

Microsoft



Step by Step

Microsoft

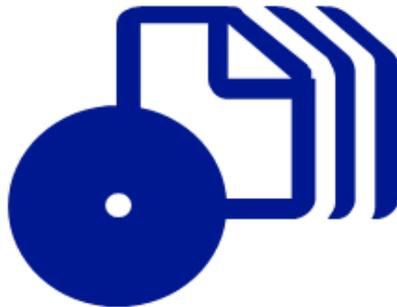
Office SharePoint
Designer 2007

Penelope Coventry





How to access your CD files



The print edition of this book includes a CD. To access the CD files, go to <http://aka.ms/625334/files>, and look for the Downloads tab.

Note: Use a desktop web browser, as files may not be accessible from all ereader devices.

Questions? Please contact: mspinput@microsoft.com

Microsoft Press

PUBLISHED BY

Microsoft Press
A Division of Microsoft Corporation
One Microsoft Way
Redmond, Washington 98052-6399

Copyright © 2008 by Penelope Coventry

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

Library of Congress Control Number: 2007941086

ISBN: 978-0-7356-2533-4

Printed and bound in the United States of America.

8 9 10 11 12 13 14 15 16 QGT 7 6 5 4 3 2

Distributed in Canada by H.B. Fenn and Company Ltd.

A CIP catalogue record for this book is available from the British Library.

Microsoft Press books are available through booksellers and distributors worldwide. For further information about international editions, contact your local Microsoft Corporation office or contact Microsoft Press International directly at fax (425) 936-7329. Visit our Web site at www.microsoft.com/mspress. Send comments to mspinput@microsoft.com.

Microsoft, Microsoft Press, Active Directory, Aero, Excel, Expression, FrontPage, Groove, InfoPath, IntelliSense, Internet Explorer, Microsoft Press, MSDN, MSN, Outlook, PowerPoint, SharePoint, SQL Server, Visual Basic, Visual J#, Visual Studio, Visual Web Developer, Windows, Windows Server, and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred.

This book expresses the author's views and opinions. The information contained in this book is provided without any express, statutory, or implied warranties. Neither the authors, Microsoft Corporation, nor its resellers, or distributors will be held liable for any damages caused or alleged to be caused either directly or indirectly by this book.

Acquisitions Editor: Juliana Aldous Atkinson

Developmental Editor: Sandra Haynes

Project Editor: Rosemary Caperton

Editorial Production: Online Training Solutions, Inc.

Technical Reviewer: Mitch Tulloch, Technical Review services provided by Content Master, a member of CM Group, Ltd.

Contents

Acknowledgments	ix
Information for Readers Running Windows XP.....	xi
Managing the Practice Files.....	.xi
Using the Start Menu	xii
Navigating Dialog Boxes	xii
Features and Conventions of This Book.....	xiii
Using the Book's CD.....	xv
What's on the CD?.....	xv
Minimum System Requirements.....	xvii
Installing the Practice Files.....	xviii
Using the Practice Files.....	.xix
Removing the Practice Files.....	xx
Using the .stp Site Templates.....	.xxi
Removing the .stp Site Templates.....	xxii
Deleting a Practice Site.....	.xxiii
Getting Help	xxv
Errata & Book Support	xxv
Getting Help with SharePoint Designer.....	xxv
1 Introducing SharePoint Designer	1
Understanding SharePoint Designer	2
Using SharePoint Designer to Carry Out Common Tasks.....	4
Understanding Windows SharePoint Services	6
Exploring a SharePoint Site	10

 **What do you think of this book? We want to hear from you!**

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

www.microsoft.com/learning/booksurvey/

Understanding the Relationship Between Windows SharePoint Services and SharePoint Server 2007	14
Considering Complications of Upgrading Customized SharePoint Sites	19
Key Points	21
2 Working in SharePoint Designer	23
Exploring the SharePoint Designer Workspace	24
Using Toolbars	28
Using Task Panes	29
Creating a SharePoint Site Hierarchy	35
Sidebar: Publishing Site Templates	37
Sidebar: Best Practices for Naming URLs	38
Deleting a SharePoint Site	43
Key Points	45
3 Customizing a Web Page	47
Exploring a Web Page	48
Inserting Text, ScreenTips, and Hyperlinks	56
Inserting Web Components	59
Inserting Images	62
Adding Client-Side Interactivity	65
Creating a Table Layout	68
Changing the Default Page for a Web Site	69
Resetting to a Site Definition	71
Key Points	74
4 Creating and Modifying Web Pages	77
Creating a Basic Meeting Workspace Site	78
Creating a Web Part Page by Using a Browser	82
Creating an ASP.NET Page	85
Inserting a Web Part Zone	87
Adding a Web Part and Modifying Web Part Properties	90
Attaching a Master Page	95
Creating a Web Page from a Master Page	98
Deleting a Web Page	100
Key Points	101

5	Working with Lists and Libraries	103
	Creating a List	104
	Sidebar: Content Types and Site Columns	107
	Creating a List View Web Part	111
	Customizing a List View Web Part	112
	Modifying a Built-In List View Page	116
	Creating a List View Page	118
	Modifying a Built-In List Form Page	121
	Key Points	127
6	Working with Data Views	129
	Creating Data Views	130
	Customizing Data Views	133
	Sidebar: An XML Primer	134
	Applying Conditional Formatting	137
	Using XSLT	143
	Allowing Insertions, Deletions, and Updates	146
	Using CAML	149
	Converting a List View Web Part to a Data View Web Part	151
	Deploying Web Parts	153
	Key Points	155
7	Working with Data Sources	157
	Using the Data Source Library	158
	Working with XML Data	164
	Connecting to an RSS Feed XML File	166
	Connecting to an RSS Feed Server-Side Script	168
	Connecting to an XML Web Service	171
	Using Linked Sources	173
	Displaying the Contents of a List on Another Site	177
	Connecting Web Parts	180
	Key Points	183
8	Using Controls in Web Pages	185
	Inserting and Modifying Controls	186
	Using Standard ASP.NET Controls	189
	Using ASP.NET Validation Controls	191

	Using SharePoint Data View Controls	195
	Using SharePoint Server Controls	198
	Key Points	201
9	Working with Master Pages	203
	Understanding Master Pages	204
	Customizing a Master Page	210
	Changing the Default Master Page	214
	Managing Content Placeholders and Content Regions	216
	Sidebar: Creating a Master Page	220
	Resetting a Master Page to the Site Definition	221
	Key Points	223
10	Changing the Look and Feel of Pages by Using Cascading Style Sheets	225
	Understanding the CSS and Color-Coding Options	226
	Sidebar: CSS Primer	227
	Identifying Styles in Cascading Style Sheets	230
	Creating, Modifying, and Deleting Styles	235
	Using the Style Application Toolbar	239
	Creating and Attaching CSS Files	241
	Understanding CSS Inheritance in SharePoint	244
	Using CSS Reports	248
	Key Points	249
11	Managing Web Content in a SharePoint Server Environment	251
	Understanding Web Content Management Enhancements in SharePoint Server 2007	253
	Understanding the Page Model	258
	Creating a Page Layout	263
	Modifying a Page Layout	268
	Restoring an Earlier Version of a Page Layout	269
	Detaching and Reattaching a Page Layout	271
	Key Points	273

12	Understanding Workflows	275
	Working with Workflows	276
	Creating a Workflow	282
	Sidebar: Comparing Workflows by Using SharePoint Designer and Visual Studio 2005	283
	Using Conditions and Actions	285
	Verifying and Deploying a Workflow	288
	Modifying a Workflow	292
	Creating a Multi-Step Workflow	295
	Deleting a Workflow	297
	Key Points	299
13	Building a Windows SharePoint Services Application	301
	Customizing a Site	302
	Sidebar: Site Definitions, Features, and Solution Files Primer	308
	Creating a Site Template	309
	Exploring a Site Template	311
	Testing a Site Template Solution	313
	Key Points	315
14	Managing SharePoint Sites	317
	Configuring Contributor Settings	318
	Identifying Contributor Settings	322
	Creating Reports	325
	Backing Up and Restoring Sites	328
	Exporting and Importing Sites	332
	Copying Lists and Libraries Between Sites	336
	Copying Documents Between Sites	339
	Key Points	341
15	Understanding Usability and Accessibility	343
	Understanding Usability Issues	344
	Choosing Color Schemes	347
	Understanding Accessibility Standards and Legal Issues	350
	Sidebar: Introducing the Accessibility Kit for SharePoint	353
	Generating Accessibility Reports	355
	Generating Other SharePoint Designer Reports	356
	Key Points	358

Appendix: SharePoint Designer Workflow Conditions and Actions	359
Conditions.....	359
Actions.....	360
Glossary	365
Index.....	373
About the Author.....	393



What do you think of this book? We want to hear from you!

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

www.microsoft.com/learning/booksurvey/

Acknowledgments

I want to thank my husband for his support while writing this book, for providing me with food and drink, and for generally keeping me going through those long nights and days—too often I was going to bed as he got up. I would also like to mention my dog, Poppy, whose tail never stopped wagging and who was always pleased to see me, in those odd moments when I did leave my computers. I ignored them both while writing this book, and they still love me. I'd like to include a special thanks to Rosemary Caperton (Microsoft Press Project Editor), Susie Bayers (OTSI Project Manager), Mitch Tulloch (Technical Reviewer), and all the people at Microsoft Press and Online Training Solutions, Inc. who kept me on track and provided such excellent suggestions. This is the fifth book project I've done with the Microsoft Press team, and without their attention to detail, humor, and dedication, this book could not have been produced. I would like to thank Nikander and Margriet Bruggeman, and Errin O'Connor, who stepped in at the last moment as contributing authors so we could meet the publishing time-scales. Lastly, I would like to thank the SharePoint and Microsoft Expression Web MVPs. I am truly honored to be part of this unique community. I have learned much from their e-mail messages, blog posts, newsletters, presentations, and books.

Thank you all!

—Penny Coventry

Information for Readers Running Windows XP

The graphics and operating system–related instructions in this book reflect the Windows Vista user interface, but you can also use a computer running Windows XP with Service Pack 2 (SP2) installed. If you want to complete the workflow exercises, you will also need Microsoft .NET Framework 3.0 installed, which you can download from the Microsoft Download Center.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP relate to appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word *Start*; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent. In addition, file system dialog boxes and some file system paths are different between the two platforms. For example, the *My Documents* folder in Windows XP is named *Documents* in Windows Vista.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

Managing the Practice Files

The instructions given in the “Using the Book’s CD” section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is *Documents\Microsoft Press\SPD2007_SBS*. On a computer running Windows XP, the default installation location is *My Documents\Microsoft Press\SPD2007_SBS*. If your computer is running Windows XP, whenever an exercise tells you to navigate to your *Documents* folder, you should instead go to your *My Documents* folder.

To uninstall the practice files from a computer running Windows XP:



1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, click (or in Classic view, double-click) **Add or Remove Programs**.
3. In the **Add or Remove Programs** window, click **Microsoft SharePoint Designer 2007 Step by Step**, and then click **Remove**.
4. In the **Add or Remove Programs** message box asking you to confirm the deletion, click **Yes**.

Using the Start Menu

Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. However, the steps to access a command on the Start menu are identical on both systems.

To start Microsoft Office SharePoint Designer 2007 on a computer running Windows XP:



- Click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office SharePoint Designer 2007**.

Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between SharePoint Designer and the operating system, including any dialog box in which you navigate to a specific location.

For example, to navigate to the *My Pictures* folder in Windows XP:

- On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click **My Pictures**.

To move back to the *My Documents* folder in Windows XP:

- On the toolbar, click the **Up One Level** button.



