FAQ: Microsoft Windows SharePoint Services

This is version 14 of a FAQ that was initially intended for those people with experience of STS 1.0 who are moving to or considering moving to WSS. These people should ignore section O. People completely new to the product can also study it with advantage and *should* (once) read section O.

The FAQ is still very much a work-in-progess. Amendments and additions to the text are being made at regular intervals (other work permitting) - posting to the newsgroup microsoft.public. sharepoint.windowsservices is irregular. A PDF edition of the latest release version is available at the wss.collutions.com site and possibly at www.sharepointu.com. [The release version is the version posted to the newsgroup – this wss.collutions.com site may contain additional (between releases) information.]

The initial sections of this FAQ are almost the same as those in the STS 1.0 newsgroup FAQ, which should make it easier for people who have used that FAQ to follow the changes listed here. New sections have been added for items that require longer answers than the STS 1.0 FAQ generally had.

Finally, as always, a FAQ relies on contributions and corrections from other members of this newsgroup. Please post such contributions and corrections to either the newsgroup or a hotmail address I have set up for such mail (sts20faq@hotmail.com). *Note however that requests for help sent to this address will be ignored and should be posted only to the newsgroup.*

Thanks particularly to Jorgen Johanson of Norway for supplying some excellent material between version 8 and 9. Thanks also to various Microsoft people for their excellent support in the official beta newsgroups some attributed parts of which can be seen in the text below.

As always in a beta situation, some of the answers below reflect the situation at the time they were written and may not apply to the final release version.

Finally **what you will not find**. You'll find nothing about SharePoint Portal Server v2 (although most of the items below will also apply to Windows SharePoint Services within SPS v2). You'll also find very little code. Code sections tend to be only added if I understand the code myself (which cuts down the selection drastically).

Note that SharePoint Portal Server has it's own excellent FAQ at www.spsfaq.com maintained by Stephen Cummins.

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I.20.2 What doesn't work when using Office 2000?
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Mike Walsh (STS MVP), Helsinki, Finland

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O. Introduction to Windows SharePoint Services

I have received mail saying that it would be useful if newcomers to Windows SharePoint Services (WSS) (i.e. those who have not used the predecessor product SharePoint Team Services (STS)) were to receive some background information on the product. So here it is. This is of course my own opinion and based on things I have heard as well as my own experience both with the STS and WSS products and with my acquired experience through writing the STS and now the WSS newsgroup FAQs. (The historical intro has been written based on what MS people have said in newsgroups and presentations)

The history of STS in brief is that a group inside Microsoft decided to create a portal site that would cover the main needs of a workgroup or small department (maybe the original intent was just for their department, I don't know). The software was built on the basis of (but extending) FrontPage Server Extensions because these were Office group people.

The software was implemented in one (or more?) departments and by word-of-mouth spread through Microsoft like wildfire. Previously outside consultants had been employed to create "local" web sites; these took much longer to implement; required more maintenance; and of course cost more than this new internally-made portal.

At some point this internal product was converted into a named product called SharePoint Team Services - one of those cases where it was felt that adding a product to an existing "family" was a good idea, although STS had little to do with the existing enterprise product SharePoint Portal Server (SPS).

What was the reason that the use of what was to become STS spread so quickly within Microsoft ?

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1. It was a ready-made site that could be implemented in hours and would run out-of-the-box on normal-sized PCs, yet could be customized and extended for the use of larger groups.

2. It contained mini versions of most of the things that a small department or workgroup would need.

3. Adding users to the site and giving them rights was simple.

Ready-made site / Extended

STS could be installed on a single server and in it's minimum version included the use of MSDE. SQL server 7.0 and SQL Server 2000 were optional database systems for the single-server version but could also be used as database systems for the dual server version (one server for the site and documents; the other for the database).

Mini Versions

In addition to the key document library and custom library functions (for storing and organizing documents), there were also Information Board(s); Discussion Board(s); and Contact List(s)

[FAQ writer's note: my sites rarely used these and concentrated on the document storage aspect - reckoning that the ability to locate documents was more important than re-creating things that could be done in Outlook]

Authentication

There were two kinds of users - domain users, who just needed to be specified to the site (or particular area of the site) and local users (who when created within STS would be created as users local to the STS server AND would be given rights to the STS web site.

Subwebs could either have the same rights as the higher-level site or could be defined as having their own users.

Now what about WSS ?

One of the recommended uses for STS was for a project group.

The project would form; the project leader would ask the STS administrator to create a web site for the project and the project would post all its (external) source documents and (internal) papers to the web site. It would use the site for internal Project announcements and would perhaps (if people were located over a wide area) would use the discussion function. Nice and easy.

The main problem from the point of view of the administrator was that while creating a standard site was easy; most project groups wanted customization when they ordered the site from him/her and this customization often mean both FP UI-look changes but also changes to the standard templates. With only one set of templates per server this often caused problems - many project groups could use the same server from the server load point of view but the one set of templates per server meant that changes made for one group spread to other groups (usually when they added subwebs).

With WSS a lot of these problems disappear.

a) the project group now generates its own WSS site

[The first meeting of the project group is announced and participants are listed. On sending, the project leader is asked if he/she wants to create a WSS site for the project; if yes, the list of participants to the meeting are given rights to the site.]

b) on generation of the WSS site, a number of different templates can be selected from.

c) creation (by the administrator) of new templates is much easier than before.

(Similar things happen with a Document Workspace)

There are of course many improvements to the user interface; to the fields that can be used in libraries and the way lists can be output; much much greater extensibility etc. etc.

But for me the key thing to remember is that WSS builds on a product that was so usable that its use spread throughout a major software company without any official encouragement to use it. WSS is just more of the same - a low cost and quick way to create web sites that are genuinely useful to their users yet need little maintenance from administrators.

Now on to the rest of the FAQ where I hope that you'll get some useful answers on how WSS works in detail.

<u>I. General</u>

I.1 What are the Operating Systems Requirements?

Unlike STS 1.0 which worked on several operating systems - even if it in production tended to be installed on a Windows 2K Server variant, WSS will only work on .Net Server and in particular all versions of .Net Server except the Web Edition.

Jorgon Johanson of Norway send me however a lot of detail on using WSS with the Web Edition including the following.

'According to Microsoft WSS will run on the Web Edition, but there are two catches

Catch 1 - The Web Edition can NOT host the database.

"You must use the remotesql=yes parameter to install Windows SharePoint Services Beta 2 on Windows Server 2003, Web Edition. For more information about installing Windows SharePoint Services Beta 2 to work with Microsoft SQL Server 2000, see Remote SQL Server Deployment."

Catch 2 - The Web Edition may be difficult to get hold of.

"It (The Web Edition) will only be distributed through selected partner channels and will not be available for retail. Service providers should visit the Microsoft Service Providers Web site for more information."'

I.2 What is the Relationship to SharePoint Portal Server 2.0?

SharePoint Portal Server (SPS) 1.0 and SharePoint Team Services (STS) 1.0 were two separate products that confusingly shared the same name and had limited interaction (and that, only in one direction after both Service Pack 1's came out when SPS could also include information stored in STS in its searches).

SPS 2.0 is built on top of WSS. As such it now adds additional functionality rather than it being a completely separate product.

I.3 What is the Relationship to Office?

STS 1.0 had certain functions (such as Open Document) that relied on the presence of Office XP in the client workstation. However most functionality was available to Office 2K (and Office 97?) users.

Users of Office who didn't have STS 1.0 installed had full Office functionality available.

With WSS *administrator* functions are only available to users with Office 2003 installed on their clients. Thus for instance FrontPage 11 is essential for site amendments.

Users of Office 2003 get full functionality only if they have WSS installed. One part of full functionality is the opening up in for instance Excel of a STS Document Workspace where documents from selected WSS document libraries are listed; can be amended and additional documents can be uploaded to them from within Excel.

Note: See also section V where this Office / WSS relationship is dealt with in detail

I.4 What is the Relationship to FrontPage?

Just as FrontPage XP could be used for a certain amount of basic customization with STS 1.0, so FrontPage 11 can be used for similar customization with WSS.

The use of back versions of FP is not possible.

In STS 1.0 it was dangerous to amend certain of the template and similar files with FP. It is unknown (but likely) whether this is the case with WSS.

I.5 What is the Relationship to MSDE and SQL Server?

STS 1.0 used as default MSDE 1.0 and also worked with both SQL Server 7.0 and 2K.

WSS uses as default MSDE 2K and ONLY works with SQL Server 2K not 7.0.

Note that in order for SQL Server 2K to work on a Windows 2003 Server it (SQL Server) must use Service Pack 3 or later.

Note also that some functionality (see below I.7) is not available with MSDE 2K.

Note: A little known fact is that the version of MSDE used with WSS (called "WMSDE") is not the same version of MSDE as that used by SPS v2.

WMSDE, whose use is restricted to Windows Components (in this case WSS), has a different product code in which the 5 concurrent users (then a slowdown in performance) limit from MSDE 1.0 has been removed as has the 2GB limit in the size of the database that was also present in MSDE 1.0.

Both these limits are still contained within the MSDE version that is used by SPS v2.

Finally, note (**SPS v2 only**) that if you are installing onto a Domain Controller, MSDE is not available as an option.

I.6 What is the Usage of MSDE and SQL Server?

STS 1.0 stored documents in the File system.

WSS stores documents in the database.

I.7 How does the Search Function work?

I.7.1 The basic search function

In STS 1.0 the search function (as provided by MS) searched only in documents.

In WSS the built-in search function now searches on the contents of both documents and lists.

In STS 1.0 the search function was always available no matter what database was used.

In WSS the search function is no longer available for sites with MSDE 2K unless they also have SPS 2.0 (SharePoint Portal Server 2.0) installed.

(The options are SQL Server searching or SPS 2.0 searching. SPS 2.0 searching works where the WSS database is either SQL Server 2K or MSDE 2K; SQL Server searching works only where the WSS database is SQL Server 2K. MS recommend SPS 2.0 searching for very large sites)

Note: Attachments are searched if you use SPS searching. They are NOT searched if SQL Server searching is used.

I.7.2 Adding file types to the indexing routines needed for the search

In STS 1.0 adding file types to the indexing routines required very difficult adjustments. The only company which provided a routine for this was Adobe who provided a routine that both added an icon for .pdf files (as IV.2) and added .pdf files to the types covered by the search. Otherwise the only option was to allow indexing of *all* file types. (Recently a Visio filter - untested by this user - has become available from Microsoft for searching Visio files).

In WSS indexing is SQL Searching or SPS Searching (see I.7.1). Details on file types covered and how to add additional file types will be available later.

I.7.3 Can you tell me how an SQL Search is performed ?

When you search WSS sites with SQL Searching, the search is performed by using a FREETEXT statement.

Using FREETEXT allows searching by intent; all terms are 'stemmed' or in other words the query looks for all inflectional forms of each query term.

For instance, if you query for "swim", the query also returns results including "swam"; "swimming", and so on.

If you want more information on what is possible using FREETEXT look at SQL Books Online.

(Thanks to Jerry Orman who provided the basic information in this text)

I.7.4 Which things are covered by SQL Searching ?

Full information is in the Admin Guide. Here are some basic facts

Searched

List items
Documents
Lists

Possibly searched

File types other than .doc, .xls, .ppt, .txt, and .htm

These need customized SQL Search search filters to be included in searches.

Not searched

Non-text list fields (such as currency, number, lookup, Yes/No)
Attachments to lists
File Properties used by Office 2003 documents (such as "Author" and "Company")
Survey Lists
Hidden Lists

Other things you can't do

Boolean searches
Display the number of matching items

(Thanks again to Jerry Orman for pointing out the Admin Guide and giving the above in a different form)

I.7.5 Why are SQL search results grouped in sets of only five items ?

The search results page is divided into two sections - list items and document items.

This is to avoid a situation in which only documents are selected by a search (because of the number of times the search word appears in a document).

Because there are thus potentially a number of list items AND a number of document items selected it was decided that the most suitable number of list items and documents per page would be five (each) - i.e a possible total of ten.

I.7.6 How do I ensure that .pdf files are included in the Search function?

The first step would be to ensure that .pdf files are included in the list of acceptable file types (see I.12.3 File Types you can't upload) as otherwise you won't have any .pdf files in your WSS system that you can index.

Secondly, you should add the Adobe IFilter to the server running the copy of the database that WSS is using.

This IFilter can be found on the Adobe site and is an .exe file that automatically sets up your site to be able to index .pdf files.

Finally you should be aware that .pdf files are only indexed that are added to your WSS site after the Adobe IFilter has been installed. In order to get round this problem you should re-upload the files that were on the site before the Adobe IFilter.

(Thanks to Bobby Ma for this final piece of the puzzle)

There's also a Microsoft article on SQL Server Full-Text Indexing with the Adobe IFilter that might be useful.

http://support.microsoft.com/default.aspx?scid=kb;en-us;323040

I.8 What are Virtual Servers?

In STS 1.0 Virtual Servers could either be created by specifying a new TCP-IP address or by the use of (Front Page) host headers.

