

# Index

## • Numerics •

30-day free trial of SharePoint, 4

## • A •

accessibility, 125

accessing SharePoint. *See also* permissions

My Network Places, 75–76

Office 2003 applications, 74, 76–77

Web browsers, 74

Windows File Explorer, 74

Windows Folder Explorer, 75–76

Active Directory

domain security groups, 58

user profiles, 77–78

adding

area pages, 51

documents to document libraries, 190

domain security groups, 67–72

listings (hyperlinks), 49–50

lists, 55

page content, 39–40, 49–50

pages to meeting workspaces, 165–166

photos to picture libraries, 203–204

SharePoint sites, 53–54

site groups, 72–73

subsites to meeting workspaces, 165

Web parts, 43–46

administrative pages, 125

administrators

left navigation, 26

local server administrators, 66

page-banner navigation, 26

SharePoint administrators, 66

SharePoint sites, 53

site groups, 59, 63–65

agendas for meetings, 164–165

/all command, 342

analyzing usage data, 320–324

announcements, 215–221

applying style sheets, 133–135

approval processes

for content, 113–115

for expense reports, 287–288

archiving issues, 311

area pages

adding, 51

creating, 50–51

defined, 18, 26

modifying, 52

subareas, 50

ASP.NET, 149

assigning permissions, 57–58

attendees (meeting workspaces), 164

audiences

branding, 125

creating, 116–118

portal sites, 125

selecting, 118

SharePoint sites, 125

automating

analysis of site usage, 324

backups, 347–350

deletion of sites, 334–335

## • B •

Back button, 32

backups

automating, 347–350

backup folder, 342

best practices, 338

command-line options, 342–343

databases, 343

granularity, 339

importance of, 337–338

planning process, 350–351

- backups (*continued*)
    - portal sites, 339–342
    - scheduling, 347–350
    - SharePoint Backup and Restore tool, 339–344
    - SharePoint Migration Tool, 346
    - SPBackup Utility, 346
    - SQL Server Backup tool, 346
    - Windows SharePoint Services Administration tool, 344–346
  - banners
    - defined, 25
    - style sheets, 132–135
  - Basic Meeting Workspace template, 35
  - batch files, 349
  - benefits of using SharePoint, 355–358
  - best practices for Web design, 125
  - Blank Meeting Workspace template, 35, 162
  - Blank Site template, 35
  - Bluedog Limited Syndication Generator, 106–109
  - branding
    - administrative pages, 125
    - ASP.NET, 149
    - audience, 125
    - branding subcommittee, 123
    - company logo, 126–128
    - identity standards, 120–121
    - Microsoft Front Page, 148
    - mission statement, 139–142
    - navigation, 253–254
    - server-side controls, 149
    - SharePoint sites, 124
    - Site Settings, 126
    - style sheets, 129–139
    - themes, 149
    - user-facing pages, 125
    - values, 121–123
    - vision statement, 139–145
    - Web parts, 149
  - browser access, 74
  - built-in lists, 36
  - business implementation
    - case for, 91–92, 98–99
    - collaboration environment, 81–82, 88–90
    - e-mail, 86–88
    - information systems, 81–86
    - needs analysis, 90–92
    - project phases, 94
    - ROI (return on investment), 92–93
    - skill gaps, 95–96
    - team, 93–98
  - business intelligence, 1
  - buttons (navigation system), 32
- C •
- CAML (Collaborative Application Markup Language), 112–113
  - capacity planning, 21
  - capturing usage data, 318
  - cascading style sheets (CSS)
    - applying, 133–135
    - classes, 129–130
    - commands, 129
    - customizing, 131
    - defined, 129
    - editing, 139
    - navigation, 135–136
    - ows.css file, 130
    - page banners, 132–135
    - resources, 137–139
    - search box, 136–137
    - sps.css file, 130
    - syntax, 129
    - viewing, 138–139
    - Web-safe colors, 136
  - case for SharePoint, 91–92, 98–99
  - categories in expense reports, 272–274
  - checking in/out documents, 171–173
  - check-run schedule for expense reports, 274–283
  - cleansing data, 217–219
  - click-through, 102
  - collaboration
    - buzzword status, 1
    - document workspaces, 166–167
    - environment, 81–82, 88–90
    - meeting workspaces, 157–166
    - team sites, 154–157

