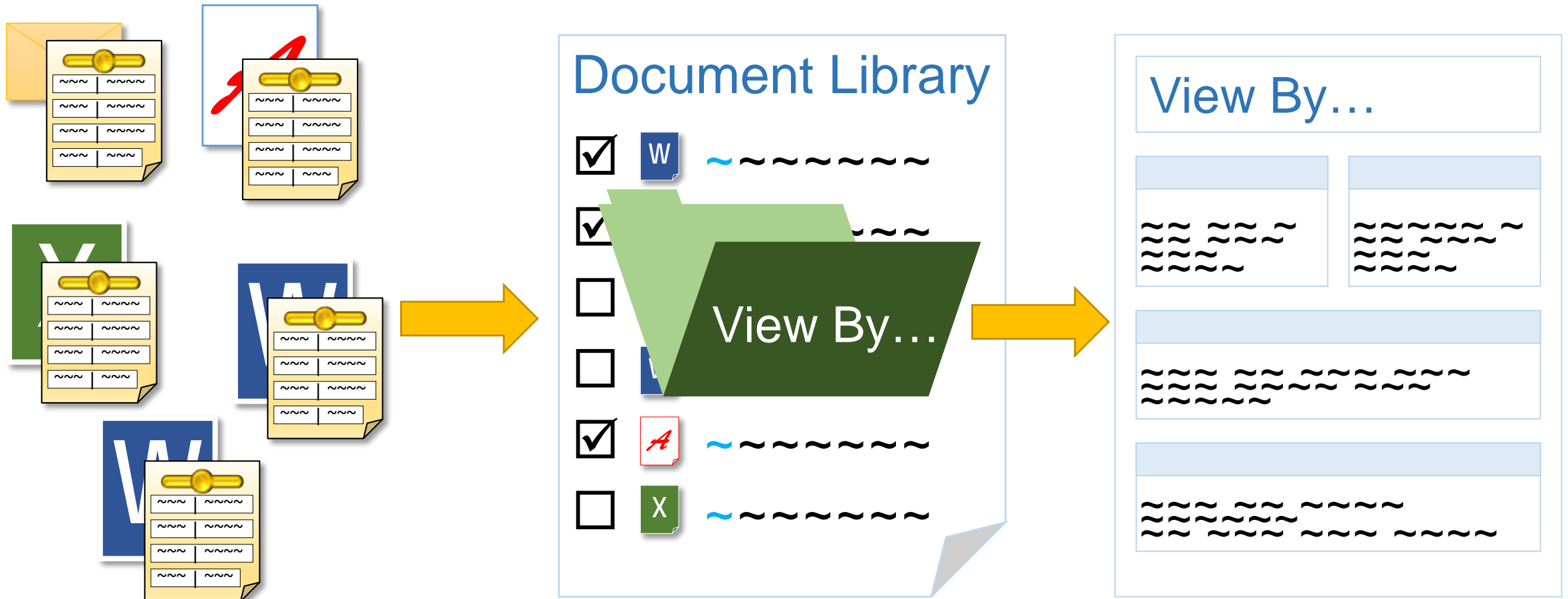
Drop Documents Into A Library



Metadata Describes Documents



Views & Search Rely On Metadata



Libraries & Content Structures

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Define Structure & Security

Site Collections

Sites & Subsites

Lists & Libraries

Items & Documents

Properties / Metadata



Object Hierarchy!

Define Structure & Security

Site Collections

Sites & Subsites

Lists & Libraries

Items & Documents

Properties / Metadata



Object Hierarchy!

How is content structured?

- Lists contain items



Calendar



Tasks



Contacts



Custom List



Links



Discussion Board



Document Library



Picture Library



Wiki Page Library

Lists & Libraries!

How is content structured?

- **Lists** contain **items**
- Libraries are a special class of list
- **Libraries** contain **documents**



Calendar



Tasks



Contacts



Custom List



Links



Discussion Board



Document Library



Picture Library



Wiki Page Library

Lists & Libraries!

How is content structured?

- Lists contain items
- Libraries are a special class of list

Library items are files – documents, images, pages



Calendar



Tasks



Contacts



Custom List



Links



Discussion Board



Document Library



Picture Library



Wiki Page Library

Lists & Libraries!

What's Up Doc



Docs belong in
a doc library!

Home

My Content

Documents

Tasks

Review Tasks

Calendar

PTO Calendar

Site Contents

Lists & Libraries!

Thank You

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