In STS 1.0 all Virtual sites retained the look and feel etc. of the main site as defined in the single set of templates for that STS installation.

In WSS it is easier to define Virtual Servers. It is also possible for each virtual site to have several main WSS sites (and naturally below them several subwebs).

In WSS a Virtual site can be configured differently to the main site (and to other Virtual Sites).

I.9 How does Version Control work?

STS 1.0 had "version control". It wasn't. It simply meant a *very basic* read-only function that most site administrators turned off. In order to have true versioning of documents, administrators needed to buy and install Visual Source Safe (which worked well with STS 1.0)

WSS now does have true version control - that is both versioning and check-in/check-out.

I.10 How are the Help files organized?

STS 1.0 had very basic Help files provided by Microsoft.

WSS allows the administrator (and others, if he/she so desires) to both amend the existing help files and add new ones (see *). The basic help file supplied with beta-1 is however just as basic as that provided with STS 1.0 and may well be the same one.

* The existing help files are Copyrighted by Microsoft. Initial feedback from Microsoft during Beta-1 has been that it is likely that additional links (to own help files) may be allowed from the main Microsoft help page but that no other changes may be made to the Microsoft-provided help files. If taken to this extreme, this would greatly reduce the additional functionality of allowing users to amend and add their own help files.

I.11 Which Languages are available?

On an STS 1.0 Server only one language was possible (one per server).

On an WSS Server several languages are possible (one per site).

STS 1.0 was available for the same languages as WSS see below (minus Hindi ? - the list produced in August 6 2001 does not include Hindi) with the same languages being fully translated.

WSS is available for the following languages

- fully translated (="Localized"): Arabic; Czech; Danish; Dutch; English (British, US); Chinese (HK, Simple, Traditional); Finnish; French; German; Greek; Hebrew; Hungarian; Italian; Japanese; Korean; Norwegian; Polish; Portuguese (Brazilian, Portugal); Russian; Spanish; Swedish; Thai; Turkish

- not translated but local language(s) may be used (="Enabled"):

Bulgarian; Croatian; Estonian; Hindi (with Indic); Latvian; Lithuanian; Romanian; Serbian; Slovak; Slovenian; Ukrainian

"Enabled" has been described as follows - "When a site is enabled, the UI is in English. Anywhere a user can enter text in the interface of an STS site will allow the user to input the enabled language." Or, I suppose, you can use the alphabet of your language.

I.12 What can you tell me about Document Libraries?

I.12.1 Content

In STS 1.0, a Document Library consisted of one (folder-)level of documents. The appearance of sub-folders was simulated by the use of Views where the types of documents were divided up into groups on the basis of the contents of one or more (custom) fields.

In WSS, Views are still available just as in STS 1.0, but in addition it is now possible to also have sub-folders of a document library. The document library maintainer can thus use either or both techniques whichever is more suitable for the particular type of documents.

(A two-level off-line copy of a web site for instance would be very suited to the sub-folder technique for instance. A set of documents from different sources would perhaps suit more the View approach)

In WSS Views also incorporate new options such as

Group By
Totals
Styles
Folders

In particular Group By could be used as a further way of simulating sub-folders.

I.12.2.1 Alerts - Subscribing to

In STS 1.0 it was possible for a user to subscribe to a document library so that he/she would be notified whenever a change was made to the document library.

In WSS it is possible to subscribe to documents and thus receive notifications at document level.

I.12.2.2 Alerts - Amending the text

In STS 1.0 it was not possible to amend the text of Alerts because they were a .DLL file.

In WSS it is possible to modify the content and format of Alerts about changes to list items.

You do this by customizing XML files in the ...\Template\XML directory.

(For full details see the WSS SDK under the heading "Customizing the Message Text for Alerts")

I.12.3 File Types you can upload

In STS 1.0 you could upload to a document library any file you liked. This obviously had the drawback that you could upload a script (say) and by clicking on it start it carrying out its functions. The usual way round this was for the Administrator to request that such "dangerous" file types (scripts, exes etc.) should be zipped and then the zip file uploaded to the document library.

In WSS there is a set (long) list of file types that can not be uploaded to a document library.

This file () can of course be amended by the administrator - usually I suspect to reduce the list of restricted file types rather than to increase the number. As I wrote enough the default list is *very* long.

The file is 60/CONFIG/DOCEXTFL.XML

To change the list of non-uploadable files you can either amend the file itself (and probably do IIS Restart to make it work) or you can use the User Interface as follows (the example being removing chm files from the list).

1. Open SharePoint Central Administration
2. Under Security Configuration, click Manage blocked file types
3. Remove the line for CHM and click OK

I.13 What can you tell me about Lists?

I.13.1 Content

In STS 1.0, the List consisted of the data you entered into it. This data could not be formatted per item but only per List. (i.e. you could specify for all the items in the list that the field XXX should be 'Ariel Bold 14 Red', but you couldn't specify that a particular item should contain somewhere 'Ariel Bold 14 Red' text.

In WSS, the data entered for a particular item can be formatted (even individual words or groups of words).

Note: This only works for Lists but not for Document Libraries and also only works there for Multi-line fields.

I.13.2 Attachments

In STS 1.0 no attachments were possible. The nearest you could come to this was to move a document to a document library and - having created a new Hyperlink field for the list - add a link to this document.

In WSS attachments to an item in a List are supported.

Note: Attachments are not searched unless SPS Search is being used.

Note2: Attachments are not supported in Document Libraries; Picture Libraries and Surveys.

I.13.3 Limits in the number of fields per list

Limits on the number of fields in a list in STS 1.0 are unknown to this author.

The limits in WSS for lists are as follows

There is a maximum of 64 text fields per list. Text fields are fields of the following types

"single line of text"
"Choice"
"Hyperlink" (each takes up 2 text fields in the database)
"Picture"   (each takes up 2 text fields in the database)

Note that Multiline Text fields are not text fields in the above sense.

Other limits per field type per list are as follows (note that similarly to text fields, number-type fields (Number and Currency) are restricted to 32 *in total* per list)

Multiline text fields   - 32

Number or Currency Fields - 32
Date/Time Fields   - 16
Lookup Fields   - 16
Yes/No Fields   - 16
Calculated Fields   - 8

The number of fields possible for Document Libraries are slightly different because of the pre-defined fields for a standard document library (in brackets below). Removing these pre-definded fields from the above figures give the following limits

Text Fields   - 57 (5)

Multiline text fields   - 31 (1)

Number or Currency Fields - 32
Date/Time Fields   - 16
Lookup Fields   - 16
Yes/No Fields   - 16
Calculated Fields   - 8

(Information courtesy of Jerry Orman - text by the FAQ writer)

I.13.4 Limits in the size of fields per list

A single-line field is by default 255 characters in length.

A multi-line field is **in a document library** by default 255 characters in length.

A multi-line field in **any other list type** has no such limit (one correspondent had over 5000 characters in such a field).

A Choice field of type check box (i.e. multi-choice) has a maximum of 255 characters in the sum of the names of the choices.

[The difference between the character limits in two kinds of fields was explained by Gabe Bratton thus

"The reason there is a 255 character limit for Multiline Text Fields in Document Libraries is that the OLE property stream doesn't support more than 255 characters. Having more than 255 characters would cause problems demoting properties into documents."

Thanks to him, and to Thierry Masson for asking why.]

More when I have more.

I.14 What Browsers are supported?

I.14.1 General Information

In STS 1.0 there were problems accessing STS sites from Macs and by users using Netscape browsers. I'm vague on the details but I seem to remember that in addition to the need to use Basic Authentication there was also some loss of features (i.e. some things didn't work). In addition some older versions of IE didn't work entirely satisfactorily.

In WSS I've been told that (and this is a direct quote from inside MS - with my thanks to the sender)

"Any Windows, Macintosh®, or UNIX client can use Windows SharePoint Services Beta 2 features, providing the client runs the following software:

Microsoft Internet Explorer 5.01 or later (best results with Microsoft Internet Explorer 5.5 or later), Microsoft Internet Explorer 5.2 or later for Macintosh, or Netscape Navigator version 6.2 or later So we're including Mac and Unix running IE 5.01 or later and NS 6.2 or later."

Note: Linux Mozilla is not a supported Client browser.

I.14.2 Web Parts

According to a seminar given by MS on Web Parts, the full Web Part experience is available to users of IE 6.0 and 5.5 and Netscape 6 and 7 only.

I.15 Can I amend Error and other System Messages?

In STS 1.0 a common request was to have the ability to amend error and other systems messages such as the message informing someone that they an amendment has been made. Usually in STS 1.0 the answer was that such messages were hard-coded and could not be changed.

In WSS Error messages are still hard-coded. Most of them are stored in the fpext.msg file which is not editable.

(space left for system messages info)

I.16 Do I see Different views of the information for different users?

In STS 1.0 all users, irrespective of their STS roles (Browser, Author etc.), saw the same web pages. This meant that even Browser users were allowed to see Site Settings and change parameters BUT were then not allowed to save their changes because of incorrect authorization levels. This led to confusion and help requests to the administrator.

One workaround used was to hide the link to Site Settings behind a graphic image on the page on the assumption that only people who knew this link was there would bother to click on the graphic image and if anyone without rights did so by chance - Tough!

In WSS all users irrespective of their STS roles still see the same web pages with all the above consequences and workaround possibilities.

Note that there is one exception to this rule. A user can – in addition to the standard pages also see **their own** pages through specifying "Personal View".

In a *Portal Server* installation you can create "audiences" and then you can target portal site content for viewing by one or more specific audiences. (The default audience being 'all portal users'). However this will apply only to the Portal Server part of the site and not to any WSS sites created in a Portal Server system.

I.17 How does WSS use Web Parts ?

In STS 1.0 Web Parts could not be used. Their use was restricted to SharePoint Portal Server (SPS) 1.0 only

In WSS Web Parts are an integral part of the product.

(for more detailed information, look at sections VI.3 Customizing the Home Page and VI.4 Using Web Part Connections)

I.18 How does WSS handle Roles?

In STS 1.0 there were five default Roles - Browser, Contributor, Author, Advanced Author and Administrator. These were predefined rights from the same list of total rights for the site and by default as you moved up the scale you had the same rights plus more.

This list was divided into three main categories - Web Design Rights; Team Contributor Rights and Web Administration Rights.

By default no user except the Administrator had rights to any of the options in the Web Administration Rights section and to those parts of the "Web Design Rights" section that were indeed Web Design Rights.

There was also very little difference between a Browser; and Author and an Advanced Author (again by default) with an Author in addition to the functions available to a Browser being able to create/update/delete HTML pages and directories; and the Advanced Author on top of that being able to "Design Lists" (Create and customize lists)

In WSS there is a much clearer set of main categories and greater differences between the different standard roles.

There are still five categories of default roles but these have changed in character.

- The Guest role has no equivalent in STS. Users with this role can only read *specific* lists and documents when specially given permission to do so.

- The Reader role is equivalent to the former Browser role and can only view items; document; discussion comments and pages in a Web Site (although strangely can also Create a Web Site using Self-Service Site Creation).

- The Contributor Role is roughly equivalent to the former Author role (but has also rights to amend the users own Personal View [this function was not available in STS at all].

- The Web Designer Role lies between that of the STS Advanced Author role and the STS Administrator role with a greatly extended ability to amend the content of a web site.

- The Administrator Role as before has full control of the site (all selections are specified)

In addition to the change of roles there are now clearer definitions of individual rights. For instance in STS one selection was Create/Edit/Update HTML Pages. This is now three different selections Add; Edit; Delete. Similarly in STS there was one selection for Create/Rename/Remove a subweb. This is now two different selections (Create and Manage). There are now two different selections for the right to a) apply a theme or borders and b) apply a style sheet.

In addition the division of the list into List Rights; Site Rights; and Personal Rights is much clearer than the STS divisions (see above).

I.19 What limits are there for the number of sites for particular set-ups?

The Administration Guide recommends the use of SQL Server rather than MSDE if you are supporting more than 10 "active and large Web sites".

For more than 1,000 sites, the same source suggests installing SQL Server on a separate server.

[The next level would be a couple of Web Servers and a Couple of SQL Servers. The Admin Guide does not indicate at which point such a configuration would be necessary.]

I.20.1 What doesn't work when using Office XP?

Neither of the following are visible and available for use

– multiple file upload
– datasheet view

None of the new interactions with Office products such as

- Creation of Meeting Workplaces in connection with an Outlook Calendar "Create Meeting" action

- Creation of Document Workspaces when saving a document in Word/Excel

- Saving of an Outlook attachment in WSS so that for instance people opening the attachment after a change has been made to it see the new version

- Synchronization (see section VI for more details of this)

Andrew Couch also gave me this information -

Office 2003 seems to be required to for a user presence context menu to appear. With Office 2003, when you hover over a user name in a SPS/WSS list column, a menu is available which allows you to send a message, schedule a meeting, add the user to your contacts, make an IM call (if installed) etc. If you have Office XP, this menu is not available and the user name is simply a hyperlink to the users shared profile view.

