



Software Application Tutorial



Introduction to SharePoint

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For Assistance Call x3350

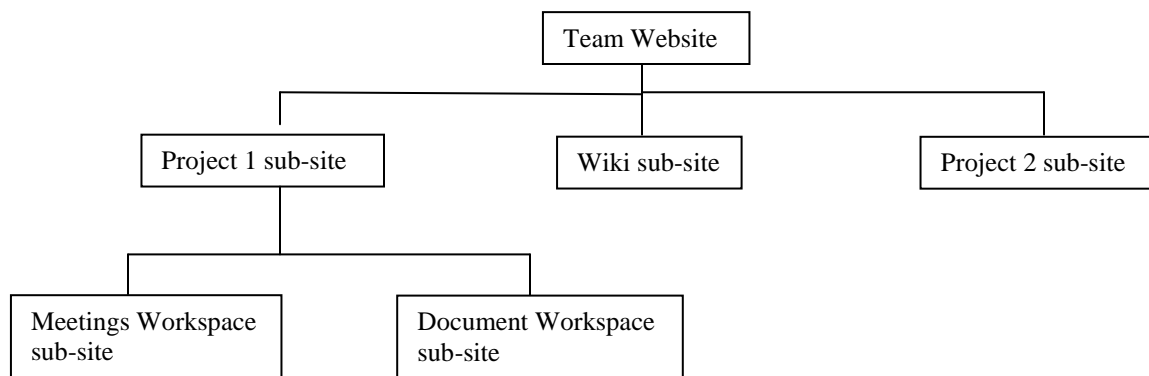
A Member of the Pennsylvania State System of Higher Education

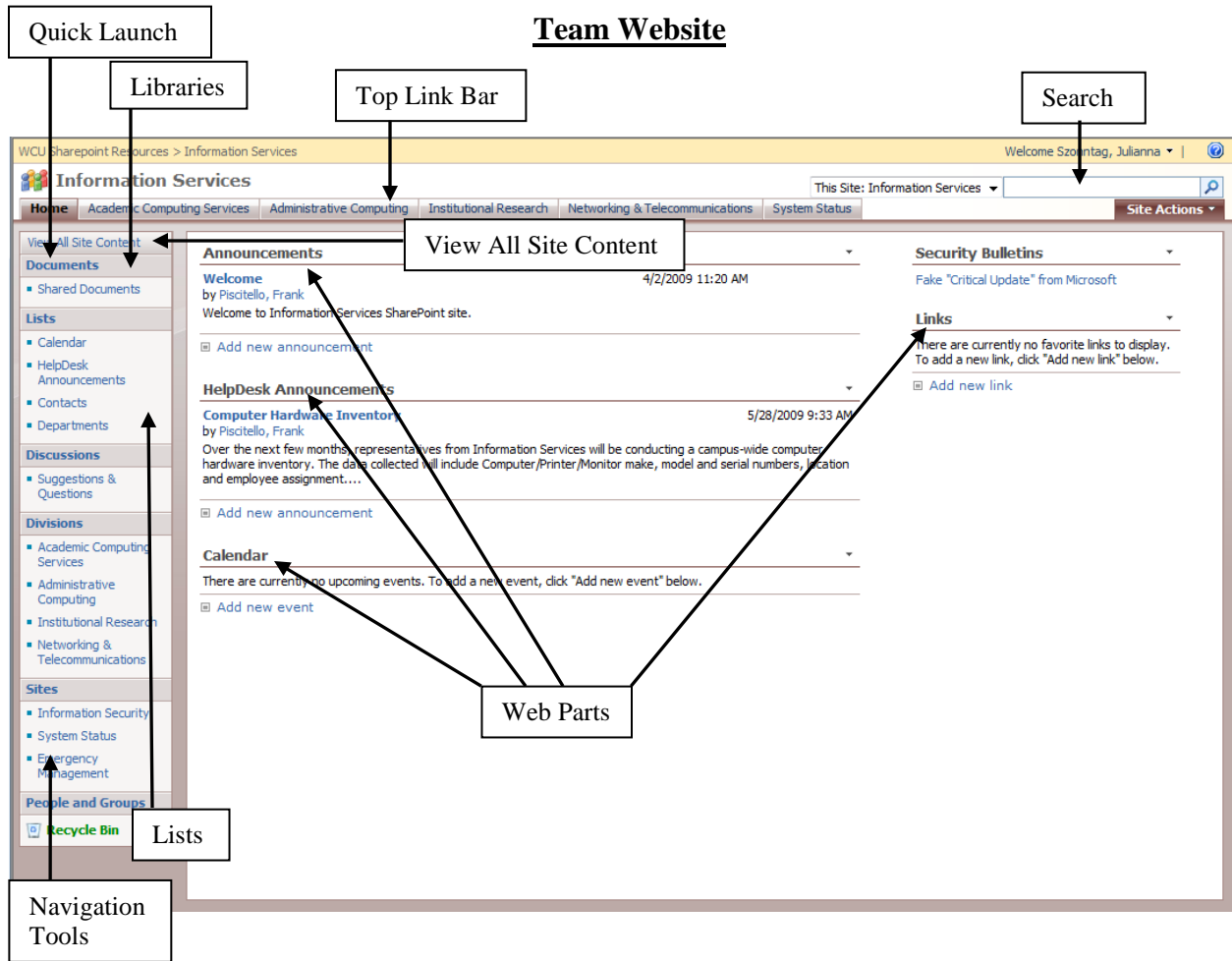
Introduction

Windows SharePoint Services is a collaboration software from Microsoft that is often referred to as collaboration technology. What does this mean? It is software that enables a group of individuals to achieve a common goal by facilitating information sharing and communication in one central location. Collaboration technology organizes and stores information for project teams or departments and makes the information available to team members located all over the world. The information is most often available as a website and is accessed via a web browser.

WSS provides specialized websites that contain elements including a central calendar, task lists, discussion boards, wikis, blogs, and libraries of documents, photos, and forms. Team members can access the site via a web browser from their PC or PDA. SharePoint also integrates seamlessly with Microsoft Office applications in a single environment.

Windows SharePoint Site Hierarchy





Team Website:

The team website is a central location to access information and communicate between team members. Each team website contains the following basic elements: title, logo, navigation tools and content. In addition to being a top level site a team website can also act as a sub-site.

Navigation Tools:

- | | |
|-----------------------|--|
| Quick Launch bar | Displays links to site content and sub-sites organized into groups by category. |
| Libraries | Stores individual items such as calendar entries, tasks, contact information and announcements. |
| Top Links bar | Shows the name of each sub-site in a clickable tab across the top of the page. |
| Search | Used to find information within the website. |
| View All Site Content | Lists all the content and sub-sites in a team site, even if they are not visible from the Quick Launch or Top links bar. |

Lists Stores individual items such as calendar entries, tasks, contact information and announcements.

Web Parts Displays views of lists, libraries or other content on a page.

SharePoint Access Groups:

Access to a SharePoint site is determined primarily by three groups. Each group is granted a different level of access to a site.

Visitors Limited to viewing or reading content only.

Members Can read, contribute, modify and delete site content.

Owners Approve content, create new sites and content structures and modify the overall site.

SHAREPOINT LISTS

A SharePoint list is a content structure that contains a group of similar items. There are many types of lists, and a team site can contain multiple lists of the same or different types. Each site contains several default lists including announcements, calendar, links and tasks lists. The site owner can add other lists as needed.

Types of Lists

Announcements These are used for sharing information with a group, including upcoming events, changes in staff, or other similar data. An Announcements List can contain images, hyperlinks and formatted text.

Calendar Keeps track of team meetings, events, and holidays in a calendar view. SharePoint lets you open both your SharePoint and Outlook 2007 calendars side by side so you can compare and update them together.

Links A list of links from the Internet of your company Intranet.

Tasks These lists are used to assign and track projects for individuals or groups.

Contacts Contains information for individuals and groups, such as clients and vendors. If you use are using an email or contact management program such as Outlook 2007 you can create and modify your Outlook contacts from inside of SharePoint.

Project Tasks Tracks the tasks for a single project and provides summary information.

Issue tracking

Follows the progress of one or more items that are not project-related for example such as help desk issues.

Survey

These lists allow you to query people or groups in your organization on a particular subject.

List Title

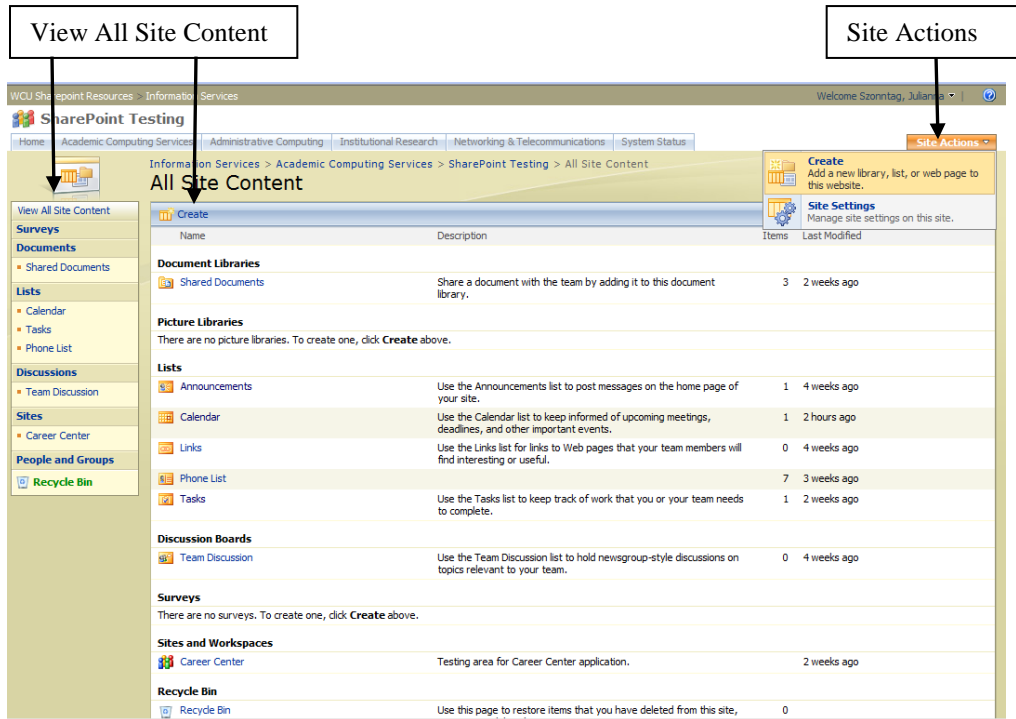
The screenshot shows a SharePoint interface for a 'Tasks' list. A box labeled 'List Title' points to the title 'Tasks' at the top of the list view. Another box labeled 'List Items' points to the table of task entries. The table has columns for Title, Assigned To, Status, Priority, Due Date, % Complete, Link, and Outcome. The list contains six tasks, all marked as 'Completed'.

Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Please approve Data Center Update 5-12-2009	Barimani, Adel	Completed	(2) Normal	5/14/2009	100%	Data Center Update 5-12-2009	Canceled by the workflow
Please approve Data Center Update 5-12-2009	Sincavage, Joseph	Completed	(2) Normal	5/14/2009	100%	Data Center Update 5-12-2009	Canceled by the workflow
Please approve Data Center Update 5/22/2009	Barimani, Adel	Completed	(2) Normal	5/26/2009	100%	Data Center Update 5/22/2009	Canceled by the workflow
Please approve Data Center Update 5/22/2009	Sincavage, Joseph	Completed	(2) Normal	5/26/2009	100%	Data Center Update 5/22/2009	Canceled by the workflow
Please approve Important Dates	Barimani, Adel	Completed	(2) Normal	6/19/2009	100%	Important Dates	Canceled by the workflow
Please approve Important Dates	Sincavage, Joseph	Completed	(2) Normal	6/19/2009	100%	Important Dates	Canceled by the workflow

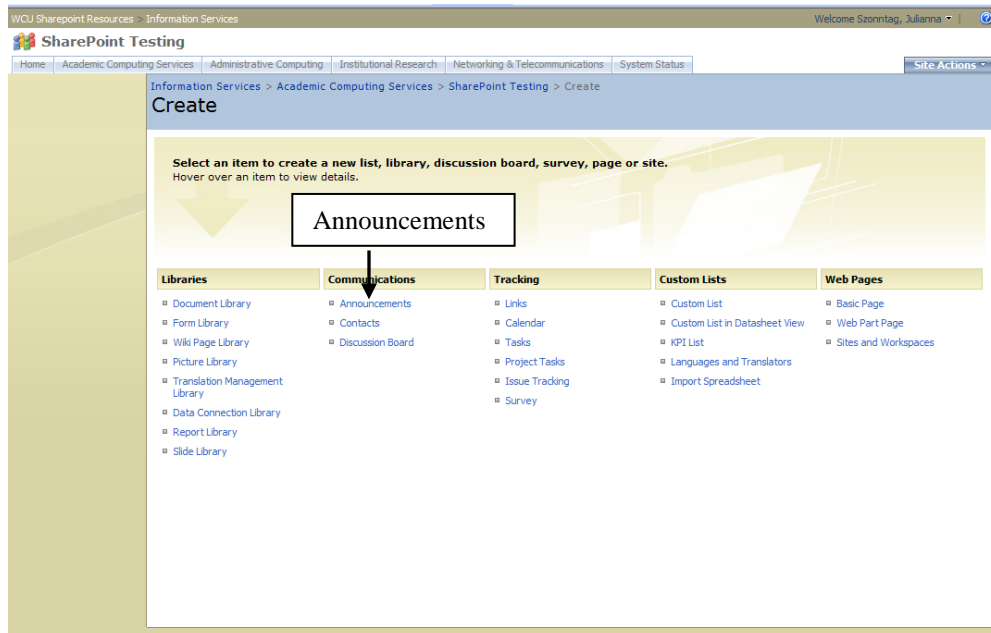
Creating a List

In SharePoint most everything is organized or displayed in lists. In addition to the default lists, you can create your own customized lists to meet your requirements.

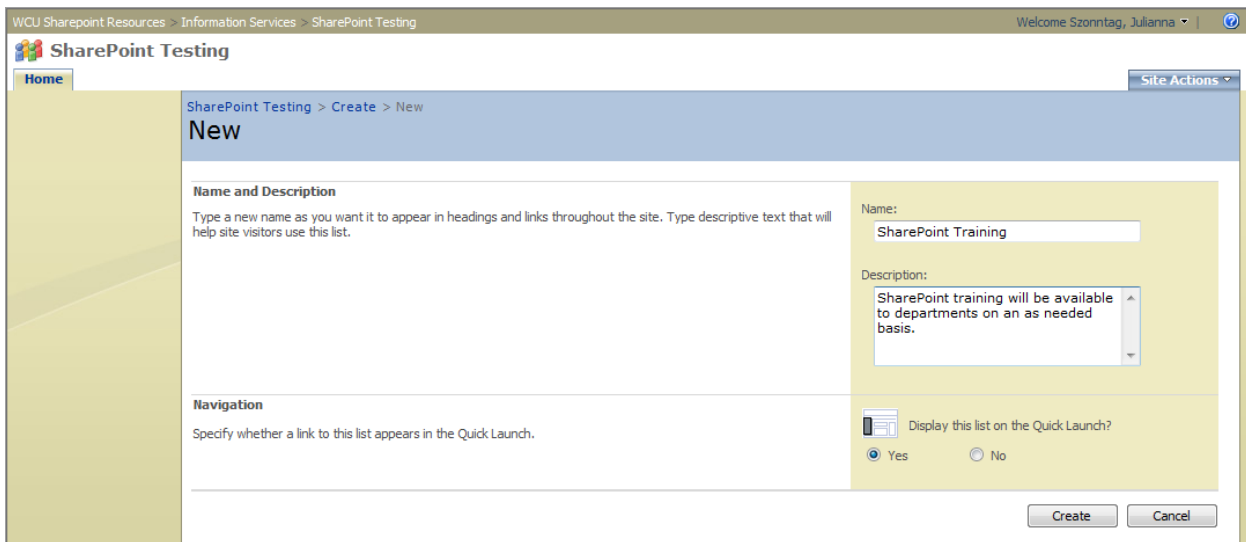
1. You can create a list by clicking either on Site Actions and Select Create from the drop down menu or click View All Site Content and click Create.



2. After you click Create the following window will appear. From this window you can select which type of list you would like to create. To create an Announcement click on Announcements located under the Communications category.

