

# Index

**Note to the Reader:** Throughout this index **boldfaced** page numbers indicate primary discussions of a topic. *Italicized* page numbers indicate illustrations.

## A

- About Me setting
  - groups, 172
  - My Site, 180
  - user profiles, 187
- Accept E-mail Messages Based on List
  - Permissions option, 403, 405
- Accept E-mail Messages from Any
  - Sender option, 405
- Accept Mail from All Email Servers
  - option, 93
- access groups
  - creating, 172
  - permissions, 220–221
  - sites, 161–164, 168
- access permissions. *See* permissions
- account names in SSO, 227
- Account Settings option, 408
- actions for entities, 458
- Active Directory, 163–164
- Add a Link to Current Navigation Bar?
  - option, 442
- Add Action page, 458
- Add Best Bet Web page dialog box, 350–351
- Add Colleagues page, 182–183
- Add Columns to Site Content Type:
  - Partnership Contract page, 377
- Add Connection page, 192
- Add Content Source page, 342
- Add Content Types page, 272
- Add Crawl Rule page, 346
- Add File Type page, 347
- Add from Existing Site Columns
  - option, 338
- Add from Existing Site Content Types
  - option, 272
- Add Group option, 172
- Add Internal URLs page, 106
- Add Keyword page, 350
- Add Language option, 189
- Add Link to Site page, 148, 148
- Add New Announcement option, 251
- Add New Event option, 254
- Add Picture page, 274
- Add Scope Rule page, 349
- Add Trusted Data Connection Library
  - option, 431
- Add Trusted Data Provider option, 432
- Add Trusted File Location option, 430
- Add User/Groups option, 459
- Add User Profile page, 186
- Add User Profile Property page, 189
- Add Users to a SharePoint Group
  - option, 170
- Add Users to the Approvers and
  - Members Groups link, 522
- Add Web Parts page, 293–294, 310, 436
- Add Web Parts to Left browser
  - window, 296
- Add Web Parts to Left Column
  - page, 307
- Add Web Parts to Right Column
  - page, 303
- Add Web Parts toolbox, 294–295, 294
- administration
  - backups and restores, 491–493, 492
  - Central Administration site. *See* Central Administration (CA) site
  - exam essentials, 499–500
  - review questions, 501–509

- Shared Services, 490–491
  - stsadm. *See* stsadm command summary, 499
- Administration Description field, 373
- administrative groups, 222–223
- Administrator roles in BDC, 428
- Administrator Tasks list, 30–31, 31–32
- Adobe Reader, 572
- Advanced page
  - environment variables, 494
  - form design, 469
- Advanced Search page, 329, 329, 337
- Advanced settings for web part pages, 295–296
- Advanced Web Part Gallery and Options link, 294
- agenda, 262
- alerts
  - announcements, 253–254
  - search-based, 332, 349
  - SSP, 82
- Alerts setting, 82
- aliases
  - distribution lists, 328
  - records routing entries, 516
  - user profiles, 190
- Aliases field, 516
- All Day Event setting, 255
- All Site Content page
  - audience targeting, 199
  - categories, 120–123, 121–122
  - Excel Services, 433
  - KPIs, 438, 440
  - libraries, 264
  - overview, 80–81, 80, 485–486
  - Records Center, 515, 516
  - searches, 337–338
  - web parts, 305
  - web service proxies, 468
- Allow Changes to the Participant List When This Workflow Is Started option, 268
- Allow Choice List option, 190
- Allow Cross-Domain Data Access for User Form Templates That Use Connection Settings option, 466
- Allow External Data settings, 430
- Allow Management of Content Types option, 272
- Allow Me to Select an Existing KPI List Later option, 442
- Allow Multiple Values option, 190
- Allow Requests for Access option, 253
- Allow This Document Library to Receive E-mail option, 405
- Allow This List to Receive E-mail option, 403–404
- Allow This Property to Be Used in Scopes option, 340
- Allow User to Choose the Language of Their Personal Site option, 195
- Allow Users to Access Content Programmatically option, 372
- Allow Users to Browser-Enable Form Templates option, 466
- Allow Users to Download Infected Documents option, 96
- Allow Users to Edit Values for This Property option, 190
- Allow Users to Print Documents option, 372
- Allow Workflow Participants To setting, 268
- alternate access mappings, 104–106, 488
- Alternate Access Mappings page, 104–106, 488
- Alternate Text field, 304
- Always Show Document Information Panel on Document Open and Initial Save for This Content Type option, 381
- announcements
  - adding, 251–254, 252
  - email content for, 403–405, 404

- Announcements page, 251–253, 251–252
  - Announcements: New Item page, 251
  - anonymous access, 216, 523
  - antivirus protection, 96–97
  - Any User Who Can Read Items option, 267
  - Appearance settings for web part pages, 295
  - application definition author role, 428
  - application definition files, 456–457, 457, 459–460
  - Application Definition Import Successful page, 457
  - Application Management page
    - authentication, 215–217, 216
    - collections, 137–140, 138–139
    - indexing, 103–104
    - InfoPath Forms Services
      - configuration, 465–467
      - overview, 79, 85–86, 86, 489
      - publishing portal sites, 521–522, 522
      - Records Center, 514
      - self-service site creation, 136
      - shared services providers, 98–102, 99
    - application portal sites, 130
  - Application Server dialog box, 92
  - Application Server Options page, 48
  - application servers
    - hardware requirements, 54–55
    - server farm installation, 54–55
    - software requirements, 55
  - Apply Audience Filtering option, 202
  - Approval page, 530
  - Approval Requested task page, 270
  - Approval workflow option, 4, 269
  - Approve/Reject Distribution Groups page, 486
  - Approvers access right, 161
  - architecture, 9
    - components, 10–11
    - exam essentials, 33
    - review questions, 34–41
    - server farms, 12–18, 20–26, 21–25, 57–58
    - shared services providers, 18–20
  - SQL database infrastructure, 26–28
  - summary, 33
- ASP.NET
- enabling, 50, 50
  - forms authentication, 214–215, 217
  - installation, 54–55
- Assign a Single Task to Each Group Entered (Do Not Expand Groups) option, 268
- Assistant field, 180
- associations for shared services providers, 102
- attachments
  - for announcements, 404
  - for libraries, 405
- Attempt to Clean Infected Documents option, 96
- attendees as lists, 262
- audiences
  - creating, 197, 197
  - managing, 196
  - planning, 167–169
  - rules, 198–199, 198
  - targeting, 168–169, 199–203, 200–202
- auditing
  - collections, 518–519, 519
  - in information policy, 368
- authentication
  - configuring, 215–217, 216
  - InfoPath Forms Service, 466
  - planning, 214–215
  - server farms, 24
  - SSO, 218–220
  - user profiles, 193
- Authentication Information settings, 193
- Authentication Providers page, 216

- Authentication to Data Sources (User Form Templates) option, 466
  - authoring web pages, 290–292, 291
  - authoritative pages, 332, 349–350
  - Authoritative Pages settings, 349–350
  - Auto-accept Requests setting, 172
  - Auto Discover Domain Controller option, 192
  - Auto Fill Root Search Base option, 192
  - Automatic Refresh settings, 431
  - automatic site change adjustment, 8
  - Automatically Create Site and Page Variations option, 527
  - Automatically Detect Settings option, 53
  - Automatically Download Enclosures for this Feed option, 408
  - Automatically Upload Picture to My Picture Storage Location option, 384
  - automating user profile importing, 192–193
  - availability
    - metrics, 59
    - server farms, 24
    - and SLAs, 14–15
- 
- B**
- Backup and Restore Status page, 492–493
  - backup command, 496
  - Backup File Location setting, 492
  - Backup History option, 493
  - backuphistory command, 496
  - backups
    - encryption keys, 219–220, 228–229
    - for migration, 546
    - performing, 491–493, 492
    - restoring, 493
    - SSO, 219–220
    - stsadm command, 496–497
  - Barcode feature, 368
  - BaseRichField class, 289
  - basic authentication, 216
  - Basic Meeting Workspace template, 125
  - BDC. *See* business data catalog (BDC)
  - best bet for search, 350–351
  - BI. *See* business intelligence (BI)
  - Birthday field
    - My Site, 180
    - user profiles, 187
  - Blank Meeting Workspace template, 125
  - Blank Site template, 124
  - Blocked File Types page, 487
  - Blog Post page, 384
  - Blog Site template, 124
  - blogs
    - collaboration, 124
    - support for, 5
    - Word content for, 383–384
  - breadcrumb navigation, 334
  - business analyst role, 429
  - business data
    - content crawling settings, 324
    - content sources for, 328
  - business data catalog (BDC)
    - application definition files, 456–457, 457, 459–460
    - collaboration, 4
    - data access, 460–464, 461
    - entities, 457–459, 458
    - exam essentials, 473
    - overview, 428–429, 454–455
    - review questions, 474–482
    - SSPs, 18
    - summary, 473
  - Business Data Type Picker, 461, 461, 463
  - business forms, 464–465
    - exam essentials, 473
    - InfoPath Forms Services, 465–468
    - review questions, 474–482
    - summary, 473

business indicators in Report Center, 439, 442–443

business intelligence (BI), 420

- BDC. *See* business data catalog (BDC)
- in dashboards, 424–425
- exam essentials, 444
- and Excel Services, 425–428, 426
- in migration, 549–550
- new features, 3–4
- overview, 420–423
- Report Center. *See* Report Center
- review questions, 445–451
- summary, 444

business workflow process, 4–5

Bypass the Proxy Server for Local Addresses option, 53

---

## C

CA home page, 339

caches

- Excel Services, 427–428
- trusted file locations, 431

Caching of Unused Files option, 428

Calculation Behavior settings, 430

Calendar page, 257

Calendar Item page, 266

Calendar: New Event page, 256

Calendar: New Item page, 254, 254, 256

calendars

- entries, 254–257, 254–256
- meeting workspace, 266
- Report Center, 424
- views, 257–258, 258