I continue to be grateful for more additions!

Note that there is a new (August 2003) paper from Microsoft called "Good, Better, Best: Windows SharePoint Services Integration with Microsoft Office" which includes a table with a cross-reference of what works with Office 2000; Office XP and Office 2003 respectively.

I.20.2 What doesn't work when using Office 2000?

(this is a work in progress)

All the restrictions from Office XP (see I.20.1) plus -

- Edit in Microsoft Word / Excel

(Thus with Office 2000 and earlier you need to open the document in WSS; Save it to your hard disk; amend it locally and then upload it under the same name back to WSS.)

Note that there is a new (August 2003) paper from Microsoft called "Good, Better, Best: Windows SharePoint Services Integration with Microsoft Office" which includes a table with a cross-reference of what works with Office 2000; Office XP and Office 2003 respectively.

I.21 How do I find out about the usage of my site ?

In STS 1.0 usage of a site was obtained through the use of Front Page.

In WSS you need to first set "usage processing" and then you can set usage processing using the User Interface of WSS.

(Site Settings / Site Administration / 'View site and usage data' in the Management and Statistics section).

There are a couple of things that the user needs to be aware of.

a. You will not start seeing usage results until the day after you turn usage processing on.

b. If a virtual server is added *after* usage processing is set, usage processing will not be enable for that virtual server.

In order to get usage processing in that situation, you need to

(i) Go to the LogUsage.aspx page and re-apply the settings

or

(ii) set the start time for the particular virtual server with

stsadm.exe -o setproperty -pn job-usage-analysis -pv ""daily between HH:MM:SS and HH:MM:SS"" -url <URL to virtual server>

(one line)

Note: For those who - like me - can't find where to even say that you want usage processing, the reason is that you are looking in the wrong place. You'll have to go to the server. Once there go to -

Start / All Programs / Administrative Tools / SharePoint Central Administration

and in the 'Component Configuration' section select "Configure usage analysis processing"

II. Installation

II.1 On what Media is the product shipping?

STS 1.0 was available on the extended Office XP (with FP) and on the FP XP CDROMs.

It now seems certain that WSS will be available as a free download to the Windows 2003 Server Operating System.

II.2 What are the Licensing requirements?

Licensing is as always something that should be checked with Microsoft.

As usual each part of the puzzle needs to be licensed seperately.

So

a) standard licensing for Windows 2003 Server (and upwards)

b) standard licensing for SQL Server (if this is used) and *presumably* free use of MSDE if this is used.

c) WSS supplied as a free download (probably via Windows Update) to Windows 2003 Server (and upwards)

Again: these are a best guess only. To be sure, ask Microsoft.

II.3 Are there any differences in basic installation procedures?

STS 1.0

a. If no database system was installed on the STS server - MSDE 1.0 was installed.

b. If SQL Server (7.0 or 2K) was installed on the STS server prior to installing STS 1.0 - no new database system was installed and the STS databases were created in the existing db system.

c. If the user wanted to use a database on a remote server he/she used the /nd parameter on installation and no database was created or used on the STS 1.0 server.

WSS

a. If no database system is installed on the WSS server - MSDE 2K is installed. (Unless your server is a Domain Controller in which case this is not an option)

b. If SQL Server 2K is installed on the WSS server prior to installing WSS - a second instance of "SQL" is installed for the WSS databases. This "second instance of SQL" is in fact MSDE 2K not SQL Server 2K.

If the user wants the existing SQL Server 2K to be used for WSS he/she needs to follow the procedures for SQL Server on a remote server (c).

c. If the user wants to use a database on a remote server he/she must install from the command line and use the remotesql=yes parameter and no database is created or used on the WSS server.

II.4 Where are the files located?

In STS 1.0 there were four main sets of files

a. Templates - on the same drive as the operating system
b. IIS Metabase - %SYSTEMROOT%\SYSTEM32\INETSRV\Metabase.bin
c. Documents - default: under InetPub\wwwroot otherwise where specified in the file system
d. Databases - located where you specified on installing the database

In WSS there are three main sets of files

a. Templates - on the same drive as the operating system in a *similar* location to STS 1.0
b. IIS Metabase - %SYSTEMROOT%\SYSTEM32\INETSRV\ (containing MBSchema.xml; Metabase.xml; MBSchema.bin.00000000h; and (for the benefit of older programs that look for it) a dummy file called Metabase.bin)
[History files are stored at %SYSTEMROOT%\SYSTEM32\INETSRV\History]
c. Databases (include documents) - located where you specified the databases would be when you installed the database

Note: Because different sites can have different templates, some templates are stored per server and others stored per site. There are thus both different templates to STS 1.0 and these are in some cases stored at different levels in the file system.

Note2: The Metabase file is no longer binary but is a plain XML file that can be edited.

II.5 What are the URL's of sites, subwebs, etc.?

a. The Main Site

located at http://<servername>

b. Document Libraries created in the main site

located at http://<servername>/<doclibname>

c. Subwebs to the mainsite

located at http://<servername>/<subwebname>

d. Document Workspaces created while in the main site

located at http://<servername>/<docworkspacename>

(Document Workspaces created while in a subweb to a main site are located at http://<servername>/<subwebname>/<docworkspacename>)

e. Meeting Workspaces created while in the main site

located at http://<servername>/meetings/Meeting1; http://<servername>/meetings/Meeting2 etc.

Note: From the above URLs you can see that from the URL alone it is impossible to tell whether you are looking at a Document Library; a Subweb or a Document Workspace. Meeting Workspaces however have their own page with a list of all Meeting Places - namely http://<servername>/meetings.

Note 2: The total list of the above Subwebs; Document Workspaces; and whether or not there are any Meeting Places can be obtained by going within the Main Site to "Site Settings" followed by "Manage Subwebs". In order to obtain the full list of Meeting Workspaces you need to click on http://<servername>/meetings in the list. This item is not present in the list of "Subwebs" if no Meeting Workspaces have been created. Note that this "total list" does not include Document Libraries.

An alternative method to get all the above (but still no Document Libraries) listed is to go to Site Settings / Site Administration and in the Site Collection Administration section access 'View Subweb List'. In this case all the meeting places are listed as well as the Subwebs; and Document Workspaces. This listing also includes the listing of document workspaces within subwebs.

One way to get a list of Document Libraries is to go to 'Site Settings' and within the Customization section, access "Modify Site Content". This gives a list of all Lists and Document Libraries. Another way is to select "Document and Lists" in the menu line.

Lower-level sites can be listed in various ways (Thanks to Jorgon Johanson for this)

Site Settings
Go to Site Administration
Management and Statistics: Manage sites and workspaces
- or -
Site Settings
Go to Site Administration
Site Collection Administration: View site hierarchy

They can also be listed in several places in SharePoint Central Administration.

Useful Tip: Because the URL is (as above) non-indicative of whether the 'site' in question is a subweb / meeting place / document workspace etc., it is even more important than before to use a good name in the Title - this "Subweb Title" is listed alongside the URL name when "Manage Subwebs" is selected.

f. Lower-level sites

these are located at http://<servername>/sites/<lowerlevelsite>

g. Document Libraries created in the lower-level site

located at http://<servername>/sites/<lowerlevelsite1>/<doclibname>

h. Subwebs to the lower-level site

located at http://<servername>/sites/<lowerlevelsite>/<subwebname>

i. Document Workspaces created while in the lower-level site

located at http://<servername>/sites/<lowerlevelsite>/<docworkspacename>

(Document Workspaces created while in a subweb to a main site are located at http://<servername>/sites/<lowerlevelsite>/<subwebname>/<docworkspacename>)

j. Meeting Workspaces created while in the level site

located at http://<servername>/sites/<lowerlevelsite>/meetings/Meeting1; http://<servername>/sites/<lowerlevelsite>/meetings/Meeting2 etc.

The same notes apply to lower lever sites as to the main site (With the exception of the possibility of listing from the Site Collection Administration section because this applies only to the Main Site).

II.6 Can I install WSS on a server running other applications?

The Define Managed Paths feature is targeted at this kind of scenario.

You use Define Managed Paths to exclude the URLs of the existing application(s) from being processed by the WSS ISAPI filter.

The definition can be changed in the section of WSS where you specify Virtual Server settings.

(more coming when I've done this!)

II.7.1 Can I run WSS under VMWare ?

Windows 2003 Server only runs under VMWare Workstation 3 if USB is disabled.

Note that this is not officially supported

Windows 2003 Server also runs under VM Workstation 4, on which platform people have also had WSS (as part of SPS 2.0) running successfully.

(Thanks to David McKenzie for the Workstation 3 update)

II.7.2 Can I run WSS under Microsoft Virtual Server ?

Yes. The compiler of this FAQ has had good experiences with Windows 2003 Server running Microsoft Virtual Server (pre-release=acquired version) and WSS with several XPPro clients within MS Virtual Server able to access the WSS system via IE 6.0.

This worked satisfactorily on a PC with 256 MB of main memory and one P IV 1,5 processor (the memory only allowed one XP Pro session to be open at a time). It also worked - but not satisfactorily - on a portable with 256MB of main memory and a PIII 800MHz processor.

(It now works much better on a PIV 2,5M notebook with 1 GB of memory - but does that surprise anyone ?)

II.8 How can I access my WSS Server from XP Pro ?

Note: This section is here purely because the FAQ compiler had trouble finding how to do this. It is of course the same as how to access any Windows 2003 Server from XP Pro. Handling possible Security Problems caused by doing this this way are up to the reader.

Windows 2003 Server comes with 'Remote Desktop for Administration' switched off.

Switch it on with (on the server with Administration Rights)

Start
Control Panel
System
Remote
Click the box marked 'Allow Users to connect remotely to your computer'
OK

Then if you haven't already done so, you have to set up XP Pro to be able to make a 'Remote Desktop Connection'.
(On the workstation)

Start
All Programs
Accessories
Communications
Remote Desktop Connection
Select Options
write in name of server (works best for me)
etc.

II.9 Is there anything extra I should be aware of if I have upgraded my server from Win 2K Server to Win 2003 Server?

Before you install WSS you should check two things

a. That in IIS the "Run WWW Service in IIS 5.0 isolation mode" check box is cleared.

b. That FrontPage 2000 Server Extensions are not running on the virtual server at port 80.

II.10 WSS and Domain Controllers

II.10.1 Can I install WSS to a domain controller?

Yes.

It's unclear as to whether this is a recommended method or not.

Certainly Microsoft have stated that WSS will be able to install (it's version of) MSDE on a domian controller and that this is in fact the way Small Business Server 2003 will ship with WSS configured.

In any case there is one clear rule to follow. Always install IIS **after** the server has been promoted to a Domain Controller role. (Otherwise following installation there will be authentication problems).

Note: SPS v2.0 can also be installed to a domain controller but in this case MSDE is not an option

II.10.2Why should I perhaps not install WSS to a domain controller?

1. Because Active Directory Account Creation mode is not supported.

2. (SPS v2 only) Because the option of using MSDE as your database is no longer available.

II.11 Too large documents

II.11.1 My multiple document uploads are failing because they are too large. What's the solution?

The default value for the "Upload Limit", which is what controls the total size of documents you can upload at one time, is set to a (in my opinion) far too low 50MB. In order to increase the size do the following.

On the Server (under Administrative Tools) click on "SharePoint Central Administration"

"Configure Virtual Server Settings"

"Default Site"

"Virtual Server Default Settings"

"Maximum Upload Size"

Specify a larger figure than the standard 50. I use 300.

Another possibility is that you have specified quotas that would be exceeded by the transfer.

To amend the existing quota values do the following

On the Server (under Administrative Tools) click on "SharePoint Central Administration"

In the Section "Component Configuration" click on "Manage Quotas and Locks"

(Thanks to Emmanuel Bouvier for the suggestion to add this alternative problem)

II.11.2 My uploads of (single) very large documents are failing. What is the problem?

WSS has problems when adding large documents. Problems seem to start at a document size of > 70MB and with documents over 100MB almost always being rejected.

II.12 How do I enable Session State?

You can enable session state by uncommenting the following line in the web.config

```
<!--
<add name="Session" type="System.Web.SessionState.SessionStateModule"/>
-->
```

In addition you need to set the <pages> enableSessionState attribute to true.

Note: Quoted from a comment by Gabe Bratton - if anyone can add more information such as where the web.config and the enableSessionState attribute are, please send mail to me at englantilainen@mvps.org!

II.13 After installing WSS I get "cannot to the configuration database" when trying to access WSS. What is the solution?

The most likely explanation is that after installing WSS, you amended the name of your server.

The WSS database has already been created using the name your server had when you installed WSS. So now when you try to access WSS using the new name of the server, you will be able to access the server but not be able to access the database and thus you will get this message.

The simplest way to correct this problem is to re-name your server back to the name it had when you installed WSS.

<u>III. Administration</u>

III.1 How do I change Time and Date styles?

In STS 1.0 a common request was to have the date set to "European" i.e. DD/MM/YY or "Swedish" i.e. YY/MM/DD instead of the STS 1.0 standard US date MM/DD/YY. This and the change to a 24 hour clock were only possible outside STS at the operating system level. These settings were thus valid for all the sites located on the server.