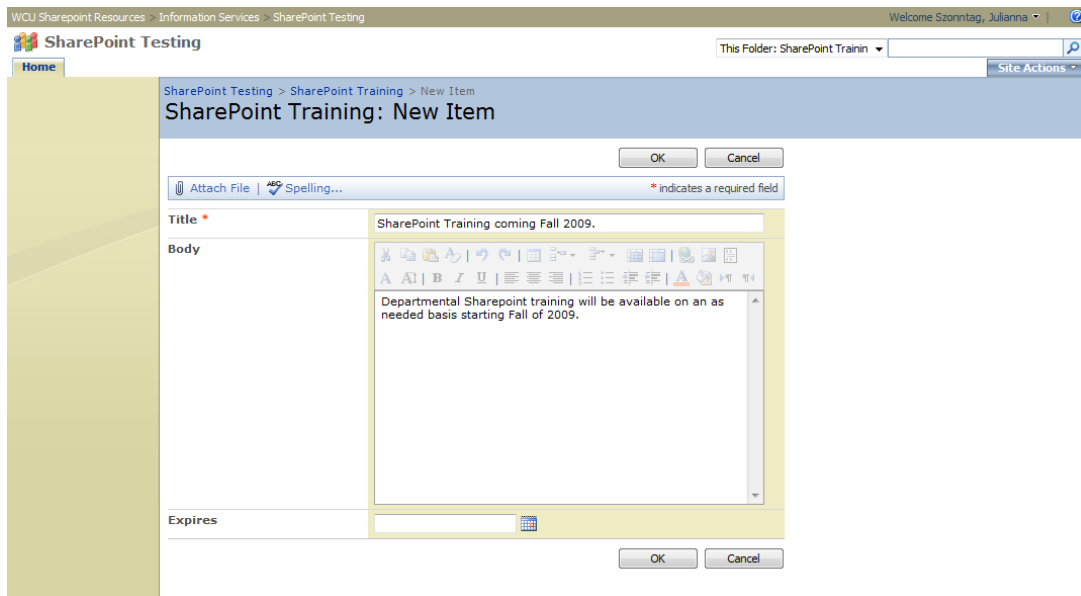


3. Enter a name and description for the Announcement.
4. Click on create.



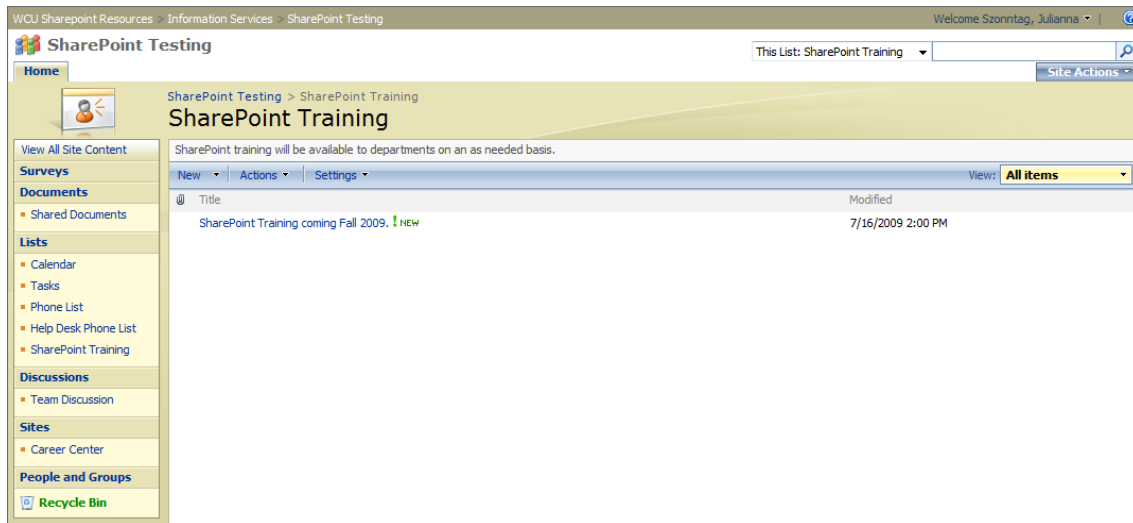
The screenshot shows the 'New' form in a SharePoint site. The breadcrumb trail is 'SharePoint Testing > Create > New'. The form has two main sections: 'Name and Description' and 'Navigation'. In the 'Name and Description' section, the 'Name' field contains 'SharePoint Training' and the 'Description' field contains 'SharePoint training will be available to departments on an as needed basis.' In the 'Navigation' section, there is a checkbox for 'Display this list on the Quick Launch?' which is checked, with 'Yes' selected. At the bottom right, there are 'Create' and 'Cancel' buttons.

5. The new list title will appear in alphabetical order in the Quick Launch bar. Click on SharePoint Training.
6. Click on the New drop down menu and select New Item.
7. Enter a name for the announcement and a description. You can also add an expiration date to the announcement by filling in the Expires information. Click Ok when finished.

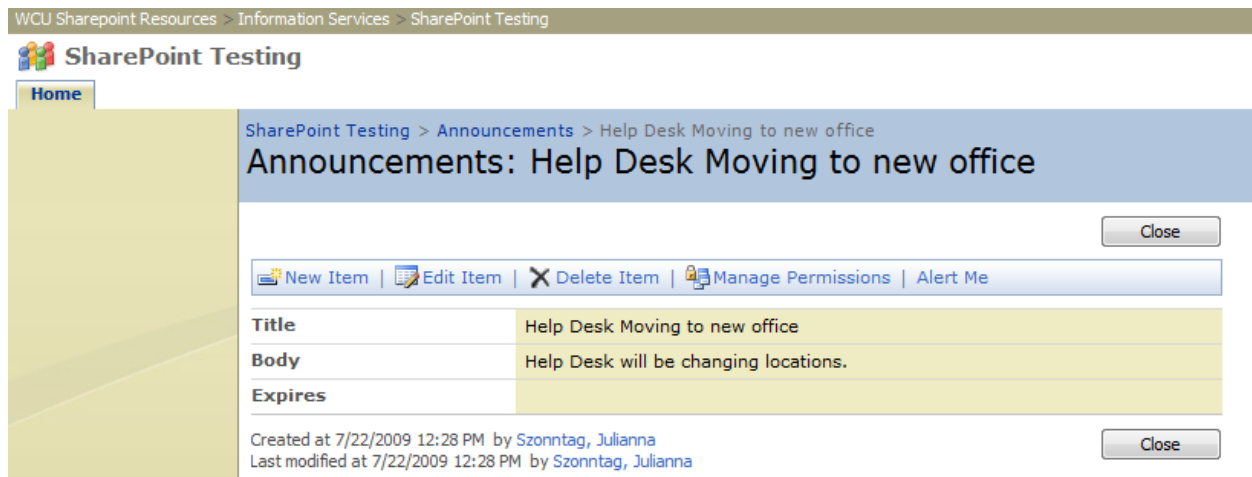


The screenshot shows the 'New Item' form for an announcement in a SharePoint site. The breadcrumb trail is 'SharePoint Testing > SharePoint Training > New Item'. The form has a title bar 'SharePoint Training: New Item' and a toolbar with 'Attach File' and 'Spelling...'. The 'Title' field contains 'SharePoint Training coming Fall 2009.' and the 'Body' field contains 'Departmental Sharepoint training will be available on an as needed basis starting Fall of 2009.' There is an 'Expires' field at the bottom. At the top and bottom, there are 'OK' and 'Cancel' buttons.

8. To view the announcement click on SharePoint Training in the Quick Launch bar.



9. To view more information about the announcement click on it.
10. Within this window you can add a new item, edit the item, delete the item, manage permissions (if you are a site owner) and create alerts.



Creating Alerts

SharePoint alerts send email when an item in a list or library changes. You can choose to have immediate alerts or daily summaries. Immediate alerts will appear in your inbox each time a change is made to the item you requested alerts for. A daily summary organizes the changes in a single message. You can create two daily summary alerts, one in the morning and one in the afternoon. You can also set alerts on a single item or on an entire list. SharePoint checks for changes every five minutes using the SharePoint Timer service.

1. We are going to setup an alert for the Announcements page.
2. Click on the Actions pull-down menu and select Alert Me.

WCU Sharepoint Resources > Information Services > SharePoint Testing Welcome Szonntag, Julianna

SharePoint Testing This List: Announcements

Home Site A

SharePoint Testing > Announcements

Announcements

Use the Announcements list to post messages on the home page of your site.

New Actions Settings View: All items

Title	Modified
Help D	7/22/2009 12:28 PM
Get St	6/12/2009 9:05 AM

Edit in Datasheet
Bulk edit items using a datasheet format.

Export to Spreadsheet
Analyze items with a spreadsheet application.

Open with Access
Works with items in a Microsoft Office Access database.

View RSS Feed
Syndicate items with an RSS reader.

Alert Me
Receive e-mail notifications when items change.

Add to My Links
Access this list from your 'My Links' at the top of the page.

- If you wish to receive an alert for a particular announcement click on the announcement and on the toolbar click on Alert Me.

WCU Sharepoint Resources > Information Services > SharePoint Testing

SharePoint Testing

Home

SharePoint Testing > Announcements > Help Desk Moving to new office

Announcements: Help Desk Moving to new office

Close

New Item | Edit Item | Delete Item | Manage Permissions | Alert Me

Title	Help Desk Moving to new office
Body	Help Desk will be changing locations.
Expires	

Created at 7/22/2009 12:28 PM by Szonntag, Julianna
Last modified at 7/22/2009 12:28 PM by Szonntag, Julianna Close

- The following window will appear.

SharePoint Resources > Information Services > SharePoint Testing Welcome Szontag, Julianna

SharePoint Testing

SharePoint Testing > Announcements > New Alert Site Actions

New Alert

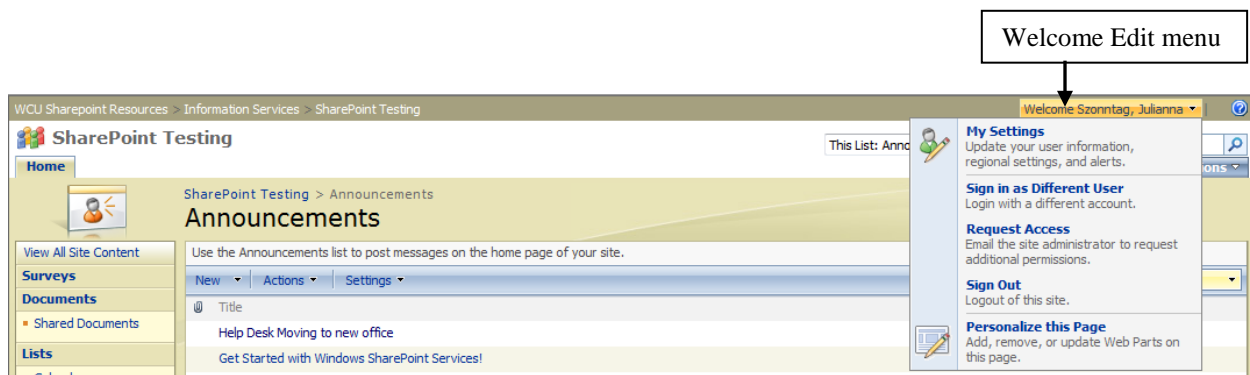
Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.
 View my existing alerts on this site.

<p>Alert Title Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.</p>	<p>Announcements</p>
<p>Send Alerts To You can enter user names or e-mail addresses. Separate them with semicolons.</p>	<p>Users: Szontag, Julianna</p>
<p>Change Type Specify the type of changes that you want to be alerted to.</p>	<p>Only send me alerts when:</p> <p><input checked="" type="radio"/> All changes</p> <p><input type="radio"/> New items are added</p> <p><input type="radio"/> Existing items are modified</p> <p><input type="radio"/> Items are deleted</p>
<p>Send Alerts for These Changes Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.</p>	<p>Send me an alert when:</p> <p><input checked="" type="radio"/> Anything changes</p> <p><input type="radio"/> Someone else changes an announcement</p> <p><input type="radio"/> Someone else changes an announcement created by me</p> <p><input type="radio"/> Someone else changes an announcement last modified by me</p> <p><input type="radio"/> An announcement with an expiration date is added or changed</p>
<p>When to Send Alerts Specify how frequently you want to be alerted.</p>	<p>Send e-mail immediately</p> <p><input checked="" type="radio"/> Send e-mail immediately</p> <p><input type="radio"/> Send a daily summary</p> <p><input type="radio"/> Send a weekly summary</p> <p>Time: Wednesday 2:00 PM</p>

5. Announcements should appear in the Alert Title box. If you are setting up an alert for a particular announcement then the name of that announcement will appear in the box.
6. Enter the username or e-mail addresses in the Send Alerts To box. For on campus users click on the address book located to the bottom right corner of the box and enter the last name of the person, select the person from the list that appears. This works just like the Global Address list in Outlook. **Note:** only site owners can add users other than themselves.
7. Select the type of change to watch for.
8. Select when to have the Alert sent to you. If you would like to have two daily summaries sent then you will have to create 2 summaries, set the time for one in the morning and set the time for the other in the afternoon.
9. Click Ok when finished. You will receive an email stating that you have successfully created an alert.