Up One Level

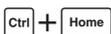
Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you are most likely to want to perform in Microsoft Office SharePoint Designer 2007. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create complex Web sites and pages. If you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents.** Scan this listing of the topics and sidebars within each chapter to quickly find the information you want.
- **Chapter thumb tabs.** Easily locate the beginning of the chapter you want.
- **Topic-specific running heads.** Within a chapter, quickly locate the topic you want by looking at the running head of odd-numbered pages.
- **Detailed index.** Look up specific tasks and features and general concepts in the index, which has been carefully crafted with the reader in mind.
- **Companion CD.** Install the practice files needed for the step-by-step exercises, and consult a fully searchable electronic version of this book and other useful resources contained on this CD.

In addition, we provide a glossary of terms for those times when you need to look up the meaning of a word or the definition of a concept.

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and other functionality.

Convention	Meaning
	This icon indicates a reference to information stored on the book's companion CD.
USE	This paragraph preceding a step-by-step exercise indicates the practice files or programs that you will use when working through the exercise.
BE SURE TO	This paragraph preceding or following a step-by-step exercise indicates any requirements you should attend to before beginning the exercise or actions you should take to restore your system after completing the exercise.
OPEN	This paragraph preceding a step-by-step exercise indicates files that you should open before beginning the exercise.
CLOSE	This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.
1 2	Blue numbered steps guide you through hands-on exercises in each topic.
1 2	Black numbered steps guide you through procedures in sidebars and in expository text.
→	An arrow indicates a procedure that has only one step.
See Also	These paragraphs direct you to more information about a given topic in this book or elsewhere.
Troubleshooting	These paragraphs warn you of potential missteps that might prevent you from continuing with the exercise.
Tip Note	These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.
Important	These paragraphs point out information that you need to know to complete a procedure.
 Save	The first time you are told to click a button in an exercise, a picture of the button appears in the left margin. If the name of the button does not appear on the button itself, it appears under the picture.
	In step-by-step exercises, keys you must press appear as they would on a keyboard.
	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, "Press  +  " means "hold down the  key while you press the  key."
Program interface elements	In steps, the names of program elements, such as buttons, commands, and dialog boxes, are shown in black bold characters.
User input	Text that you are supposed to type is shown in blue bold characters.
Glossary terms	Terms explained in the glossary are shown in blue italic type in the chapters.

Using the Book's CD

The CD inside the back cover of this book contains documents that will provide you with additional information and it contains practice files you'll use as you work through the exercises in this book. The CD also contains site templates that you use to create sites. By using practice files and site templates, you won't waste time creating your own sample files and sites—instead, you can jump right in and concentrate on learning how to get the most of out of Microsoft Office SharePoint Designer 2007.

What's on the CD?

The following table lists the practice files and site templates necessary to complete the exercises, as well as sample site templates depicting the results of completed exercises, if the chapter includes them.

Chapter	Additional Information, Practice Files, and .stp Files
Chapter 1: Introducing SharePoint Designer	<i>Additional Documents\Microsoft Office and SharePoint Integration White Paper.doc</i> <i>Additional Documents\SharePointProductsComparison.xls</i> <i>Additional Documents\SharePointSitesAndWorkspaces_ SG_E.ppt</i> <i>Additional Documents\WSSVersions.doc</i>
Chapter 2: Working in SharePoint Designer	No practice files
Chapter 3: Customizing a Web Page	<i>Additional Documents\Microsoft_FrontPage_to_Expression_ Web.doc</i> <i>CustomWebPage\CustomWebPage_Solution.stp</i>
Chapter 4: Creating and Modifying Web Pages	<i>WebPages\WebPages_Solution.stp</i>
Chapter 5: Working with Lists and Libraries	<i>ListLib\ListLib_Solution.stp</i>
Chapter 6: Working with Data Views	<i>DataViews\DataView_Starter.stp</i> <i>DataViews\DataView_Solution.stp</i>

Chapter	Additional Information, Practice Files, and .stp Files
Chapter 7: Working with Data Sources	<i>DataSources\DataSources_Starter.stp</i> <i>DataSources\DataSources_Solution.stp</i> <i>DataSources\Shipments.xml</i>
Chapter 8: Using Controls in Web Pages	<i>Controls\Controls_Starter.stp</i> <i>Controls\Controls_Solution.stp</i>
Chapter 9: Working with Master Pages	<i>MasterPages\MasterPages_Starter.stp</i> <i>MasterPages\MasterPages_Solution.stp</i>
Chapter 10: Changing the Look and Feel of Pages by Using Cascading Style Sheets	<i>LookFeel\LookFeel_Starter.stp</i> <i>LookFeel\LookFeel_Solution.stp</i>
Chapter 11: Managing Web Content in a SharePoint Server Environment	No practice files
Chapter 12: Understanding Workflows	<i>Workflows\Workflows_Starter.stp</i> <i>Workflows\Workflows_Solution.stp</i>
Chapter 13: Building a Windows SharePoint Services Application	<i>BuildApps\BuildApps_Starter.stp</i> <i>BuildApps\BuildApps_Solution.stp</i> <i>Additional Documents\Application Templates Under the Hood.doc</i>
Chapter 14: Managing SharePoint Sites	No practice files
Chapter 15: Understanding Usability and Accessibility	<i>UsabilityAccessibility\Index.aspx</i>

In addition to the practice files, starting site templates, and sample solution site templates, the CD also includes exciting resources that will enhance your ability to get the most out of using this book and SharePoint Designer, including an electronic version of the book in PDF format.

Minimum System Requirements

To use this book, your client computer should meet the following requirements:

- **Processor.** Pentium 700 megahertz (MHz) or higher; 2 gigahertz (GHz) recommended.
- **Memory.** 512 megabytes (MB) of RAM; 1 gigabyte (GB) or more recommended.
- **Hard disk.** For the eBooks and downloads, we recommend 3 GB of available hard disk space with 2 GB on the hard disk where the operating system is installed.
- **Operating system.** Windows Vista or later, Windows XP with Service Pack 2 (SP2), or Windows Server 2003 with Service Pack 1 (SP1) or later. To complete the workflow exercises, you will need Microsoft .NET Framework 3.0, which is incorporated into Windows Vista, but not into Windows XP or Windows 2003.
- **Drive.** CD or DVD drive.
- **Display.** Monitor with 1024x768 or higher screen resolution and 16-bit or higher color depth.
- **Software.** Windows Internet Explorer 7 or later; or Microsoft Internet Explorer 6 with service packs.

Tip Actual requirements and product functionality may vary based on your system configuration and operating system.

Step-by-Step Exercises

In addition to the hardware, software, and connections required to run SharePoint Designer, you will need the following to complete successfully the exercises in this book:

- Microsoft Office SharePoint Designer 2007
- 14 MB of available hard disk space for the practice files

Server Computer

To use this book, you must have access to a server running Windows SharePoint Services or SharePoint Server 2007. The server computer should meet the following requirements:

- **Operating system.** Windows Server 2003 SP1 or Windows Server 2003 x64 or Windows Small Business Server 2003; and the .NET Framework 3.0
- **Software.** Microsoft Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007

Note The CD for this book does not contain the Windows Server 2003 operating system, or the Windows SharePoint Services or SharePoint Server software. You must have access to a working site before using this book. Windows SharePoint Services 3.0 can be downloaded from the Microsoft Download Center for no cost.

Installing the Practice Files

You need to install the practice files in the correct location on your hard disk before you can use them in the exercises. Follow the steps below.

Note If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the web at <http://www.microsoftpressstore.com/title/9780735623057>.

To install the files from the CD:

1. Remove the companion CD from the envelope at the back of the book, and insert it into the CD drive of your computer.

The Step By Step Companion CD License Terms appear. Follow the on-screen directions. To use the practice files, you must accept the terms of the license agreement. After you accept the license agreement, a menu screen appears.

Important If the menu screen does not appear, click the Start button and then click Computer. Display the Folders list in the Navigation Pane, click the icon for your CD drive, and then in the right pane, double-click the StartCD executable file.

2. Click **Practice Files**.

If you are installing the practice files on a computer running Windows Vista, a File Download – Security Warning dialog box opens.

3. Click **Run**, and when an **Internet Explorer – Security** dialog box opens, click **Run**. The Microsoft Office SharePoint Designer Step By Step dialog box opens.

4. Click **Next** on the first screen, click **I accept the terms in the license agreement**, and then click **Next**.
5. If you want to install the practice files to a location other than the default folder (*Documents\Microsoft Press\SPD2007_SBS*), click the **Change** button, select the new drive and path, and then click **OK**.

Important If you install the practice files to a location other than the default, you will need to substitute that path within the exercises.

6. Click **Next** on the **Custom Setup** page, and then click **Install** on the **Ready to Install the Program** screen to install the selected practice files. If a User Account dialog box opens stating that an unidentified program wants to access your computer, click **Allow**.
7. After the practice files have been installed, click **Finish**.
8. Close the **Step by Step Companion CD** window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

Using the Practice Files

When you install the practice files and sample sites from the companion CD, the files are stored on your hard disk in chapter-specific subfolders under *Documents\Microsoft Press\SPD2007_SBS*.

Wherever possible, we start each chapter with a standard Windows SharePoint Services team site. It doesn't mean that if you follow all exercises in all chapters in sequence, you have to start with a new team site for every chapter—you can use the same site throughout the whole book. You should be a site owner of this site. During the exercises, you will be creating child sites below this team site and, for some chapters, you will be provided with a starter site template .stp file to use to create the child site.

The site template .stp files provided on the CD contain lists, libraries, files, and pages that you will use during the exercises. For chapters that require the creation of a site based on a site template, a Housekeeping segment in the beginning of each chapter lists the site template .stp files needed for that chapter. The text also explains any preparation you need to take before you start working through the chapter.

Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Book's CD." You will need to create a practice site for this chapter based on site template *DataSources_Starter.stp* in the practice file folder for this chapter.

If the chapter requires you to create a practice site, please refer to "Using the .stp Site Templates" later in this section for instructions to create a practice site.

Each exercise within a chapter is preceded by a Housekeeping segment that lists the practice files needed for that exercise. The text also explains any preparation you need to take before you start working through the exercise, as shown here:



USE the *Shipments.xml* file. This practice file is located in the *Documents\Microsoft Press\SPD2007_SBS\DataSources* folder. Also, use your own SharePoint site, instead of the *teams.consolidatedmessenger.com/DataSources* team site.

BE SURE TO start SharePoint Designer before beginning this exercise.

OPEN the *Shipments.xml* file.

You can browse to the practice files in Windows Explorer by following these steps:



Start

1. On the Windows taskbar, click the **Start** button, and then click **Documents**.
2. In your *Documents* folder, double-click **Microsoft Press**, double-click *SPD2007_SBS*, and then double-click a specific chapter folder.

Removing the Practice Files

You can free up hard disk space by uninstalling the practice files that were installed from the companion CD. The uninstall process deletes any files that you created in the *Documents\Microsoft Press\SPD2007_SBS* folder while working through the exercises.

Follow these steps:



Start

1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. Under **Programs**, click **Uninstall a program**.
3. Click **Microsoft Office SharePoint Designer 2007 Step by Step**, and then click **Uninstall**.

The Programs And Features dialog box opens.

4. Click **Yes**.
The User Account Control dialog box opens.
5. Click **Allow**.

Important Microsoft Product Support Services does not provide support for this book or its companion CD.

Using the .stp Site Templates

To create a practice site for a chapter based on a site template .stp file provided on the CD, perform the following steps.



BE SURE TO verify that you have sufficient rights to upload a site template to a top-level site and to create a site in the site collection.

OPEN in the browser the top-level SharePoint site to which you'd like to upload the site template .stp file. If prompted, type your user name and password, and then click OK.