In WSS it is possible to set "Regional Settings" in Site Settings / Site Administration where there are selections for Locale (which presumably includes date format); Sorting order; Time Zone and Time Format (12/24 hour clock). These settings are valid for *the site* which means that a single server can run sites which are operating in different time zones and with different language 'styles' (for want of a better word).

III.2 Are there any differences in Authorization? (Interim Comment: needs further study and/ or input)

see "I.16 Do I see Different views of the information for different users?" (Both STS 1.0 and WSS show identical web pages to users irrespective of their roles.)

There seems to be much more granularity (options) when defining the rights of normal users.

III.2.1 Are there differences with anonymous access ?

In STS v 1.0 it was sufficient to specify using the STS UI that you wanted to allow anonymous access to a web or sub web.

In WSS it is necessary to both specify anonymous access in the WSS UI for the web / subweb but also to allow anonymous access in IIS.

Details:

a) IIS

Goto IIS MMC, right click on the Default Web Site (or the virtual server you have extended as a WSS site), properties, click on the security tab, click on the edit button of Authentication and Access control and enable Anonymous access.

b) WSS

Site Settings
Site Administration
Top Site Administration (omit if already at Top Site)
Manage Anonymous Access.

III.2.2 Are there differences in the kinds of user that can be allocated to a site?

In STS v 1.0 there were two kinds of users - domain users, who used their domain names and passwords; and local users, who were defined on the STS server as a user with a password specifically for that server.

In WSS there are three kinds of users. In addition to the above two kinds, there can also be active directory users. [More needed]

see also III.2.3; III.2.4.

III.2.3 Are there differences in the specification of a local (server) user?

In STS v 1.0 it was possible in the STS UI to specify the name and password of a local user. This happened in this form the first time this user was assigned to any STS web /subweb on the same server and caused the user to be created on the server as well as being given rights to the STS web. (When you gave rights to a user for other webs/subwebs on the same server, you specified the user as <server-name>\username and didn't specify a password).

In WSS it is necessary to create the user on the WSS server first (specifying a password). Only following this is it possible to give this user rights to a WSS web/subweb. In this case it is sufficient to specify just the user name (i.e. no longer <servername>/username).

III.2.4 Are there differences in the specification of a domain user?

In STS v 1.0 a domain user was specified for a web/subweb by writing domainname\username and not specifying a password. This applied both the first time the domain user had access to part of a site and to all other times.

In STS v 1.0 it was also possible to specify a domain user even when the workstation itself was not part of the domain. In this case when accessing the STS site from such a workstation it was necessary to enter domainname\username and password in the login box.

In WSS a domain user is still specified for a web/subweb by writing domainname\username and not specifying a password.

In contrast to the situation with STS, this can now only be done from a workstation that is part of the domain in question as before being given rights to a WSS site, all users are checked to see if they exist (and no login function is included in this routine).

III.3 When do I run Server Health?

STS 1.0 had the "Server Health" function which was intended to make sure that the data on the file system and the data in the STS database were in sync.

WSS uses the WSS database for all the data that was previously located in two locations and thus there is no longer a need for the "Server Health" function in WSS.

III.4 What can you tell me about Logging?

STS 1.0 had logging to C:\WINNT\system32\LogFiles\W3SVC1   (and W3SVC2, W3SVC3 etc.)

WSS has (RTM) a configurable registry key that you can set to control how verbose the logging is.

Critical events will be logged to the application log in the event viewer.

The stsadm.exe comman line utility uses a log file called stsadm.log which is stored in the temp directory of the person running this utility.

The log for the w3wp process (w3wp.log) is stored in the windows temp directory.

III.5 What are the rules for Naming Sites and Document Libraries?

III.5.1 Relation to directory names

In STS 1.0 the name of a subweb was automatically the physical name of the directory. The same applied to document libraries.

In WSS you need to specify both the subweb / doc lib name and its "physical" name seperately. They may still be the same but don't have to be.
III.5.2 Forbidden characters

In WSS Site Names may not contain the following characters.

\ / : * ? " < > | # { } % & <TAB>"

In addition site names may not begin with underscore "_" as this is reserved.

Finally, here is the WSS invalid character set (which I would guess means for the names of files that you upload to WSS)

III.5.3 How can I change a site name?

(This answer is specifically for SPS 2.0 but should also apply for a WSS installation with different addresses - i.e. http://server and http://server/subsite)

Site collections like http://server/sites/teamsite cannot be renamed.

Subsites like http://server/sites/teamsite/subsite can be renamed by opening the site in FrontPage by going to Tools, Site Settings and changing the Web Name:.

Where the site is a site collection, you have a couple of options

1. Create a new site with a new name but do not apply a template and use smigrate.exe to migrate the original site to the new site. This option does not preserve security.

2. Use stsadm.exe -o backup/restore to backup the site and restore it to a new name. After restoring you can delete the original site. This option is full fidelity and does preserve security.

III.6 What can you tell me about Migration?

III.6.1 Site Migration from STS to WSS

To upgrade from STS v1 to Windows SharePoint Services you will have to use the smigrate.exe command line utility to first backup the STS v1 site, then restore it to a new WSS site that has no template applied.

Instructions for doing this are in the Windows SharePoint Services Admin Guide at

http://download.microsoft.com/download/7/7/2/772C5A1F-207E-4F49-B47B-1DFE51CD8094/
SharepointTSAdmin.chm.

In the admin guide find the primary topic Backup and Migration and the instructions for using smigrate are in Migrating and Upgrading Web Sites.

It is required that you apply Office XP SP 1 and SP 2 to your STS v1 server. You can get these from here,

http://office.microsoft.com/productupdates/mainCatalog.aspx.

Once your STS v1 server is updated to SP 2 you will need to apply a QFE patch to it from

http://download.microsoft.com/download/d/1/3/d1335281-d1d8-4f58-afc2-c6871e6d694f/
OWS1002.exe.

This is described in the WSS readme file. The patch makes it possible for smigrate.exe to get as much data from your v1 site as possible.

Common issues:

1. When you create a new WSS site to restore a STS v1 site, do not apply a template to the site. When you get to the template picker page do not apply a template.

2. After applying the QFE patch to your v1 server you may need to upgrade your web sites. This is done using the owsadm.exe command line utility. On your STS v1 server you can upgrade all of your v1 sites by running
owsadm.exe -o upgrade -p all (after having in a command line session negotiated your way to
\program files\common files\microsoft shared\web server extensions\50\bin)

(above instructions from Gabe Bratton in a beta newsgroup)

III.6.2 List Migration from WSS to WSS

In WSS it is possible to transfer a list between WSS Team Sites using the 'List Template' feature.

Here is the detail.

1. Browse to your WSS site
2. Click Shared Documents, Modify settings and columns

3. Click Save document library as template
4. Name the file documents.fwp and make Template Title Documents (for example) [Tech Refresh = (probably) .stp]
5. Optionally choose to include content (which is any documents in your document library)
6. Click OK

Once you have made the list into a template you can copy the template to another team site.

1. Browse to your WSS site
2. Click Site Settings, Go to site administration, and click Manage list template gallery
3. Right click on the link for Documents and click Save target as (to your file system)

Now you can go to another team site, and upload the template into that sites template gallery. After the new template is uploaded you can click Create from the navigation of the team site and create a new document library from the template you uploaded.

(above instructions from Gabe Bratton in a beta newsgroup)

Note: According to Henrik Andersson this no longer works **with Beta-2 templates** after the Beta-2 Technical Refresh. Beta-2 templates no longer are listed in the Manage List Template Gallery (above second section 2). This seems to be because templates are now stored as .stp files and amending the Beta-2 templates from .fwp to .stp seems to correct it.

III.6.3 Site Migration from WSS to WSS

The following is quoted directly from Jerry Orman's response to a question from me.

For details of the smigrate program itself, please refer to the item III.6.1 (Site Migration from STS to WSS)

"You can use smigrate to move a v2 site to another v2 site.

The limitation is that you have to use the same build of WSS on both of the servers. So you can't smigrate a Beta 2 .fwp file to a Beta 2 Technical Refresh server.

In order to migrate the site you would need to:

1. Install the build of WSS that you guys used to smigrate the site originally on a server. So if you guys were running Beta 2, install Beta 2 of WSS on a different server.

2. Use smigrate on this server (the beta 2 server) to restore the site (.fwp file) to this server.

3. Upgrade WSS on the server to the Beta 2 Tech Refresh build.

4. Smigrate the site to a .fwp file from the upgraded server

5. Then use smigrate to move the site.

Thanks as always to Jerry.

Note that the question he was answering concerned using smigrate to upgrade from beta-2 to Beta-2 Tech Refresh.

The key parts of the general answer are the first two paragraphs of his reply (in the web site version in red).

III.7 How do I 'check out' and 'check in' a document in WSS?

WSS makes this process both clear and easy to do. The steps are as follows

Open a document library; click on the arrow at the right of the document name; click on Check Out.

Then Open the document; amend it; save.

Then click on the arrow at the right of the document name; click on Check In.

Fill in comments as to why... OK.

III.8 Can I provide the same content to both an Intranet and an Extranet Site?

This is well covered in the Administration Guide. The key details follow.

- One virtual server is configured with Integrated Windows Authentication and an internal address

- The other virtual server is configured with a different authentication type (probably Basic Authentication + SSL) and an external address.

Both these point to the same content.

III.9 I've forgotten which port I need to use when I administer my site. What is my administration port number ?

Unlike STS 1.0 which always used the same administration port number, WSS generates a random port number as the administration port.

If you are not happy with the random number, you use the following command line command to alter it (to 1234)

stsadmin.exe -o -setadminport -p 1234

III.10 I am getting an error saying that I need to remove FrontPage Server Extensions or SharePoint Team Services 1.0. How do I do this ?

This might happen when you install WSS or when you try to extend a virtual server.

The error message (which is very long) starts with "Setup has detected that FrontPage Server Extensions or SharePoint Team Services 1.0 is installed on the default virtual server. These must be removed ...."

To solve this,

Either

a) Remove FP 20002 Server Extensions from the virtual server (if they are present)

Start / Administrative Tools / Microsoft SharePoint Administrator.

On the Server Administration Page for FP SE 2002

Administration / Uninstall FrontPage Server Extensions 2002 / Full Uninstall=Yes

Or

(If they are not present)

You need to delete the hidden folder _vti_pvt\service.cnf in the content directory of the virtual server

(Information from the betaplace site)

III.11.1 How do I list the sites in a Virtual Server?

You can't do this via the WSS User Interface.

Instead you have to go to the following directory on your server (X: = boot drive, typically C:) and run stsadm.exe

Directory: X:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\60\BIN

Command: stsadm -o enumsites -url http://servername

III.11.2 How do I list all the subwebs in a site?

This is possible via the User Interface.

(while in Top-level site)

Site Settings
Go to Site Administration

(in Site Collection Administration)

View Site Hierarchy

III.11.3 How do I delete a Meeting Workplace?

You browse to the (Meeting Workplace) site and -

1. Click 'Modify This Workspace', select Site Settings

2. Click 'Go to Site Administration'

3. Click 'Delete this Site'

III.12.1 Where can I get Web Parts from ?

Microsoft provides in addition to the standard web parts that come with WSS a set of Web Parts for Office components.

These (which are at present WebParts for Datasheet; PivotChart; PivotTable; PivotView; Spreadsheet; QuickQuote and webCapture) can be found at

http://www.microsoft.com/sharepoint/downloads/components/detail.asp?a=308

Tim Heuer has several web parts (some chargeable at reasonable prices) at

http://www.timheuer.com/stuff.htm

At the time of writing (7.2003) these are

Workspace Explorer ("provides an out-of-the-box function for quickly viewing the hierarchy of a site collection")

RSS Feed Reader (free)

Flash Movie Viewer (free)

Doc Lib Utils

There are also web parts (all chargeable at company-level prices) at

http://www.corasworks.net/Products/WebParts/

At the time of reading these are

WorkPlace View (seems roughly equivalent to Workspace Explorer above)

Task Status

Task Roll-up

However, for an up-to-date listing of WebParts, please go to Hitesh Seth's web page

http://hiteshseth.com/webparts

(Which appeared almost simultaneously with the posting of the above text)

III.12.2 How do I remove a web part

- At the top level of a site, go to Site Settings

- In Administration click on "Go to Site Administration"

- In Site Collection Gallery click on "Manage Web Part Gallery"

- Edit the part you want to remove

- Click on the menu item "Delete"

Note: This procedure is only possible when you are the top level site
Note 2: There is a different procedure for SharePoint Portal Server

III.12.3 I have a web capture web part in default.aspx that accesses information from an external site. Everytime the web part is updated it requires action from me. How can I avoid this?

I am using a Web Capture part that gets information from news.bbc.co.uk. Every time I access the page containing this web part, a message box comes up with the following text

"This page is accessing information that is not under its control. This poses a security risk. Do you want to continue?"

On Pressing OK, the part refreshes correctly.

