

# Sharepoint Tips and Tricks



## A) Jamie's Sharepoint Site

- <http://sharepoint.niles-hs.k12.il.us/west/jamkrz/default.aspx>
- Math Documents
- Shared Files
  - Organized by class (subfolders of Worksheets and Quizzes/Tests)
  - File Naming Convention: **Section Description - Teacher - Date**
    - Ex: *Section 2.3 Area of Quadrilaterals Puzzle - Shafran - 12-21-2012*

## B) Explorer View

- Works in Internet Explorer
- Drag and Drop
  - Useful for uploading multiple files
  - Fails if a file name has illegal characters or is too long
- Renaming folders is REALLY slow
- Creating new folders can be buggy (I usually create a folder on my computer and then drag it to Sharepoint)
- File names can't...
  - Contain any of these characters: ~ # % & \* { } \ : < > ? / + ! " . \_
  - Contain consecutive period symbols
  - Start with an underscore
  - Be longer than 240 characters long
    - Parent folder names count!
    - Spaces count for three characters!
  - Ex: *Algebra 32-42/Worksheet/Section 1.1 Intro - Fahrenbacher - 11-2-2009*
    - 68 letters + 3\*6 spaces = 84 (well under 240)

## C) Search

- Can search for files by content (not just name!)
- Currently disabled for some reason...

## D) RSS

- Allows you to get a "digest" of updates to a site
- Only works in Internet Explorer
- Doesn't work in other RSS reader (like Google Reader)

## E) Matt's Sharepoint site

- <http://sharepoint.niles-hs.k12.il.us/west/matfah/default.aspx>
- Math Department Shared Folder (West and North)
- Don't upload new files here (just a reference)