- Collaborative Application Markup Language (CAML), 112–113
  - colors (Web-safe), 136
  - company logo, 126–128
  - company policies, 225–226
  - comparing documents, 169–170
  - contacts list
    - defined, 36
    - human resources, 222–225
    - Outlook, 178–182
  - Content Editor Web part, 145–146
  - Content Manager site group, 59, 62–63
  - content (meeting workspaces), 161–164
  - content (portal sites)
    - approval process, 113–115
    - characteristics of good content, 102
    - display options, 103–106
    - edit mode, 39–40
    - layout of, 25, 27
    - managing, 48–50
    - publishing dates, 116
    - removing default content, 40–41
    - sources of, 101
    - targeting content to specific audiences, 116–118
  - content (SharePoint sites), 36
  - content (Web parts), 42
  - Contributor site group, 58, 61–62
  - creating
    - area pages, 50–51
    - audiences, 116–118
    - document libraries, 186–187
    - document workspaces, 167
    - employee list, 222–225
    - expense reports, 262–264
    - listings (hyperlinks), 49–50, 105
    - lists, 55
    - meeting workspaces, 158–161
    - picture libraries, 202–203
    - site groups, 58, 67–68
    - style sheets, 131
    - team sites, 154–156
    - trouble-ticket solution, 293–299
    - work orders, 294
  - CRM (customer relationship management), 255
  - CSS (cascading style sheets)
    - applying, 133–135
    - classes, 129–130
    - commands, 129
    - customizing, 131
    - defined, 129
    - editing, 139
    - navigation, 135–136
    - ows.css file, 130
    - page banners, 132–135
    - resources, 137–139
    - search box, 136–137
    - sps.css file, 130
    - syntax, 129
    - viewing, 138–139
    - Web-safe colors, 136
  - custom properties (document libraries), 191–197
  - customer relationship management (CRM), 255
  - customizing style sheets, 131
- D •
- dashboard
    - expense reports, 288–291
    - help desk trouble-ticket solution, 298–300
    - issues list, 311–312
    - work orders, 311–312
  - data entry
    - expense reports, 286
    - issues, 300
    - tasks, 302–303
  - databases
    - backups, 343
    - PortalSiteName\_prof, 343
    - PortalSiteName\_serv, 343
    - PortalSiteName\_site, 343
    - sps\_config\_db, 343
    - sso\_db, 343
  - Decision Meeting Workspace template, 35, 162

- default pages for portal sites, 26
  - deleting
    - listings (hyperlinks), 40–41
    - page content, 39–41
    - SharePoint sites, 334–335
    - Web discussions, 335–336
    - Web parts, 41–42, 146–148
  - departmental sites
    - human resources, 214–215
    - marketing, 234
  - digital assets. *See* picture libraries
  - directory
    - default settings, 26
    - defined, 18
    - modifying, 54–55
    - Sites page, 31
    - spotlight sites, 31, 54
    - SPSSITES template, 27
  - discussion boards, 36
  - discussions
    - defined, 335
    - deleting, 335–336
    - maintenance, 336
    - monitoring, 336
  - disk space usage
    - file-size estimating, 330
    - monitoring, 324–331
    - quotas, 324–330
    - viewing, 330–331
  - distributors, 253
  - /doclib: command, 342
  - document libraries
    - adding documents, 190
    - alerts, 189
    - creating, 186–187
    - creating new documents, 187, 189
    - custom properties, 191–197
    - datasheet view, 188, 197–199
    - default document template, 187, 189
    - defined, 36
    - filtering data, 188, 193
    - folders, 188, 191
    - listings (hyperlinks), 188, 190, 199–200
    - marketing materials, 234–236
    - templates, 187, 189
    - time-sensitive documents, 193–195
    - toolbar, 187–189
    - uploading documents, 188, 190
    - version control, 189
    - views, 188, 195–199
    - Web parts, 200–201
  - document workspaces
    - checking in/out documents, 171–173
    - comparing documents, 169–170
    - creating, 167
    - master documents, 171
    - members, 168
    - merging documents, 169–170
    - template, 14, 35
    - uses, 166
    - version control, 173–174
    - Web parts, 167
  - domain security groups
    - Active Directory, 58
    - adding, 67–72
    - defined, 58
    - viewing, 58
- **E** ●
- edit mode, 39–41
  - editing
    - issues, 300–301
    - style sheets, 139
  - e-mail
    - pros and cons, 86–88
    - sending to help desk technicians, 310–311
  - employee list
    - creating, 222–225
    - expense reports, 264–271
  - employees
    - job postings, 227–228
    - new hires, 221, 226
    - organizational charts, 230–232
    - résumés submissions, 228
    - suggestion box, 229
    - surveys, 229–230
  - entering data
    - expense reports, 286
    - issues, 300
    - tasks, 302–303
  - estimating file sizes, 330
  - events list, 36
  - Excel lists, 182–183