However I want to avoid having to press OK every time I access the page. This is how to do it.

In Internet Explorer select Tools from the Menu line. Then

Internet Options
Security
with Local Intranet selected click on 'Custom Level'
In the Miscellaneous section change the value of 'Access Data Sources Across Domains' from Prompt to Enable

(Thanks to John Dougherty for asking a question that had been annoying me for weeks; thanks too to David McKenzie for supplying the answer)

Warning: Any effects on your sites/clients security caused by amending this security item in IE are your problem.

III.13 How can I make a field read-only?

You can't.

However for a standard field at least you can use the following workaround from Jerry Orman.

This consists of removing the field from the EditForm.aspx page - and thus by not seeing it, you can't edit it.

The example he uses is the Title field in a document library which always appears in the Edit page even if you have created your own field to store the Document's name.

His text then continues -

1. Open the site in FrontPage 2003.

2. Navigate to the EditForm.aspx file for the list you want to modify (in this example a document library).

3. Right-click the list.

4. Select Customize SharePoint List Form.

You will now get icons with question marks for the various parts of the form. Each of these icons represent a control on the form in CAML.

For the document library example, the last icon on the top row has the following code :

<ows:Field name="Title">

5. Remove the question mark for this code.

6. Save the page.

The Title field will no longer appear on the EditForm page.

III.14 I can't customize any lists (but I can make other site changes). What is my problem?

There seems to be a link between turning off the ability for users to "Manage Personal Views" and this problem.

Despite the name, turning off "Manage Personal Views" (in Beta-2 Refresh, at least) also stops even the Administrator making any changes to even site-wide Lists.

The solution is therefore to turn "Manage Personal Views" back on.

1. SharePoint Central Administration
2. Configure Virtual Server
3. My Site
4. Manage User Rights for Virtual Server
5. Re-check the "Manage Personal Views" checkbox.

Thanks to "Tom" for spelling this out.

III.15 What are the minimum rights a user needs in order to be able to create a Personal View?

The minimum rights needed to create and update a personal view of a web part page are

1. View Items
2. View Pages
3. Add/Remove Private Web Parts
4. Update Personal Web Parts

The Contributor group has for instance all these rights in its default (out of the box) configuration.

Note: (SPS v2 only) The main page of an SPS portal can not be personalized. (However, the 'My Site' feature is only available for SPS v2 and not WSS)

(Thanks to Jerry Orman for sending the message on which this item is based.)

III.16 I get a proxy server error when I try to import a Web Part. But I don't have a proxy server. What's the solution?

The error that was received when trying to import (Click on the Content Link) a web part from the Microsoft Web Part Gallery was

"An error occured while importing a Web Part ... (URL) .. . This error may be due to the current dashboard proxy server setting .....

The answer was to go to the Command Line and -

1. cd \program files\sharePoint Portal server\bin

(The location of proxycfg.exe)

2. proxycfg -d -p fake_proxy:80 "*;<local>

Then the following occurs -

Updating proxy settings
Current WinHttp proxy settings under ... (Registry key) ..

Flags   = PROXY_TYPE_DIRECT | PROXY_TYPE_PROXY
Proxy Server = fake_proxy:80
Bypass List =*;<local>

(Thanks to Chip Willis who posted both the question and the answer (!))

III.17 How do I integrate IM icons into WSS?

The integration of IM icons is one of the features of WSS that only applies to users with Office 2003.

Office 2003 includes IM icons and functions in its standard installation.

However in order for WSS to use these icons/functions it is also necessary to make modifications to WSS.

1. On the SharePoint Central Administration page, under Virtual Server Configuration, click Configure virtual server settings.

2. On the Virtual Server List page, click the name of the virtual server you want to configure.

3. Under Virtual Server Management, click Virtual server general settings.

4. In the Person Name Smart Tag and Presence Settings section, next to Enable Person Name smart tag and Online Status for members, select Yes.

Thanks to Eric Legault for providing this extract from the Administrator Guide.

In case those of you without IM and/or Office 2003 are wondering how this works, here's an extract from Kurt Sanders

"If I am logged into IM and change my status to "Busy", the icon on the portal changes to match that icon used in the IM product" - i.e. not only is Kurt listed with icon as a member of a site but the icon now changes to Busy.

Note: The above applies also to SPS v2.

III.18 What is the default time before a user receives a session timeout error? How do I amend this default?

The time-out that causes the message

"The security validation for this page has timed out. Click Back in your Web browser, refresh the page, and try your operation again"

is configurable.

Start / Administrative Tools / SharePoint Central Administration / Configure Virtual Server Settings /virtual server name / click Virtual Server General Settings.

-On this page locate the Web Page Security Validation section.

The default should be 30 minutes.

Amend the default as required.

Note1: When the user clicks on the Back in the browser (as suggested in the error message), you receive the same error again. It requires you to click the Home link and retry.

Note2: Even if you do the refresh to resubmit you likely will lose what data you added on the refresh. After the refresh though it is possible to add the data to the form and resubmit.

(This FAQ item uses information from a message from Mike Denman and a reply from Gabe Bratton. The FAQ maintainer is solely repsonsible for his interpretation above of the Q+A)

III.19 What do I have to do to make it possible for a user to be able to use FTP to upload documents to a document library ?

You can't.

There is no support for FTP in these (SPS v2 and WSS) generations of the Sharepoint products.

IV. Basic Customization

IV.1 How do I customize the Quick Launch section of the main page?

In STS 1.0 the items listed in the Quick Launch section were generated from the database. They were links to (only) those lists that had been defined in the User Interface when adding or amending a list as "Yes, I want this in the Quick Launch list". There was one Quick Launch list per main web or per subweb.

If you wanted to add your own links (for instance to sites outside the STS site or to pages within the STS site that were not main List pages), you had to add some (<A> </A>) HTML code just above or just below the code for the generated Quick Launch links.

In WSS there are several different Quick Launch sections. The initial information they contain is generated as before from the database.

However if you now want to add additional links (external or internal) *within* the "normal" links this is now possible through the use of FrontPage11 by selecting first the Quick Launch section; and then either using "Add a Link" or right-clicking and adding a link after selecting 'Link Bar Properties'.

IV.2 How do I customize the main section (centre/right) of the main page?

IV.2.1 General Customization of the main section

In STS 1.0 the only customization of this section of the main page that could be done in the User Interface was the definition of which Document Libraries and Lists would appear in this section. (Sites and Settings / Customize Home Page Layout)

Using FrontPage XP or using even an HTML editor allowed to do other changes such as re-sizing columns; changing colours etc. (see also IV.2.2)

In WSS you can also move into position onto the main page the Document Libraries and Lists as before, but you can also move in a selection of Web Parts (both actions done by Modify Page / Add Web Part - the Doc Libs and Lists are also called Web Parts in this version).

In addition most of the changing of the look of the page can as before be done in FrontPage (FP 11) or by amending the page in an HTML editor. (see also IV.2.2)

IV.2.2 Customizing the look of Document Libraries in the main section

In STS 1.0, the default look of a document library when made available in the main section of the front page was that it consisted of three fields Icon; FileName and Modified By. The default number of documents was 20. Both these settings could be changed by entering the site in FrontPage XP; accessing the default.htm file; selecting the List; right-clicking and then by 'View Properties' followed by amending (for the above two cases) the Files and Options settings.

(Note that the View Properties box was centered on the screen)

In WSS the default look is the same and the View Properties box is accessed in the same way but is now a new right-hand column (in the same sort of location as the clipboard for instance) rather than a centered box. The items listed are roughly the same with the same use of 'Fields' to change the fields used on the default page and the Use of Style followed by Options (rather than just 'Options') to amend the default number of documents (which unfortunately still has the same default of 20).

IV.3 How do I add Icons?

STS 1.0 came with a small set of icons for the main Office applications. When a document from one of these applications was listed in a document library, the special icon for this document type was shown otherwise all documents used a general icon. It was possible to add icons (from a selection available on a private website) by amendments to the templates (by amending an .xml file and adding the .gif of the icon to a specfic directory). These icons were then valid for all sites and subwebs created after this template change was made. A further amendment to the templates was needed for the icon to become available to existing sites and subwebs.

The official word in the beta newsgroups was that WSS comes with a slightly increased number of icons with icons for Visio and Project (probably) available in addition to the previously available icons for Word, Excel, and PowerPoint.
However tests have shown that more icons are available than this (stored at ...60/TEMPLATE/ IMAGES - as the usual IC???.GIF - there are almost 100 images including everything under the sun *except* for .pdf).

Images are chosen slightly differently than before. Icons for a small group of standard MS document types (Word, Excel etc.) are chosen on the basis of the document type. Other icons are chosen on the basis of the file type (.xxx). Priority is given to the MS document type before the file type, thus if you save a MS Word document but give it a .mht file name, you will see in WSS the icon for MS Word not for .mht files. The file used for the above is DOCICON.XML which you will find in ...60/ TEMPLATE/XML.

As with STS 1.0 in order for a newly added icon (amendments to both the IMAGES folder and to DOCICON.XML) to work you need to Restart IIS. ((IIS Manager / local computer + right click / All Tasks(Restart IIS).)

Unlike STS 1.0 following these actions the new icon is available for ALL document libraries - not just those in subwebs created after the change.

IV.4 How can I add Images?

In STS 1.0 customization with Images was done either through using HTML code directly or by generating HTML code through the use of FrontPage. Most often images were not added to the centre and right-hand columns, although the default home page included the STS logo at the top of the right-hand column. (From where I always removed it as it took up unnecessary space)

In WSS the same customization possibilities are available as above. However in addition it is possible through the use of Web Parts to add images at suitable positions in the centre and right-hand columns. This process is not as easy as it looks at first glance and therefore this section deals with a recommended procedure.

First create a Picture Library which will contain all the images that you want to use on the web site. Then use standard WSS techniques to upload images to that library. (This initial step is essential as a means of getting a web address for the images so that they can also be accessed at that address from other PCs apart from the server).

Secondly go into the web page and select "Modify My Page" or "Modify Shared Page" (or "Modify My Page" followed by "Shared View" followed by "Modify Shared Page"). Select "Add Web Parts" / Browse and choose "Image Web Part" now either Drag and Drop or use the Center/Right + Add button. Close the Add Web Parts window.

Go to the new web part on your page and click on "open the tool pane". Enter here the full address of the image that you earlier entered into your Picture Library for Web site images (you did do a Ctrl-C so you can now do Ctrl-V didn't you). OK (to have defaults for everything else) and you now have an image visible in that part of the column whenever you (if done in Personal View) or anyone (if done in Shared View) accesses the web site from any location.

Note the following peculiarities in the way these Web Parts work.

a. If you create an Image Web Part in Shared View it is immediately also present in the Personal View.

b. If you create an Image Web Part in Personal View it is only present in Personal View

c. An Image Web Part created in Shared View can be closed in Shared View. In this case it are still present in Personal View *if it has been subsequently amended in Personal View* otherwise it is removed from Personal View too.

d. An Image Web Part created in Shared View can be deleted in Shared View (Delete is only available in "Design This Page" mode). In this case the Image Web Part is no longer present in Personal View.

e. Image Web Parts created in Shared View can be amended only in a limited way when in Personal View. For instance the URL of the image can not be amended in this case. This also applies to Image Web Parts when the Image Web Part has been closed in the Shared View.

f. The default view of an Image Web Part includes a Title Bar and Frame. This can be easily changed to None (no Title Bar or Frame) which is in my opinion a much more sensible option for an Image. (Modify Web Part / Appearance Section / Frame Style)

g. Watch also out for "Reset Page Content" when in the Personal View. This will make your Personal View a copy of the Shared View.

IV.5 How can I apply new Themes?

In STS 1.0 it was possible to customize the _layout files.

In WSS it is no longer possible because these _layout files are per server.

In order to make a change of look valid for the whole site you can either use one of the ready-made themes MS include or create your own.

Here are some instructions for how to create your own.

Open your site in FrontPage 11

Format | Theme

At the very bottom of the theme task pane select "Create new Theme"

You'll get the "Customize" theme window

Click on "Text"

Click on "More Text Styles"

From the list, choose the selector you want

Modify (modify the attribute(s) you are interested in for that selector)

Repeat for each selector you want to modify

| OK | OK

Save as "MyTheme" |OK

Apply "MyTheme" to your SharePoint site

When you select customize a theme, goto the Text panel and click on "More Styles" - there you can edit all class styles (ie .ms-xxxxx).

This information comes from Gabe Bratton who also pointed out that the theme does not replace the existing (ows.css on an WSS site) style sheet, but instead acts as a modifier for it.

IV.6 How can I create and use New Templates?

In STS 1.0 there were three standard templates - one of which was blank. Amending the template meant finding the correct file(s) in the file structure and changing the code. The choice of three templates was however fixed - you had only changed the look of one of them.

In WSS there are more standard templates on offer and it is possible to add more templates to choose from.

The following text deals with a) creating a template b) making the template available globally c) viewing the templates you have in the global catalog d) creating a new site on the virtual server with a particular template e) removing a list template f) preserving roles when creating a site from a template (NOT!) g) the maximum size for a site template?