To change your Alerts:

1. Click on the Welcome edit menu located in the upper-right corner of the page and select My Settings.

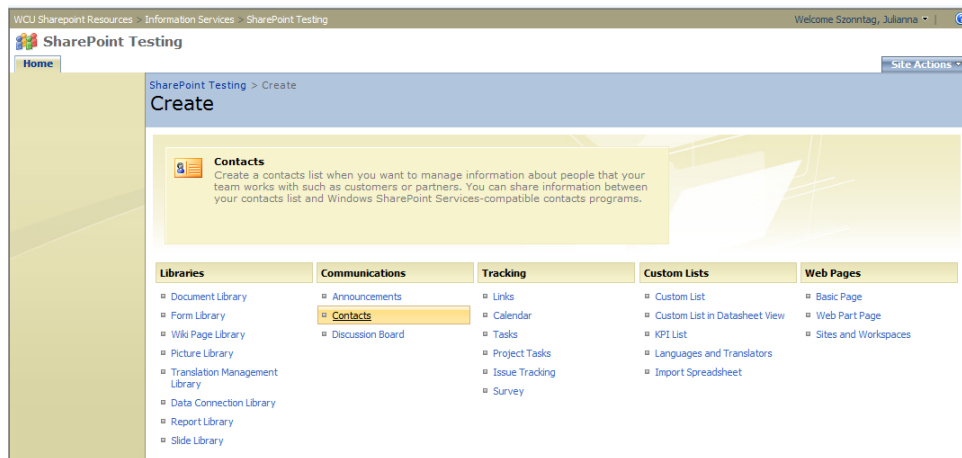


2. Click My Alerts on the toolbar to display a list of your alerts.
3. Within this window you can add and delete alerts.
4. To change an alert, click on the alert link.
5. The Edit Alert window appears.
6. After you make your changes click OK to close the window.

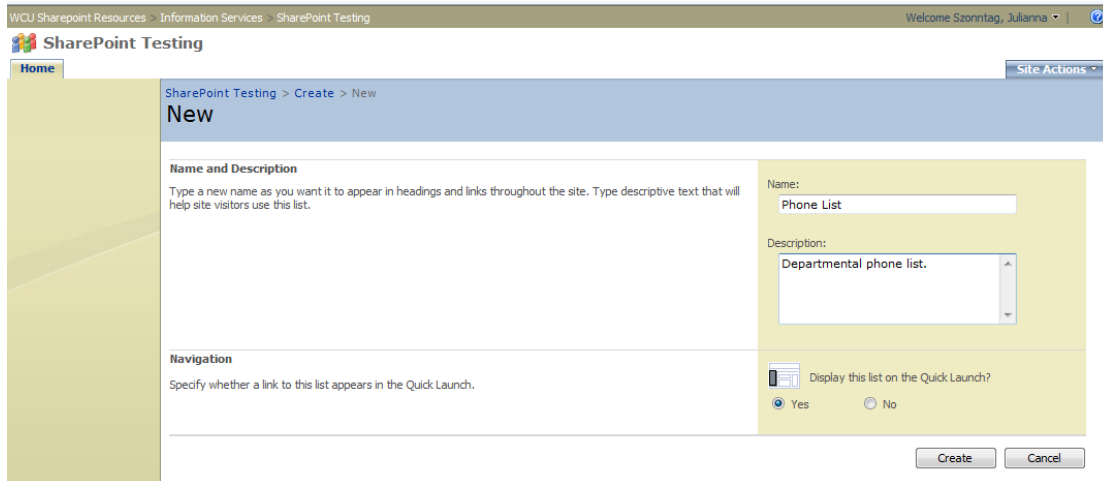
Creating a Phone List

Having a phone list on your SharePoint site can be very helpful. Printed copies of phone lists become outdated very quickly. Save printing costs and trees by adding the phone list to your department or team website.

1. Navigate to the top-level department website.
2. Click on Site Actions in the upper right corner of the page and click Create.
3. The following window will appear.

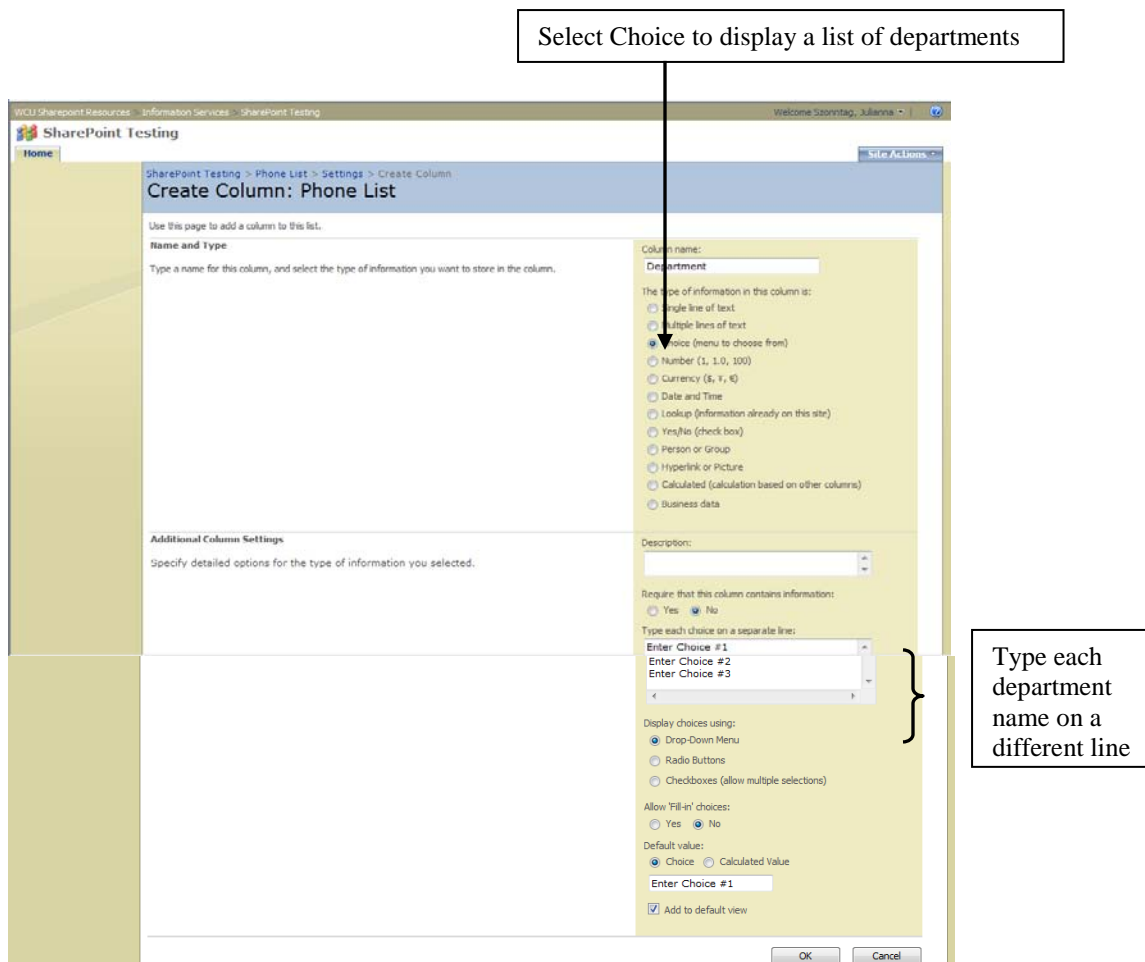


4. Click Contacts under the Communications heading.
5. Name the list Phone List. You can enter a description in the description box.
6. Under Display this list on the Quick Launch? Yes is automatically selected.
7. Click Create. SharePoint creates a new phone list based on the contacts list template.
8. The Phone List will appear in the Lists column on the Quick Launch bar.



The Contacts template doesn't include a department column which is very useful for grouping employees. Therefore you will have to add this column manually.

9. Click on the Phone List located on the Quick Launch bar.
10. Click on the Settings drop down menu on the Phone List toolbar and select Create column.



11. Click Ok to add the Department column to the list.

The Contacts template includes a lot of columns that might not really be needed. To simplify the data entry create a new datasheet view for entering records in bulk. To create a new datasheet view for the list:

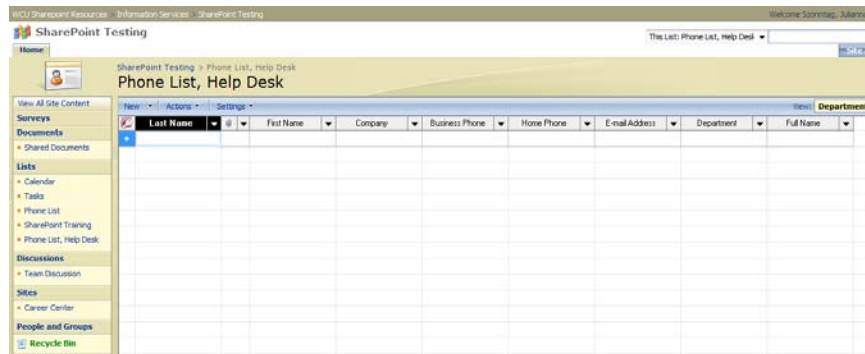
1. On the Phone List page click on the Settings drop down menu located on the Phone List toolbar and select Create View.
2. Click Datasheet View under the “Choose a view format” header on the right of the Create View page.
3. Name the View by entering a name in the View Name box.
4. Select the following columns in the column section: Last Name, First Name, Company, Business Phone, Home Phone, E-mail Address, Department and Full Name. Make sure the other columns are deselected.
5. Change the “Position from Left” number for Last Name column from 2 to 1.