executable batch files, 349  
expense reports  
  approval process, 287–288  
  categories, 272–274  
  check-run schedule, 274–283  
  creating, 262–264  
  dashboard, 288–291  
  data entry, 286  
  employee list, 264–271  
  manager list, 271–272  
  problems with paper expense reports,  
    261–262  
  publishing, 283–285  
  routing, 287  
  validation errors, 278–279  
extensions (Mozilla Firefox), 138  
external Web site indexing, 360

## ● F ●

FeedReader (Smiling Goat), 109–111  
/file: command, 343  
file-size estimating, 330  
filtering data  
  document libraries, 188, 193  
  picture libraries, 206–209  
  RSS feeds, 111–112  
finding skill gaps, 95–96  
Firefox, 137–138  
formal information systems, 82–85  
forms  
  expense reports, 262–264  
  templates, 292  
frames, 42  
free 30-day trial of SharePoint, 4  
Front Page, 148, 360

## ● G ●

galleries for Web parts, 43–45  
Google, 16  
granularity of backups, 339  
groups  
  domain security groups, 58  
  sites groups, 58  
Guest site group, 63–65

## ● H ●

hard-drive space, 21  
hardware requirements, 20–21  
help desk  
  issues list, 300–304  
  self-service help desk, 309–311  
  tasks list, 302–309  
  template, 313–314  
  trouble-ticket solution, 293–300  
home page (portal site), 24, 26–28  
horizontal navigation, 135–136  
human resources  
  announcements, 215–221  
  company policies, 225–226  
  contacts list, 222–225  
  departmental site, 214–215  
  job postings, 227–228  
  organizational charts, 230–232  
  paperwork for new hires, 226  
  private side, 213–214  
  public side, 213–214  
  self-service site, 215  
  services list, 224–225  
  suggestion box, 229  
  surveys, 229–230  
hyperlinks (listings)  
  adding, 49–50  
  creating, 49–50, 105  
  document libraries, 188, 190, 199–200  
  navigation, 32  
  removing, 40–41

## ● I ●

identity standards, 120–121  
image libraries. *See* picture libraries  
implementation  
  case for, 91–92, 98–99  
  collaboration environment, 81–82, 88–90  
  e-mail, 86–88  
  information systems, 81–86  
  needs analysis, 90–92  
  project phases, 94  
  ROI (return on investment), 92–93  
  skill gaps, 95–96  
  team, 93–98

- importing
  - spreadsheet data, 216–217
  - user profiles, 77–78
- indexing external Web sites, 360
- InfoPath, 263
- informal information systems, 82–86
- information sharing, 1
- information systems, 81–86
- inserting
  - area pages, 51
  - listings (hyperlinks), 49–50
  - lists, 55
  - page content, 39–40, 49–50
  - SharePoint sites, 53–54
  - Web parts, 43–46
- issues list
  - archiving issues, 311
  - dashboard, 311–312
  - defined, 36
  - editing issues, 300–301
  - e-mailing technicians, 311
  - entering issues, 300
  - history, 301
  - linking issues to issues, 301–302
  - linking tasks to issues, 303
  - reports, 310
  - resolving issues, 304
  - viewing, 301
  - work orders, 295–296
- IT Developer Team Site template, 313–314

