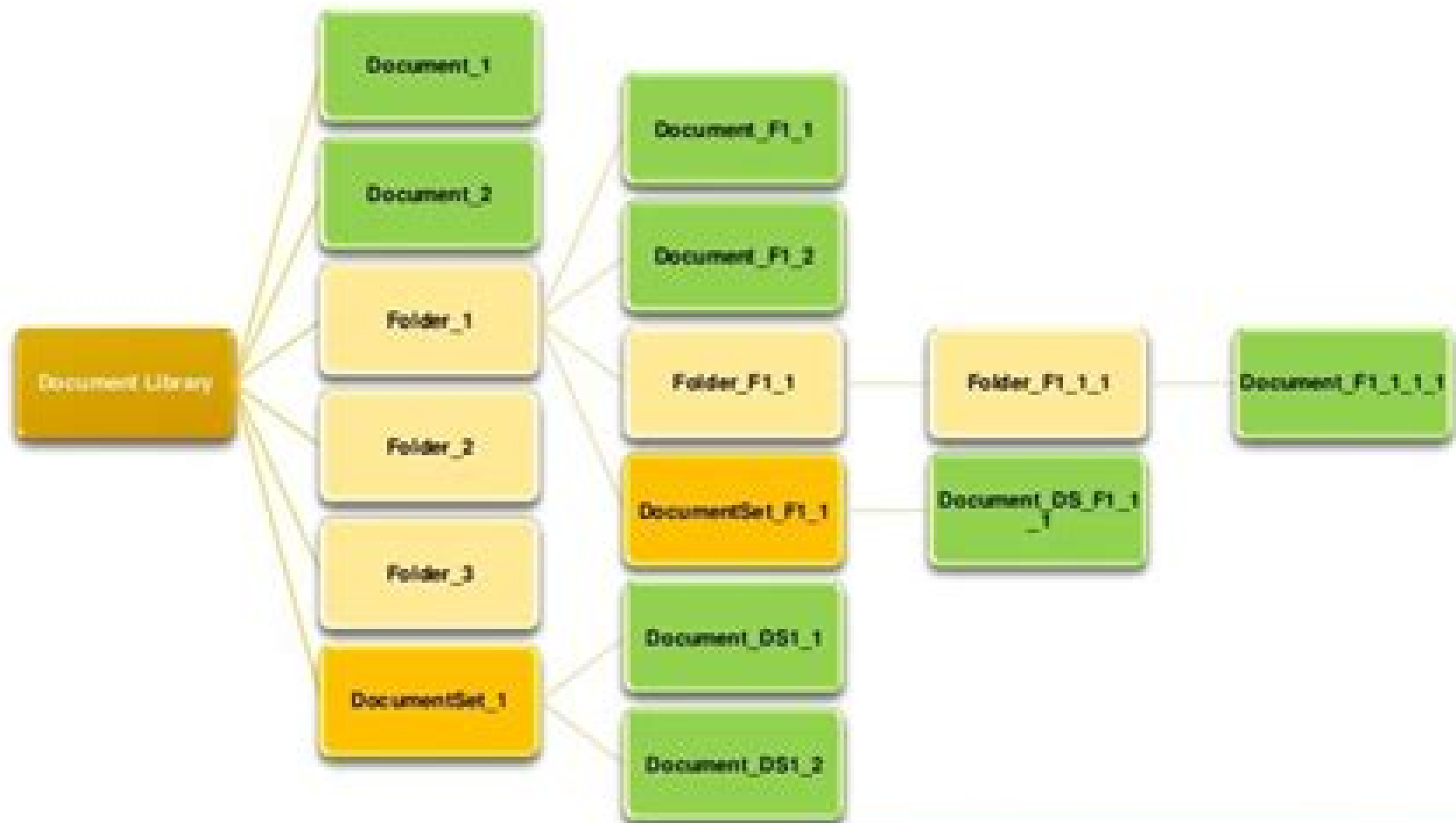



Location: Folders vs. Document Sets



Sharepoint 2010 Document Sets Best Practices

**Scott Jamison, Susan Hanley, Mauro
Cardarelli**



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

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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

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 Mastykarz 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 Wrox 10-Pack Digital Library Todd Klindt, 2012-03-07 The SharePoint 2010 Wrox 10 Pack Digital Library contains these ten books priced at a considerable savings off of the combined list prices to give you a complete SharePoint 2010 e book library Professional SharePoint 2010 Administration ISBN 9780470533338 Professional SharePoint 2010 Development 2nd edition ISBN 9781118131688 Real World SharePoint 2010 Indispensable Experiences from 22 MVPs ISBN 9780470597132 Professional Business Connectivity Services in SharePoint 2010 ISBN 9781118043790 Professional SharePoint 2010 Cloud Based Solutions ISBN 9781118076576 SharePoint 2010 Enterprise Architect's Guidebook ISBN 9780470643198 SharePoint Server 2010 Enterprise Content Management ISBN 9780470584651 SharePoint 2010 Field Guide ISBN 9781118105054 SharePoint 2010 Six in One ISBN 9780470877272 Professional SharePoint 2010 Branding and User Interface Design ISBN 9780470584644 **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 Includes techniques and instructional videos from

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Table of Contents Sharepoint 2010 Document Sets Best Practices

1. Understanding the eBook Sharepoint 2010 Document Sets Best Practices
 - The Rise of Digital Reading Sharepoint 2010 Document Sets Best Practices
 - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint 2010 Document Sets Best Practices
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sharepoint 2010 Document Sets Best Practices
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint 2010 Document Sets Best Practices
 - Personalized Recommendations
 - Sharepoint 2010 Document Sets Best Practices User Reviews and Ratings
 - Sharepoint 2010 Document Sets Best Practices and Bestseller Lists
5. Accessing Sharepoint 2010 Document Sets Best Practices Free and Paid eBooks

- Sharepoint 2010 Document Sets Best Practices Public Domain eBooks
- Sharepoint 2010 Document Sets Best Practices eBook Subscription Services
- Sharepoint 2010 Document Sets Best Practices Budget-Friendly Options
- 6. Navigating Sharepoint 2010 Document Sets Best Practices eBook Formats
 - ePub, PDF, MOBI, and More
 - Sharepoint 2010 Document Sets Best Practices Compatibility with Devices
 - Sharepoint 2010 Document Sets Best Practices Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sharepoint 2010 Document Sets Best Practices
 - Highlighting and Note-Taking Sharepoint 2010 Document Sets Best Practices
 - Interactive Elements Sharepoint 2010 Document Sets Best Practices
- 8. Staying Engaged with Sharepoint 2010 Document Sets Best Practices
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sharepoint 2010 Document Sets Best Practices
- 9. Balancing eBooks and Physical Books Sharepoint 2010 Document Sets Best Practices
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sharepoint 2010 Document Sets Best Practices
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sharepoint 2010 Document Sets Best Practices
 - Setting Reading Goals Sharepoint 2010 Document Sets Best Practices
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sharepoint 2010 Document Sets Best Practices
 - Fact-Checking eBook Content of Sharepoint 2010 Document Sets Best Practices
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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