1. Click **Site Action**, and then click **Site Settings** to display the Site Settings page.

Tip If you are using the .stp files on a SharePoint Server installation, clicking Site Settings will display a secondary menu. Click **Modify All Site Settings** to display the Site Settings page.

2. Under **Galleries**, click **Site templates** to display the Site Template Gallery page.

Tip If you see a **Go To Top-level Site Settings** link under Site Collection Administration, you are not on the top-level site administration page. A site template can only be uploaded to the Site Template Gallery on a top-level site. Click **Go To Top-level Site Settings**, and then repeat the previous step.

3. Click **Upload** to display the Upload Template: Site Template Gallery page.
4. Click the **Browse** button to open the **Choose File** dialog box.
5. Navigate to *Documents\Microsoft Press\SPD2007_SBS\XXX* where *XXX* is the folder associated with the chapter, click the .stp file that you want to use to create the new site, and then click the **Open** button.
6. Click **OK**.
The Site Template Gallery: XXX page is displayed.
7. Click **OK** to redisplay the Site Template Gallery page.
You can now create a new child site based upon the uploaded template.
8. Open in the browser the SharePoint site that you'd like to create the new practice site within.
9. Click **Site Actions**, and then click **Create** to display the Create page.

10. Under **Web Pages**, click **Sites and Workspaces** to display the New SharePoint Site page.
11. In the **Title** text box, type a logical name for the new site; you could simply provide the chapter name, for example **DataViews**.
12. Optionally, in the **Description** text box, type a description, for example **SharePoint Designer SBS Chapter 6 Data Views**.
13. In the **URL name** text box, repeat the same name as you typed in the **Title** text box.
14. In the **Template Selection** section, click the **Custom** tab, and then click the name of the template that you just uploaded, for example **DataViews Starter**.
15. In the **Permissions**, **Navigation**, and **Navigation Inheritance** sections, leave the default settings.
16. Click **Create**.

The home page of the new practice site is displayed.



CLOSE the browser.

Removing the .stp Site Templates

To remove the chapter starter templates from the Site Template Gallery, perform the following steps.



BE SURE TO verify that you have sufficient rights to delete a site template from the top-level Site Template Gallery.

OPEN the top-level SharePoint site where you previously uploaded the site template STP files. If prompted, type your user name and password, and then click OK.

1. Click **Site Action**, and then click **Site Settings** to display the Site Settings page.
2. Under **Galleries**, click **Site templates** to display the Site Template Gallery page.

Note If you see a Go To Top-level Site Settings link under Site Collection Administration, you are not on the top-level site administration page. A site template can only be uploaded to the Site Template Gallery on a top-level site. Click Go To Top-level Site Settings, and then repeat the previous step.



3. Click the **Edit** icon to display the details for the site template.
4. Click **Delete item** to remove the site template. You will be prompted to confirm your request. Click **OK** to complete the deletion and redisplay the Site Template Gallery.
5. Repeat the edit-and-delete steps to remove each site template that you no longer want available for the creation of practice sites.



CLOSE the browser.

Deleting a Practice Site

If you created a practice site that you no longer want, you can delete it. Perform the following steps to delete a practice site:



BE SURE TO verify that you have sufficient rights to delete a site.

OPEN in the browser the SharePoint site you want to delete. If prompted, type your user name and password, and then click OK.

1. On the **Site Actions** menu, click **Site Settings** to display the Site Settings page.
2. In the **Site Administration** section, click **Delete this site** to display the Delete This Site confirmation page.
3. Click the **Delete** button to delete the site.

Important Microsoft Product Support Services does not provide support for this book or its companion CD.

Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its CD. If you run into problems, please contact the appropriate source, listed in the following sections, for help and assistance.

Errata & Book Support

If you find an error, please report it on our Microsoft Press site:

1. Go to www.microsoftpressstore.com.
2. In the **Search** box, enter the book's ISBN or title.
3. Select your book from the search results.
4. On your book's catalog page, find the Errata & Updates tab.
5. Click **View/Submit Errata**.

You'll find additional information and services for your book on its catalog page. If you need additional support, please e-mail Microsoft Press Book Support at mspinput@microsoft.com.

If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the web here:

<http://www.microsoftpressstore.com/title/9780735623057>

Please note that product support for Microsoft software is not offered through the addresses above.

Getting Help with SharePoint Designer

If your question is about Microsoft Office SharePoint Designer, and not about the content of this Microsoft Press book, please search the Microsoft Help and Support Center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. The Microsoft software support options available from Microsoft Product Support Services are listed at:

www.microsoft.com/services/microsoftservices/srv_support.aspx

Outside the United States, for support information specific to your location, please refer to the Worldwide Support menu on the Microsoft Help and Support Web site for the site specific to your country:

support.microsoft.com/common/international.aspx

We Want to Hear from You

At Microsoft Press, your satisfaction is our top priority, and your feedback our most valuable asset. Please tell us what you think of this book at:

<http://www.microsoft.com/learning/booksurvey>

The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

Stay in Touch

Let's keep the conversation going! We're on Twitter: *<http://twitter.com/MicrosoftPress>*

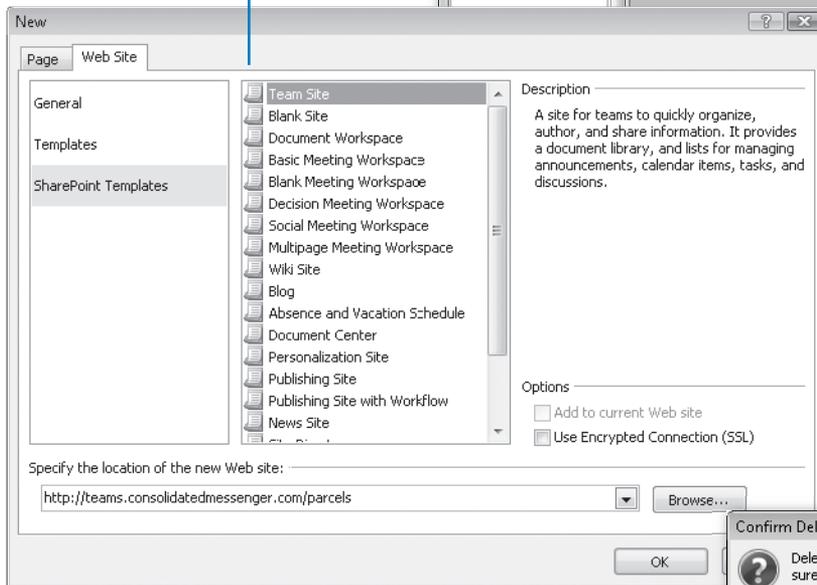
Chapter at a Glance

Use toolbars, [page 28](#)

Explore the SharePoint Designer workspace, [page 24](#)

Use task panes, [page 29](#)

Create a SharePoint site hierarchy, [page 35](#)



Delete a SharePoint site, [page 43](#)



2 Working in SharePoint Designer

In this chapter, you will learn to:

- ✓ Explore the SharePoint Designer workspace.
 - ✓ Use toolbars.
 - ✓ Use task panes.
 - ✓ Create a SharePoint site hierarchy.
 - ✓ Delete a SharePoint site.
-

After you start Microsoft Office SharePoint Designer 2007, you can interact with the program by using five interface elements: the document window, menu bar, toolbars, task panes, and context-sensitive menus. By using these five elements, you can create, modify, and delete SharePoint sites, connect to a variety of data sources (not just the data held within Microsoft SQL Server databases), create input forms, manage the validation of the data entry on these forms, and develop sophisticated business applications.

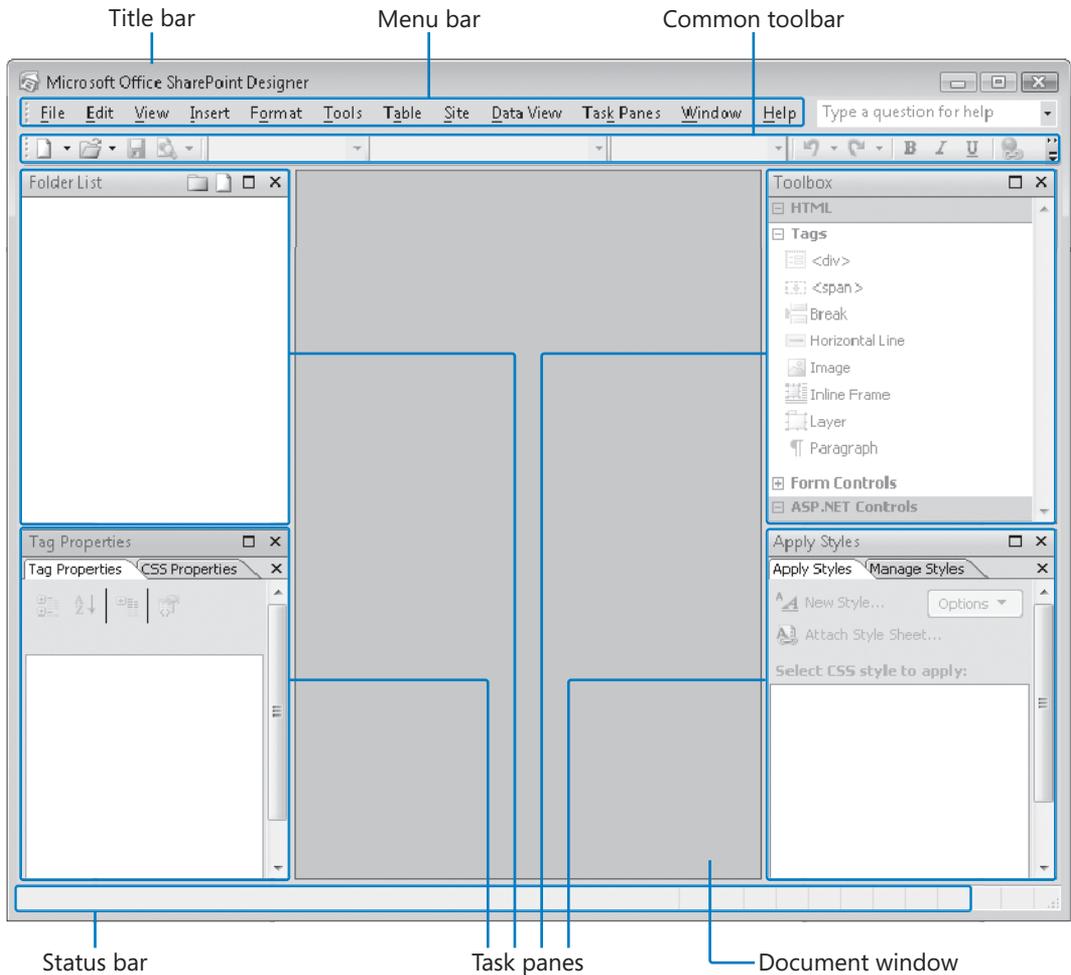
In this chapter, you will explore the SharePoint Designer 2007 workspace and learn about these five interface elements. You will also learn how to create and delete a SharePoint site.

Important No practice files are required to complete the exercises in this chapter. For more information about practice files, see “Using the Book’s CD” at the beginning of this book.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

Exploring the SharePoint Designer Workspace

When you start SharePoint Designer, you are presented with its workspace. The SharePoint Designer program window contains a number of elements. Initially these elements are in specific locations within the program window; however, you can move them to other areas of the program window or close them. You can customize the program window to assist you in creating solutions that meet your business needs.