## ● J ●

- job postings, 227–228

## ● K ●

- knowledge management, 1

## ● L ●

- layout
  - guidelines, 125–126
  - portal sites, 24–25
  - SharePoint sites, 34–35
- lead management, 254–255
- left navigation, 25–26

- libraries. *See* document libraries; picture libraries
- linking Excel lists to SharePoint lists, 182
- linking issues
  - to issues, 301–302
  - to tasks, 303
- listings (hyperlinks)
  - adding, 49–50
  - creating, 49–50, 105
  - document libraries, 188, 190, 199–200
  - navigation, 32
  - removing, 40–41
- lists
  - adding, 55
  - built-in lists, 36
  - contacts, 36
  - creating, 55
  - events, 36
  - Excel lists, 182–183
  - issues, 36
  - SharePoint sites, 36
  - tasks, 36
- local server administrators, 66
- locking sites, 331–332
- log files
  - analyzing, 320–324
  - parsing, 324
- logos, 126–128

## ● M ●

- mailing lists, 84
- maintenance tasks
  - disk space usage, 324–331
  - locking sites, 331–332
  - portal sites, 333–334
  - site usage, 314, 317–323
  - unlocking sites, 331–332
  - Web discussions, 336
- manager list, including in expense reports, 271–272
- marketing
  - brochures, 235–236
  - campaigns, 256–258
  - competitor research, 238–240
  - departmental site, 234
  - distributors, 253
  - document libraries, 234–236

- four Ps, 233
- image libraries, 234, 236–238
- lead management, 254–255
- news feeds, 241–243
- presentations, 235–236
- price lists, 252–253
- product gallery, 244–249
- promotions, 244, 249–252
- Really Simple Syndication (RSS), 241–243
- templates, 256–258
- master documents, 171
- meeting workspaces
  - adding pages, 165–166
  - adding subsites, 165
  - agendas, 164–165
  - attendees, 164
  - Blank Meeting Workspace, 35, 162
  - content, 161–164
  - creating, 158–161
  - Decision Meeting Workspace, 35, 162
  - integration with Outlook, 157–158
  - Multipage Meeting Workspace, 35, 162
  - Social Meeting Workspace, 35, 162
  - templates, 14, 35, 162
  - uses, 158
  - Web parts, 162–163
- Member site group, 58–61
- members (document workspaces), 168
- merging documents, 169–170
- Microsoft Excel lists, 182–183
- Microsoft Front Page, 148, 360
- Microsoft Office applications
  - accessing SharePoint, 74, 76–77
  - integrating with SharePoint, 175–178
- Microsoft Office InfoPath, 263
- Microsoft Outlook, 178–182
- Microsoft Outlook Today, 103
- Microsoft SharePoint. *See* SharePoint
- Microsoft Virtual PC, 21
- Microsoft Web site, 137
- mission statement, 139–142
- modifying
  - area pages, 52
  - configuration of Web pages, 145–146
  - site directory, 54–55
  - site groups, 73–74
  - themes, 149
  - Web parts, 46–48

- monitoring
  - disk space usage, 324–331
  - site usage, 314, 317–323
  - Web discussions, 336
- Mozilla Firefox, 137–138
- MS SharePoint. *See* SharePoint
- MS Virtual PC, 21
- MSNBC Web parts, 45
- Multipage Meeting Workspace template, 35, 162
- My Network Places, 75–76
- My Site, 60

## • N •

- navigation
  - branding, 253–254
  - buttons, 32
  - left navigation, 25–26
  - listings (hyperlinks), 32
  - navigation bars, 32
  - page titles, 32
  - page-banner navigation, 25–26
  - portal sites, 32
  - primary navigation, 25
  - site directory, 18, 26
  - sites, 34
  - style sheets, 135–136
  - title images, 32
  - topics page, 26
- needs analysis, 90–92
- new hires
  - announcing, 221
  - paperwork, 226
- news feeds, 241–243
- News page, 26, 29–30
- Next button, 32

## • O •

- Office applications
  - accessing SharePoint, 74, 76–77
  - integrating with SharePoint, 175–178
- ordering supplies, 292
- organizational charts, 230–232
- Outlook, 178–182
- Outlook Today, 103
- /overwrite: command, 343
- ows.css file, 130