Cancel This Workflow When setting, 269

Caption field for web part pages, 301

Cascading Style Sheets (CSS), 289

Categories page, 147

Cell Address for Indicator Value field, 439

Central Administration (CA) site

- access, 87
- All Site Content page. *See* All Site Content page
- Application Management page. *See* Application Management page
- for business data catalog, 455
- for Excel Services, 426–428
- Home page. *See* Home page
- Operations page. *See* Operations page
- overview, 29–31, 29–32, 484–485
- post-installation tasks. *See* post-installation tasks
- Records Center for, 514–515, 516
- for Report Center, 429
- for services, 490
- tabs, 78–79, 79
- for user profiles, 186–189, 192–193

certificates, 216–217

Change Associations between Web Applications and SSPs page, 102

Change Backup Component option, 492

Change Default Shared Services Provider page, 101

Change Group Settings page, 175

Change Web Application option, 215, 521

Change Workflow Settings: Document Library page option, 269, 269

Check In dialog box, 524

Check In page, 266

Check Services Enabled in this Farm page, 491

checkout and check-in

- benefits, 245
- master pages, 524
- process, 266

child portal upgrading, 560–561

Children Trusted option, 430

**590** Choose a Layout Template option – Configure Session State service

- Choose a Layout Template option, 300
- Choose Picture option, 180
- Choose the Installation You Want page, 51, 66
- CMS (Content Management Server 2002), 542–543, 549
- cold server scenario, 14
- collaboration
  - collections, 125–126, 138
  - new features, 5–6
- Collaboration page, 138
- Collaboration portal sites, 126
- Collaboration portal template, 125
- Collaboration templates, 124
- colleagues, 182–183
- Collect Error Reports option, 95
- collect feedback option, 4, 269
- collect signatures option, 4, 269
- collection-level scopes, 330
- collections, 11, 126
  - Application Management page, 137–140, 138–139
  - auditing, 518–519, 519
  - exam essentials, 150
  - groups for meeting workspaces, 143–144, 143
  - implementation, 129–131
  - overview, 118–119
  - quota templates, 139–140
  - review questions, 151–158
  - sites in
    - directories, 144–145
    - moving, 525, 525
    - portal, 126–127
    - self-service creation, 135–136, 137
    - subsites, 127–128, 142–143, 142
    - top-level, 140–141, 141
  - stsadm command for, 497–498
  - summary, 150
  - templates, 127
- columns
  - content types, 377–379, 378
  - creating, 337–338
  - command line commands, 493–494
    - backups and restores, 496–497
    - collections, sites, and web pages, 497–498
    - environment variables, 494–495, 495
    - help for, 498–499
- Comments field and comments
  - document changes, 245, 266
  - KPIs, 439–440
  - sites, 149
  - tasks, 270
  - in versioning, 244
- companion CD, 571–574
- Compatibility Pack, 381
- Complete This Workflow When setting, 268
- Completing the SharePoint Products and Technologies Configuration Wizard page
  - gradual upgrades, 556
  - in-place upgrades, 554
- Completing the Windows Components Wizard dialog box, 92
- Completion page
  - gradual upgrades, 555
  - in-place upgrades, 553
- Configuration Successful page
  - gradual upgrades, 556
  - in-place upgrades, 554
  - setup, 52
- Configure Audit Settings page, 518
- Configure Connection to Records Center page, 514
- Configure Connection web page dialog box, 437
- Configure InfoPath Forms Services page, 466
- Configure Profile Import page, 192–193
- Configure Record Routing link, 513
- Configure Search Settings page, 103, 341–342, 346–349, 462
- Configure Session State service, 491

- Configure SharePoint Central
  - Administration Web
  - Application page
  - gradual upgrades, 556
  - in-place upgrades, 553
  - server farms, 66
- Configure Your Server Wizard, 48
- configuring SharePoint, 78
  - Central Administration for. *See* Central Administration (CA) site
  - exam essentials, 107
  - post-installation tasks
    - organizing, 87–90, 90
    - server farms, 97–106, 99
    - stand-alone servers, 90–97, 91, 95
  - review questions, 108–115
  - summary, 106
- Connect to a Records Center
  - option, 514
- Connect to a Server Farm page, 66
- Connection Encryption settings, 427
- connections
  - creating, 192–193
  - Excel Services, 427–428, 431
  - external, 3
  - InfoPath Forms Service, 466, 468
  - proxy servers, 53
  - Records Center, 514
  - Report Center, 424
  - server farms, 66
- Connections page, 53
- Contact Details section, 149
- content
  - approval, 244–245
  - forms as, 471–472
- content crawling, 323–324
  - crawl rules, 326, 346–347, 346–347
  - impact rules, 325–326
  - logs, 348–349, 348
  - schedules, 325, 343
  - settings, 324–325
- Content Databases settings, 557
- Content Deployment Object Status page, 489
- Content Deployment settings, 489
- Content Editor
  - adding web parts, 296–299, 297
  - HTML, 3
  - listing web parts, 308
- content flow planning, 366–367
- content management, 512
  - records management, 6–7, 243, 512–513
  - WCB. *See* web content management (WCM)
- Content Management Server 2002 (CMS), 542–543, 549
- content pages
  - overview, 288
  - WCM, 520
- content queries, 334
- Content Query web part, 168
- content sources
  - creating, 342–345, 342–344
  - managing, 103
  - planning, 326–328
- Content Sources and Crawl Schedules link, 103
- content targeting, 168–169
- content types
  - columns, 377–379, 378
  - creating, 375–377, 376–377
  - expiration policies, 369
  - libraries, 272–273
  - planning, 365–366
- conversations, 259–260, 259
- Copy All Permissions to Descendants
  - option, 459
- CPU requirements
  - application servers, 54
  - database servers, 56
  - front-end web servers, 57
  - stand-alone installation, 45
- Crawl Log page, 348, 348
- crawling, content, 323–324
  - crawl rules, 326, 346–347, 346–347
  - impact rules, 325–326
  - logs, 348–349, 348

## 592 Create a KPI List for Me Automatically option – Database Server setting

- schedules, 325, 343
  - settings, 324–325
  - Create a KPI List for Me Automatically option, 442
  - Create a New Content Type option, 471
  - Create a New Custom Template option, 380
  - Create a New Group option, 177
  - Create a New Template option, 140
  - Create a New Web Application option, 100
  - Create a Public View option, 306
  - Create Audience page, 197
  - Create Encryption Key page, 228
  - Create Folder option, 264
  - Create Link in Current Navigation bar, 442
  - Create Major and Minor (Draft) Versions option, 267
  - Create New Application Pool option, 557
  - Create New Connection option, 192
  - Create option for Site Actions, 84, 85
  - Create or Configure This Farm's Shared Services link, 99–100, 103, 490
  - Create page for KPI lists, 440
  - Create Page page, 530
  - Create Schedule option, 343
  - Create Scope page, 349
  - Create Site Collection page, 137, 140, 521
  - Create Site page, 144, 148
  - Create Variation Label page, 529
  - Create View option, 257
  - Create View page, 305
  - createsite command, 497
  - createusersite command, 498
  - createweb command, 498
  - Cross-Domain Access for User Form Templates settings, 466
  - CSS (Cascading Style Sheets), 289
  - current navigation, 332–333
  - custom-made master pages, 524
  - Custom Send To Destination setting, 472
  - Custom Template page, 146, 146
  - customer care for companion CD, 574
  - customization
    - definition, 162
    - portal sites, 130–131
  - Customize Announcements page, 403–404
  - Customize Document Library page, 267
  - Customize Documents page, 200, 200
  - Customize Form Templates page, 472
  - Customize Shared Documents page, 372–373
  - Customize the Quick Access Toolbar dialog box, 383
  - Customize Workflow: Submitted documents approval page, 268
- 
- D**
- dashboards, 3
    - business intelligence in, 424–425
    - creating, 441–443, 442–443
    - overview, 421
  - data access in BDC, 460–464, 461
  - Data Configuration settings, 489
  - Data Connection library, 249
  - Data Connection Response Size setting, 466
  - Data Connection Timeouts setting, 466
  - data connections list, 424
  - data filters, 4
  - Data page in form design, 469
  - Data Retrieval Service page, 489
  - Data Source Wizard, 380
  - Database Authentication settings, 101
  - Database Name setting
    - SSO, 227
    - SSPs, 99, 101
  - Database Server setting, 99