The screenshot shows the 'Create Datasheet View' configuration page in SharePoint. The page title is 'Create Datasheet View: Phone List, Help Desk'. The view name is 'Department Info'. The view is set to be a public view. The columns section shows the following columns selected and their positions from left to right:

Display	Column Name	Position from Left
<input type="checkbox"/>	Attachments	1
<input checked="" type="checkbox"/>	Last Name (linked to item with edit menu)	2
<input checked="" type="checkbox"/>	First Name	3
<input checked="" type="checkbox"/>	Company	4
<input checked="" type="checkbox"/>	Business Phone	5
<input checked="" type="checkbox"/>	Home Phone	6
<input checked="" type="checkbox"/>	E-mail Address	7
<input type="checkbox"/>	Address	8
<input type="checkbox"/>	City	9
<input type="checkbox"/>	Content Type	10
<input type="checkbox"/>	Country/Region	11
<input type="checkbox"/>	Created	12
<input type="checkbox"/>	Created By	13
<input type="checkbox"/>	Edit (link to edit item)	14
<input type="checkbox"/>	Fax Number	15
<input checked="" type="checkbox"/>	Full Name	16
<input type="checkbox"/>	ID	17
<input type="checkbox"/>	Job Title	18
<input type="checkbox"/>	Last Name	19
<input type="checkbox"/>	Last Name (linked to item)	20
<input type="checkbox"/>	Mobile Phone	21
<input type="checkbox"/>	Modified	22
<input type="checkbox"/>	Modified By	23
<input type="checkbox"/>	Notes	24
<input type="checkbox"/>	State/Province	25
<input type="checkbox"/>	Type (can linked to document)	26
<input type="checkbox"/>	Version	27
<input type="checkbox"/>	Web Page	28
<input type="checkbox"/>	ZIP/Postal Code	29

The 'Sort' section is set to 'None'. The 'First sort by the column' dropdown is set to 'None'. The 'Show items in ascending order' radio button is selected.

- Click Ok when finished. SharePoint displays the new view of the list. There are no names appearing because they have not been added yet.



- To add names to the phone list click the New drop-down menu, select New Item.
- Fill in all of the fields that appear in the list view. The department selection appears at the bottom of the page. Click Ok when finished.

Last Name *	Lavery
First Name	Brenan
Full Name	Brenan Lavery
E-mail Address	blavery@wcupa.edu
Company	WCU
Job Title	Lead Help Desk Analyst
Business Phone	610-436-3350
Home Phone	
Mobile Phone	
Fax Number	
Address	
City	
State/Province	
ZIP/Postal Code	
Country/Region	
Web Page	Type the Web address: (Click here to test) http:// Type the description:
Notes	
Department	Help Desk

NOTE: If you have an existing phone list in an excel workbook you can cut and paste columns of data from the workbook into the list.

Link Items to Microsoft Outlook 2007

SharePoint calendars can be viewed from Outlook much like Exchange shared calendars. Also, you can export individual events from a SharePoint calendar into your personal Outlook calendar or add the Team Site calendar to your Other Calendars list so you can get reminders and plan your time while offline.

Adding a Team Site Calendar and an Event to your personal Outlook Calendar

To add a Calendar:

1. Click on the Calendar link.
2. Select Connect to Outlook under the Actions pull-down menu.
3. Click Allow to the security pop-up window.
4. Click Yes to the Connect this SharePoint Calendar to Outlook window.
5. The SharePoint Calendar will open in your Outlook Calendar view next to your personal calendar.

To add an Event:

1. Click on the Calendar link.
2. Double click on the event to open it.
3. Select Export Event.
4. Click Open in the Do you want to open or save this file?
5. A new appointment window will open with the event information filled in. Click Save & Close to add this event to your calendar.

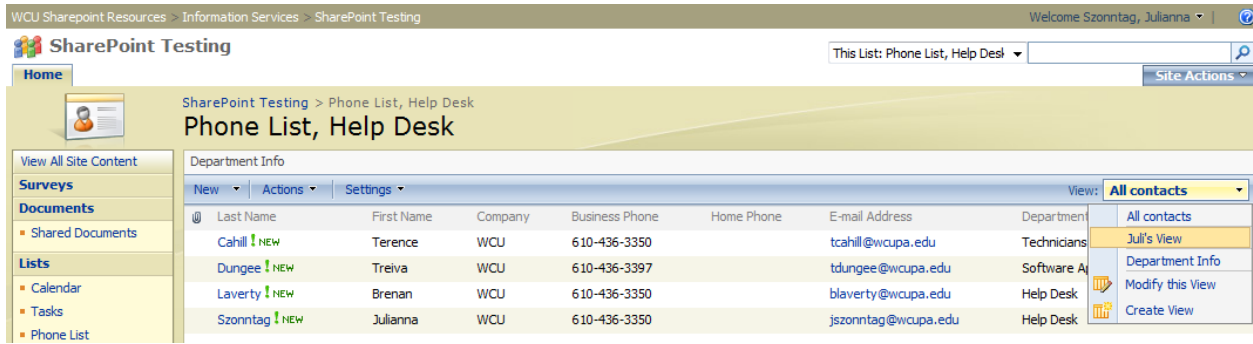
Adding a Team Site Phone List to your personal Outlook Contacts

1. Click on the Phone List link.
2. Select Connect to Outlook under the Actions pull-down menu.
3. Click Allow to the security pop-up window.
4. Click Yes to the Connect this SharePoint Contacts List to Outlook window.
5. The SharePoint phone list will appear in your Other Contacts view in your Contacts folder.

Create Custom View

You can create your own custom views within SharePoint. These views can be created in any list, Calendar, Tasks, Phone List, etc.

1. To create a personal view in the phone list click on the Settings drop-down menu and select Create View. Click on Datasheet View.
2. Select Create a Personal View under View Audience.
3. Follow the same steps as when creating a Public View (see steps above).
4. To select your personal view, click on the down arrow next to View and select your view.

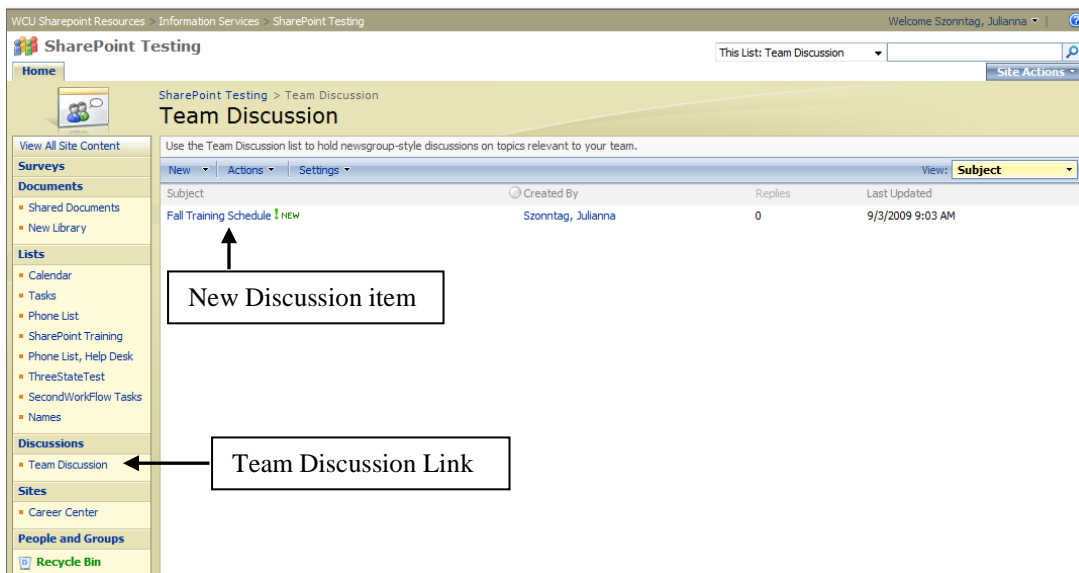


Discussion Boards

A discussion board is a method of communication that allows individuals to read messages, post messages and reply to messages in an online forum. By using a SharePoint discussion board you can discuss a topic, capture a conversation and save valuable storage in your Inbox. Discussion boards are often moderated by an administrator who monitors message content and may also approve or reject messages before they are posted. The SharePoint team site contains a default Team Discussion board.