Important elements of the SharePoint workspace include the following:

- **Title bar.** This contains the program name and the site name, if one is open.
- **Menu bar.** The menu bar has 12 menus on it, many of which have a similar function to those you have used in other Office applications; for example, with the File menu, you can perform common file-based operations such as *New*, *Open*, *Save*, and *Save As*, and with the Edit menu, you can perform common word-processing operations such as cut, copy, paste, and delete text. You may not have seen these three new menu items before: Site, Data View, and Task Panes. You will use these menu items as you progress through this book.
- **Common toolbar.** This is one of 11 toolbars available to you. The Common toolbar appears by default under the menu bar and provides the common commands that you will use.
- **Document window.** When a site is open, this window contains the Web Site tab, which displays the contents of a site, and a tab for each page you open. In this window, you modify a page, either by manipulating the components or by writing code; therefore, this window is also known as the *editing* window.
- **Task panes.** Task panes are placed in one of four areas within the SharePoint Designer program window. When you open SharePoint Designer, by default, six task panes are opened in four areas: the *Folder List* task pane opens in the upper left, the *Tag Properties* and *CSS Properties* task panes in the lower left, the *Toolbox* task pane in the upper right, and the *Apply Styles* and *Manage Styles* task panes in the lower right. You can open any of the 24 task panes by using the Task Panes menu item on the menu bar.
- **Status bar.** The status bar contains information such as estimating the time to download a page from a Web server, the size of the page, cascading style sheet version, and code errors.

You can change the way SharePoint Designer starts up by using the Applications Options dialog box, which you can open from the Tools menu. You use this dialog box to configure whether to open the last site automatically when SharePoint Designer starts and to show or hide the Status bar. Use the Proxy Settings option to alter the Internet Properties options of your browser, and the Configure Editors tab to associate file types with any editor on your computer. The default editor is used when you double-click a file in the Folder List task pane or when you right-click a file and click Open on the context-sensitive menu.

In this exercise, you will explore the SharePoint Designer workspace, open and close a SharePoint site, and review the startup settings of SharePoint Designer.



USE the *teams.consolidatedmessenger.com* site (the top-level site of a site collection based on the team site template), or any team site you want.



Start

1. On the taskbar, click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Office SharePoint Designer**.

The SharePoint Designer program window opens.

Tip By default, SharePoint Designer remembers the last site you worked on and opens it when you open the program. In this case, you may see a site listed in the Folder List task pane.

2. On the **File** menu, click **Open Site**.
The Open Site dialog box opens.
3. In the **Site name** text box, type <http://teams.consolidatedmessenger.com>, and then click **Open**. If prompted, type your user name and password, and click **OK**.

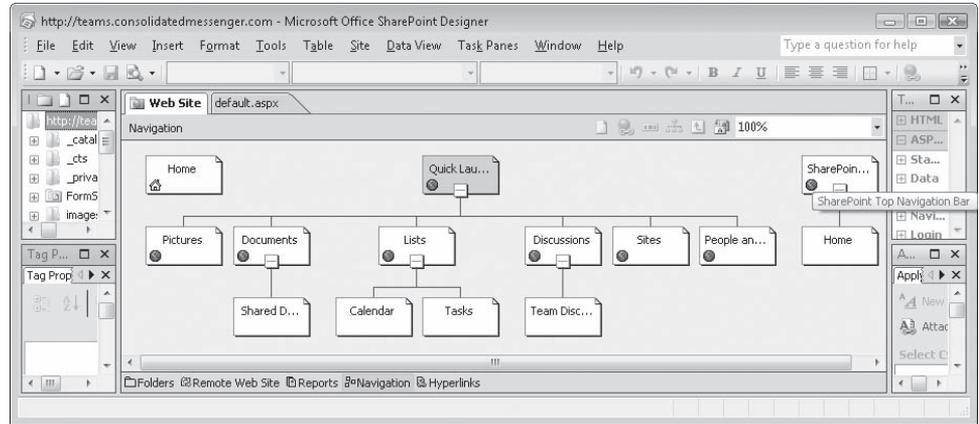
Important SharePoint Designer uses the Internet Properties security settings of the browser to decide whether to prompt for credentials.

The contents of the SharePoint site are listed in the Folder List task pane and on the Web Site tab in the document window. At the bottom of the Web Site tab are the view buttons: Folders, Remote Web Site, Reports, Navigation, and Hyperlinks.

4. On the **Web Site** view bar, click **Navigation**.

Tip An alternative is to click Navigation on the Site menu.

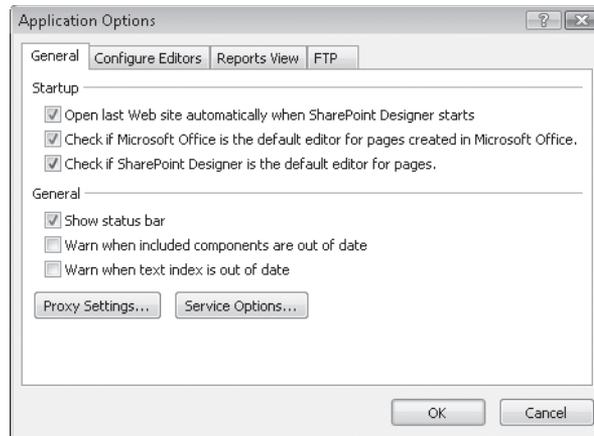
The Navigation view of the site appears. The Quick Launch link bar and the labels on the Quick Launch bar, such as Documents, Lists, Discussions, and Sites, are represented by boxes with globe symbols. There is also a box with a globe symbol that represents the SharePoint navigation bar. If this site had child sites and you had specified to display links to the child site on the top link bar of the parent site, you would see these links under the SharePoint navigation bar box.



You can manage the Quick Launch bar and the SharePoint navigation bar by using this view unless the parent navigation was based on a site collection that used the Collaboration Portal or Publishing Portal site templates.

5. On the Tools menu, click Application Options.

The Application Options dialog box opens displaying the General tab where the Startup options are listed.



6. Click OK.

The Application Options dialog box closes.



BE SURE TO leave SharePoint Designer open if you are continuing to the next exercise.

Using Toolbars

SharePoint Designer consists of 11 built-in toolbars that provide you with a visual way of manipulating elements on your pages. Many of these toolbars are similar to the ones you use in other Microsoft Office applications, such as Standard, Formatting, Common, and Tables. A number of them are SharePoint Designer–specific: Code View, Dynamic Web Template, Master Page, Pictures, Positioning, Style, and Style Application. As with other Office applications, you can decide to show multiple toolbars simultaneously, and by default, SharePoint Designer will dock them under the menu bar. You can decide to dock them in other locations or to undock them completely and have them float over the program window. You can create your own toolbars and customize the existing toolbars.

In this exercise, you will customize the Common toolbar.



BE SURE TO start SharePoint Designer if you exited after the last exercise. If SharePoint Designer opens a previous site, click **Close Site** on the File menu.

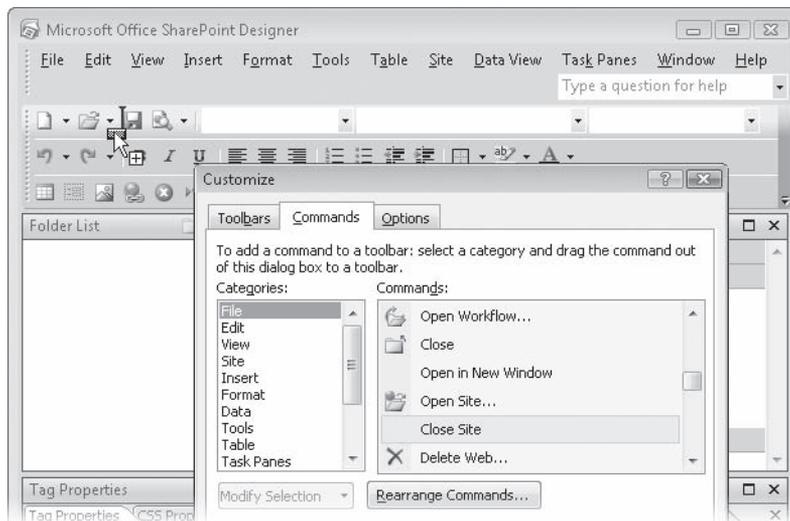
1. On the **View** menu, point to **Toolbars**, and then click **Customize** (or click **Customize** on the **Tools** menu).

The Customize dialog box opens.

2. Click the **Commands** tab, and then in the right pane, under **Commands**, scroll down until you find **Close Site**.
3. Drag **Close Site** next to the **Open** icon on the Common toolbar.



Open



Close Site appears on the Common toolbar.

4. In the **Customize** dialog box, click the **Toolbars** tab, select **Common**, and then click **Reset**.

A dialog box prompts you to confirm that you want to reset the changes made to the Common toolbar.

5. Click **OK**.

The Close Site command disappears from the Common toolbar.



CLOSE the Customize dialog box, and then exit SharePoint Designer.

Using Task Panes

Task panes are helper windows that you can use to perform certain tasks, such as modifying HTML tag properties, adding ASP.NET controls and Web Parts to your pages, and managing *cascading style sheets*. You can open, close, and move task panes to the sides of the SharePoint Designer program window or make them float so that they appear in the middle of the program window. When you first open SharePoint Designer, only four task panes open and are placed on the right and left sides of the SharePoint Designer program window. Other task panes can be opened from the Task Pane menu. SharePoint Designer provides you with 24 task panes, listed in the following table.

Task pane	Description
Folder List	Displays the contents of a SharePoint site. Use this as you would Windows Explorer; that is, you can cut, copy, paste, rename, and delete files and folders between different sites and file systems. Any metadata associated with a file or folder are copied and are visible if the receiving document library has the same column name and type, but permissions and multiple versions are not transferred with the file.
Navigation	Displays a visual representation of the navigation structure of a SharePoint site in a tree-like view, similar to the Navigation view described earlier in this chapter, and includes the Quick Launch bar and SharePoint Top Navigation bar.
Tag Properties	Use to manipulate HTML tag properties, which are grouped into three categories: attributes, events, and misc(ellaneous).

(continued on next page)

Task pane	Description
CSS Properties	Use when working with cascading style sheets, particularly when manipulating cascading style sheet class, ID, or tag definitions. Use as an alternative to launching the Modify Style dialog box.
Layout Tables	Provides visual aids for designing and working with tables.
Apply Styles	Use to create new cascading style sheet styles and apply existing ones to elements within pages.
Manage Styles	Use to manage cascading style sheet styles that you have added to elements within pages.
Behaviors	Lists behaviors that you can add to pages. Behaviors are SharePoint Designer alternatives to writing JavaScript.
Layers	Use to insert and configure layers. A <i>layer</i> is the name given to an absolute positioned HTML division (DIV) tag. You use the DIV tag to group elements together so that you can format them with styles, or create animations or flyout menus.
Toolbox	Lists HTML tags, form controls, ASP.NET controls, and SharePoint controls that you can place on pages by dragging and dropping.
Data Source Library	Use to manage connections to data sources such as SharePoint lists and libraries (both for the current site and remote sites), Database Connections, XML files, and server-side scripts including RSS feeds, XML Web Services, Business Data Catalog, and Linked Sources, such as data sources that have similar columns and you would like to display the contents of these data sources together.
Data Source Details	Use to display or modify contents of the data sources defined in the Data Source Library task pane, by using either the <i>Data View Web Part (DVWP)</i> or <i>Data Form Web Part (DFWP)</i> .
Conditional Formatting	Use to format the data in a DVWP or DFWP based on criteria that you specify.
Find Data Source	Use to search data sources defined in the Data Source Library task pane.
Web Parts	Use to add Web Parts to pages from the site's Web Part Gallery or the Server Web Part Gallery; similar to the Add Web Part tool pane in the browser, but it does not expose the Close Web Part gallery.