- database servers
  - server farm installation, 55–57
  - SSPs, 99
- database services, 11
  - migration, 545
  - stand-alone installation, 47
- databases
  - migrating, 549
  - partitioning, 27
  - SQL, 26–28
  - SSO, 218–219, 227
  - SSPs, 99, 101
  - user profile, 164
- Decision Meeting Workspace
  - template, 125
- Default Content Access Account
  - field, 349
- Default Content Access Account in the
  - Account field, 103
- default content access accounts
  - crawling content, 349
  - indexing, 103
  - planning, 327
- Default Database Server page, 489
- Default Privacy Setting menu, 190, 194
- Default Quota Template setting, 82
- Default Time Zone setting, 82
- defaults
  - master pages, 7
  - site permission groups, 161
  - SSPs, 101–102
- Delete Audit Log Records Older Than
  - (In Days) field, 227
- Delete Stored Credentials for This
  - Account from All Enterprise
    - Application Definition option, 230
  - Account from This Enterprise
    - Application Definition option, 230
- deletesite command, 498
- deleteweb command, 498
- deleting SSPs, 101
- demilitarized zones (DMZs), 22
- deployment, server farm. *See*
  - server farms
- Description field and descriptions
  - audiences, 197
  - calendar entries, 255–256
  - collections, 138, 140
  - information policies, 373
  - KPIs, 439–440
  - labels, 529
  - links list web parts, 305
  - managed properties, 340
  - metadata properties, 463
  - My Site, 180
  - page layouts, 523
  - property lists, 337
  - publishing portal sites, 521
  - records routing entries, 516
  - resources, 89
  - tasks, 261
  - templates, 146
  - trusted data providers, 432
  - trusted file locations, 430
  - user profiles, 187, 190
  - web pages, 530
  - web part pages, 301
- design elements in WCM,
  - 520–521
- Designers access right, 161
- Developer role in BDC, 429
- diagnostic logging, 94–96, 95
- Diagnostic Logging page, 95
- digest authentication, 217
- discussion boards, 259–260, 259
- discussion groups, 260
- disk space and
  - formatting requirements
    - application servers, 54
    - database servers, 56
    - front-end web servers, 57
    - stand-alone installation, 45
- Display as a Web Page
  - option, 472
- Display page, 469

- display requirements
  - application servers, 55
  - database servers, 56
  - front-end web servers, 57
  - stand-alone installation, 45
- Display the Navigation Items Below the Current Site option, 353
- Display the Same Navigation Items as the Parent Site option, 353
- Display This Site on the Quick Launch of the Parent Site option, 142
- Display This Site on the Top Link Bar of the Parent Site option, 142
- disposition approval option in workflows, 4, 269
- distribution groups, 223
- distribution lists, 167
- DMZs (demilitarized zones), 22
- Do Not Add a KPI List to This Dashboard option, 442
- Do Not Allow Users to Edit Values for this Property option, 190
- Do Not Allow Users to Upload Documents That Do Not Support IRM option, 372
- Do Not Automatically Create Site and Page Variations option, 527
- Do Not Recreate a New Target Page When the Source Page Is Republished option, 527
- Do Not Update Web Part Changes to Target Pages option, 528
- Document Center
  - library, 365
  - overview, 384–385
  - templates, 6, 124
- Document Information Panel, 379–381, 379
- Document Information Panel Settings:
  - Partnership Contract page, 379–380, 379
- document-level permissions, 222
- Document library, 249
- Document Library Advanced Settings:
  - Form Templates page, 472
- Document Library Versioning Settings page, 267
- Document Workspace template, 124
- documents
  - content approval, 244–245
  - content flow, 366–367
  - content type management, 365–366, 375–379, 376–378
  - conversion, 291–292
  - Document Information Panel, 379–381, 379
  - exam essentials, 275, 386
  - information policy, 367–368
  - information rights management, 368–372, 371
  - libraries, 249
    - adding to, 264–265
    - checkout and check-in, 245, 266
    - dragging and dropping, 265
    - Form Templates setting, 472
    - modifying, 266
    - for multiple content types, 272
    - versioning, 267
    - workflow for, 267–272, 268–270
  - management, 6
    - overview, 242–243
    - planning, 364–365
    - versioning, 244
  - review questions, 276–283, 387–395
  - summary, 275, 386
  - user profiles, 165
  - Word 2007, 381–384
- Documents page
  - audience targeting, 199–200
  - content type, 272
  - search, 338
- Does the Directory Management Service Manage Distribution Lists? option, 93
- domain trust relationships, 24

Don't Upload Pictures to My Blog Post option, 384  
 Dotted-Line Manager field, 187  
 Download a Copy option, 382  
 Download Complete dialog box, 309  
 Download the Full Article as an .html Attachment to Each item option, 408  
 dragging and dropping documents into libraries, 265

---

## E

E-mail Services option, 92  
 Edit Authentication page, 215–216, 216  
 Edit Details page  
   My Site, 180–181, 181  
   user profiles, 190  
 Edit Group Quick Launch page, 176  
 Edit Languages option, 190  
 Edit Page option  
   site actions, 84  
   web pages, 290, 291  
 Edit Policy: Document page, 373  
 Edit Properties or Open Shared Services  
   Admin Site link, 82, 82  
 Edit Properties page, 200–201  
 Edit Public Zone URLs page, 105  
 Edit Shared Services Provider page, 99, 99  
 Edit View: Team Discussion page, 260  
 electronic flashcards, 573  
 email  
   for announcements, 403–405, 404  
   incoming, 92–93  
   for libraries, 405–406  
   outgoing, 93–94  
   Outlook, 401–403  
   Records Center for, 402–403  
 Email Server Display Address option, 93  
 Embedded SQL Authentication settings, 466  
 Employee Lookup option, 123  
 Enable Anonymous Access link, 523  
 Enable Audience Targeting option, 200  
 Enable Logging option, 97  
 Enable My Site to Support Global Deployments option, 195  
 Enable Server Side Incremental option, 192  
 Enable Sites on This Server to Receive Email option, 92  
 Enable This Form to Be Filled Out by Using a Browser option, 471  
 Enable Usage Analysis Processing option, 97  
 encryption in Excel Services, 427  
 encryption keys  
   backing up, 219–220, 228–229  
   creating, 228  
   servers, 218  
 End Date setting, 261  
 End Time setting, 255  
 end user search experiences, 328  
   interface, 329  
   results, 331–332  
   scope, 330–331  
 Enter Your Product Key page  
   gradual upgrades, 555  
   in-place upgrades, 552  
   server farms, 66  
   Setup, 51  
 enterprises  
   account information, 229–230  
   content management, 6–8  
   search, 8  
   templates, 124  
 entities in BDC, 457–459, 458  
 environment variables, 494–495, 495  
 Environment Variables dialog box, 494  
 evaluation copies, 50  
 Event Throttling setting, 95  
 events  
   calendar, 254–257, 254–256, 258  
   throttling, 95

## Excel Calculation Services (ECS), 425

## Excel Services, 3, 18

- components, 425–426, 426

- editing, 427–428

- exam essentials, 444

- overview, 421–422

- in Report Center, 429–438, 434

- review questions, 445–451

- summary, 444

- workbooks

- connecting to web parts, 436–437

- for KPIs, 438–440, 439

- publishing to Reports library, 434–436, 434

## Excel Services Add Trusted Data

- Provider page, 432

## Excel Services Add Trusted File

- Location page, 430

## Excel Services Settings page, 426, 426

## Excel Services Trusted Data Providers page, 432, 432

## Excel Services Trusted File Locations page, 430–431, 431

## Excel Web Access (EWA), 426, 437–438

## Excel Web Services (EWS), 426

## Exchange Public folder settings, 324

## Exchange Server 2007 integration, 7

## Exclude All Items in This Path option, 346

## Expiration feature, 368

- expiration policies, 368–369

- exporting web parts, 309

## Extensible Stylesheet Language

- Transformation (XLST), 291

- external content sources, 327

## External Data Cache Lifetime settings, 431

- external data connections, 3

- External Data settings, 428

- external data sources, 422

- external resource mapping, 105

- extranet server farm topologies, 23–26, 24–25

**F**

- farm administrators, 222

- farms, server. *See* server farms

- fault tolerance, 15

## Fax field

- My Site, 180

- user profiles, 187

## field controls

- overview, 289–290

- WCM, 520–521

- File Download dialog box, 309

## File Location page

- gradual upgrades, 555

- in-place upgrades, 553

- server farms, 66

- Setup, 51

- File Open dialog box, 266

- File shares settings, 324

- file types in searches, 347–348

- Filter Opens dialog box, 433

- filtering web parts, 169, 422

- Find More Information about Office

- SharePoint Server 2007

- Deployment link, 88

- finding. *See* search

- firewalls, 24

- five 9s availability, 14, 59

- five-server farms, 62–63, 63

- folder-level permissions, 222

- footer zones in web part pages, 293

- Form library, 249

- Form Session State settings, 466

- FormComponent class, 289, 521

## forms

- business. *See* business forms

- conversion feature, 368

- InfoPath. *See* InfoPath

- new features, 4–5

- publishing as site content, 471–472

- templates, 472

- four-server farms, 62, 62

- front-end web servers, 57–58

**G**

General setting in SSO, 226  
 General Settings page  
   audience targeting, 200  
   document libraries, 267, 272  
   web applications, 82  
 Get Named Item From option, 437  
 Getting Started dialog box, 469  
 Give Each Person the Following  
   Amount of Time to Finish Their  
   Task (Serial) field, 268  
 Give Group Permission to This Site  
   settings, 172  
 Give Permission settings, 173  
 Give Users Permission Directly  
   option, 173  
 global audiences, 168  
 Global Configuration settings, 488  
 global My Sites settings, 194–196  
 global navigation, 332–333  
 governance, 243  
 gradual upgrade migrations, 548–549,  
   554–561  
 Grant or Configure Shared Services  
   Between Farms option, 491  
 graphics on web part page,  
   303–305, 304  
 group approval option, 4  
 Group Owner field, 172  
 groups, 160  
   access  
     creating, 172  
     permissions, 220–221  
     sites, 161–164, 168  
   adding users to, 170–171, 178  
   administrative, 222–223  
   exam essentials, 204  
   for meeting workspaces,  
     143–144, 143  
   permission, 161  
   quick launch list, 176

removing users from, 174, 174  
 review questions, 205–211  
 security, 167, 223–224  
 setting up, 176–178, 177–178  
 settings, 175  
 site templates, 127  
 summary, 203–204  
 Gset Named Item From option, 437