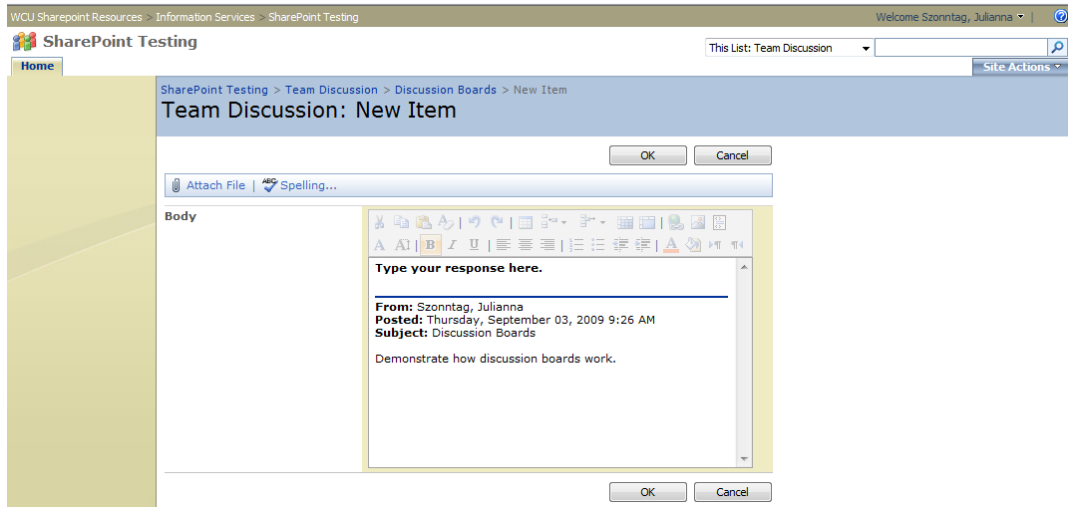
Create a Discussion

1. Click the Team Discussion link.
2. Click New.
3. Type the body text.
4. Click Ok.

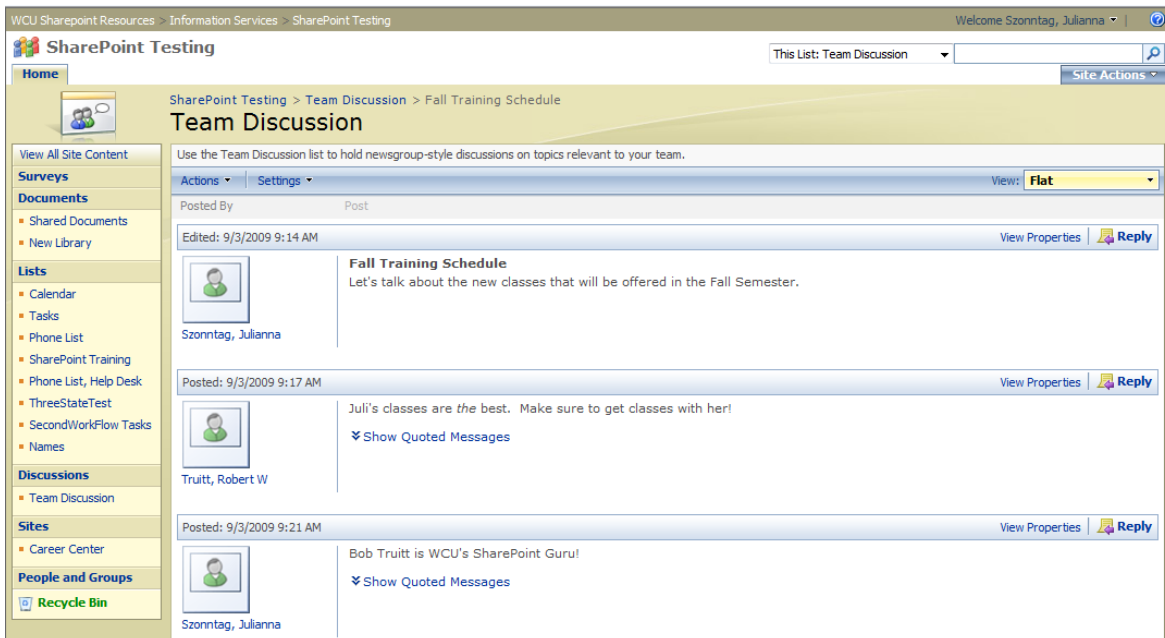


Add a Reply

1. Open the Discussion link.
2. Click Reply.
3. Type the reply text.
4. Click Ok.



Note: A Message Thread is a series of messages related to a single topic. The thread begins with the original message and contains any replies to that message. A message thread allows you to follow an entire online conversation as it progresses and appear most often in email systems, discussion boards and newsgroups. Most message threads can be sorted in chronological or reverse chronological order.

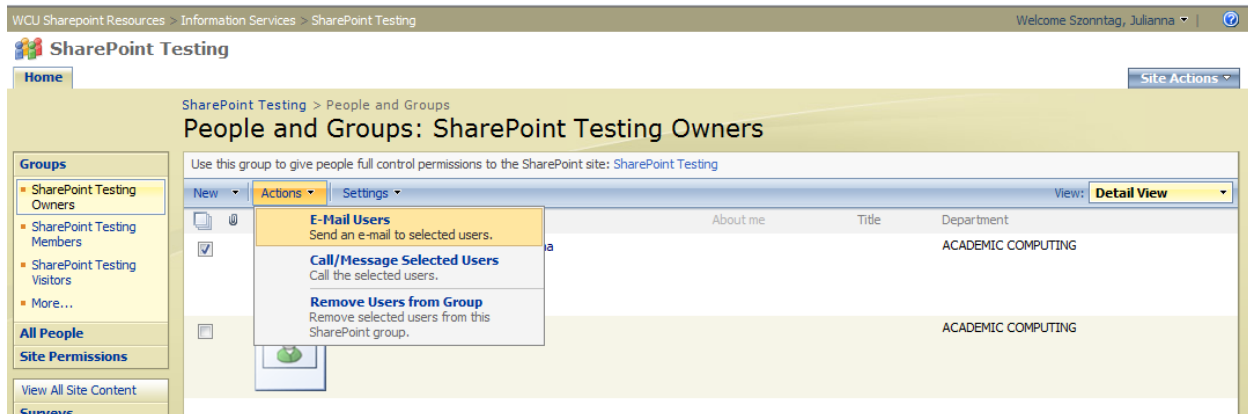


Email Team Member via the People and Groups List

The SharePoint People and Groups list contains the names of all the individuals who have access to a site. Within this group, each team member is listed by name and additional fields display any optional information included in the member's profile. Team members can send email to other team members directly from this page.

Email a Team Member

1. In the Quick Launch bar, click People And Groups.
2. Select a user or users.
3. Click Actions, Email Users.
4. Type a subject and body.
5. Click Send.



Document Libraries

A library is a content structure that contains files. A library may contain a single type of file or it may contain multiple types of files including documents, spreadsheets and presentations. A SharePoint library creates a single location where you can upload existing documents and create new team documents that the team will need to access.

Types of Libraries

- | | |
|----------|---|
| Document | Usually contains files such as documents, spreadsheets and presentations. New files created in this library are limited to a single type of file (i.e. Word, Excel, PowerPoint) which is chosen when the library is created by the site owner. However, any type of file can be uploaded to the library |
| Picture | Primarily contains pictures displayed as thumbnails. Pictures can be uploaded to the library but not created directly within the library. Specialized viewing and download options are available in addition to basic file storage. |
| Form | Stores XML (Extensible Markup Language) based forms such as |

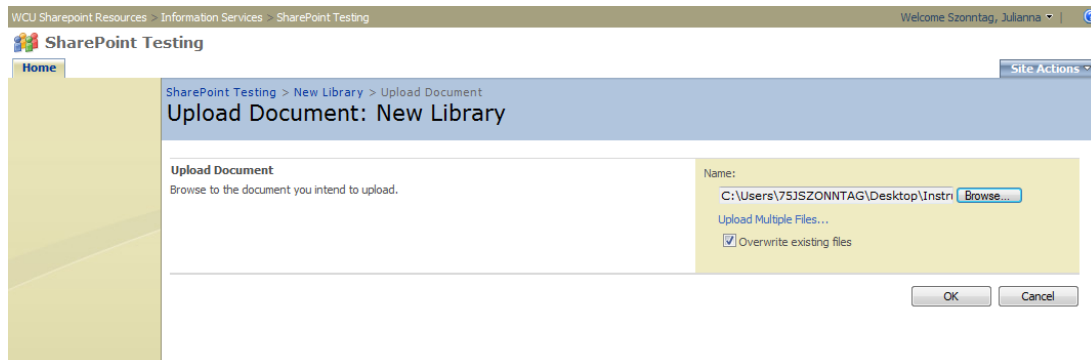
Wiki

invoices and expense reports used by programs such as Microsoft InfoPath

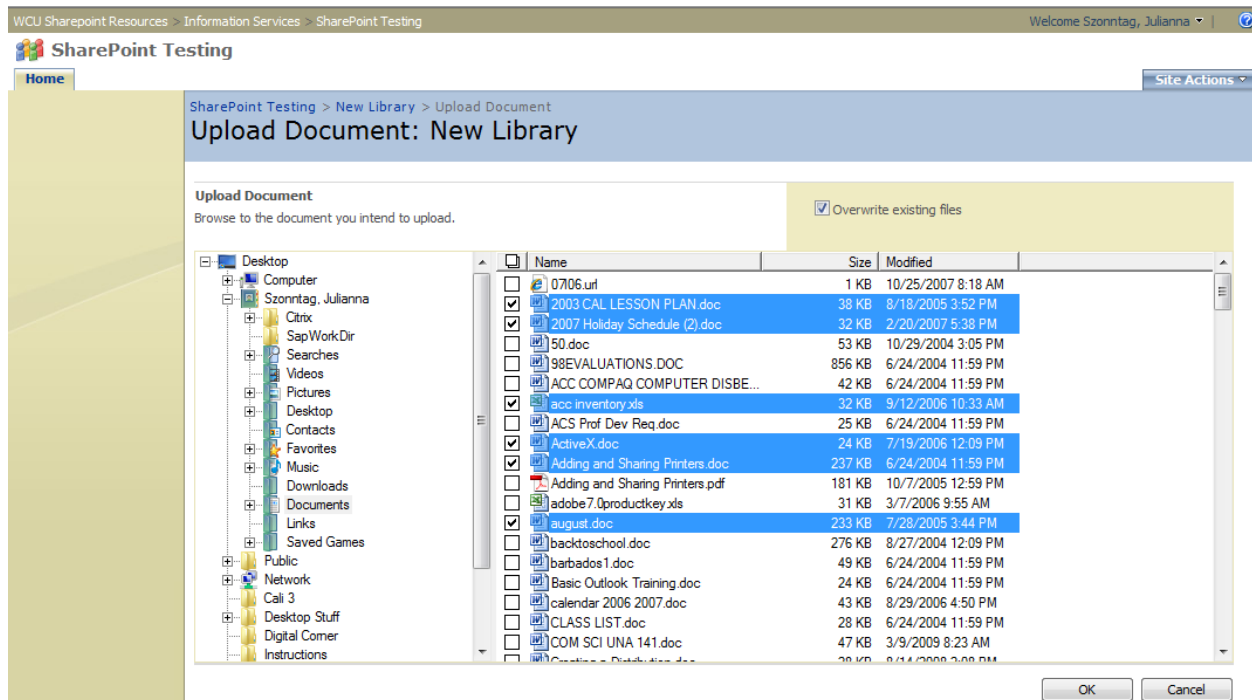
Contains linked wiki pages and supports text, pictures, tables and hyperlinks embedded in those pages.

