

## Migrate and Organise Files in SharePoint Libraries

### Overview

The goal of this course is to explain how to effectively implement and utilize document libraries in a SharePoint environment. This course shows content owners how to setup a document library that uses the functionality built into WSS. You also learn the best practices for organizing files in a library and migrating content from typical file shares on a network.

### Student Prerequisites

Have experience with Internet Explorer or an equivalent tool and be familiar with SharePoint Products and Technologies. If you are new to SharePoint, Combined Knowledge's Short Course "Introduction to SharePoint 2007" should be taken or have equivalent knowledge.

### Topics Discussed

- Overview of Document Libraries
- Components and Features of Document Libraries including:
  - Content Approval
  - Document Versioning
  - Draft Item Security
  - Check in/out
  - Document Workflow
- Organize Files in SharePoint
  - Create a document library
  - Define and plan for metadata
    - When to use metadata instead of folders
    - Create columns and metadata
    - Populating metadata
    - Best practices for metadata
  - Views
    - Use of views
    - Create views
    - Use views instead of folders
    - Best practices for creating views
  - Create multiple libraries in a site
  - How to provide visibility to a document library
- Migrate Files into SharePoint

- Potential file migration issues
- Planning and best practices for file migration

### **Ideal Student**

Information workers and content owners that will be in charge of document libraries in a site. Topics discussed require site owner or list owner access rights.