**H**

hard disk drive requirements  
   database servers, 56  
   front-end web servers, 57  
 hardware requirements  
   application servers, 54–55  
   database servers, 55–57  
   front-end web servers, 57  
   stand-alone installation, 45–46  
 header zones in web part pages, 292,  
   301–303, 302  
 help  
   My Sites, 183–184, 184  
   stsadm, 498–499  
 HelpFold library, 485  
 hierarchical portal sites, 129  
 hierarchies in Variations labels, 529  
 Hierarchy Managers access right, 161  
 high availability, 14  
 Hire Date field, 187  
 Hold feature, 403  
 Hold Reports library, 515  
 Home Members access right, 161  
 Home Members group, 171  
 Home Owners access right, 161  
 Home page, 29  
   My Links menu, 84  
   My Sites link, 83  
   navigating, 183–185, 184–185  
   overview, 78–80  
   for resource links, 84, 88–89  
   SharedServices1 link, 83

Site Actions link, 84, 85  
 for tasks, 89  
 View All Site Content link, 80–83,  
 80, 82–83  
 Welcome SRV01\administrator  
 link, 83  
 Home Phone field  
 My Site, 180–181  
 user profiles, 187–188  
 Home Visitors access right, 161  
 host locations  
 adding, 196  
 targeting, 169  
 hot server scenario, 14  
 HTML Content Editor, 8  
 HTTP Data Connections settings, 466  
 hyperlinks for announcements, 251

---

**I**

I Need To... setting, 123  
 Identifying People You Know  
 option, 182  
 IIS installation and configuration,  
 49–50, 49, 54–55  
 Image Link field, 302, 304  
 Image Web Parts option, 303  
 images on web part page, 303–305, 304  
 impact rules in content crawling,  
 325–326  
 Import Application Definition  
 page, 456  
 importing  
 application definition files, 456–457,  
 457, 459–460  
 user profiles, 192–193  
 web parts, 310  
 in-place upgrades, 547–548,  
 552–554, 553  
 Include All Items in This Path  
 option, 346  
 Include Content option, 146  
 Incoming E-mail Settings link, 404  
 Incoming E-Mail Settings page, 405  
 Incoming E-Mail Settings:  
 Announcements page, 404  
 incoming email  
 configuring, 92–93  
 Outlook, 401–405  
 Incremental Crawl menu, 343  
 Incremental Import Schedule  
 settings, 193  
 Index role, 62  
 Index Server settings, 99–101, 557  
 Indexed option in user profiles, 191  
 indexing server farms, 103–104  
 Indicator Using Data in Excel  
 Workbook option, 442  
 Indicator Using Data in SharePoint  
 option, 442  
 indicators business, 438–443  
 InfoPath, 5, 464–465  
 InfoPath Forms Service, 465  
 configuring, 465–467  
 form design, 469–471,  
 469–470  
 form template library  
 settings, 472  
 publishing forms, 471–472  
 web service proxies, 467–468  
 overview, 465  
 information management policies,  
 6, 402  
 configuring, 487  
 planning, 367–368  
 settings, 369, 373, 375  
 Information Management Policies  
 Settings page, 369  
 Information Management Policy  
 Configuration page, 487  
 Information Management Policy  
 Settings: Shared Documents page,  
 373, 375  
 Information Management Policy Usage  
 Reports page, 487

information rights management (IRM), 7  
 configuring, 370–372, 371  
 planning, 368–369  
 Information Rights Management page, 371–372, 371  
 Inherit Permissions option, 253  
 inheriting  
 navigation, 353  
 permissions, 253  
 Insert Hyperlink dialog box, 251  
 installation  
 exam essentials, 67  
 review questions, 67–75  
 server farm. *See* server farms  
 source requirements  
 application servers, 54  
 front-end web servers, 57  
 stand-alone, 44–45  
 hardware requirements, 45–46  
 process, 47–53, 49–50, 52  
 software requirements, 46–47  
 summary, 67  
 Interests field  
 My Site, 180  
 user profiles, 187  
 interface, search, 329, 329–330  
 internal URLs in access mappings, 104–106  
 Internet Options dialog box, 53  
 Internet Sites licensing, 12–13  
 intranet server farm topologies, 22–23, 22–23  
 item-level permissions, 222  
 items, list, 246

---

## K

Keep Drafts for the Following Number of Major Versions setting, 267  
 Keep the Following Number of Major Versions setting, 267

Kerberos authentication, 217  
 key performance indicators (KPIs), 3  
 dashboard, 425  
 Excel workbook data for, 438–440, 439  
 list data in, 440–441  
 overview, 422  
 keywords, search, 331, 350–351  
 KPI page, 440  
 KPI:New Item page, 440

---

## L

labels  
 documents, 368  
 language, 528–529  
 labs for migration testing, 544–545  
 Language Template Packs notification dialog box  
 gradual upgrades, 556  
 in-place upgrades, 553  
 languages  
 My Sites, 195  
 user profiles, 189–190  
 Variations feature, 526–530, 527  
 large-scale server farms, 21, 21  
 Last Colleague Added field, 187  
 layouts and layout pages  
 content pages, 288–289  
 navigation on, 334–335  
 sites, 128  
 WCM, 520  
 web pages, 523, 530  
 web part pages, 295  
 Learn How to Deploy Office  
 SharePoint Server 2007 on a Single Server link, 88, 90  
 Learn More About Managing User Profiles option, 188  
 Learn More About My Site option, 183

- Least Critical Event to Report to the Event Log setting, 95
  - Least Critical Event to Report to the Trace Log setting, 95
  - levels, permission, 221
  - libraries, 246
    - audience targeting in, 199–203, 200–201
    - content types, 250, 272–273
    - documents in, 249
      - adding to, 264–265
      - checkout and check-in, 245, 266
      - dragging and dropping, 265
      - Form Templates setting, 472
      - modifying, 266
      - for multiple content types, 272
      - versioning, 267
      - workflow for, 267–272, 268–270
    - email support, 405–406
    - form templates settings, 472
    - overview, 248–250
    - picture, 273–274
    - policies for, 373–375, 373–374
    - records routing entries for, 516–517
  - library-level permissions, 221
  - License Terms page
    - gradual upgrades, 555
    - in-place upgrades, 552
  - licensing server farms, 12–13
  - Limit Site Storage to a Maximum Of setting, 140
  - links
    - search, 332
    - summary, 334
    - web parts, 305–306, 306
  - list-level permissions, 221
  - List page, 338
  - List This New Site in the Site Directory option, 141, 145
  - List Views settings, 295
  - lists
    - announcements, 251–254, 252
    - calendar entries, 254–257, 254–256, 258
    - content types, 250
    - discussion board conversations, 259–260, 259
    - distribution, 167
    - in KPIs, 440–441
    - overview, 246–248
    - property, 337–338
    - targeting items, 168
    - tasks, 261–264, 261
    - web parts, 307–308, 307–308
    - working with, 250, 251
  - Load Balancing settings, 427
  - Local Area Network (LAN) Settings dialog box, 53
  - Local Server administrators, 223
  - Locale menu, 529
  - Location field
    - records routing entries, 516
    - Variations, 527
  - Log File Location field, 97
  - Logging and Reporting settings, 487
  - logical server farm architecture, 24
  - logs
    - crawl, 348–349, 348
    - diagnostic, 94–96, 95
    - settings, 97, 487
- 
- ## M
- Major and Minor Versions option, 244–245
  - Major Version option, 530
  - Major Versions Only option, 244–245
  - Make This the Default View option, 257, 306
  - Manage Account Information for an Enterprise Application Definition page, 230
  - Manage Audiences page, 197, 197, 199
  - Manage Content Deployment Paths and Jobs page, 489
  - Manage Content Sources page, 339, 341–342, 342, 344, 344