Upload Files to a Document Library

1. Click on a document library link
2. From the Upload drop-down menu, choose Upload document or Upload Multiple Documents
 - If you chose Upload Document:
 - a) Click Browse.
 - b) In the Choose File dialog box, browse to the location of the file that you want to upload.
 - c) Select the file.
 - d) Click Open.
 - e) If necessary, uncheck Overwrite Existing Files.
 - f) Click Ok.



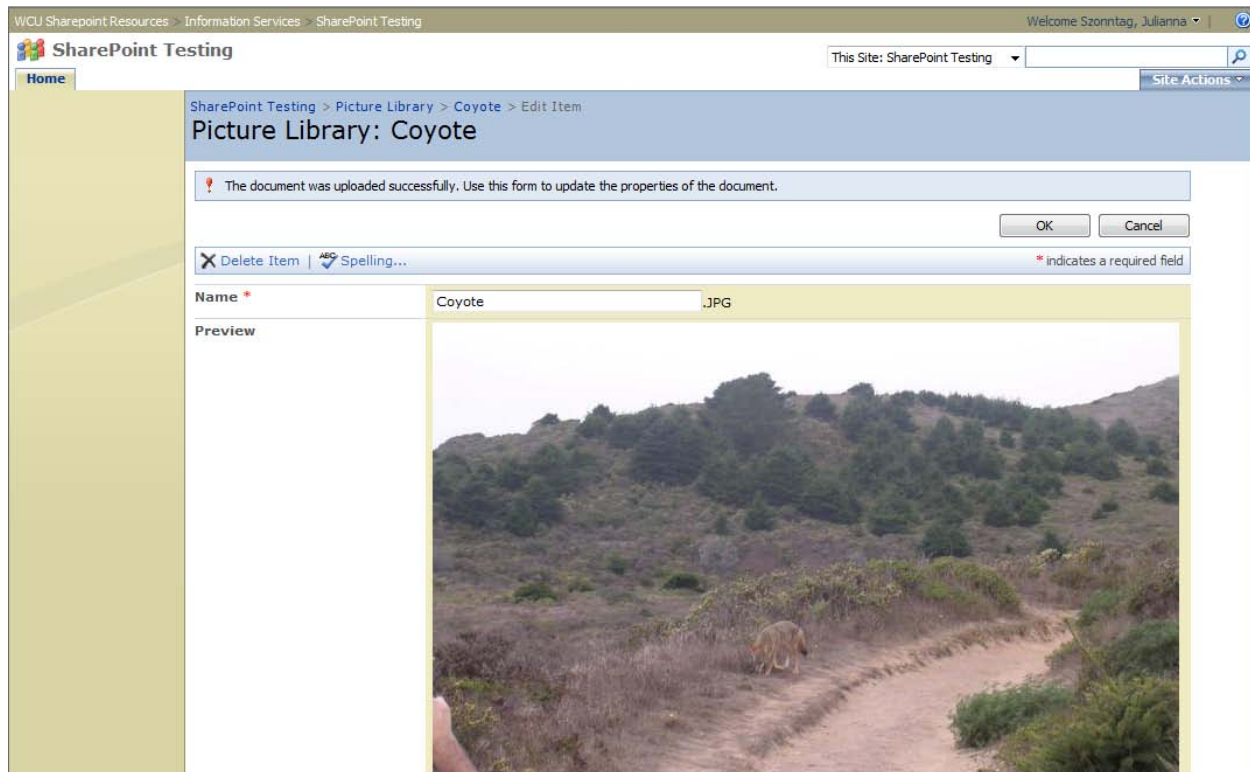
- If you chose Upload Multiple Documents:
 - a) In the left pane, browse to the location of the file of files.
 - b) In the right Pane, check the files that you want to upload.
 - c) If necessary, uncheck Overwrite Existing Files.
 - d) Click Ok.
 - e) Click Yes to confirm the uploading of multiple files.



Upload files to a Picture Library

1. Click a picture library link
2. From the Upload drop-down menu, choose Upload Picture or Upload Multiple Pictures
 - If you chose Upload Picture:
 - a) Click Browse.
 - b) In the Choose File dialog box, browse to the location of the file that you want to upload.
 - c) Select the file.
 - d) Click Open.
 - e) If necessary, uncheck Overwrite Existing Files.
 - f) Click Ok. The Edit Item page opens, where you can add or modify properties such as:
 - File Name
 - Title
 - Date Picture Was Taken
 - Description
 - Keywords
 - g) Click Ok.

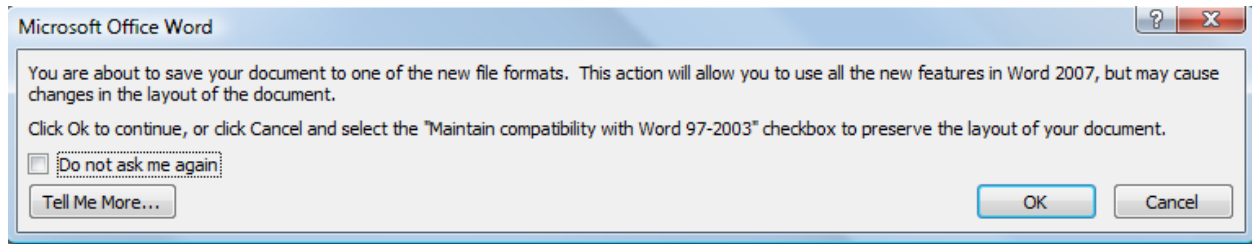
Note: At the top of the Edit Item page, the message “The document was uploaded successfully. Use the form to update the properties of this document.” is displayed. Even if you click Cancel at this point, the file still appears in the picture library.



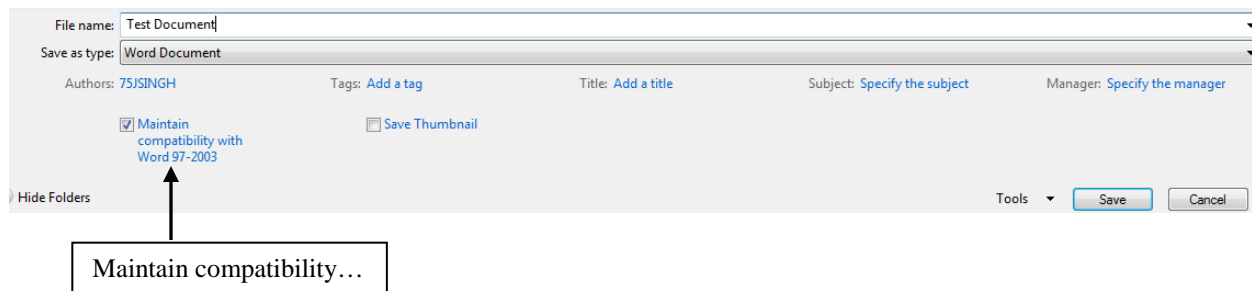
- If you chose Upload Multiple Pictures:
 - a) If necessary, in the Microsoft Office Picture Manager window, browse to the location of the picture files.
 - b) Select the picture files that you want to upload.
 - c) Click Upload and Close.
 - d) When the Uploading Pictures page is displayed, click the Go Back to (library Name) link.

Create Documents in the Shared Documents Library

1. In the Quick Launch bar, click Shared Documents.
2. Click New.
3. To acknowledge the security message and open Microsoft Office Word 2007, click OK. The application opens in Compatibility Mode.
4. Enter the text and other content for the new document, and format it as necessary.
5. Click Save. By default, the file will be saved in the Shared Documents folder on the WSS server.
6. Type a file name and click Save.
7. The following dialog box may appear.



8. Click Cancel and select the “Maintain compatibility with Word 97-2003” checkbox to preserve the layout of your document.



Open and Edit Library Files

Files that are uploaded to the Shared Documents Library allows team members to read and make changes to these files. The file check out and check in system is used to edit files in which an orderly sequence of changes is created and each member can be assured that their changes are not lost or overwritten.