## • p •

- page banners
  - defined, 25
  - style sheets, 132–135
- page content
  - adding, 39–40, 49–50
  - defined, 25
  - edit mode, 39–41
  - removing, 39–41
  - templates, 27
- page titles, 25, 32
- Page Viewer Web part, 104–105
- page-banner navigation, 25–26
- pages. *See* area pages
- paperwork for new hires, 226
- parsing log files, 324
- people
  - implementation team, 93–98
  - problems using SharePoint, 359–360
  - skill gaps, 95–96
- permissions
  - assigning, 57–58
  - defined, 57
  - domain security groups, 58, 67–72
  - personal sites, 60
  - site groups, 58–68, 72–74
- personal site, 60
- photos. *See* picture libraries
- picture libraries
  - adding photos, 203–204
  - creating, 202–203
  - datasheet view, 202
  - defined, 36
  - filtering data, 206–209
  - marketing materials, 234, 236–238
  - photo-management features, 204
  - toolbar, 204
  - uses, 202
  - views, 204–209
- planning backups, 350–351
- policies, 225–226
- polls, 229–230
- portal areas, 124
- Portal Owner QuickStart Guide, 27–28
- /portal site: command, 342
- portal site content
  - approval process, 113–115
  - characteristics of good content, 102
  - display options, 103–106
  - edit mode, 39–40
  - layout of, 25, 27
  - managing, 48–50
  - publishing dates, 116
  - removing default content, 40–41
  - sources of, 101
  - targeting content to specific audiences, 116–118
- portal sites. *See also* SharePoint sites
  - administration, 26
  - area pages, 18, 26, 50–52
  - audiences, 125
  - backups, 339–342
  - default pages, 26
  - defined, 1, 16
  - function of, 124
  - home page, 24, 26–28
  - layout, 24–25
  - left navigation, 25
  - maintenance tasks, 333–334
  - navigation, 32
  - News page, 26, 29–30
  - page banners, 25
  - page title, 25
  - page-banner navigation, 25
  - primary navigation, 25
  - promoting, 102–103
  - restoring data, 343–344
  - search box, 25, 33
  - search engines, 16
  - SharePoint Portal Server 2003 (SPS), 18
  - site directory, 18, 26–27, 31
  - site maps, 50
  - Sites page, 26, 31
  - templates, 24
  - Topics page, 26, 28–29
  - Yahoo, 16
- portals (defined), 124
  - PortalSiteName\_prof database, 343
  - PortalSiteName\_serv database, 343
  - PortalSiteName\_site database, 343
- posting jobs, 227–228
- Previous button, 32
- price lists, 252–253
- primary navigation, 25
- problems
  - with people, 359–360
  - with technical aspects, 360

processing usage data, 318–320  
 product gallery, 244–249  
 profiles  
   defined, 77  
   importing, 77–78  
 project phases, 94  
 promoting portal sites, 102–103  
 promotions, 244, 249–252  
 properties of Web parts, 43, 46–48  
 publishing dates for specific content, 116  
 publishing expense reports, 283–285

## • Q •

QuickStart Guide, 27–28  
 quota templates, 325–330  
 quotas for disk space usage, 325–330

## • R •

Reader site group, 58–62  
 Really Simple Syndication (RSS)  
   FeedReader (Smiling Goat), 109–111  
   filters, 111–112  
   how it works, 105–106  
   marketing site, 241–243  
   Syndication Generator (Bluedog Limited),  
     106–109  
   U2U syndication generator, 107, 110  
 redundant data, 232  
 removing  
   listings (hyperlinks), 40–41  
   page content, 39–41  
   Web parts, 41–42, 146–148  
 reports  
   issues list, 310  
   usage reports, 320–324  
 resolving issues, 304  
 resources for style sheet information,  
   137–139  
 restoring data  
   best practices, 338  
   command-line options, 342–343  
   common requests, 338  
   granularity, 339  
   planning process, 350–351  
   portal sites, 343–344  
   SharePoint Backup and Restore tool,  
     339–344