Also don't forget the long Tutorial on templates at "VI.2 Details on Templates"

Note that you will probably have to run IISRESET after making these changes (Rohit Puri)

IV.6.1 How do I create a Template?

Amend your site as you wish (using FP etc.), then go to Site Settings / Site Administration / Save Site As Template

IV.6.2 How do I make a template available globally?

Go to Site Settings / Site Administration /Manage list template catalog

You will see the list of list template fwp files. You can hover over the link for the fwp, right click and save the file to disk.

a) You could save the file directly to \program files\common files\microsoft shared\webserver extensions\60\bin.

To add to the global catalog, you would run the command line:

stsadm -o addtemplate -filename template.fwp -title "Custom Template" -description "Template Description"

or

b) You could save the file locally (to C:\ say) (Rohit Puri)

in this case you would run the command line

stsadm -o addtemplate -filename c:\template.fwp -title "Custom Template" -description "Template Description"

IV.6.3 How do I view the templates I have in a global catalog?

run the command line:

stsadm -o enumtemplates

This will provide output such as:

Custom Template - Lanugage: 1033 - Site Template: _GLOBAL_#1

IV.6.4 How do I create a new site on a virtual server with a particular template?

run:

stsadm -o createsite -url http://server/sites/teamsite -ownerlogin domain\username -ownername "Mike Walsh" -owneremail
mike.walsh@mvps.org -sitetemplate _GLOBAL_#1

IV.6.5How do I remove a list template?

If you created the templates by going through the WSS UI and selecting 'Save List as Template', you can remove them as follows:-

Site Settings / Site Administration

In 'Site Collection Galleries' click on "Manage List Template Gallery"

Edit (the Template you want to remove) + Delete

(based on a reply by Jerry Orman)

IV.6.6 I have created a template from a site where roles were defined. How can I preserve the roles when I create a site using this template?

Unfortunately, you can't.

Roles are not preserved as part of the template in this (first) release of WSS.

IV.6.7 What is the maximum size for a site template ?

The maximum size for a site template is 10MB.

If you create a site larger than that you will normally get the error message "This site is too large to save as a template".

Another possible effect is that you will get a time-out. This tends to happen when you have both more than 10 MB of data AND a large list with substantial list data.

(Thanks to Gabe Bratton - the text is mine)

IV.7 How do I build into a WSS web page the contents of another Web Site ?

In STS 1.0 this required coding. Specifically because (for instance) an asp-based web site required a different pre-processor to that used by STS, it was necessary to add code containing a so-called IFrame into the STS page where the contents of the other web site should appear.

In WSS this no longer requires coding. A Web Part "Page Viewer Web Part" is available that can be dragged and dropped into the Web page and details of the site to be accessed along with size in this page etc. are specified in the fill-in box that appears at the right-hand of the screen.

V. Interaction with Office Products (details)

This section has been added because of the major changes made between Office XP/STS 1.0 and Office 2003 / WSS.

V.1 How does Outlook interact with WSS?

V.1.1 Contacts

With STS 1.0 it was possible to import contacts from Outlook 2002. It was not possible to export contacts to Outlook 2002.

With WSS it is possible in an WSS Contact List to Import Contacts from Outlook 11 (although this doesn't work in Beta-1 for me) and also to export Contacts to Outlook 11 (this does work). In the later case, your web "area"'s (web, subweb, Meeting Place, Document Workspace etc.) Contact list will be transfered to Outlook 11 as a new Contact Library. Contacts will not be added to an existing Outlook Contact list. These Contacts then appear in Outlook 11 as an item in the "Other Contacts" section, but they may be then transfered by drag and drop into (for instance) the "My Contacts" section of the Contacts left-hand column.

In Outlook 11 Contacts may (as before) be exported to a file. There is no easily accessible way to transfer the contents of a file into WSS. *as far as I can see*. (We must therefore hope that Import Contacts from within WSS works in future versions)

In STS 1.0 the Contact information available for each person was text information which could also include a URL of the person's web site.

In WSS the Contact information available for each person is similar if not identical (looks the same to me) to that in STS 1.0 but in addition it is now possible to add an attachment (person's photo perhaps).

V.1.2 Attachments to mail messages

With Outlook 2002 attachments could be added to mail messages. The person opening the mail message opened the version of the attached document that was available when it was attached.

With Outlook 11 and WSS, the master copy of an attachment is stored on the WSS site. The person opening the mail message will always receive the latest version of the attached document.

Note: For much more detailed information on the interaction of Contacts between WSS, Outlook, Excel and Access, please look at section VI. (Large Documents) where this is item 1. Synchronizing Contacts.

V.1.3 Meetings

V.1.3.1 From Outlook 11

Meetings created in Outlook 2002 specified a time in your (and your invitees) Outlook calendar.

Meetings created in Outlook 11 also allow (not compulsary) a 'Meeting Workplace' to be created. This is a regular WSS site for which a set of ready-made templates are available thus allowing a site that is most suitable for the type of meeting. The default "Basic Meeting" type for instance consists of lists for Objectives and Attendees; and Agenda, Document Library, Action Items and Decision. People invited to the meeting are informed of the URL of the meeting workplace.

(I presume that as with the standard WSS, additional local meeting templates may also be available for selection.)

In other words these meeting workplaces are short-term WSS sites designed mainly as a way of making a meeting or perhaps rather a series of meetings more effective. The most common use for them will (in my opinion) probably be for projects where a Meeting Workplace will be created when a Project Group is founded.

Only the people invited to the meeting initially have the rights to access the Meeting Workplace. It is logical that the list of users of a Meeting Workplace can vary as required (using standard WSS 'modify users' techniques.

V.1.3.2 From WSS

In STS 1.0 typically the administrator would create on request a web site for a Project.

In WSS Meeting Workplaces would probably be created automatically from inside Outlook 11 as above.

However, Meeting Workplaces can also be created from within WSS. In particular they can be created at the same time that a new Event is created.

In this case all authorized users of that part of the WSS site will have the rights to access the Meeting Workplace. Otherwise functionality is similar.

V.1.4 Saving E-mail messages and attachments in WSS

V.1.4.1 Saving only E-mail messages in WSS

To save an E-mail message in Outlook directly to a document library in WSS

- open the e-mail
- File / Save As
- In the 'File Name' box type the http:// address of the WSS site (e.g. http://<servername>)

A window opens containing the WSS site

- Navigate to the Document Library you want
- Save the e-mail

(You will be allowed to change the document's name. Default mode is probably .htm which seems to work fine)

Note: If you already have a Network Place pointing directly to the Document Library that you want to use, you can (in the Save As window) click My Network Places (in the left-hand column) and select that Network Place (main section) instead of needing to use the http:// method.

Note2: In beta-2 there were errors when accessing the web site within the Save As box but these could be ignored with no ill effects.

Note3: It is probably better not to store files as .txt as long lines are not visible on the screen when opened in WSS (even though they may be correctly displayed in Outlook)

(Thanks to Jerry Orman for the technique)

V.1.4.2 Saving only E-mail attachments in WSS

Follow V.1.4.1 above but instead of File / Save As use File / Save Attachments.

V.1.4.3 Saving both E-mail messages and attachments in WSS

Follow V.1.4.1 above but when you Save As specify the File Type 'Outlook Message Format' (*. msg).

Note: when trying this with a 3MB attachment I ran out of system resources. Saving the same attachment by itself (V.1.4.2) was OK. Your mileage may vary.

V.2 How does Word interact with WSS?

V.2.1 General interaction (New document; Edit Document etc.)

In STS 1.0 if your default template for a document library was the standard Word template, then 'New Document' would open a Word session (either within your browser or as true Word depending on your settings); you would write your document and when you saved it, you would be saving it to the STS site and would have the opportunity of changing additional (STS) fields such as Category or Source.

This worked fine but only if the user had Office XP.

You also had the possibility of "Edit in Microsoft Word" - i.e. amend an existing document located in an STS document library which worked in roughly the same way (also only in Office XP).

This worked BUT was something I never demoed because although the change had been done to the document on the STS site, the document sent to the browser was invariably in a demo a back version.

In WSS the same possibilities are available as with STS 1.0, that is with the Document Library fully open you can still choose "New Document" as above. (Office 2003 and presumably Office XP)

You also still have the possibility of Edit in Microsoft Word. The functionality of this has been slightly improved as it is now possible to access this function via a drop-down list box alongside the document name AND this list box is available both in the smaller view of the document library that you may have on the main page of the web or sub-web and in the normal full document library page.

WSS offers in the same document library page the new "Edit in Datasheet" facility but this doesn't seem to offer any additional ways or adding or editing the contents of existing documents and just offers a different (and more compressed) view of the list of documents to that provided by the standard web site.

The final additional feature (ignoring check-in/check-out and versioning which are dealt with elsewhere) offered by the interaction between Word 11 and WSS is the possiblity when you create a document in Word 11 of being able to specify that there will be a Document Workspace for the document.
This function is selected in WSS after the document has been created in Word 11. ("Create Workspace" is the final selection on the drop-down box mentioned above in connection with 2.0's Edit in Microsoft Word) This Document Workspace is a full-scale mini WSS site contained a document library (containing the document); an Announcements section (with an Announcement of the site; Members; Links and Task sections (in the main part of the screen) and even Lists, Discussions, Surveys and Pictures available from the left-hand columns.

(If 'Document Workspace' is selected, the document is still listed in the original document library as well as in the document workspace site's document library. Updating the version of the document in the Document Workspace does not seem to update the version of the document in the original document library)

Note: It is in Beta-1 possible to add further documents to a Document Workspace and also to create a Document Workspace within a Document Workspace etc. just as if a Document Workspace were a normal WSS WebSite. This was in Beta-2 only possible for one level down.

V.2.2 Propogation of Word Properties

Word 2003 documents have a set of Custom Properties

Checked By
Client
Date completed
Department
Destination
Disposition
Division
Document Number
Editor
Forward To
Group
Language
Mailstop
Matter
Office
Owner
Project

Publisher
Purpose
Received from
Recorded by
Recorded date
Reference
Source
Status
Telephone number
Typist

Values from a Word Document for any of these fields will be propogated to the WSS Document Library by the following method.

a) Create a document library and add a new field of type Single Column.

Give it the same name as one of the above (example Language)

b) Open Word 2003 and create a new document.

After writing it and before saving it, go to Properties / Custom and specify Language as (say) "Finnish".

c) Save the document (with Save As) to the web site (enter the URL or specify an existing Network Place).

V.3 How does Excel interact with WSS?

In STS 1.0 it was possible to get a copy of your Contacts information into Excel (by clicking "Export" while in a Contacts screen). Similarly Announcements, Events in fact any (custom) List could be transfered into Excel.

In these cases synchronization between Excel and the STS list was only possible in one direction - namely a change in the STS list could be synchronized within Excel (using Data/Refresh External Data). Any additional line made in the Excel data meant that the 'Refresh External Data' option was greyed out; also any change made to an existing line in Excel was not transferable to STS (Refresh External Data merely removing the change made).

It was not possible to transfer the contents of a view (such as 'All Documents' of a Document Library to Excel in this way.

In WSS It is also possible to transfer the contents of a view of a Document Library to Excel in addition to the (custom) Lists mentioned above.

In WSS changes can be made to the list in either Excel or WSS and synchronized in both directions. The only restriction of this is a document library where because a document library contains hidden columns, additional rows (records) can not be added to the Excel version - changes to the contents of existing rows is however also possible in Excel even for Document Libraries.

The best method to do this is by using the Task Pane and clicking on "Export and Link to Excel" with synchronization taking place with "List / Synchronized with SharePoint"

V.4 How does Access interact with WSS?

In WSS list data can either be exported to an existing Access database or to a new Access database.

If you use "Export to Access" to do this, it will not be possible to synchronize data in either direction.

If you use "Create Linked Table in Access" to do this then synchronization is possible in both directions but it works in different ways.

- If you update the data in Access, the changes are immediately transfered to the WSS copy.

- If you update the data in WSS, the changes are only visible in Access if the linked table is first closed (in Access) and re-opened.

V.5 How does InfoPath integrate with WSS?

This is a general set of questions that will be added to over time as I become aware of them. I am not myself planning to use InfoPath so help from others in adding to this list would be appreciated.

Some of the following use "SharePoint", I am assuming they apply to WSS.

V.5.1 Can I create a drop-down control on an InfoPath form that gets it's values from a SharePoint List if online or saved in a form if off-line ?

InfoPath allows you to publish a form template to a SharePoint v2 form library and promote data in the form (XML template) to SharePoint columns.

You can populate a dropdown from a SharePoint list but we do not have this as a built-in connection in InfoPath.

(Source: Utilises information from an InfoPath Solutions chat session - permission granted for re-use here)

V.5.2 Can InfoPath forms be used both to add data to a WSS list (forms library) and to reference data from an existing list?

Posting InfoPath forms to WSS Form Libraries is built-in.

Referencing data from an existing list is possible but it requires more manual work to hook it up through the web service adapter or through WSS's XML Interface.