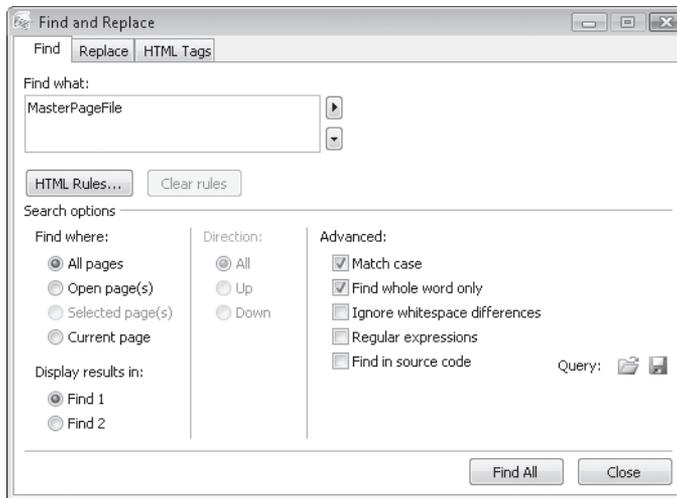
Task pane	Description
Find 1	Use to search and replace text, code, and HTML within a page. This and the following task panes appear when you use the Find option on the Edit menu. You can find and replace text on one page, a number of pages, or the whole site. You can also find words in the code and regular expressions.
Find 2	Displays a second search task pane. Use when you want to leave the search results in the Find 1 task pane, but need to complete another search.
Accessibility	Use to check pages and sites against Web Content Accessibility Guidelines (WCAG) and Priority 1 and 2. This task pane appears when you use the Accessibility Reports option on the Tools menu.
Compatibility	Use to validate pages and sites for well-formed HTML/XHTML or cascading style sheet versions. The Compatibility Checker currently supports CSS 2.1, 2.0, 1.0 and CSS IE6. This task pane appears when you use the Compatibility Reports option on the Tools menu.
Hyperlinks	Use to check and fix broken links.
CSS Reports	Use to check pages for cascading style sheet errors and highlight those cascading style sheet styles that are not used. This task pane appears when you use the CSS Reports option on the Tools menu.
Clip Art	Use to search for Clip Art.
Clipboard	Allows you to view up to 24 thumbnails of any item that can be cut or copied by an Office program (text, graphics, photographs, and more).
Contributor	Shows your contributor status and allows you to manage Contributor Settings if you are a site owner or administrator. Use Contributor Settings to control how SharePoint Designer is used to modify a SharePoint site.

The last option on the Task Pane menu, Reset Workspace Layout, allows you to restore the task panes to their default positions; that is, the Folder List task pane opens in the upper-left corner of the program window, the Tag Properties and CSS Properties task panes in the lower-left corner, the Toolbox task pane in the upper-right corner, and the Apply Styles and Manage Styles task panes in the lower-right corner.

In this exercise, you will view and manage task panes.

➔ **OPEN** the *teams.consolidatedmessenger.com* team site, or whatever site you want to use, and enter your credentials if prompted to do so.

1. On the **Edit** menu, click **Find**.
The Find And Replace dialog box opens.
2. In the **Find what** text box, type **MasterPageFile**, and click **All pages** under **Find where**.
3. Select the **Match case** and **Find whole word only** check boxes under **Advanced**. Clear any other options that are selected under **Advanced**.



4. Click **Find All**.

The Find And Replace dialog box closes, and the Find 1 task pane opens, docking at the bottom of the document window. The status bars of both the SharePoint Designer program window and the Find 1 task pane indicate the progress of the search. When complete, the Find 1 task pane status bar informs you that no occurrences of 'MasterPageFile' were found.





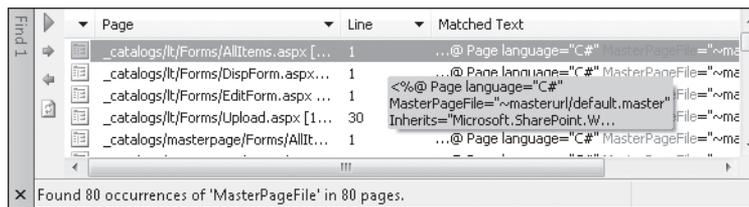
Find and Replace

- In the **Find 1** task pane, click the **Find and Replace** button.

The Find And Replace dialog box opens.

- Under **Advanced**, select **Find in source code** and click **Find All**.

The Find And Replace dialog box closes, and as before, the status bars indicate the progress of the Find process; the Find 1 task pane displays the results. In a newly created SharePoint site, each page refers to a master page. The number of pages returned in the results are dependent on the site template the site was created from and whether the site is created in a Windows SharePoint Services or SharePoint Server installation.



Next Result

- In the **Find 1** task pane, click the **Next Result** button.

The first page in the results list opens in a new tab in the document window in Code view, with the first instance of the text you are looking for highlighted.

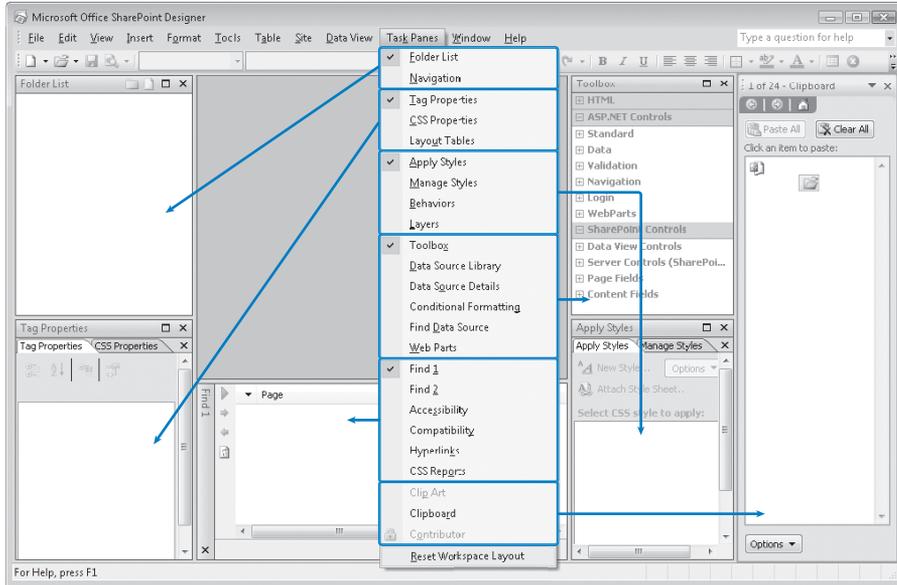
Tip To continue searching the page for the next occurrence of the word, you would click the Next Result button; to find the previous occurrence of the search keyword, you would click the Previous Result button. When no more occurrences of the search keyword can be found on the current page, the next page in the results list opens in a new tab if the page is not already open. To open a specific page, double-click the page in the results list. To save your common find-and-replace searches, in the Find And Replace dialog box, click the Save Query button. To use a saved query, click the Open Query button.

- On the **Task Panes** menu, click **Clipboard**.

The Clipboard task pane docks to the right edge of the SharePoint Designer program window.

- Click **Task Panes**.

In the graphic shown on the next page, notice that the task panes displayed in the drop-down menu are grouped together, separated with a horizontal line. Task panes in the same group open in the same area of the SharePoint Designer program window. Task panes that open in the same area appear as tabs.



10. In the lower-left corner of the **Find 1** task pane, click the **Close** button.

The Find 1 task pane closes.

Tip Close task panes when you no longer need them, because they reduce the space available for the document window area.

11. In the lower-right task pane area, click the **Manage Styles** tab.

The title bar above the Manage Styles tab turns orange, indicating that the Manage Styles task pane has the focus.

12. Point to the orange **Manage Styles** task pane title. When the pointer changes to a four-headed arrow, drag the task pane to the lower left corner of the program window.

The lower-left task pane now contains tabs for Tag Properties, CSS Properties, Apply Styles, and Manage Styles.

Note The Clip Art, Clipboard, and Contributor task panes cannot be moved or merged with the other task panes and will always open in a separate window docked at the right side of the SharePoint Designer program window.

13. Click the left arrow below the **Manage Styles** task pane title until you see the **Tag Properties** task pane.
14. On the **Task Panes** menu, click **Reset Workspace Layout**.
SharePoint Designer displays the four default task panes in their original position.



CLOSE SharePoint Designer.

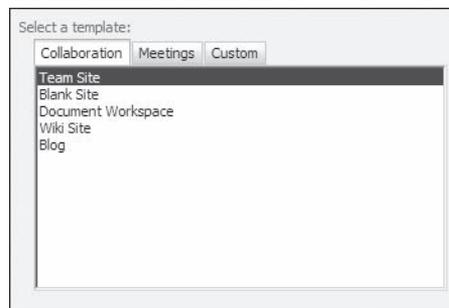
Creating a SharePoint Site Hierarchy

In Chapter 1, “Introducing SharePoint Designer,” we described the basic concepts of sites, site collections, site definitions, and site templates. To recap, a site collection consists of one or more sites, where each site is created by using as a template a site definition or a customized site definition, both of which are commonly known as site templates.

The top-level site of a site collection is created when the site collection is created. A site collection can be created either by using the browser or programmatically. You cannot use SharePoint Designer, however, to create a site collection. You can use SharePoint Designer only to create child sites within a site collection.

See Also To create a site collection, refer to *Microsoft Office SharePoint Server 2007 Administrator’s Companion*, by Bill English (Microsoft Press, 2007).

Microsoft Windows SharePoint Services and Microsoft Office SharePoint Server 2007 provide a number of built-in site definitions that you can use as a basis for the SharePoint sites you create. When you use the browser to create a site, these site definitions are grouped into at least two categories: Collaboration and Meetings. Other categories may appear if you have customized site definitions or site templates on your Web server.



The 10 built-in site definitions are listed under their respective categories, in the following table.

Collaboration	Meeting
Team site	Basic Meeting Workspace
Blank site	Blank Meeting Workspace
Document Workspace	Decision Meeting Workspace
Wiki site	Social Meeting Workspace
Blog	Multipage Meeting Workspace

SharePoint Server 2007 installs an additional 12 site definitions. Some of these site definitions cannot be used to create sites that are top-level sites of a site collection and others can be used only as a template for child sites within a site collection. When you use the browser to create a site, these site definitions are grouped into two categories: Enterprise and Publishing. The following table lists the 12 built-in SharePoint Server site definitions under their respective categories, and specifies which you can use to create a top-level site collection or use as a basis for a child site of a site collection.

Enterprise	Top-level	Child	Publishing	Top-level	Child
Document Center	Yes	Yes	Collaboration Portal	Yes	No
Records Center	Yes	Yes	Publishing Portal	Yes	No
Personalization Site	No	Yes	Publishing Site	No	Yes
Site Directory	Yes	Yes	Publishing Site With Workflow	No	Yes
Report Center	Yes	Yes			
Search Center with Tabs	Yes	Yes			
Search Center	Yes	Yes			
My Site Host	Yes	No			

Microsoft has also released an additional 40 site templates for Windows SharePoint Services 3.0, known as the "*Fabulous 40*," which you can download from the Microsoft Download Center and use on both Windows SharePoint Services and SharePoint Server installations. Twenty of these site templates use the Blank site definition as a basis and were customized by using SharePoint Designer. The other 20 are new site definitions, which include new features. You can use the 40 site templates as well as the built-in site templates as a starting point to develop SharePoint-based solutions.

Publishing Site Templates

The site definitions *Report Center*, *Site Directory*, and *Search Center with Tabs* are categorized in the browser as Enterprise site templates; however, they should be classified as Publishing site templates as you will create publishing sites if you use them. A publishing site is a site that uses the SharePoint Server Web Content Management functionality; that is, pages requiring content approval before they are visible to a reader of the site.

See Also For information about publishing sites, see Chapter 11, “Web Content Management.”