SharePoint Migration Tool, 346  
 SPBackup Utility, 346  
 SQL Server Backup tool, 346  
 Windows SharePoint Services  
   Administration tool, 344–346  
 résumé submissions, 228  
 return on investment (ROI), 92–93  
 routing expense reports, 287  
 RSS (Really Simple Syndication)  
   FeedReader (Smiling Goat), 109–111  
   filters, 111–112  
   how it works, 105–106  
   marketing site, 241–243  
   Syndication Generator (Bluedog Limited),  
     106–109  
   U2U syndication generator, 107, 110

## • S •

saving Office documents as Web pages,  
   183–184  
 scheduling  
   backups, 347–350  
   user-profile imports, 78  
 search box, 25, 33, 136–137  
 search engines  
   defined, 16  
   Google, 16  
   SharePoint Portal Server 2003 (SPS), 18  
   Yahoo, 16  
 selecting audiences, 118  
 self-service sites  
   help desk, 309–311  
   human resources, 215  
 server-side controls, 149  
 services list, 224–225  
 SharePoint  
   capacity planning, 21  
   free 30-day trial, 4  
   hard-drive space, 21  
   hardware requirements, 20–21  
   QuickStart Guide, 27–28  
   SharePoint Portal Server 2003 (SPS),  
     13, 16–19  
   software requirements, 20  
   uses, 1–4  
   Windows SharePoint Services (WSS),  
     13–19  
 SharePoint administrators, 66

- SharePoint Backup and Restore tool, 339–344
- SharePoint implementation. *See* implementation
- SharePoint Migration Tool, 346
- SharePoint sites. *See also* portal sites
  - adding, 53–54
  - administrator, 53
  - audiences, 125
  - automatic deletion, 334–335
  - branding, 124
  - content, 36
  - defined, 13–14, 34
  - deleting, 334–335
  - discussion boards, 36
  - document libraries, 36
  - features, 14
  - function of, 124
  - layout, 34–35
  - lists, 36
  - navigation, 34
  - picture libraries, 36
  - surveys, 36
  - templates, 14, 35
- site directory
  - default settings, 26
  - defined, 18
  - modifying, 54–55
  - Sites page, 31
  - spotlight sites, 31, 54
  - SPSSITES template, 27
- site groups
  - adding, 72–73
  - Administrator, 59, 63–65
  - Content Manager, 59, 62–63
  - Contributor, 58, 61–62
  - creating, 58, 67–68
  - defined, 58
  - domain security groups, 67–72
  - Guest, 63–65
  - Member, 58–61
  - modifying, 73–74
  - Reader, 58–62
  - security model, 66–67
  - Web Designer, 58, 62–63
- site locks, 331–332
- site maps, 50
- Site Settings, 126
- site templates, 174–175
- site usage monitoring, 314, 317–323
- Sites page, 26, 31
- Six Degrees of Kevin Bacon (University of Virginia Web site), 16
- Smiling Goat FeedReader, 109–111
- Social Meeting Workspace template, 35, 162
- software requirements, 20
- sources of content, 101
- SPBackup Utility, 346
- spotlight sites, 31, 54
- spreadsheet data, importing, 216–217
- SPS (SharePoint Portal Server 2003), 13, 16–19
  - sps\_config\_db database, 343
  - sps.css file, 130
  - SPSMSITE page content template, 27
  - SPSNEWS page content template, 27
  - SPSNHOME page content template, 27
  - SPSSITES page content template, 27
  - SPSTOC page content template, 27
  - SPSTOPIC page content template, 27
- SQL Server Backup tool, 346
- /ssodb command, 342
- sso\_db database, 343
- style sheets
  - applying, 133–135
  - classes, 129–130
  - commands, 129
  - customizing, 131
  - defined, 129
  - editing, 139
  - navigation, 135–136
  - ows.css file, 130
  - page banners, 132–135
  - resources, 137–139
  - search box, 136–137
  - sps.css file, 130
  - syntax, 129
  - viewing, 138–139
  - Web-safe colors, 136
- style-sheet commands, 129
- subareas, 50
- suggestion box, 229

supplies ordering, 292  
 surveys, 36, 229–230  
 Syndication Generator (Bluedog Limited),  
 106–109

