



Are my documents Safe?

The documents you upload into SharePoint are safe. You are also protected from overwriting files by built-in file versioning. And, SharePoint has a recycle bin that documents fall into if you delete them—if you accidentally delete, you can recover your document from here. Whether you're uploading a document, saving to SharePoint from Office, or using SkyDrive Pro to synchronize files you can be certain your documents are secure.

What is an App?

If it seems like everything in SharePoint is an app, you're mostly right. An App in SharePoint can be a list of items including a calendar (list of events), a contact list, a task list, or a custom list of data. An App can be a document library containing documents. An App can also be a custom program which is developed specifically for your business or type of business - many of which are available to purchase online.

Do you need SharePoint Designer?

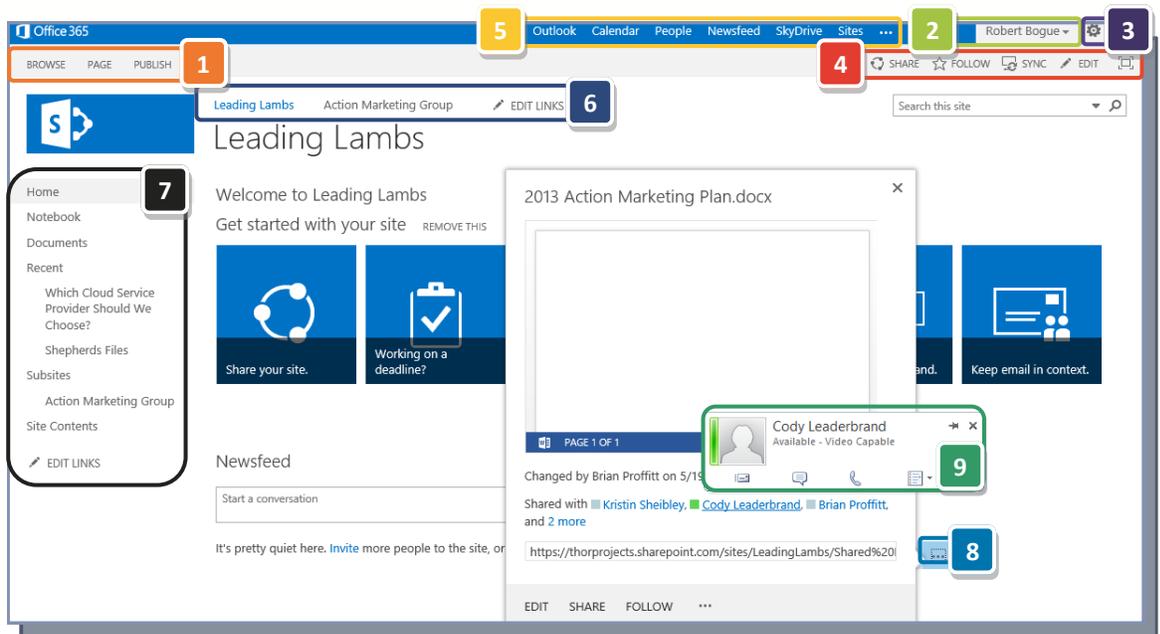
SharePoint Designer is a free client installed tool that is used to customize SharePoint. It's used by solution creators to quickly customize the lists and libraries (apps), make connections to external data sources, and to create custom workflows. Most users don't need SharePoint Designer unless they're doing external data connections or custom workflows. Historically SharePoint Designer was the tool for customizing the look and feel of SharePoint, however, now the Design manager web page wizard (in Site Settings) is used in conjunction with a web editing tool to change the look and feel of SharePoint.



The SharePoint Shepherd's User Interface Quick Reference

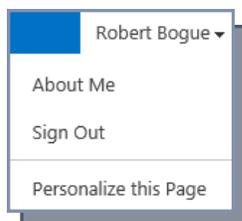
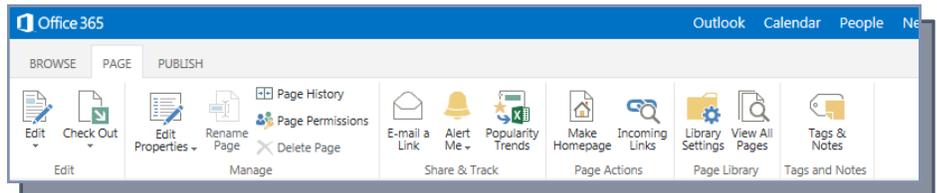
There are two basic types of controls on your SharePoint page – in addition to your content – they are controls which allow you to navigate and those that allow you to take action. The navigation controls move you from one place to another. The actions allow you to operate on the information you're seeing on the screen.

SharePoint automatically security trims controls – meaning that you won't have controls for things that you don't have permission to do. If you don't see all of the controls like the screen below, you may not have enough permission to do all of these activities.



1 The Ribbon

These links are actually tabs for different sets of controls that are relevant to where you are. When you click one of the links, the appropriate set of controls will appear. If you want the ribbon to go away, click browse.