Publishing functionality is enabled on SharePoint Server sites when the Office SharePoint Server Publishing feature is activated. A *feature* is a new concept introduced with Windows SharePoint Services 3.0 that allows you to activate or deactivate functionality at a site, site collection, *Web application*, or *SharePoint Web farm*. The Office SharePoint Server Publishing feature is dependent on the activation of the Office SharePoint Server Publishing Infrastructure feature at the site collection level. Microsoft developed both these features, which are installed when SharePoint Server 2007 is installed on each Web front end. Site owners can activate features to extend the functionality of their sites. Therefore, it is possible to turn a SharePoint site, based on the team site definition, into a publishing site by activating the Office SharePoint Server Publishing feature.

When you create a site by using SharePoint Designer, the site templates are not categorized under the labels Collaboration, Meeting, Enterprise, Publishing, or Custom as they are when you use the browser. You cannot configure the site’s name, permission inheritance, or whether to use the top link bar from the parent site. Neither can you categorize the new site within the Site Directory, if it is a child site of a Collaboration portal. So, after you have created the site in SharePoint Designer, you must remember to configure these and other site settings by using the browser.

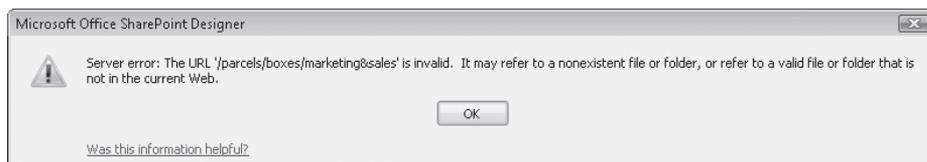
The first task in developing a SharePoint-based solution when you use SharePoint Designer is to create a child site. The only value you need is the URL name, also known as the *internal* name. Use the best practices specified in the sidebar “Best Practices for Naming URLs,” on the next page, when you specify the URL name. You cannot use SharePoint Designer to create a top-level site of a site collection.

Best Practices for Naming URLs

When you specify a *Uniform Resource Locator (URL)* for a SharePoint object, whether it is for a site or a list or library, do not use the following characters:

`\ / : * ? " ' < > | # { } % & <TAB> " ! ~ +`

SharePoint Designer will display a Warning dialog box if you use an illegal URL character; however, the message does not point specifically to the use of one of these characters.



See Also For more information about using these characters in URLs, see the Microsoft Knowledge Base article “Information about the characters that you cannot use in sites, folders, and files in SharePoint Portal Server 2003 or in SharePoint Server 2007,” located at support.microsoft.com/kb/905231/.

Keep the name short and meaningful, and include terms that users enter as search query keywords. You will not be able to change the URL later. Be consistent in your naming conventions; for example, don't call a picture library *pictures* in one site and *images* in another. If your aim is to make the URL readable, then use an underscore in place of a space; if the URL consists of several words, capitalize the first character in each word. Although the space character is a legal URL character, there are several issues with having one or more spaces in the URL, such as the following:

- **Readability.** A space in the URL name is URL-encoded as %20. The resulting name is difficult for people to read. A site with a URL of *w s s*, would result in an encoded version of *w%20s%20s*, six extra characters.
- **URL length limitation.** A URL must contain no more than 260 total characters. SharePoint refers to every site, list, library, list item, or document as a URL. SharePoint prefixes the document name by the document library's URL, which is prefixed by the site's URL, and then by its parent's site's URL, and so on. In addition, when editing documents or list items, SharePoint appends the URL of the document library or list, so that when the user clicks on Save and Close, the browser redirects them back to the list or library the item was saved. If the URL of the list or library contains two spaces, then it would contain six extra characters. Then as the URL is appended to the URL for editing, that adds another six

characters, making 12 extra characters. Therefore, if you consistently use long names, you'll eventually have problems, which is exaggerated if you use spaces.

- **Links in e-mails.** If you incorporate a URL in an e-mail, the e-mail program truncates the URL at the first space when sending the clickable link to the recipient, resulting in a broken link. When users click the link, they are taken to an invalid location in the browser and won't understand why they couldn't find the document.

In this exercise, you will create two SharePoint sites by using the menu bar and the context-sensitive menu. You will also customize the title of a SharePoint site.

BE SURE TO start SharePoint Designer before beginning this exercise. If a previous site opens, click Close Site on the File menu.

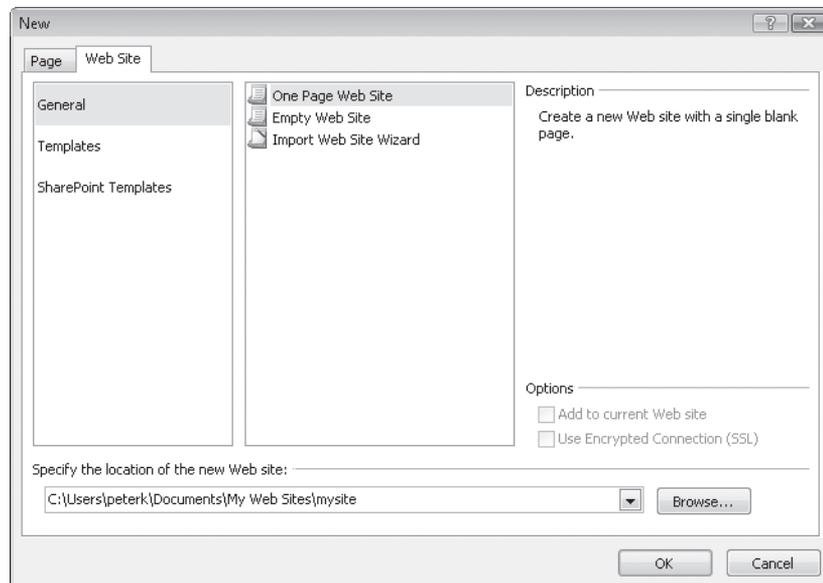
USE the *teams.consolidatedmessenger.com* site as the parent site for the new SharePoint team site, or use whatever top-level site you want.

1. On the **File** menu, click **New**.

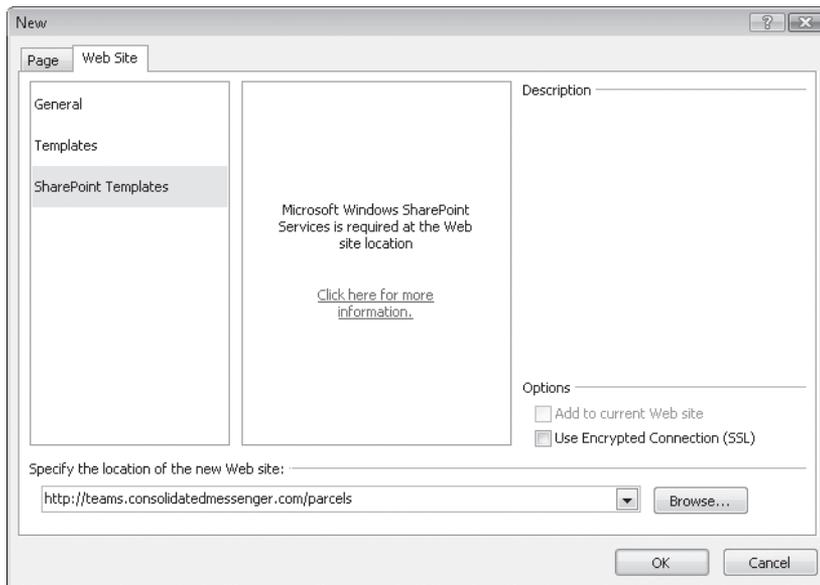
The New dialog box opens.

2. Click the **Web Site** tab.

Your screen lists three categories of sites: General, Templates, and SharePoint Templates.



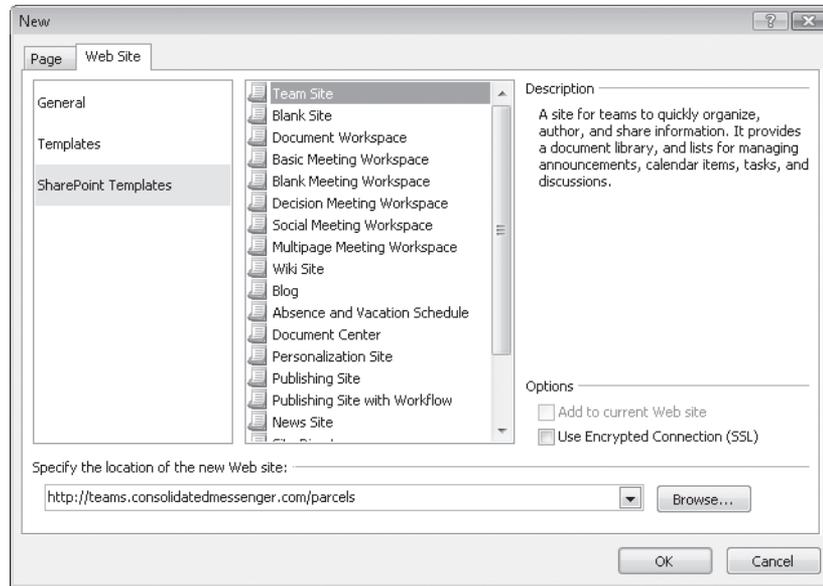
3. In the categories list, click **SharePoint Templates**, if it is not already selected. The New dialog box displays no SharePoint Web templates.



4. Type <http://teams.consolidatedmessenger.com/parcels> in the **Specify the location of the new Web site** box, and then press . If prompted, type your user name and password, and click **OK**.

Tip When you create a site, you must specify a location that uses either *Hypertext Transfer Protocol (HTTP)* or *secure HTTP (HTTPS) with Secure Sockets Layer (SSL)*. You cannot specify a file system or use *File Transfer Protocol (FTP)* for the location of a SharePoint site.

SharePoint Designer communicates with the SharePoint site collection and retrieves a list of SharePoint site templates that you can use as a basis for your new SharePoint child site. These are displayed in the central pane of the New dialog box, also known as the *site type list*. The SharePoint templates listed are dependent on whether you are using Windows SharePoint Services or SharePoint Server, or whether your organization has created any site definitions. If you connect to another SharePoint site, you may see different SharePoint templates.



5. Click **Team Site** in the site type list, if it is not already selected.

In the right pane of the New dialog box, the Description section describes the purpose of the team site.

Important After you create a site based on a site template, you cannot change the site template it is based on. If the functionality you require is not exposed with a SharePoint feature and you choose the wrong site template, you must delete the site and create it again.

6. Click **OK**.

The Create New Web Site dialog box opens.



The dialog box closes after the parcels team site is created. The contents of the parcels team site are listed in the Folder List task pane and in the document window under the Web Site tab.

7. In the **Folder List** task pane, right click the URL of the parcels team site, click **New**, and then click **Subsite**.

The New dialog box opens, with the Web Site tab active. If you display the New dialog box when a SharePoint site is open, you can use SharePoint Designer to create pages, child sites, and other SharePoint components, such as lists and libraries, by using one of the three tabs.

8. Type <http://teams.consolidatedmessenger.com/parcels/boxes> in the **Specify the location of the new Web site** box, and then click **OK**.

A new SharePoint Designer program window opens, with the contents of the boxes team site listed in the Folder List task pane and in the document window under the Web Site tab.

9. On the **Site** menu, click **Administration**, and then click **Administration Home**.

A browser window opens and displays the Site Settings page for the boxes team site. If prompted, type your user name and password, and then click **OK**.