## • T •

targeting content to specific audiences,  
 116–118

task panes, 46–48

Task Scheduler tool, 347

tasks list

  creating, 296–298

  defined, 36

  entering tasks, 302–303

  linking tasks to issues, 303

  viewing, 303–309

team sites

  creating, 154–156

  example, 14–15

  templates, 14, 35

  uses, 156–157

/teamdbs command, 342

teams

  branding subcommittee, 123

  implementation team, 93–98

technical problems, 360

technicians, e-mailing, 310–311

templates

  Basic Meeting Workspace, 35

  Blank Meeting Workspace, 35, 162

  Blank Site, 35

  Decision Meeting Workspace, 35, 162

  defined, 24

  document libraries, 187, 189

  Document Workspace, 14, 35

  forms, 292

  Help Desk, 313–314

  IT Developer Team Site, 313–314

  marketing, 256–258

  meeting workspaces, 162

  Multipage Meeting Workspace, 35, 162

  page content templates, 27

  portal sites, 24

  quota templates, 325–330

  SharePoint sites, 14, 35

  site templates, 174–175

  Social Meeting Workspace, 35, 162

  Team Site, 14, 35

test server, 344

themes, 149

30-day free trial of SharePoint, 4

time sheets, 292

time-sensitive documents, 193–195

title images, 32

titles

  pages, 25, 32

  Web parts, 42

tools

  domain security groups, 58

  SharePoint Backup and Restore tool,  
 339–344

  SharePoint Migration Tool, 346

  SharePoint Portal Server 2003 (SPS), 18

  sites groups, 58

  SPBackup Utility, 346

  SQL Server Backup tool, 346

  Task Scheduler tool, 347

  Windows SharePoint Services

    Administration tool, 344–346

Topics page, 26, 28–29

trial version of SharePoint, 4

troubleshooting

  people problems, 359–360

  technical problems, 360

trouble-ticket solution, 293–300

## • U •

University of Virginia Web site (Six Degrees  
 of Kevin Bacon), 16

unlocking sites, 331–332

uploading documents to document  
 libraries, 188, 190

usability, 125

usage reports, 320–324

user profiles

  defined, 77

  importing, 77–78

user-facing pages, 125

user-interface guidelines, 125

utilities. *See* tools

U2U syndication generator, 107, 110

## • U •

validation errors in expense reports, 278–279

values, 121–123

version control

- document libraries, 189
- document workspaces, 173–174

viewing

- disk space usage, 330–331
- domain security groups, 58
- issues list, 301
- picture libraries, 204
- style sheets, 138–139
- tasks list, 303–309
- usage reports, 321–323

views

- document libraries, 188, 195–199
- picture libraries, 204–209

Virtual PC, 21

vision statement, 139–145

## • W •

Web browser access, 74

Web design

- best practices, 125
- layout, 125–126
- style sheets, 129–139

Web Designer site group, 58, 62–63

Web Developer tool, 138

Web discussions

- defined, 335
- deleting, 335–336
- maintenance, 336
- monitoring, 336

Web parts

- adding, 43–46
- branding, 149
- content, 42
- Content Editor, 145–146
- defined, 14, 28
- deleting, 146–148

- document libraries, 200–201
- document workspaces, 167
- FeedReader, 110–112
- frames, 42
- meeting workspaces, 162–163
- modifying, 46–48
- modifying configuration, 145–146
- MSNBC, 45
- Page Viewer, 104–105
- properties, 43, 46–48
- removing, 41–42, 146–148
- Syndication Generator, 107–109
- title bar, 42
- Web-part galleries, 43–45
- zones, 43, 163

Web sites. *See* portal sites; SharePoint sites

pages

- Web-safe colors, 136
- Windows Folder Explorer, 74–76
- Windows Server Active Directory, 58
- Windows SharePoint Services
  - Administration tool, 344–346
- Windows SharePoint Services (WSS), 13–19

work orders

- creating, 294
- dashboard, 311–312
- issues list, 295–296
- task lists, 296–298

workspaces. *See* document workspaces; meeting workspaces

## • X •

XPath, 283

## • Y •

Yahoo, 16

## • Z •

zones (Web parts), 43, 163