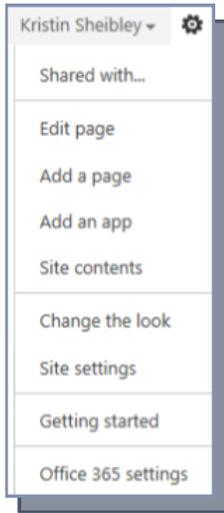


2 User Menu

This menu contains navigation and action that pertains to you. You can use About Me to navigate to your personal My Site. Sign Out signs you out of SharePoint, and Personalize this Page allows you to change your

3 Settings

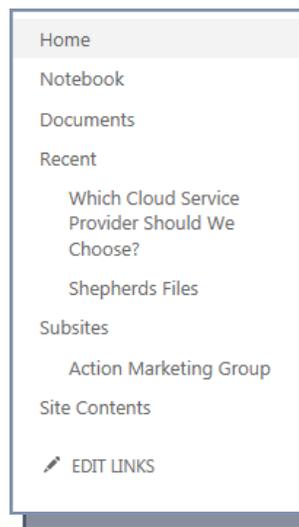
The settings menu is the primary place to take action on the site and the current page. You can change the site settings, add an app, a page, or review the site contents. Additionally most other action settings will appear in this menu or lead you to pages which allow you to control the site.



7 Quick Launch

Local navigation is handled in the Quick Launch area. This may include links that you add to the area manually as well as recent links.

This is where you navigate to the site, list, or library containing the precise content you are looking for.



4 Quick Access Toolbar

In the Quick Access Toolbar you'll find actions that you can perform in the context of where you're at – these same actions are on the ribbon but here you can access them in one click. The common actions are:

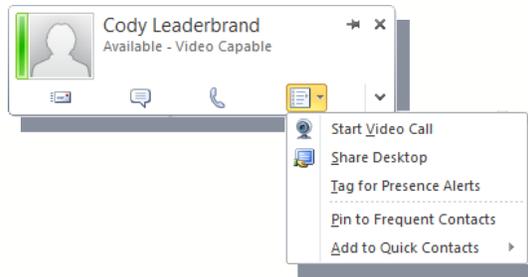
-  **SHARE** Share the site with someone inside the organization – or externally if allowed.
-  **FOLLOW** Add this site, library, etc., to your newsfeed so you will see updates automatically.
-  **SYNC** Synchronize the files in this site or library to your computer using SkyDrive Pro.
-  **EDIT** Edit the contents of this page including changing web and app parts.
-  Focus on content by minimizing the navigation and chrome in the display to allow more space for the content.

8 Ellipsis Control

These three dots indicate that there is more information available that has been "hidden" for brevity. In SharePoint, whenever you see the three dots of an ellipsis, you can click it to get more items or more information about the current item. On a document, the ellipsis will lead you to a hover panel with more information and a preview of the document.

9 Contact Card

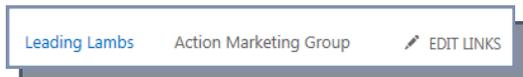
Hovering over any name will cause the contact card for that person to appear. If you and the other person are logged into Lync you'll get presence information and an opportunity to contact them via email, chat, or phone. Even



5 Suite Bar

The Suite Bar allows you to navigate between the various applications in your organization – or on Office 365. Your IT systems administrator controls these options.

6 Top Navigation Bar



The top navigation bar is "big picture" navigation in your site or set of sites. Like highways they move you between different large areas in your SharePoint space. You, or your site administrator, control these options.

Why SharePoint?

SharePoint is a set of tools which makes it easy for you or your colleagues to create solutions to your business problems. Whether you're trying to work on a proposal response, collecting information about issues, or just trying to brainstorm solutions, SharePoint can help you get work done. SharePoint is a collecting vessel for information including documents, lists, and even applications in which you are interested.

Because SharePoint can do so many things it is sometimes daunting to figure out what to use it for. There are menus and options behind every corner in SharePoint. Once you learn what SharePoint can do, you'll come back to it again and again to solve problems – like you do with Excel today.

You can use SharePoint to communicate information to the organization – instead of sending yet another email. You can use SharePoint to track "to do" items for you and for your team. For instance, if you were tasked with better managing claims for freight damage you might create a site to track claims and resolutions. The site might have a list of the customers who have a freight issue, a list of locations where claims have occurred, an image library that contains pictures of the damage, and a document library for correspondence with the customer and freight handler. All of these lists and libraries come together to create a way for you to track the freight issues, aggregate problems by customer, and see the detail of individual problems.

No matter what problem you're trying to solve, you can generally snap together pieces of SharePoint to solve it. When you're done, you can use Wiki web pages to assemble the look and feel the way you want it. To learn more about "how to" use SharePoint to create your solutions, pick up The SharePoint Shepherd's Guide for End Users: 2013.



(317) 572-5310
Shepherd@SharePointShepherd.com

Want to achieve even more with SharePoint?

Get the Wiki! The SharePoint Shepherd's Guide for End Users is the essential tool that enables use of SharePoint. The Guide includes easy-to-follow videocast lessons with clear directions, tested advice, and helpful screenshots that are proven to help end users increase productivity and efficiency with SharePoint. With step-by-step guidance for the tasks you do most, you'll never have to worry about remembering how to create a list, add a field, add a user to a group, or how to use any SharePoint features.

Get started today at
www.sharepointshepherd.com/2013.