("through WSS's XML Interface" is FAQ maintainer's revised text. Comments *please*: Original text "XML as datasource adapter through WSS's XML interface").

(Source: Utilises information from an InfoPath Solutions chat session - permission granted for re-use here)

V.5.3 Can InfoPath publish to Sharepoint, but NOT require InfoPath to edit the form?

InfoPath is required to fill out the form if you want InfoPath's rich structural editing, schema validation, and connectivity capability features.

The data InfoPath inputs/outputs is just XML (your defined schema) so you can work with that raw data any way you like but you will then have to handle all the schema validation and expose the structural editing yourself.

(Source: Utilises information from an InfoPath Solutions chat session - permission granted for re-use here)

This section covers in greater detail topics that have been mentioned briefly earlier

VI.1. How do I Synchronize Contacts?

This paper deals with Contacts and the interaction between WSS; Outlook; Excel and Access.

The aim of the following scenario is to ensure that the above four programs all have access to the same version of the Contacts list.

Step 1 - Create identical copies of Contacts in WSS; Outlook; Excel and Access

Step 1.1: (Outlook export to Excel)

In order to export Outlook Contacts to Excel it will be necessary (the first time) to install extra functions over the "typical" Office 2003 installation, so the user will need to have access to the Office 2003 CDROM to perfrom this operation.

In Outlook

a. Open Contacts
b. File / Import and export / Export to a file
c. Create a file of type / Microsoft Excel
d. Select Folder to Export from / Contacts

Step 1.2: Import into WSS

In order to import from Excel into WSS it will be necessary (the first time) to install extra functions over the "typical" Office 2003 installation, so the user will need to have access to the Office 2003 CDROM to perfrom this operation.

In WSS

a. Click on Contacts (under Lists)
b. (from the Menu line) "Import Contacts"
c. (from Select Users to Import) Select all the contacts; Add; OK

** After step 2 Outlook; Excel; and WSS are in sync, but updating all of them is difficult. The next step is to create a copy of the Contacts in Access. This will become the master copy. **

Step 1.3: Creating a copy of Contacts in Access

In WSS

a. Create Linked table in Access
b. In Export - New Database

** At this stage all four programs (Outlook; Excel; WSS and Access are in Sync. **

*** From this stage on it is important that Additions to the Contacts are made only in the Access master table.***

Step 2 - Maintain identical copies of Contacts in WSS; Outlook; Excel and Access

Step 2.1 Add new Contacts

In Access:

Add new contacts.

Step 2.2 Transfer the new version of Contacts to WSS

In WSS

a. Open Contacts
b. In the menu line "Refresh Data"

Step 2.3 Transfer the new version of Contacts to Outlook

In WSS

a. Open Contacts (if not still open from 2.2.a)
b. In the menu line "Link to Contacts"

At this point Outlook (if opened and thus in the task menu bar) flashes and needs action

In Outlook

A query box appears with "a request has been made to add the following SharePoint Team Services folder to Outlook ..... Would you like to add it ?"

Pressing OK will create a new section in Outlook (Other Contacts) that contains "Team Web Site - Contacts" in addition to the standard Contacts section containing "Contacts".

At this point Contacts contains old information and ought in future to be ignored and WSS contacts used.

[Note that the same information box message appears even when "Team Web Site - Contacts" is already available. Pressing OK will then update (=synchronize) the existing information or - if no changes have been made in Access/WSS - leave it as it was. It will not cause second "Team Web Site (2) - Contacts to be created.

Step 2.4 Transfer the new version of Contacts to Excel.

In WSS

a. Export and Link to Excel

In Excel

(Alternative 1 - Excel is open and in it your Contacts xls file (Contacts11.xls) is open.)

b. The query box "Import Data" appears.
c. In this box select "Existing Worksheet" and as entry point a point in column A directly below the existing Contacts list.
d. OK
e. Delete the previous version of Contacts11.xls

(Alternative 2 - Excel is closed)

b. Book1.xls is created containing the new contact information.
c. Save this as Contacts11.xls thus overwriting the older version of this
file.

** Following all these steps, you have a version of the Contacts list that is identical in WSS; Outlook; Excel and Access. **

*** Note that if you don't see the need for an Access copy of this information, you can follow the above scenario but omit the Access sections and do all the updating in WSS (for which I would suggest the Datasheet View). In this case, thus, WSS would be the master copy. ***

VI.2 Details on Templates

(Courtesy of Jorgon Johanson of Norway and only edited in a minor way)

One of the great new features of WSS seems to be how easy it is to use Site and List templates. Templates can be used to generate "pre-cooked" site and list setups that can be applied when generating new sites, lists and document libraries. Site templates includes the the look (theme), the layout of the home page, the lists and document libaries and so on. List templates include the views, pre-generated columns and so on.

Since both Site and List templates can optionally also be generated *with* contents, templates are a convenient way of moving both sites and lists (see below).

Making a Site Template

Browse to a site that is to be used as a source for the template. Then go to:

Site Settings
Go to Site Administration
Management and Statistics: Save site as template

Decide on a file name (the xxxxxx.fwp file). Decide on a template title and a description for this template. Also, decide if the *contents* (of all lists and document libraries) should be included in the template. If you are going to use the template for migration purposes, check "Include content". Also, if you want to create new sites complete with some contents, check "Include content". Otherwise you may leave "Include contents" unchecked. Click OK.

Note that possible sub-sites of the site used as a source for a template will NOT be included in the template (this option is currently missing in WSS).

The new Site template will now show up in "Site Collection Catalogs: Manage site template catalog" in the root site (see "Managing Templates" below). Note however that the new template will be available for use in the top level (root) site and all sub-sites.

Generating a New Site From a Template

There are many places where you are given the possibility to generate a new site. The new site can be based on one of the predefined templates or on one that you have created yourself. First browse to the site that is to be the parent site. If this is a sub-level site, you have the following possibilities:

Create
Web Pages: Sites and Workspaces
- or -
Documents and Lists
See Also: Sites
Create
- or -
Site Settings
Manage sites and workspaces
Create

If you are going to create a site just below the top level site you have the additional possibility:

Site Settings
Go to Site Administration
Manage sites and workspaces
Create

Either way, give your new site a Title, a short Description and also it's URL name (which unlike STS 1.0 can be different to the Title name). Hit Create and you will be given the oppertunity to select a template. If you have generated any Site Templates yourself you will see them in the list. Select one and hit OK.

Making a List Template

Browse to the list or document library that is to be used as the source for the template. Then go to:

Modify settings and columns
General Settings: Save list as template

Decide on a file name (the xxxxxx.fwp file). Decide on a template title and a description for this template. Also, decide if the *contents* (text etc. in lists lists or the actual documents of document libraries). If you are going to use the template for migration purposes, check "Include content". Also, if you want to create new lists/libraries complete with some contents, check "Include content". Otherwise you can leave "Include contents" unchecked. Click OK.

The new List template will now show up in "Site Collection Catalogs: Manage list template catalog" in the root site (see "Managing Templates" below). Note however that the new template will be available for use in the top level (root) site and all sub-sites.

Generating a New List From a Template

The new list template will be available from the Create Page. It shows up under Document Libraries, Picture Libraries, Lists and so on according to the type of the list used to create the template.

Managing Templates

You can admininister your Site and List templates by going to these locations on a *main* (root, top level) site:

- Site Templates:

Site Settings
Go to Site Administration
Site Collection Catalogs: Manage site template catalog

- List Templates:

Site Settings
Go to Site Administration
Site Collection Catalogs: Manage list template catalog

The two catalogs are actually two special purpose document libaries. The "documents" held in the libraries are template files (xxxxx.fwp files).

Migrating Sites and Lists

Since the Site and List templates are stored in .fwp files moved into the two special purpose documents libraries (the Site Template Catalog and the List Template Catalog), it is easy to get the template out of the current site by just clicking on one of the templates and save it to some location (locally). It is then just as easy to Upload the template to another WSS site by clicking "Upload Template" in the appropriate Template Catalog (don't confuse Site templates and List templates).

Since a template can be generated with the total contents of a site or list, this feature can be used to move whole sites and lists. Note however that a Site template does not include the sub-sites of the original site. This means that when moving a site tree you will have to move one (sub)site (the root or one of the branches) at a time.

VI.3 Customizing the Home Page

(Courtesy of Jorgon Johanson of Norway and only edited in a minor way)

In STS 1.0 you could customize the Home page to some degree. Without resorting to FrontPage you could for instance select which lists/libraries that showed up in the center and right column. Using FrontPage you could do a lot more.

WSS is quite a different story. Even without FrontPage you can do alot more to the look of the Home page.

My View / Shared View

First of all, it is important to notice that WSS allows each user to have his/her own Home page view. Looking at the top right hand corner of the Home page you will see either see a "Sign In" button, "Modify Shared Page" or "Modify My Page".

If it says "Modify My Page", the Home page shows your personal Home page view.

If it says "Modify Shared Page" it shows the view seen by other users that have not yet customized their view.

If the "Sign In" button is shown WSS don't know yet who you are (you are regarded as an anonymous user) and the Home page shows the shared view.

Note that you need enough privilges to be able to add/remove/view shared views (the Administrator site group has these privileges by default).

When you have signed in, the Home page defaults to the personal view. You can however change to the shared view by clicking "Modify My Page" and selecting "Shared View".

At the beginning all personal views equal the shared view. If you have made any personal changes, you can at any time revert back to the shared view by clicking "Modify My Page" and selecting "Reset Page Contents". Any personal amendments to the (own) Home page will be lost.

Web Parts

The stuff shown in the center and left column (in WSS now called the left and right zone) of a WSS Home page are Web Parts.

We can say that a Web Part is an object that is used to show/present something on Web Part pages (note that the Home page is actually a kind of Web Part page).

Often a Web Part is used to show the contents of a list or a document library. There are also Web Parts that can show other things (like an image). The Web part controls only the layout and appearance (i.e. the look) of the list/library, while the actual contents come from the list/document library.

Note that when you drag a web part onto a page (like the Home page) you are not dragging the actual Web Part, you are only creating and placing an instance of this web part. You can place multiple instances of the same Web Part on the same page. Each instance can be given its own set of properties controlling its appearance on the page.

In WSS you alter the Home page by placing Web Part instances on the page and by changing the way these instances of Web Parts present their information (by changing the instance properties).

Thare are in effect two main types of Web Parts. The first type is generated automatically each time a list (or document library etc.) is created. There is one such Web Part for each list in the current site. These web parts are associated with (and take their data from) this list. The other types of Web Part are more explicit and there is a special site catalog for them, the Web Part Catalog.

You can see these Web Parts at:

Site Settings
Go to Site Administration
Site Collection Catalogs: Manage Web Part catalog

Here you can upload new Web Parts. Click on any of them and you get a preview of what it does!

Adding New Web Part Instances to the Home Page

Browse to the Home page where you want to add something. If you want to add to your personal view, check that "Modify My Page" is shown in the upper tight hand corner. If you want to add to the shared view, make sure that "Modify Shared Page" is shown (change to the correct view by clicking "Modify xxxx Page" and select either "Shared View" or "Personal View").

Click on "Modify xxxx View" and select "Add Web Part" | "Browse". The Browse Web Part pane is now shown on the right side of the page. Web Parts (or Web Part instances) can be located on four different scopes:

- Web Part instances available for this Web Part Page only
- Web Parts available for this site
- Web Parts available for the whole virtual server
- Web Parts available online

"Web Parts available for this site" is selected by default. Just below you see a list of available Web Parts. You probably notice that some icons are yellow and some are grey. The yellow ones are the Web Parts automatically generated for the lists of the site (used to show the contents of these lists). The grey ones are other web parts as described above.

Lets add a Web Part instance showing the contents of the document library "Shared Documents". You can do this in two ways:

- Drag the icon for "Shared Documents" to where you want to place the Web Part instance.
- or -
- Select "Shared Documents" from the list, set "Add to:" to either "Left" or "Right", then click the "Add" button.

The first option is somewhat similar to the way STS 1.0 works and is often quicker because you can place the new Web Part instance where you want it in one go (If you use the second alternative the Web Part is placed at the top of the selected zone and you have to move it later if you want it to be somewhere else).

When you are done you can click the "X" next to "Add Web Parts".

Deleting and Closing a Web Part Instance

If you want to remove a Web Part instance from the page you can either "Delete" it or "Close" it.

What is the difference?

• Deleting

Deleting a Web Part instance from the page makes it go away for good (only the instance, not the Web Part itself).

• Closing

Closing a Web Part instance on the page removes the instance from the page. However the instance is not gone. It has been moved into the "Web Part Page Library" (Web Part instances available for this Web Part Page only as described above). When adding Web Parts to a page you can then re-add closed Web Part instances when selecting "Web Part Page Library". It is important to note that we are manipulating "instances". Each instance (even when derived from the same Web Part) can have its own set of property values controlling its apperance. So, saving closed Web Part instances for later can save some customization work. See "Modifying Web Part Instances" below.