- Manage Crawl Rules page, 346, 347
- Manage Data Connection Files
  - option, 468
- Manage Encryption Key page, 228–229
- Manage Farm Features page, 488
- Manage File Types page, 347
- Manage Form Templates page, 467, 468, 472
- Manage Holds link, 513
- Manage Keywords page, 350–351
- Manage Permissions page, 253
- Manage Policy page, 194
- Manage Schedules Web page dialog box, 343
- Manage Server Settings option, 226
- Manage Settings for Single Sign-On page, 226–227, 226, 229–230
- Manage the Web Service Proxy page, 467
- Manage This Farm's Shared Services page, 100–103, 490
- managed paths, 11
- managed search properties, 338–341, 339, 341
- Manually Update the Value of This Indicator option, 440
- mappings
  - metadata properties, 340, 462–464
  - server farm alternate access, 104–106, 488
- Mappings to Crawled Properties settings, 463
- maps, site, 149, 149
- Master Page Gallery, 288, 523
- master pages
  - custom-made, 524
  - layout, 523
  - navigating, 333–334
  - overview, 287–288
  - system, 288, 524
  - WCM, 520
- Master Site Directory Settings page, 488
- Maximum Chart Size setting, 430
- Maximum Concurrent Queries Per Session setting, 431
- Maximum Request Duration setting, 430
- Maximum Size of Form Session State setting, 466
- Maximum Size of Workbook Cache setting, 427
- Maximum Unused Object Age setting, 427
- Maximum Upload Size setting, 82
- Maximum Workbook Size setting, 430
- medium-scale server farms, 20
- meetings
  - templates, 124–125
  - workspaces, 142
    - creating, 256, 256
    - groups for, 143–144, 143
- Meetings page, 142
- Members of This Site setting, 176
- Membership Requests settings, 172
- Memory Cache Threshold setting, 427
- memory requirements
  - application servers, 54
  - database servers, 56
  - front-end web servers, 57
  - stand-alone installation, 45
- Memory Utilization settings, 427
- metadata
  - lists, 246
  - property mapping, 340, 462–464
- Metadata Property Mappings page, 340, 462
- Microsoft Content Management Server 2002 (MCMS), 519
- Microsoft documents. *See* documents
- Microsoft .NET Framework, 46, 49–50, 50, 55
- Microsoft Office 2007 integration, 6, 8
- middle zones on web part pages, 293
- migration, 543
  - backups for, 546
  - business intelligence in, 549–550

CMS in, 549  
 database services, 545  
 databases, 549  
 exam essentials, 561  
 gradual upgrades, 548–549,  
   554–561  
 in-place upgrades, 547–548,  
   552–554, 553  
 plan development, 543–544  
 premigration tasks, 545–547  
 prerequisites, 546  
 preupgrade scans, 547  
 readiness, 544  
 review questions, 562–570  
 Shared Services in, 550–551  
 summary, 561  
 testing, 544–545  
 mirroring, 14  
 Missing Properties library, 515  
 Mobile Phone field  
   My Site, 180–181  
   user profiles, 187–188  
 Modified Shared Web Part option, 257  
 Modify All Site Settings option, 338  
 Modify List Audience Targeting  
   Settings page, 200  
 Modify Navigation option, 351  
 Modify Permissions of Selected Users  
   option, 459  
 Modify Shared Web Part link, 298, 304,  
   307, 340  
 modifying library documents, 266  
 Move Web Page dialog box, 525  
 moving  
   sites in collections, 525, 525  
   web parts on web part pages,  
   297–298  
 Multipage Meeting Workspace  
   template, 125  
 multiple content types, 272  
 multiple languages, 526–530, 527  
 Multivalue Separator menu, 190  
 My Colleagues page, 182

My Home page, 180–182  
 My Links menu, 84  
 My Profile page, 184–185, 184–185  
 My Site Host template, 124  
 My Site Location URL setting, 99–100  
 My Site Public Page, 132  
 My Site Settings page, 194  
 My Sites, 131, 179, 179  
   global settings, 194–196  
   Home page, 183–185, 184–185  
   host locations  
     adding, 196  
     targeting, 169  
   navigation bar targeting, 168–169  
   Outlook in, 407, 407  
   personal site, 132–133  
   personalization site, 133–135  
   planning and implementing, 133  
   policies, 135  
   public profile page, 132  
   purpose and scope, 134  
   setting up, 179–183, 181–182  
   upgrading, 559  
 My Sites link, 83

---

## N

named item data, 437–438  
 names  
   entities, 458  
   groups, 172  
   KPIs, 439–440  
   labels, 529  
   meetings, 266  
   property lists, 337  
   SSO, 227  
   templates, 146  
   web part pages, 300  
 navigation, 351  
   breadcrumb, 334  
   exam essentials, 354  
   Home page, 183–185, 184–185

- inheriting, 353
    - layout pages, 334–335
    - master pages, 333–334
    - from portal site, 351–352, 352
    - review questions, 355–362
    - with search. *See* search
    - sites, 128
    - summary, 354
    - user, 332–333
    - web parts, 335
  - navigation bar targeting, 168–169
  - .NET Framework, 46, 49–50, 50, 55
  - network speed requirements
    - application servers, 55
    - front-end web servers, 57
    - stand-alone installation, 47
  - New Alert page, 253
  - New Blog Account dialog box, 384
  - New Community Server Account dialog box, 384
  - New Dashboard page, 441
  - New Document option, 264
  - new features, 3
    - business intelligence, 3–4
    - business process and forms, 4–5
    - collaboration, 5–6
    - enterprise content management, 6–8
    - enterprise search, 8
    - portals, 8–9
  - New Group page, 172
  - New Group Web Page dialog box, 443
  - New Item option for tasks, 261
  - New Item page
    - announcements, 251–252
    - web parts, 305
  - New Label option, 528
  - New Link Web Page dialog box, 443
  - new links list, 305–306, 306
  - New Managed Property page, 340, 462–463
  - New Meeting Workspace page, 256, 256
  - New page for KPIs, 440
  - New Page Layout page, 523
  - New Profile option, 188
  - New RSS Feed dialog box, 408
  - New SharePoint Site page, 140
  - New Site Column: Home page, 338
  - New Site Content Type page, 376, 377
  - New System Variable setting, 494
  - New Template Name field, 140
  - New URL for Original Content setting, 557
  - newname command, 498
  - News option, 123
  - None version option, 244–245
  - NTLM authentication, 217
  - Number of Actions per Postback setting, 466
  - Number of Log Files setting, 95
  - Number of Log Files to Create setting, 97
  - Number of Minutes to Use a Log File setting, 95
  - Number of Postbacks per Form Session State setting, 466
  - Number of Threads field, 97
- 
- O**
- objectives as lists, 262
  - Office 2007 integration, 6, 8
  - Office Web Components (OWC), 549–550
  - Only Crawl Within the Server of Each Start Address option, 343
  - Only Users Who Can Edit Items option, 267
  - Open This Document Library option, 471
  - operating systems
    - application servers, 55
    - database servers, 56
    - stand-alone installation, 46

- Operation Completed Successfully page, 146
  - Operations page, 78
    - account information, 229–230
    - antivirus protection, 96–97
    - backup and restore, 491–493
    - Content Deployment section, 489
    - Data Configuration section, 489
    - diagnostic logging, 94–96, 95
    - Global Configuration section, 488
    - gradual migrations, 556–557
    - incoming email, 92–93
    - Information Management Rights, 371, 371
    - Logging and Reporting section, 487
    - outgoing email, 93–94
    - overview, 84–85, 86
    - Security Configuration section, 486–487
    - server farm alternate access mappings, 104–106
    - server farm services, 102–103
    - SSO, 226–227, 226
    - Topology and Services section, 486
    - usage analysis and reporting, 97
  - operators for audiences rules, 198
  - optical drive requirements, 56
  - organizational requirements for server farms, 17–18
  - outgoing email, 93–94
  - Outgoing Email Settings page, 94
  - Outlook, 398
    - collaboration, 6
    - content, 404–408, 407
    - email, 401–405
    - exam essentials, 409
    - in My Site, 407, 407
    - Outlook 2003, 399
    - overview, 399–401
    - review questions, 410–417
    - RSS feeds in, 408
    - summary, 409
  - Overwrite Existing Files option, 264, 382
  - Overwrite Files with the Same Name option, 405
  - Overwrite If File Already Exists option, 300
  - owners
    - groups, 172
    - sites, 176
  - Owners of This Site setting, 176
- 
- P**
- Page Layout settings, 530
  - page layouts. *See* layouts and layout pages
  - Page menu for web pages, 290, 291
  - Parameters page, 435
  - parent portal upgrading, 559
  - parent sites, inheriting navigation from, 353
  - partitioning databases, 27
  - Past Projects field
    - My Site, 180
    - user profiles, 187
  - Path for Index File Location setting, 101
  - PDFs on companion CD, 572
  - people, search for, 336–337, 336
  - People page, 329, 330
  - People and Groups page
    - group settings, 175
    - new groups, 176–178, 178
    - quick launch list, 176
  - People and Groups: All Groups page, 522
  - People and Groups: Home Members page, 170, 172–173
  - Perform a Backup - Step 1 of 2: Select a Component to Backup page, 492
  - performance of server farms, 16–17
  - permissions
    - announcements, 253
    - calendar entries, 256
    - collections, 141–142, 144
    - entities, 459

