

The SharePoint Shepherd's Guide for End Users: 2010

Robert L. Bogue



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By Robert L. Bogue

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About the Technical Editor

Amy Dehmer is a SharePoint consultant with Ambassador Solutions with more than 10 years of Information Technology Experience. Her passion is in helping companies maximize their SharePoint value by leveraging out of the box functionality. Her unique understanding of software, business, and people enables her to deliver excellence in the SharePoint solutions she provides. Amy specializes in SharePoint Technologies with a focus on Implementation and Configuration, InfoPath Solutions, and SharePoint Designer Workflows, and has worked with SharePoint Technologies since the 2001 version.

Dedication

One of the benefits of being an author is that you are given the opportunity to recognize a special person – or persons – in your life in the form of a dedication. I can honestly say that my life as I know it would not be possible without the love and support of my wife, Shelley. She doesn't know how beautiful she is to me – inside and out. I keep telling her, but my words are not enough. I love you, dear.

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Any book project is fraught with challenges. This project is no exception. Thanks to my friends on the SharePoint product team, I found myself working on launch and post-launch materials until well after release. I further found myself blessed by an abundance of clients who wanted my time. The net result of this is that I ended up quite late with the process.

There are numerous folks who've written some of the material here, have rushed edits, done extra reviews, and generally just done what they could to make this book even more spectacular than the previous edition.

One name you won't see in the official acknowledgements page is my friend Brian Proffitt. Brian is responsible for creating and writing most of the task content in the book while I slaved away over the mechanics of publishing, the decision trees, background information, etc. He's truly the juggernaut behind the project.

Amy Dehmer has been putting up with me in the Indianapolis market for years. Through clients and competition, we've always enjoyed a respect for one another, and I'm pleased to say that she did an excellent job of ensuring the technical accuracy of the book. If there are any remaining technical errors despite her careful work, please assume that I reintroduced them after her edits.

Finally, I have to acknowledge the fact that I'm surrounded by a great group of people. I sometimes tell clients I feel like I play *Who Wants to be a Millionaire?* every day. The only exception is that I don't get multiple choice questions and I have a seemingly limitless "Phone a Friend" lifeline. My fellow MVPs and respected members of the SharePoint community who are now accustomed to my instant messages and emails have bailed me out with regularity when I didn't know an answer.

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What is The SharePoint Shepherd's Guide for End Users: 2010?

In the old days, being a shepherd meant having the responsibility for the care and guidance a flock of sheep. Sheep need a relatively large area to graze to sustain the flock. Protecting a flock might mean the difference between life and death for the family or social unit who depended upon them. Shepherds guided the sheep into safe meadows and protected them from predators.

The book you hold in your hands (or read on your screen) is designed to provide the same sort of protection that a shepherd of old would provide. It's designed to help guide you to green pastures. You'll not only learn some of the tasks that you can do with SharePoint, but also exactly how to accomplish those tasks. You'll get the core skills needed to be successful with the immensely powerful platform that is SharePoint.

The book will also guide you away from bad practices or simple problems that can be inadvertently created by missing a simple step, accidentally including a space in a name, or generally just making a mistake.

Information in this book is presented in a simple, step-by-step style. Need to do something in SharePoint? Find the specific task to guide you and follow the easy to understand, illustrated steps. We'll walk through the process of doing nearly everything that an end user might want to do in SharePoint. We'll point out along the way how different fields are used and what might go wrong if you try the process.

To a new user, SharePoint may seem daunting and confusing. With this book to guide you, you will see that the way to a greener pasture of SharePoint knowledge is not as difficult as you think.