When you want to Delete or Close a Web Part instance you can for instance enter "Design this Page" mode by clicking "Modify xxxx Page" and selecting "Design this Page". Then click the little triangle or down-arrow (<what is this really called?>) on the right hand side of the Web Part Title Bar. Then select either "Close" or "Delete". If the Web Part Instance does not have a Title Bar (which makes it a bit difficult to reach the triangle...), click "Modify xxxx Page", select "Modify xxxx Web Parts" and select the Web Part instance you want to Close/Delete (the Title Bar will now be visable!).

Note that the "Close" option may also be available for a Web Part instance without going through "Design this Page" (but, it is possible to turn this off in the "Advanced" Web Part instance parameters).

Also, "Close" may be available as an "X" next to the little triangle.

Changing the Attributes (look etc.) of a Web Part Instance

Now that we have added a Web Part instance to the page we may want to change the way it looks. When it was first placed on the page it was given a default look.

One of the more annoying things about STS 1.0 was that you cannot change this default look without having to resort to FrontPage. For instance, the default defines which columns are shown, the order of these colums and also the sort order. In other words, when the list is placed on the page it is given a default *view*. This is also true with WSS, but now you can actually change this view without having to use FrontPage.

To change the look of the new "Shared Documents" Web Part instance click on the little triangle or down-arrow on the right hand side of the Web Part Title Bar again. Select "Modify xxxx Web Part". The Web Part instance propery sheet is then shown to the right of the page.

There are 4 main sections of properties:

- List Views
- Appearence
- Layout
- Advanced

• List Views

In WSS you can actually assign one of the views allready designed for the list or document library to the Web Part instance.

So, if you don't like the default view (called <Summary View>), just make a suitable view for the list first (do this on the list or document library page just as you may be used to from STS 1.0). Then you can assign this view to the Web Part instance.

In the "Selected View" drop-down list you will be able to select the <Summary View> or any of the views available for the list or document library itself.

Note that the association between a list/library view and the Web Part instance is not dynamic. This means that if you change the assigned view in the list/library itself after having done the assignment, the view of the Web Part instance will not change (when you assign a view to a Web Part instance, the view is actually *copied* from the list view into the Web Part instance properties).

In the List Views section you can also change the Toolbar type to be used by the Web Part instance.

NOTE: You will not be allowed to change the List Views on shared Web Part instances if you are in "Modify My Page" mode! You can however change List Views on your private Web Part instances.

• Appearance

Here you can change the Title of the Web Part instance (each instance can have its own Title, handy if you have multiple instances of the same Web Part on the page etc.). You can also set the height and width of the Web Part instance. The Frame State (minimized or normal) and Frame Style can also be changed.

• Layout

Here you can hide the Web Part instance, set the alignment (left-to-right or right-to-left). You can also move the Web Part instance to another location by changing the Zone and Part Order.

- Advanced

Here you can (among other things) disable the possibility of minimizing, closing and changing the zone for the Web Part.

When you have finished changing the Web Part instance, click "Apply" to see the effect of the changes while staying in "change" mode or click "Done" to apply the changes and get back to normal mode.

Note the minimized/maximized state of a Web Part instance can be changed by just clicking on the little triangle or down-arrow on the right hand side of the Web Part Title Bar and either selecting "Minimize" or "Restore". The state is saved and is personal/shared specific.

VI.4 Using Web Part Connections

Introduction

In STS 1.0 with Web Parts not even available, it was naturally impossible to link Web Parts. Linking libraries required use of a field of type Lookup (which I never found particularly easy).

In WSS Web Parts are available. One of the hidden features of the use of Web Parts in WSS for people coming from an STS version 1 background is the ability to link Web parts to each other.

The following example attempts to make the use of Web Part Connections clear.

The Aim of this "Project"

The aim of the "project" is to create a web site that contains information about the various members of a Project. The Project has members from several different locations and companies and thus it is important that members can be identified both by company and name.

Web Part Connections will be used to achieve this goal in a quick and simple way.

Details

A Subweb is created with the name of the Project (W2K).

In the Subweb a couple of custom libraries are created.

a) Custom Library 1 - Company

This custom library will contain the names of the companies from which the project members are taken.

- amend the default field name from Title to CompanyName, retain all other defaults

- get rid in All Items of the Attachment

- sort All Items in CompanyName order

- add to the Company custom library the companies

The three (say) records in the Company custom library now contain Firm1; Firm2; Firm3

b) Custom Library 2 - Personnel

This custom library will contain the details of the people in the project such as: CompanyName; DisplayName; NetworkName; PictureLocation; Skills.

again amend the Title Field, this time to DisplayName

and then add the other fields

 - Use Choice for the CompanyName
 - NetworkName would typically be short (8?)
 - PictureLocation is of type Hyperlink or Picture/Hyperlink (and is optional)
 - Skills could be a 'multi-choice from a list' field or a multi-line field (possibly with Fill-in = Yes)

Populate the Personnel custom list making sure if you have a picture for the person that the Hyperlink is valid and accessible by all users.

Connection Number 1 - Company to Personnel

Now go to the Home Page of the SubWeb (i.e. of W2K) and Click 'Modify My Page'

- Select Shared View
- In 'Modify Shared Page' select Add Web Parts; Browse.

In the 'Team Web Site Library' you'll notice your two new custom lists Company and Personnel now listed as Web Parts.

Select Company and add it to the centre column (for Web Parts = Left) and then select Personnel and add it to the Right column.

Now you need to go in 'Modify Shared Page' to "Design This Page"

Then Click on the arrow at the top-right of Company.

Select Connection/Provide Current Row To/Personnel

Say OK to the use of CompanyName from Company; Select CompanyName from Personnel and click Finish.

You know have a list of radio buttons in Company none of which are selected. All items are still listed in Personnel.

Select one of the radio buttons in Company. If all is well you will immediately see in Personnel a reduced list of items (those only for the company selected)

Tidy up by removing the CompanyName from the list of visible items in All Items in Personnel.

(Tip: A better way is to create a new view without CompanyName and use that view rather than All Items on the top page)

Add an Image Web Part and connect to that

Now Modify Shared page again and select 'Image Web Part' - add it to the centre column.

'Design this Page' and this time connect Personnel to Image Web Part specifying PictureLocation.

The names in Personnel now become radio buttons and when selected the appropriate image will appear in Image Web Part.

[In Beta-2 on clicking one of the Personnel radio buttons, the entire list of Personnel appears and the radio buttons in Company are not longer clicked - i.e. the two sets of radio buttons on the page are regarded as being one set . This is resolved in later fixes.]

VI.5 The Data View Web Part in Front Page 2003

John Jansen posted the following message in a beta newsgroup (he has given me permission to include it "as is" in this FAQ)

"My favorite web part is the Data View web part.

This part allows you to connect to almost any data source that can generate XML. For example, I test against SQL server, Oracle, XML web services, server-side scripts, XML files located both internal and external to my web site, as well as standard WSS list data. Once connected I just drag the data source onto a new page and start making the view look exactly as I want it to look using standard Table and formatting tools.

I haven't seen very many posts about this new feature set, but it is huge and very cutting edge and I have a feeling there are some really interesting issues lurking just below the surface waiting to be found.

Please try the following:

1. Open a WSS site in FrontPage

2. Create a new page in design view / Open an existing page in design view

3. Click on Data..Insert Data View

4. Drag the "Announcements" list from the Data Source Catalog onto the page created/opened in 2.

NOTICE: FrontPage will generate an XSLT table containing some of the Data Values from the Announcements list. You are now authoring XSLT in a WYSIWYG environment. You can add borders, conditional formatting, filters, sorting, grouping, etc.

Because of our leveraging WSS and Web Parts for this, you can also connect this data view to other data views.

Repeat the steps above after adding some announcements so that you have two data views on the same page. Right click the first one and choose Web Part Connections. Go through the wizard to create a connection that will filter the second view based on the ID of the first view and then view this page in Internet Explorer.

NOTICE: As you click to fire the connection, you will see only the data from that specific record in the second view. "

Note from the FAQ Maintainer:

I'd be very grateful for any additional text from readers perhaps giving some useful 'applications' (for want of a better word) they were able to use the Data View web part for.

VI.6 The Form Web Part

Once again John Jansen has given me approval to use one of his very useful texts from the FrontPage 2003 beta newsgroup.

This one concerns the Form Web part and is very relevant stand-alone as well as in the FrontPage context.

The idea of a Form Web Part is to allow you to easily provide user response on a page as data to another Web Part through Web Part Connections. The Form Web Part is very similar to the Content Editor Web Part in that you can specify the HTML source that the Web Part renders. However, the Form Web
Part also has the ability to detect the form elements that are in its HTML source and determine which elements are possible data sources in a Web Part Connection.

The Form Web Part implements the Row Provider connection interface. As such, it has the ability to pass a row of data to another Web Part. During connection authoring time, the Web Part parses through its HTML source to find all the form elements that can provide HTML, and enumerates them as
cells in the row of data you're about to provide. The names of the cells correspond to the names of the form elements in the HTML.

By default, the Form Web Part comes with a textbox and a submit button. However, any number and variety of the following form elements can be used in the Form Web Part to provide data:

Text Boxes:

When used as a data source, a text box provides the text that the user entered.

   e.g. <input type="text" name="T1">

Check Box:

When used as a data source, the check box provides the "value" attribute of the control when it is checked, and the value "off" when it is not checked.

    e.g. <input type="checkbox" name="C1" value="checked">

Select Control:

When used as a data source, the drop down provides the "value" attribute of the item that is selected. In the case of multiple selections, it provides the value of a comma delimited string of all the selected values. In the case of no selection made, it provides the value "off".

e.g.

```
     <select size="1" name="D1">
        <option value="foo">foo</option>
        <option value="bar">bar</option>
     </select>
```

Radio Button:

When used as a data source, the radio button provides the "value" attribute of the selected radio button.

e.g.

```
     <fieldset>
        <input type="radio" value="foo" name="R1">
        <input type="radio" value="bar" name="R2">
     </fieldset>
```

Text Area:

When used as a data source, the text area provides the text that the user entered.

e.g.

<textarea rows="2" cols="20" name="S1"></textarea>

Finally, FrontPage offers a great environment for working with the Form Web Part. In FrontPage, you can insert form elements or edit the HTML content of the Form Web Part in a WYSIWYG environment, much like how you would be editing any other part of your HTML pages. You can also connect up the Form Web Part with other Web Parts from right within FrontPage.

VII.1 Documents

- Most WSS Beta-2 documents can be found at www.microsoft.com/sharepoint/assistance

That, for instance, is the present location of the Admin Guide.

- The SDK is at present located at

http://msdn.microsoft.com/library/default.asp?url=/nhp/default.asp?contentid=28001891

(Go to SDK Documentation; Platform; and Windows SharePoint Services)

It's also available is a .chm file (which is more useful) but as far as I am aware this is only at the betaplace site for official beta testers.

- Office 11 Web parts (="documents"?) can be found at
http://www.microsoft.com/sharepoint/downloads/components/detail.asp?a=308

- IIS 6.0 Resource Kit Tools at

http://www.microsoft.com/downloads/details.aspx?familyid=56fc92ee-a71a-4c73-b628-ade629c89499&displaylang=en

- Windows Server 2003 Deployment Kit: Deploying Internet Information Services (IIS) 6.0

http://microsoft.com/downloads/details.aspx?FamilyId=F31A5FD5-03DB-46D2-9F34-596EDD039EB9&displaylang=en#filelist

VII.2 Web Sites (in alphabetical order)

- Collutions www.collutions.com

Collutions is the web site that hosts the STS FAQ in STS form (www.collutions.com/Lists/FAQ) and also is the home site of Jim Duncan's (a newly created STS MVP!) Collutions company that provides custom solutions based on STS/WSS for web sites.

- SharePointExperts http://www.sharepointexperts.com/

This is Dustin Miller's (one of the STS MVPs) company's site. It's a consulting and development firm which also has some STS add-ons. They also have a web hosting service (see below VII.3)

- SharePointTips http://www.sharepointtips.com

This is a source of STS/WSS information. It's also linked to perhaps the oldest specialist STS/WSS web hosting company - UnifiedWebMedia (see below VII.3)

- SharePointUniversity http://www.sharepointu.com/

This is an online community, run by SharePointExperts (see above), for STS/WSS users and developers. There are code samples, how-tos, SharePoint-related news and a very active online discussion forum.

Some areas require free registration, others such as the link to "Other SharePoint related sites" (where you'll find this FAQ in PDF form) do not.

- SPS FAQ

 http://www.spsfaq.com

This is the site that hosts the SharePoint Portal Server FAQ. Originally, naturally, for version 1 of that product, it now also covers version 2.

Useful for those people who are considering "upgrading" WSS to SPS and also for those people who just love to add code to their WSS site.

VII.3 Web Hosting for STS/WSS sites (in alphabetical order)

- bCentral (Microsoft) http://www.bcentral.com/Default.asp

- SharePointExperts http://www.sharepointexperts.com

- UnifiedWebMedia http://www.unifiedwebmedia.com

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