- groups, 172
- Information Management
  - Rights, 372
- levels, 221
- planning, 220–222, 223
- sites, 161
- users, 173, 173
- Permissions page
  - announcements, 253
  - users, 173
- personal site
  - host upgrading, 559
  - My Sites, 132–133
  - settings, 195
  - user profiles, 187
- Personal Site field, 187
- personal site hosts, 559
- Personal Site Locations settings, 195
- personalization
  - overview, 162
  - portal sites, 130–131
  - services, 18
  - sites, 133–135
- photographs, 180–181
- physical server farm topology, 60–63, 60–64
- Picture field
  - My Site, 180
  - user profiles, 187
- picture libraries, 249, 273–274
- Picture Version History settings, 274
- policies
  - expiration, 368–369
  - information management, 6, 402
    - configuring, 487
    - planning, 367–368
    - settings, 369, 373, 375
  - libraries, 373–375, 373–374
  - My Sites, 135
  - user profiles, 166, 190, 193–194
- Policy Document Center, 144
- Policy Settings menu, 190
- Policy Statement field, 374
- POP 3 services, 91–92, 91
- Port field for connections, 192
- Portal Site library, 365
- portal sites
  - application, 130
  - collections, 126–127
  - implementation, 129–131
  - navigation from, 351–352, 352
  - publishing, 521–522, 522
  - templates, 119–123, 120–122
  - web presence, 130
- portals
  - new features, 8–9
  - usage reporting, 18
- Post Images to the Following Location
  - option, 384
- post-installation tasks, 87
  - organizing, 87–90, 90
  - server farms, 67, 97–106, 99
  - stand-alone installation, 52
  - stand-alone servers, 90–97, 91, 95
- Preliminary Steps page, 48
- premigration tasks, 545–547
- prerequisites for migration, 546
- prescan.exe file, 547
- preupgrade scans, 547
- preupgradescanconfig.xml file, 547
- Prevent Changes to Labels After They Are Added option, 374
- previewing forms, 470
- Primary Site Collection Administrator
  - collections, 138
  - publishing portal sites, 521
- private properties in user profiles, 166
- processor requirements
  - application servers, 54
  - database servers, 56
  - front-end web servers, 57
  - stand-alone installation, 45
- Profile Services, 164–167
- profiles, user, 186
  - databases, 164
  - importing, 192–193

policies, 193–194  
 properties, 186–191, 188, 191  
 project management, 6  
 Prompt Users to Insert a Label Before  
   Saving or Printing option, 374  
 property lists, 337–338  
 Provide Account Information page, 230  
 proxies, web service, 467–468  
 proxy servers, bypassing, 53  
 public profile page, 132  
 public properties in user profiles, 166  
 Public Site Redirect field, 187  
 public URLs in access mappings, 105  
 Publish a Major Version option, 524  
 Publish Major Version option, 270  
 publishing  
   Excel workbooks to Reports library,  
     434–436, 434  
   forms, 471–472  
   templates, 125  
 Publishing Portal main page, 523  
 publishing portal sites, 521–522, 522  
   layouts, 523  
   overview, 125–127  
   variations on, 527–528, 527  
 Publishing Wizard  
   Document Information Panel, 380  
   form design, 470–471  
 purpose of My Sites, 134

---

## Q

Query role for server farms, 62  
 Quick Deploy Users access right, 161  
 quick launch list, 120  
 Quick Start Guide, 88  
 Quiesce Farm page, 488  
 Quota Template settings, 521  
 quota templates  
   collections, 139–140  
   publishing portal sites, 521  
   setting, 82  
   site collection content, 131  
 Quota Templates page, 140

---

## R

READ FIRST - Click This Link for  
   Deployment Instructions link, 87  
 Read the Microsoft Software License  
   Terms page  
   server farms, 66  
   Setup, 51  
 Read the Quick Start Guide link, 87–88  
 Reassign the Task to Another Person  
   option, 268  
 Recalculate the Indicator Value for  
   Every Viewer option, 440  
 Record Collection Programmable  
   Interface, 402  
 records. *See also* documents  
   management, 6–7, 243, 512–513  
   routing entries for libraries, 516–517  
 Records Center  
   content management, 526  
   email content, 402–403  
   as external service connection,  
     514–515, 516  
   overview, 384–385, 385,  
     512–514, 513  
   records routing entries for libraries,  
     516–517  
   site collection auditing,  
     518–519, 519  
   template, 6, 124  
 Records Center Setup link,  
   513, 515  
 Records Pending Submission  
   library, 515  
 Records Repository library, 365  
 Records Routing feature, 402  
 Recreate a New Target Page When  
   the Source Page Is Republished  
   option, 527  
 Recreate Deleted Target Page  
   option, 527  
 Recurrence setting, 255  
 redundancy in server farm deployment,  
   58, 64

- reference library, 424
- refresh settings for trusted file locations, 430–431
- Refresh Warning Enabled option, 430
- Register a Blog Account dialog box, 384
- relevance of search results, 331–332
- Remove from Offline Copy option, 401
- Remove Selected Users option, 459
- Remove Users from Group option, 174
- removing users
  - from entities, 459
  - from groups, 174, 174
- renameweb command, 498
- Render Form Templates That Are Browser-Enabled by Users option, 466
- Replicable option, 194
- replication, 14
- report calendar, 424
- Report Center, 3, 422–424, 423, 518
  - business indicators in, 438–443, 439, 442–443
  - Excel Services in, 433–438, 434
  - for trusted data providers, 431, 431
  - for trusted file locations, 429–431, 431
- Reports library, 249, 434–436, 434
- Reports Library page, 433–434, 441
- Request a Change Before Completing the Task option, 268
- Require Check Out option, 267
- Require SSL for HTTP Authentication to Data Sources option, 466
- requirements
  - application servers, 54–55
  - companion CD, 573
  - database servers, 55–57
  - front-end web servers, 57–58
  - server farms, 17–18
  - stand-alone installation, 44–47
- Reset All Crawled Content option, 349
- Reset Internet Information Services settings, 557
- Resources link, 84
- Responsibilities field
  - My Site, 180
  - user profiles, 187
- restore command, 496
- Restore from Backup - Step 1 of 4: Select Backup Location page, 493
- Restore from Backup - Step 2 of 4: Select Backup to Restore page, 493
- Restore from Backup - Step 3 of 4: Select Component to Restore page, 493
- Restore from Backup - Step 4 of 4: Select Restore Options page, 493
- restores
  - backups, 493
  - encryption keys, 229
  - shared services providers, 100–101
  - SSO, 219–220
  - stsadm command, 496–497
- Restrict Permission to Documents in This Library on Download option, 372
- Restricted Readers access right, 161
- Retention Period setting, 369
- Rights Management Services (RMS), 368
- rollup portal sites, 129
- root-level sites, 11
- RSS Feed Options dialog box, 408
- RSS feeds, 5, 408
- RSS Feeds page, 408
- rules
  - audiences, 198–199, 198
  - crawl, 346–347, 346–347
- Run Processing Between These Times Daily settings, 97
- Run the SharePoint Products and Technologies Configuration Wizard Now option, 51
- Run WWW Service in IIS 5.0 Isolation Mode option, 49

**S**

sample dashboard, 424  
 Sample KPIs page, 439  
 Sample KPIs: New Item page, 439–440  
 Satisfy All of the Rules option, 197  
 Satisfy Any of the Rules option, 197  
 Save All Attachments in Folders  
   Grouped by E-mail Sender option, 405  
 Save All Attachments in Folders  
   Grouped by E-mail Subject option, 405  
 Save All Attachments in Root Folder option, 405  
 Save As dialog box  
   Excel workbooks, 435  
   web parts, 309  
 Save Meeting Invitations option, 403, 405  
 Save Original E-mail option, 405  
 Save Site as Template page, 146  
 saving sites as templates, 145–146, 145–146  
 scalability of server farms, 16–17  
 Scan Documents on Download option, 96  
 scans, preupgrade, 547  
 Schedule Full Import option, 193  
 scheduling  
   content crawling, 325, 343  
   site content, 243  
   user profile imports, 193  
 Schools field  
   My Site, 180  
   user profiles, 187  
 scope  
   My Sites, 134  
   search, 330–331, 349–350  
 Scopes settings, 349  
 scripting commands, 499

## search

content crawling, 323–326  
 content sources, 326–328, 342–345  
 crawl logs, 348–349, 348  
 crawl rules, 346–347, 346–347  
 end user experiences, 328–332, 329–330  
 enterprise applications, 8  
 exam essentials, 354  
 file types, 347–348  
 keyword and best bet, 350–351  
 managed properties, 338–341, 339, 342–344  
 overview, 322–323  
 people, 8, 336–337, 336  
 property lists and columns, 337–338  
 review questions, 355–362  
 scope, 330–331, 349–350  
 server farm-level settings, 328  
 sites, 128  
 summary, 354  
 Search Based Alerts page, 349  
 Search Center, 329, 329, 336–337  
 Search Center template, 124  
 Search Center with Tabs template, 124  
 Search Database settings, 101  
 Search Settings page, 339, 349  
 Searching Center site, 8  
 Secondary Site Collection  
   Administrator  
   collections, 139  
   publishing portal sites, 521  
 securable objects, 221  
 security  
   access permissions, 220–222, 223  
   administrative groups, 222–223  
   authentication  
     configuring, 215–217, 216  
     planning, 214–215  
     SSO, 218–220  
   exam essentials, 231  
   review questions, 232–239  
   security groups, 223–224