Team Site > Site Settings

Site Settings

Site Information

Site URL: <http://teams.consolidatedmessenger.com/parcels/boxes/>

Mobile Site URL: <http://teams.consolidatedmessenger.com/parcels/boxes/m/>

Version: 12.0.0.4518

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"> <input type="checkbox"/> People and groups <input type="checkbox"/> Advanced permissions 	<ul style="list-style-type: none"> <input type="checkbox"/> Title, description, and icon <input type="checkbox"/> Tree view <input type="checkbox"/> Site theme <input type="checkbox"/> Top link bar <input type="checkbox"/> Quick Launch <input type="checkbox"/> Save site as template <input type="checkbox"/> Reset to site definition 	<ul style="list-style-type: none"> <input type="checkbox"/> Master pages <input type="checkbox"/> Site content types <input type="checkbox"/> Site columns 	<ul style="list-style-type: none"> <input type="checkbox"/> Regional settings <input type="checkbox"/> Site libraries and lists <input type="checkbox"/> Site usage reports <input type="checkbox"/> User alerts <input type="checkbox"/> RSS <input type="checkbox"/> Search visibility <input type="checkbox"/> Sites and workspaces <input type="checkbox"/> Site features <input type="checkbox"/> Delete this site <input type="checkbox"/> Related Links scope settings 	<ul style="list-style-type: none"> <input type="checkbox"/> Go to top level site settings

Important Only two links are specified in the Users And Permissions list. This indicates that the boxes team site is inheriting its permissions from its parent site, which in this case is parcels. To configure unique permissions, use the browser.

10. In the **Look and Feel** list, click **Title, description, and icon**.

The Title, Description, And Icon page appears. The name for the boxes team site is Team Site; boxes was used only to form the URL of the team site. To customize the site's title, description, or logo, you cannot use SharePoint Designer but must use the browser and the site's administrator pages.

11. In the **Title** text box, type **Boxes Department**, and then click **OK**.

The Site Settings page opens.



CLOSE SharePoint Designer and all browser windows.

Deleting a SharePoint Site

If you no longer need or want a site then you can delete it. However, be warned—when you delete a site, it is not sent to the Recycle Bin. As we have seen earlier in this chapter, when you create a site by using SharePoint Designer, the title of the site is the name of the site template used to create the site. Therefore you could end up with many sites named *Team Site*, and it is only by looking at their URLs that you will be able to see which site they are, so always verify that you are deleting the correct site.

In this exercise, you will navigate from one SharePoint site to another site and delete a SharePoint site.

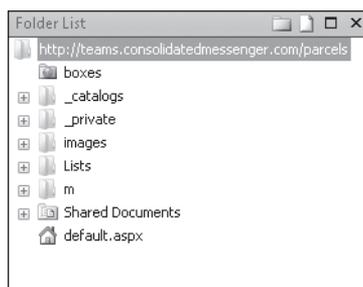


BE SURE TO start SharePoint Designer before beginning this exercise.

USE the sites created in the previous exercises.

1. On the **File** menu, point to **Recent Sites**, and then click **http://teams.consolidatedmessenger.com/parcels**. If prompted, type your user name and password, and then click **OK**.

The Folder List task pane displays the contents of the parcels team site and the boxes child site. Notice that the Folder List task pane displays the URL of the child site, rather than the title.



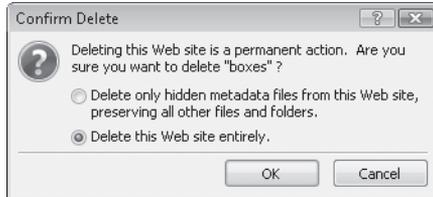
2. Double-click the **boxes** child site.

A new SharePoint Designer program window opens with the contents of the boxes team site listed in the Folder List task pane and in the document window under the Web Site tab.

Tip You can customize only one site within each SharePoint Designer program window; however, when you have multiple SharePoint Designer program windows open, it is very easy to customize the wrong site. Therefore, customize one site at a time, and close all other SharePoint Designer program windows.

3. Right-click the boxes URL in the **Folder List** task pane, and click **Delete**.

The Confirm Delete dialog box opens.



4. Click **Delete this Web site entirely**, and then click **OK**.

The SharePoint Designer program window opens with no site open.

5. Return to the SharePoint Designer program window that displays the contents of the parcels team site.

The boxes child site no longer appears in the Folder List task pane.

Tip If the boxes child site is still visible, click Refresh on the View menu.

Warning You cannot delete the top-level site of a site collection by using SharePoint Designer, nor can you delete a site that still contains child sites. If you try to do this, SharePoint Designer displays a warning.

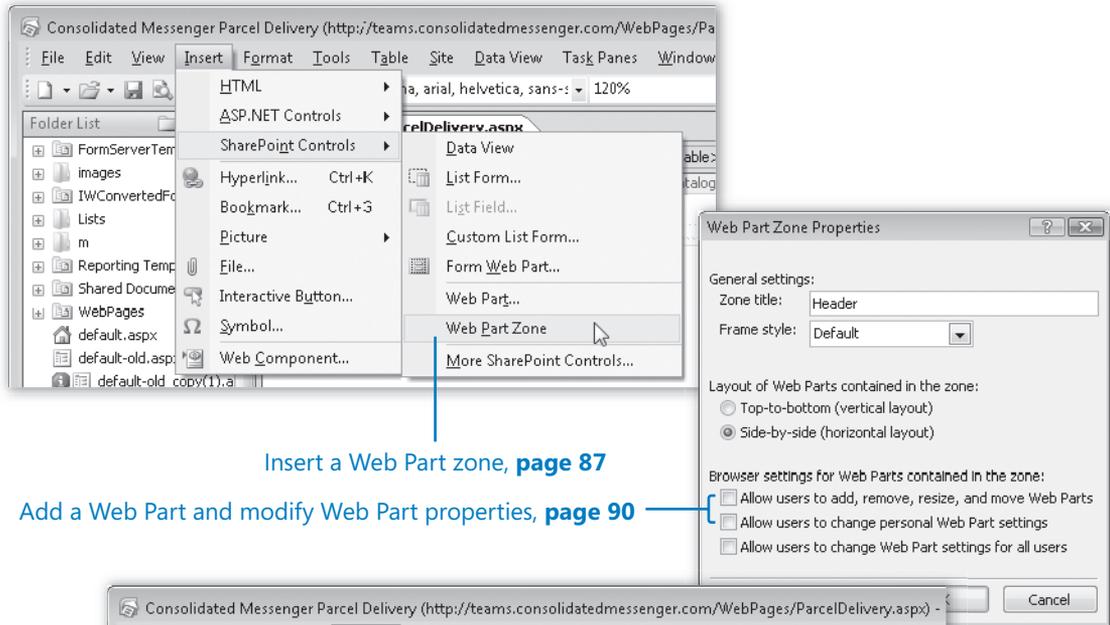


CLOSE all SharePoint Designer program windows. If you're not continuing directly to the next chapter, exit SharePoint Designer.

Key Points

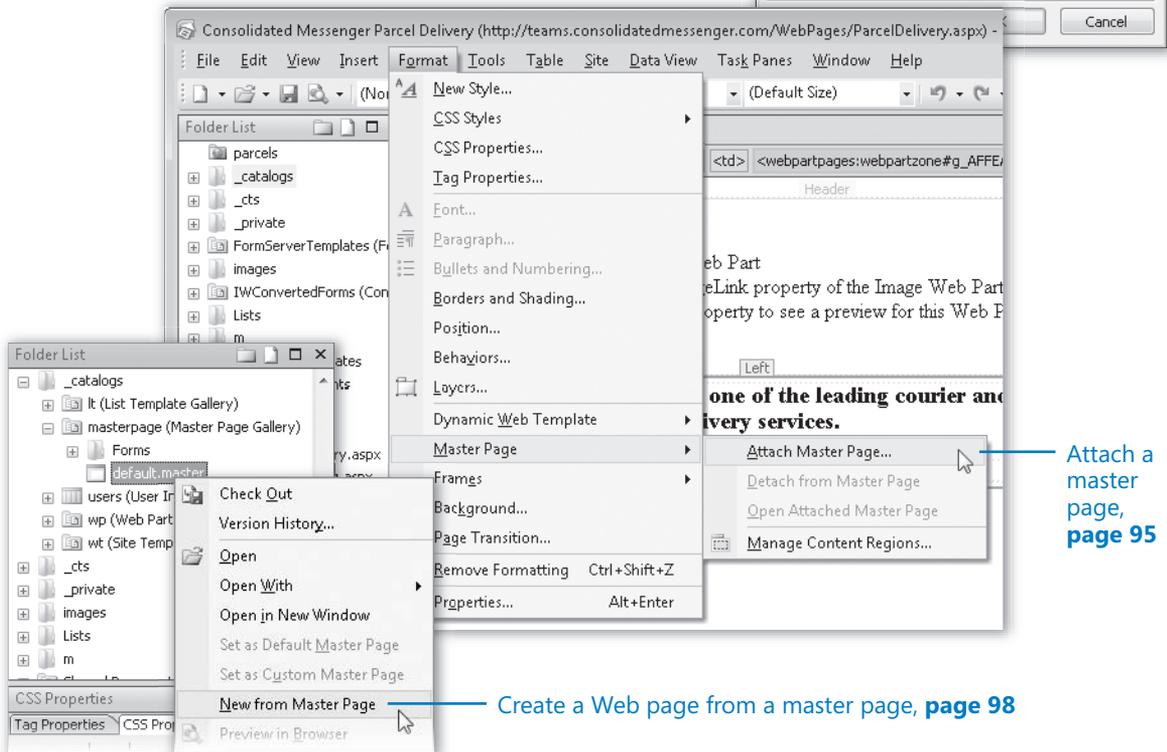
- By default, SharePoint Designer remembers the last site you worked on and opens it when you start the program, but you can alter this setting on the General tab of the Application Options dialog box.
- The contents of the SharePoint site are listed in the Folder List task pane and on the Web Site tab in the document window. When you double-click a file in the Folder List task pane, the default editor is used to open the file. The default editor is specified on the Configure Editors tab of the Application Options dialog box.
- SharePoint Designer uses the security Internet Properties settings of your browser to decide whether to prompt for credentials.
- SharePoint Designer provides 12 built-in toolbars and 24 task panes that provide you with visual ways of manipulating elements on your pages.
- New to Windows SharePoint Services 3.0 is the concept of a feature: some can be activated at the site-collection level, whereas others can be activated on a site-by-site basis.
- You cannot change the site template that is used to create a SharePoint site after it is created. If the functionality you require is not exposed by a feature, you will have to delete the SharePoint Site and re-create it based on a different site template.
- URLs should not contain the characters \ / : * ? " < > | # { } % & <TAB> " ! ~. Nor should they contain spaces because these are encoded as %20. URLs must be fewer than 260 characters.
- You can delete child sites of a site collection by using SharePoint Designer; however, you cannot delete the top-level site of a site collection. Deleted sites are not sent to the Recycle Bin.

Chapter at a Glance



Insert a Web Part zone, [page 87](#)

Add a Web Part and modify Web Part properties, [page 90](#)



Create a Web page from a master page, [page 98](#)

Attach a master page, [page 95](#)

4 Creating and Modifying Web Pages

In this chapter, you will learn to:

- ✓ Create a Basic Meeting Workspace site.
 - ✓ Create a Web Part page by using a browser.
 - ✓ Create an ASP.NET page.
 - ✓ Insert a Web Part zone.
 - ✓ Add a Web Part and modify Web Part properties.
 - ✓ Attach a master page.
 - ✓ Create a Web page from a master page.
 - ✓ Delete a Web page.
-

With Microsoft Office SharePoint Designer 2007, you can create a number of different file formats, some of which you may not consider to be pages; for example, text and cascading style sheet files, and others you may not have heard about before reading this book.

In Chapter 3, “Customizing a Web Page,” you learned how to customize a nonpublishing page, which merges together a master page and a content page. In particular, you investigated the home page of a SharePoint team site.