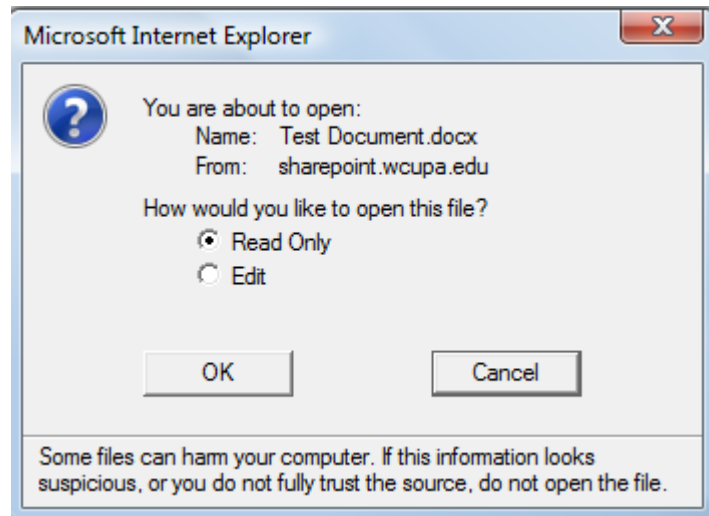
Versions: are successive copies of a document that are created each time the file is modified. A version number is assigned to each copy. The version number, a description of the modification, and the date the file was modified are all visible in the document library. Using versions allows a file to be reverted back to an earlier copy or recovered if it is accidentally deleted. Versioning is not enabled in SharePoint by default, but it can be enabled by the site owner. Both lists and libraries are able to use versioning.

Note: When you check out a file you can edit and save the changes as many times as you want without creating new versions. A new version is not created until you check the file back into the library.

Major vs. Minor Versions: Versions are classified as either major (e.g. adding, changing, or deleting large sections of text) or minor (e.g. updating a few figures in a spreadsheet or changing the wording of a sentence). Major versions are indicated by whole numbers (1.0, 2.0, 3.0, etc.), while minor versions are indicated by decimals (1.1, 1.2, 1.3, etc.)

Open a Read-Only Copy of a Library File

1. Use the Quick Launch bar to navigate to the library that holds the file you want to open.
2. Click the name of the file.
3. If prompted, verify that Read Only is selected and click OK.




Open a Library File for Editing

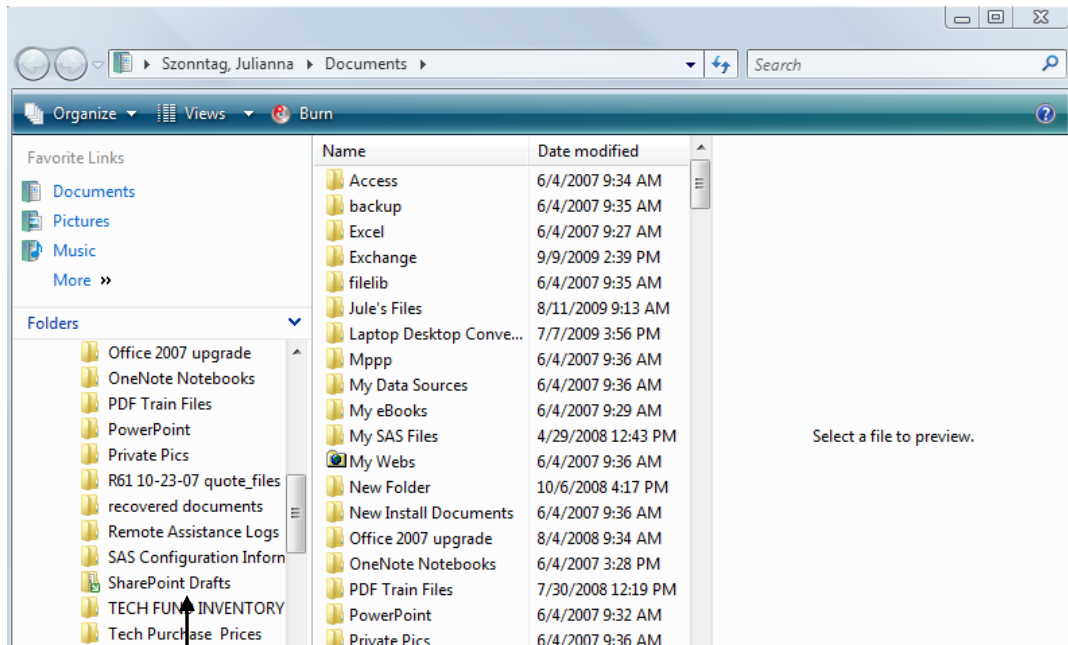
1. Use the Quick Launch bar to navigate to the library that holds the file you want to open.
2. Click the name of the file that you want to open.
3. Click Edit, and click OK.
4. When the application and file have opened, perform the necessary edits.
5. Save and close the file.

Check Out a File

1. Navigate to the library that holds the document you need to check out.
2. From the document's drop-down menu, choose Check Out.

Note: If the file is already checked out the Check Out option will not appear in the drop-down menu. The document Type icon will display an arrow pointing down and to the right when a document is checked out 

3. Click OK.
4. Open My Documents and double click SharePoint Drafts to display the check-out file.

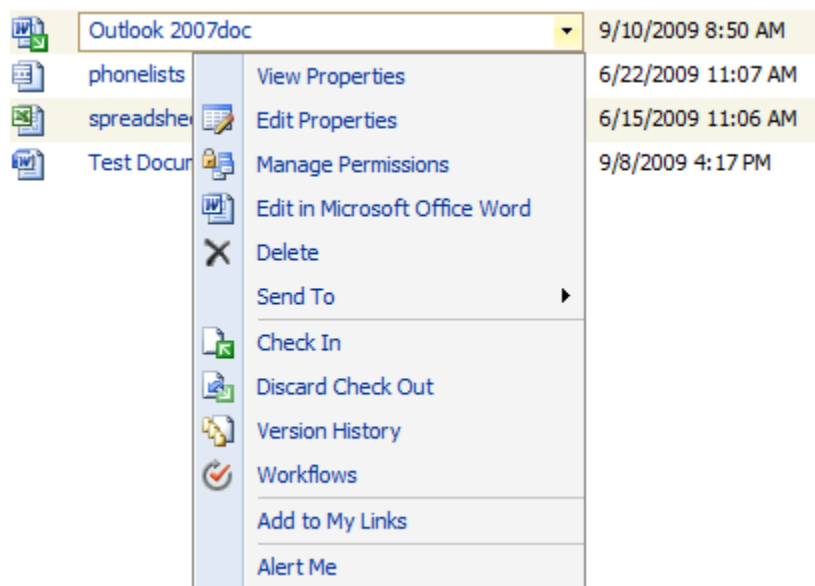


SharePoint Drafts Folder

Cancel a File Check Out

1. Navigate to the library that holds the document that is checked out.
2. From the document's drop-down menu, choose Discard Check Out.
3. To confirm that you want to discard the checkout, click OK.

Note: All changes made to the file while it was checked out will be lost.

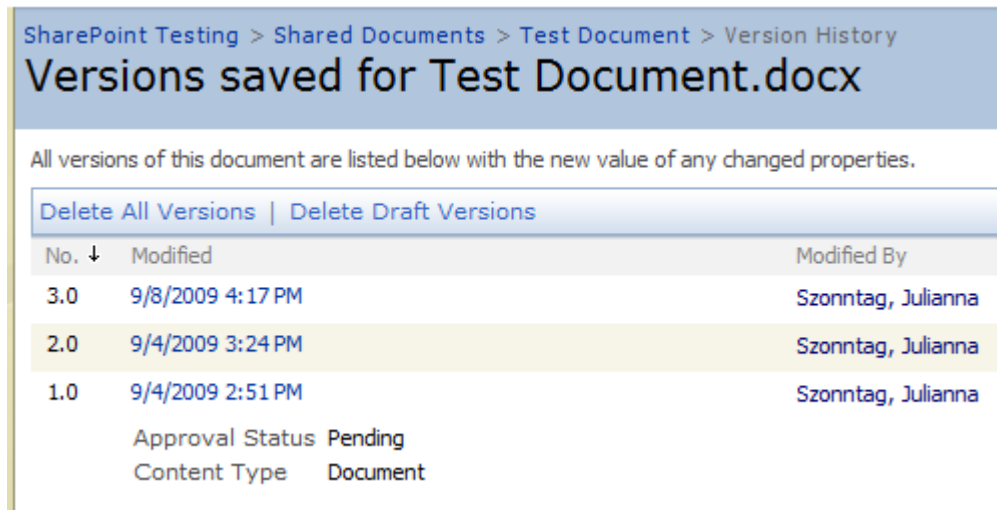


Check in a File

1. After you have edited a checked-out document, save and close the file. You will be prompted to check the document back into SharePoint.
 - If your edits are complete, click Yes.
 - If you have more edits to complete, click No.
 - If you want to return to the document without closing it, click Cancel.
2. If you click Yes in the previous step, the Check In dialog box is displayed. Enter a comment in the Version Comments text box.
3. If necessary, check Keep The Document Checked Out After Checking In This Version. This option enables others to see your changes, but enables you to keep working in the file.
4. Click OK. If the Edit Offline dialog box is displayed, click OK.

View the Version History of a File

1. Navigate to the library that holds the file.
2. From the file's drop-down menu, choose Version History.



The screenshot shows the SharePoint interface for viewing the version history of a document. The breadcrumb path is "SharePoint Testing > Shared Documents > Test Document > Version History". The title is "Versions saved for Test Document.docx". Below the title, a message states: "All versions of this document are listed below with the new value of any changed properties." There are two links: "Delete All Versions" and "Delete Draft Versions". A table lists three versions of the document, with version 2.0 highlighted in yellow. Below the table, the approval status is "Pending" and the content type is "Document".

No. ↓	Modified	Modified By
3.0	9/8/2009 4:17 PM	Szonntag, Julianna
2.0	9/4/2009 3:24 PM	Szonntag, Julianna
1.0	9/4/2009 2:51 PM	Szonntag, Julianna

Approval Status Pending
Content Type Document