- server farms, 17–18, 24
- summary, 231
- Security Configuration settings
  - overview, 486–487
  - in upgrades, 557
- security groups, 167
  - Active Directory, 163–164
  - selecting, 223–224
- security identifiers (SIDs), 220
- Security page, 53
- Select a Component to Backup page, 492
- Select a Crawled Property field, 340, 463
- Select a Link page, 437
- Select a Template option, 141–142
- Select an Alternate Access Mapping Collection page, 105
- Select List or Library dialog box, 202
- Select People and Groups dialog box, 89
- Select Server Role to Display Services You Will Need to Start in the Table Below option, 102
- Select Web Application page, 215
- self-service site creation, 135–136, 137
- Send Alerts To field, 253
- Send All Requests for Access to the Following E-mail Address field, 253
- Send E-mail Notification to Owners When a New Site or Page Is Created option, 528
- Send E-Mail settings, 171
- Send Me an Alert When Anything Changes option, 254
- Send Membership Requests to the Following E-mail Address option, 172
- Send Warning E-mail When Site Storage Reaches setting, 140
- Send Welcome E-mail to the New Users option, 171
- server farm-level search settings, 328
- server farms, 10
  - alternate access mappings, 104–106, 488
  - availability and SLAs, 14–15
  - deployment, 57
    - redundancy, 58, 64
    - system architecture, 57–58
    - topologies, 60–63, 60–64
  - designing, 65, 65
  - indexing, 103–104
  - installation, 54
    - application servers, 54–55
    - database servers, 55–57
    - front-end web servers, 57–58
    - process, 65–66
  - licensing, 12–13
  - organizational and security requirements, 17–18
  - performance and scalability, 16–17
  - post-installation tasks, 67, 97–106, 99
  - services, 102–103
  - SSPs, 98–102, 99
  - topologies, 20–26, 21–25
- server license, 12
- Server Role page, 48
- server search service, 18
- Server Type page
  - gradual upgrades, 555
  - in-place upgrades, 553
  - server farms, 66
- servers
  - application
    - hardware requirements, 54–55
    - server farm installation, 54–55
    - software requirements, 55
  - stand-alone. *See* stand-alone servers
- Servers in Farm page, 486
- Service Accounts page, 486
- service-level agreements (SLAs), 14–15
- services
  - Central Administration for, 490
  - Excel. *See* Excel Services
  - InfoPath. *See* InfoPath

**610 Services on Server page – Site Members permission group**

- server farms, 102–103
- shared. *See* shared services
  - providers (SSPs)
- Services on Server page, 486
- Session Management settings, 427
- session timeouts, 430
- Set Target Web Application page, 556
- Set This Variation to Be the Source
  - Variation option, 529
- Set Up Groups for This Site page, 143, 143, 176
- Set Up Multilingual Support link, 527
- Setup program, 51–52, 52
- Shared Documents page, 264–265, 265, 382
- shared scopes, 330
- Shared Services Administration
  - Home page
  - indexing settings, 103
  - user profiles policies, 193
- Shared Services Administration link, 81–83, 82–83
- Shared Services Administration:
  - SharedServices1 link, 82, 104
- shared services providers (SSPs), 10, 98
  - associations, 102
  - creating, 82, 100
  - default, 101–102
  - deleting, 101
  - designing, 18–20
  - gradual upgrades with, 559–561
  - managing, 490–491
  - in migration, 550–551
  - overview, 81–83, 82–83
  - restoring, 100–101
  - scope, 134–135
  - settings, 98–99, 99
- SharedServices1, 82–83, 104, 491
- SharePoint Designer 2007, 7
- Short Session Timeout field, 430
- Should Distribution Lists Accept Mail
  - Only from Authenticated Senders?
    - option, 93
- Show Items Only When the Following Is True setting, 306
- Show page, 435
- Show Pages option, 351
- Show Subsites option, 351
- Show These Colleagues To menu, 182
- single sign-on (SSO) authentication, 215, 217–218
  - backing up, 219–220
  - configuring, 224–225
  - encryption keys, 228–229
  - enterprise applications, 229–230
  - Operations page, 226–227, 226
  - restoring, 219–220
  - setting up and starting, 225–226, 225
  - SSOSrv service, 218–219
- SIP Address field, 187
- Site Actions link, 84, 85
- Site Actions menu, 122–123, 122, 140–143
- Site Collection administrators, 222
- Site Collection Upgrade page, 558
- Site Column Gallery page, 338
- Site Columns: Documents page, 339
- Site Content and Structure page, 525, 525
- Site Content Type Advanced Settings page, 378, 378
- Site Content Type Gallery page, 369, 376, 376
- Site Content Type: Partnership Contract page, 377, 380
- Site Content Upgrade Status page, 556
- Site Directory, 144, 147–149, 147–149
- Site Directory Links Scan page, 488
- Site Directory template, 124
- Site Features page, 455
- site-level permissions, 221
- site manager role, 429
- site maps, 149, 149
- Site Master Page Settings page, 524
- Site Members permission group, 161

- Site Navigation Settings page,
  - 351–353, 352
- Site Owner permission group, 161
- Site Setting page, 338
- Site Settings option, 123
  - groups, 176
  - Site Actions, 84
  - users, 178
- Site Settings page
  - collection auditing, 518
  - master pages, 524
  - navigation, 353
  - permissions, 174
  - templates, 145
  - Variations, 527–528
- Site Visitors permission group, 161
- sites
  - access groups, 161–164, 168, 220–221
  - actions, 122–123, 122, 140–143
  - collections. *See* collections
  - exam essentials, 150
  - layouts and web pages, 128
  - management, 54
  - master pages. *See* master pages
  - My Sites. *See* My Sites
  - navigation, 128
  - permission groups, 161
  - portal. *See* portal sites
  - review questions, 151–158
  - saving as templates, 145–146, 145–146
  - search, 128
  - stsadm command for, 497–498
  - summary, 150
  - templates. *See* templates
  - variations, 8
- Sites Selected for Upgrade page, 558
- six-server farms, 63, 64
- Size page, 469
- Skills field
  - My Site, 180
  - user profiles, 187
- Slide library, 249, 365
- small-scale server farms, 20
- smart-client authoring, 291–292
- SMP (symmetric multiprocessing), 27
- SMTP service, 91–92, 91
- snapshots in Excel workbooks, 435–436
- Social Meeting Workspace
  - template, 125
- software requirements
  - application servers, 55
  - database servers, 57
  - front-end web servers, 57–58
  - stand-alone installation, 46–47
- Solution Management page, 488
- Sort Pages Automatically option, 352
- Source Data Connection menu, 191
- Specify Compilation Schedule
  - option, 199
- Specify Configuration Database Settings
  - page, 66
- Spell Checker dialog box, 253
- SQL database infrastructure, 26–28
- SSOSrv service, 218–220, 224
- SSP Database settings, 101, 557
- SSP home page, 456
- SSP Name field, 99–100
- SSP Service Credentials settings, 99–101
- SSPs. *See* shared services
  - providers (SSPs)
- stand-alone servers
  - installation, 44–45
    - hardware requirements, 45–46
    - process, 47–53, 49–50, 52
    - software requirements, 46–47
  - post-installation tasks, 90
    - antivirus protection, 96–97
    - diagnostic logging, 94–96, 95
    - incoming email, 92–93
    - outgoing email, 93–94
    - SMTP service installation, 91–92, 91
    - usage analysis and reporting, 97

Start Backup — Step 2 of 2: Select Backup Options page, 492

Start Date field, 261

Start Full Crawl menu, 343

Start Full Crawl of This Content Source option, 344

Start Time setting, 255

Stop Restricting Permission to Documents in This Library On setting, 372

Stop When Refresh on Open Fails option, 431

Stopping Open Enabled option, 431

Storage Limit Values for collections, 140

stsadm command, 493–494

- backups and restores, 496–497
- collections, sites, and web pages, 497–498
- environment variables, 494–495, 495
- help for, 498–499

Style Resource Readers access right, 162

subscribing to RSS feeds, 408

subsites

- for collections, 127–128, 142–143, 142
- navigation inheritance, 353

summary links, 334

Summary of Selections page, 48

Sybex Test Engine, 572

symmetric multiprocessing (SMP), 27

Synonyms field, 350

system architecture in server farm deployment, 57–58

System Master Page settings, 524

system master pages, 288, 524

System Properties dialog box, 494

system redundancy, 58

---

## T

tables of contents, 334–335

Target Audiences field, 200

Target Results Page, 349

targeting

- audience, 199–203, 200–202
- content, 168–169

task assignments, 261–264, 261

Tasks page, 261–263

Tasks: New Item page, 261

Team Discussion page, 259–260, 259

Team Discussion: New Item page, 259

Team Site library, 365

Team Site template, 124, 137

team site upgrades, 559–560

TechNet page, 464

Template Description field, 146

Template Name field, 146

Template Selection settings

- collections, 138
- events, 256
- publishing portal sites, 521

templates, 5, 7–8, 119

- categories, 123
- Collaboration, 124
- collections, 127, 131, 138–140
- Enterprise, 124
- lists, 246
- Meetings, 124–125
- portal site, 119–123, 120–122
- Publishing, 125
- publishing portal sites, 521
- saving sites as, 145–146, 145–146
- workspaces, 256

testing migration, 544–545

Text Box Properties dialog box, 469, 469

Text Entry dialog box, 341, 341

Text Entry Web Page dialog box, 299

threaded views, 260

three-server farms, 60–61, 61

- three-state workflow option, 4
  - throttling events, 95
  - Ticket Time Out (In Minutes) field, 227
  - Time Out Duration (in Seconds) field, 96
  - Time Out (In Seconds) field, 192
  - Time Out Settings, 227
  - time zone setting, 82
  - timeouts
    - antivirus programs, 96
    - import connections, 192
    - InfoPath Forms Services, 466
    - SSO, 227
    - trusted file locations, 430
  - Timer Job Definitions page, 488
  - Timer Job Status page, 488
  - Title field and titles
    - alerts, 253
    - announcements, 251
    - best bets, 351
    - calendar entries, 254
    - dashboards, 441
    - documents, 200
    - images, 304
    - list web parts, 307
    - permission policies, 372
    - pictures, 274
    - publishing portal sites, 521
    - records routing entries, 516
    - scope, 349
    - tasks, 261
    - web pages, 530
    - web part pages, 301
    - web parts, 295, 299, 461
    - workspaces, 256
  - Tools menu, 290, 291
  - Top-Level Site Successfully Created page, 139
  - top-level sites
    - actions on, 140–141, 141
    - making, 148
  - Top Sites page, 148
  - Top Sites tool, 123
  - Top Tasks link, 147
  - topologies for server farms, 20–26, 21–25, 60–63, 60–64, 486
  - Topology and Services section, 486
  - Trace Log in the Path field, 95
  - Translation Management library, 6, 249, 365
  - translations
    - libraries, 6, 249, 365
    - Variations feature, 526–530, 527
    - workflow option, 4
  - troubleshooting companion CD, 573–574
  - trust relationships, 24
  - Trusted Data Connection Libraries option, 431
  - trusted data providers, 431, 431
  - Trusted file locations, 429–431, 431
  - Trusted My Site host locations
    - adding, 196
    - targeting, 169
  - Trusted My Site Host Locations page, 196
  - Trusted Sites dialog box, 53
  - two-server farms, 60, 60
- 
- U**
- Unattended Service Account settings, 428
  - Unclassified Documents library, 513
  - Unclassified Records library, 515, 517
  - Update Account Information option, 230
  - Update Farm Administrator’s Group page, 487
  - Update Target Page Web Parts option, 528
  - Update the Approval Status option, 269

## 614 Update the Form Template in an Existing Document Library option – users

- Update the Form Template in an Existing Document Library option, 471
- Update Web Part Changes to Target Pages option, 528
- Upgrade page, 553, 553
- Upgrade Running page
  - gradual upgrades, 556, 558
  - in-place upgrades, 554
- Upgrade the Form Template If It Already Exists option, 468
- upgrades. *See also* migration
  - gradual, 548–549, 554–561
  - in-place, 547–548, 552–554, 553
  - overview, 542–543, 551–552
- Upload a Document or Upload a Picture page, 275
- Upload an Existing Custom Template (XSN) option, 380
- Upload Document page, 264, 382
- Upload Form Template under InfoPath Forms Services option, 468
- Upload Your Picture option, 181
- uploading pictures, 274–275
- URLs
  - collections, 140
  - My Site, 99–100
  - server farm alternate access mappings, 104–106
- usage analysis and reporting
  - configuring, 97
  - logging, 487
- Usage Analysis Processing page, 97, 487
- Use a Proxy Server for Your LAN option, 53
- Use an Existing Group option, 143, 176
- Use Existing Application Pool option, 557
- Use Existing Custom Template option, 380
- Use Same Permissions as Parent Site option
  - calendar entries, 256
  - collections, 141–142
- Use the Default RMS Server Specified in Active Directory option, 371
- Use the Default Template for Microsoft Office Applications option, 379
- Use the SharePoint Directory Management Service to Create Distribution Groups and Contacts option, 93
- Use the Top Link Bar from the Parent Site option, 141, 143, 145
- Use This RMS Server option, 371
- Use Unique Permissions option
  - calendar entries, 256
  - collections, 144
- User Can Override option, 190, 194
- User-Defined Functions settings, 431
- user profiles
  - databases, 164
  - importing, 192–193
  - overview, 164–167
  - policies, 193–194
  - properties, 186–191, 188, 191
- User Profiles and Properties page, 186–189, 191–192
- users, 160
  - access rights, 173–174, 173
  - adding to groups, 170–171, 170–171, 178
  - audiences. *See* audiences
  - exam essentials, 204
  - navigation for, 332–333
  - removing from groups, 174, 174
  - review questions, 205–211
  - search experiences, 328
    - interface, 329
    - results, 331–332
    - scope, 330–331

summary, 203–204  
 templates, 127  
 Users Must Verify Their Credentials  
 Every option, 372

Visual Studio Tools for Office  
 (VSTO), 464  
 Volatile Function Cache Lifetime  
 settings, 430  
 Volume Licensing Programs page, 13

---

## V

variables, environment, 494–495, 495  
 Variation Labels page, 528–529  
 Variation Settings page, 527, 527  
 Variations feature, 526–530, 527  
 Vault feature, 402  
 versioning, 244, 267  
 View All Site Content page  
 categories, 120–123, 121  
 form templates, 468  
 overview, 80–81, 80  
 picture libraries, 273  
 for top sites, 148  
 View Application:  
 AdventureWorksSample page,  
 457, 457  
 View Applications page, 458  
 View Audience Properties page, 199  
 View Auditing Reports page, 519, 519  
 View Entity: Sales Order page,  
 458–459, 458  
 View Group Permissions  
 option, 175  
 View Import Connections page, 192  
 View Reports option, 123  
 View Scopes page, 349  
 View Unclassified Records link, 513  
 View User Profiles page, 188, 188  
 Viewers access right, 162  
 views  
 calendar entries, 257–258  
 lists, 246–247  
 web parts, 295, 305–306, 306  
 virus protection, 96–97  
 Visual Studio Tools for Applications  
 (VSTA), 464

---

## W

warm server scenario, 14  
 Warn on Refresh settings, 430  
 web applications, 11  
 web content management  
 (WCM), 519  
 with design elements, 520–521  
 exam essentials, 531  
 master pages, 524  
 moving sites in collections,  
 525, 525  
 new features, 7–8  
 page layouts, 523  
 publishing portal sites,  
 521–522, 522  
 review questions, 532–539  
 summary, 531  
 Variations feature, 526–530, 527  
 Web Page Security Validation  
 setting, 82  
 web pages  
 authoring, 290–292, 291  
 Cascading Style Sheets, 289  
 content pages, 288  
 creating, 530  
 design elements, 287  
 exam essentials, 311  
 field controls, 289–290  
 layout pages, 288–289  
 master pages, 287–288  
 overview, 286–287  
 review questions, 312–320  
 sites, 128  
 stsadm command for, 497–498  
 summary, 310–311

- Web Part Page Title Bar toolbox, 301
- web part pages
  - adding web parts to, 296–297, 297, 307–308, 307–308
  - creating, 300–301, 301
  - exam essentials, 311
  - headers on, 301–303, 302
  - images on, 303–305, 304
  - moving web parts on, 297–298
  - overview, 292–296, 294
  - review questions, 312–320
  - summary, 310–311
- web parts
  - adding content to, 298–299, 298–299
  - adding to web part pages, 296–297, 297, 307–308, 307–308
  - business data, 460–462, 461
  - connecting Excel workbooks to, 436–437
  - displaying named item data in, 437–438
  - exam essentials, 311
  - exporting, 309
  - filtering, 169, 422
  - importing, 310
  - links list, 305–306, 306
  - moving on web part pages, 297–298
  - navigational, 335
  - overview, 292–296, 294
  - review questions, 312–320
  - summary, 310–311
  - targeted items in, 202–203, 202
  - targeting, 168
- web presence portal sites, 130
- web service proxies, 467–468
- Web Service Proxy page, 467
- Web Site Address settings, 138
- Web Site field, 187
- Web Site Properties dialog box, 48, 49
- websites. *See* sites
- Websites crawl settings, 324
- Welcome SRV01\administrator link, 83
- Welcome to SharePoint Products and Technologies Wizard, 52, 52
  - gradual upgrades, 555
  - in-place upgrades, 553
  - server farms, 66
- What Do You Want to Create or Modify setting, 470
- When Finished, Return to the Central Administration Home Page link, 103
- When Has Met or Exceeded Goal option, 439
- When Has Met or Exceeded Warning option, 439
- Who Can Edit the Membership of the Group settings, 172
- Who Can View the Membership of the Group settings, 172
- Wiki page library, 250
- Wiki Site template, 124
- wikis, 5
- Windows authentication, 214–215
- Windows components
  - application server, 55
  - email services, 91–92, 91
  - stand-alone installation, 46
- Windows Components Wizard, 91–92, 91
- Windows File Share Integration, 406
- Windows Rights Management (WRM) services, 369–370
- Windows SharePoint Services (WSS), 289
- Word 2007, 381–382
  - blogs, 383–384
  - editing documents, 382–383
- Word-to-HTML converter, 292
- Workbook Cache settings, 427

Workbook Calculation Mode  
settings, 430  
workbooks, Excel  
connecting to web parts, 436–437  
for KPIs, 438–440, 439  
publishing to Reports library,  
434–436, 434  
Workflow menu, 290, 291  
Workflow Status page, 270, 270  
workflows, 4  
document libraries, 267–272,  
268–270  
overview, 243

---

## X

XLST (Extensible  
Stylesheet Language  
Transformation), 291

---

## Y

“You are not authorized to view this  
page” message, 87