In this chapter, you’ll investigate the differences between pages on the SharePoint team site and a Basic Meeting Workspace site, and how to create content pages for both collaboration and Meeting Workspace sites by using SharePoint Designer. In this chapter, you will use both the browser and SharePoint Designer to create Web Part pages. You’ll learn that Web Part pages are just Microsoft ASP.NET 2.0 content pages and that any SharePoint content page can contain one or more Web Parts. You’ll also learn how to change the appearance of pages by adding and removing Web Part zones, the containers for Web Parts, as well as adding and removing Web Parts.

Important No practice files are required to complete the exercises in this chapter. For more information about practice files, see “Using the Book’s CD” at the beginning of this book.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

Creating a Basic Meeting Workspace Site

In Chapter 2, “Working in SharePoint Designer,” you created a site hierarchy by using the team site definition, and in Chapter 3, you explored the home page of a team site. Before we create a new page, we are going to explore a different-looking SharePoint page, the home page of a SharePoint Basic Meeting Workspace site. The Meeting Workspace does not contain a Quick Launch bar and uses a second row of tabs, called *Pages*, which you can manipulate in the browser by using the Add Pages and Manage Pages options on the Site Action menu. These additional pages are stored in a hidden document library called *pages (Workspace pages)*.

Tip Don’t confuse the *pages (Workspace pages)* document library on a meeting workspace site with the *Pages* document library on a publishing site, which is not hidden and is Web Content Management–enabled. They are completely different document libraries, and do not share the same functionality.

Using the browser, you can add only 10 of these Meeting Workspace pages before a message is displayed stating that you have reached the maximum number of pages for the workspace and that you must delete a page before a new one can be added. This is a limitation of the browser interface; you can create additional Meeting Workspace pages by using SharePoint Designer.

Before you create a Meeting Workspace page, as with any site, you must familiarize yourself with that site.

Both the team site home page and the Basic Meeting Workspace home page are ASP.NET 2.0 content pages but associated with different master pages. When you opened the team site home page in Chapter 2, the name of the master page was *default.master*, whereas sites based on Meeting Workspace site definitions use a master page named *MWSDefault.master*.

The team site home page and the Basic Meeting Workspace home page have a main content region, PlaceholderMain, which contains Web Part zones and Web Parts. However, the Meeting Workspace contains the following two additional regions in which you can add content:

- The PlaceholderLeftNavBar content region, which is located to the left of the page (where the Quick Launch bar is situated on a team site). This region includes a Web Part zone labeled MeetingNavigator that contains the Meeting Series List View Web Part (LVWP).
- The PlaceholderTitleInTitleArea content region, which includes a Web Part zone labeled Meeting Summary, that also contains an instance of the Meeting Series LVWP.

In this exercise, you will create a Basic Meeting Workspace site by using SharePoint Designer, and you will then explore the home page.

Note Creating a Meeting Workspace by using SharePoint Designer does not tie it directly to any event; therefore, the Meeting Series LVWP does not display any data. If you create a Meeting Workspace by using Microsoft Office Outlook or from a Calendar Event, the two LVWPs contain a link for each meeting event.



USE the SharePoint team site, or whatever team site you want.

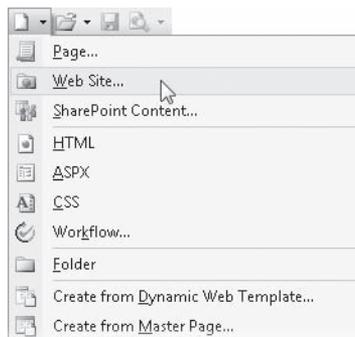
BE SURE TO start SharePoint Designer before beginning this exercise.

OPEN the site in SharePoint Designer, and close any pages that might be open in the document window.



New Document

1. On the Common toolbar, click the **New Document** arrow, and then in the list, click **Web Site**.



The New dialog box opens.

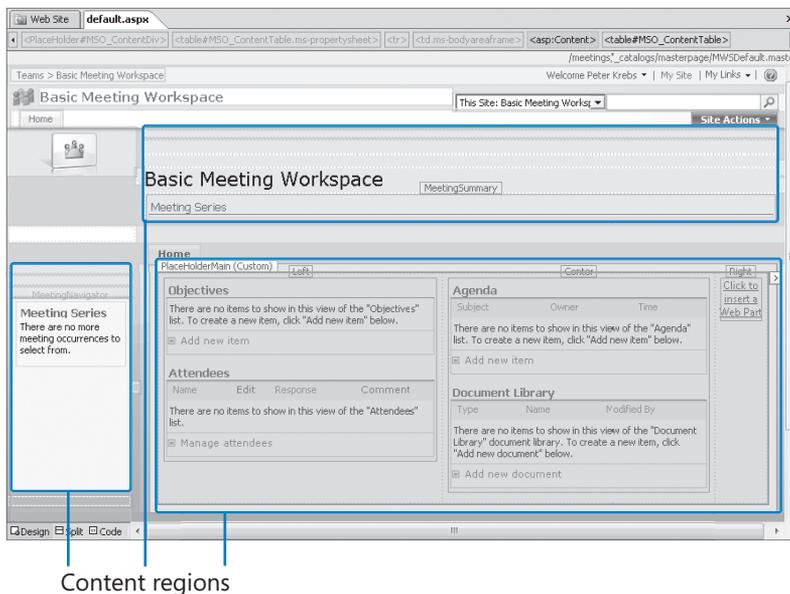
- In the left-most pane of the **New** dialog box, click **SharePoint Templates** if it is not already selected, and then click **Basic Meeting Workspace**.

Note As SharePoint Designer retrieves a list of site definitions from the Web server for this particular site collection, you may be prompted for your user name and password. The list of site definitions returned depend on how the server administrator has configured your installation. You may see a different site definitions, especially if you modify a number of sites within a different of site collections.

- In the **Specify the location of the new Web site** text box, type <http://teams.consolidatedmessenger.com/meetings> and then press **Enter**. If prompted, type your user name and password, and click **OK**. The Create New Web Site dialog box briefly appears and then a new SharePoint Designer program window opens displaying the *meetings* child site. The title of the site is taken from the name of the site template.

- In the **Folder List** task pane, double click **default.aspx**.

The home page of the *meetings* site opens as a second tab in the document window.

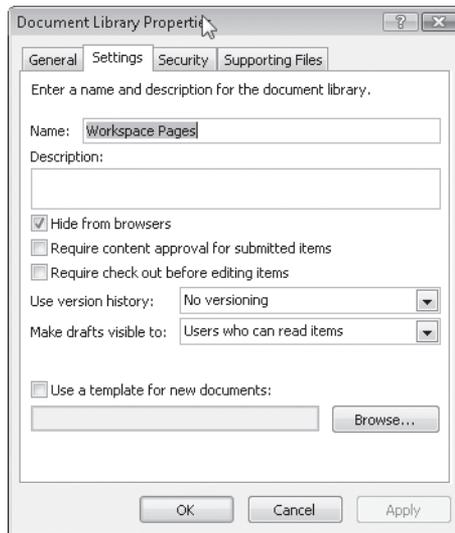


As with the team site home page, the main content of the page is held within the PlaceholderMain (Custom) content region, which for this home page contains three Web Part zones denoted by two blue borders, labeled at the top as Left, Center, and Right. The relative address of the master page is listed in the upper-right corner of the page.

5. In the **Folder List** task pane, right-click **pages (Workspace Pages)**, and then click **Properties**.

The Document Library Properties dialog box opens.

6. Click the **Settings** tab of the **Document Library Properties** dialog box, and notice that the **Hide from browsers** check box is selected.



Tip To administer the Workspace Pages document library you need to access the library's Settings page. Click the Security tab, and then click Manage Permissions Using The Browser. On the breadcrumb of the Permissions page that opens, click Settings. The Customize Workspace Pages page opens, from which you can manage the settings for this document library.



CLOSE the meeting site and the browser.

See Also For more information about creating Meeting Workspaces, see Chapter 8, "Working with Meeting Workspaces," and Chapter 11, "Using Windows SharePoint Services with Outlook 2007," of *Microsoft Windows SharePoint Services 3.0 Step by Step* by Olga Londer, Bill English, Todd Bleeker, and Penelope Coventry (Microsoft Press, 2007).

Creating a Web Part Page by Using a Browser

When a SharePoint site is created, it contains a number of pages, most of which contain Web Parts. You can create additional pages, known as *Web Part Pages*. You can only use the browser to create Web Part Pages, and when you create these pages they are stored and accessed via document libraries.

When you use SharePoint Designer to create an ASP.NET page, you are not limited to storing them in a document library; as you will see later in this chapter, you can store pages in the root of the site or in a folder. However, if you plan to create a large number of pages, you should create a document library specifically for this purpose. You can use this document library to store both the pages you create using SharePoint Designer and those you create using the browser. Then users who need to access or customize the pages by using the browser do not need to know which method you used to create the pages, and you can use the document management features of SharePoint to manage the pages.

When you create Web Part Pages, you use one of eight built-in Web Part Page templates stored on each Web server as a basis. Web Part Pages are ASP.NET pages associated with a master page and pre-populated with a number of empty Web Part zones, each with a unique name. Each template has a different column and zone layout so that you can choose the one that best suits your needs. When you create a page based on one of these Web Part Page templates, you create an un-customized page; that is, no page is stored in the Microsoft SQL Server content database—there is simply a pointer to the Web Part Page template on the file system.

Each template contains one Web Part that you can modify to display a title, caption, description, and icon. You can add one or more Web Parts to one or more zones that the template contains as you modify the page. Information concerning Web Parts that you add to Web Part zones and their properties is stored in the SQL Server content database, but in a separate table from the table that stores the page. Therefore, when you insert or modify a Web Part, the page can still point to the Web Part Page template in the *TEMPLATE* folder on the Web server. (This is true for any page created from a site definition file.)

SharePoint Designer does not provide a separate method of saving Web Part modifications; you have to save the page for SharePoint Designer to save the modifications to the Web Part. Saving the page results in a customized page, even though you have not modified the page's static content. If you do not want to save the page in the SQL Server content database (that is, if you want your page to remain an un-customized page), you can use the Revert To Site Definition option without losing any Web Part modifications.

In the following exercise, you will create a document library in which to store Web Part pages. You will also create a Web Part page and modify Web Part properties.



USE the SharePoint team site you modified in the previous exercise.

OPEN the SharePoint site in a browser.

Important In this exercise, you need a site created from the team site template. Do not use a site pages on a Meeting Workspace site template.

1. Click **Site Actions**, and then click **Create**.

The Create Page Web page is displayed.

2. Under **Libraries**, click **Document Library**.

The New page is displayed.

3. In the **Name** text box, type **WebPages**.

Tip The name that you type in the Name text box is used to create the URL, as well as the title of the document library and title of the page. For details about good naming conventions, see the sidebar “Best Practices for Naming URLs” in Chapter 2.

4. In the **Document Template** area, in the **Document template** list, click **Web Part Page**.

5. At the bottom of the page, click the **Create** button.

The All Documents view of the new Web Part Pages document library is displayed.

6. Click the **New** button.

The New Web Part Page page is displayed.

7. In the **Name** text box, type **WebShipping**.

8. In the **Layout** area, in the **Choose a Layout Template** list, click **Header, Right Column, Body**, and at the bottom of the page, click **Create**.

The new Web Part page is displayed with three distinct Web Part zones: Header, Body, and Right Column. The page is empty except for the top link bar, the breadcrumb, and the Site Actions link. No Web Parts are placed within the Web Part zones.

9. Open the *teams.consolidatedmessenger.com* team site in SharePoint Designer. In the **Folder List** task pane, expand the **WebPages** document library to display its contents.

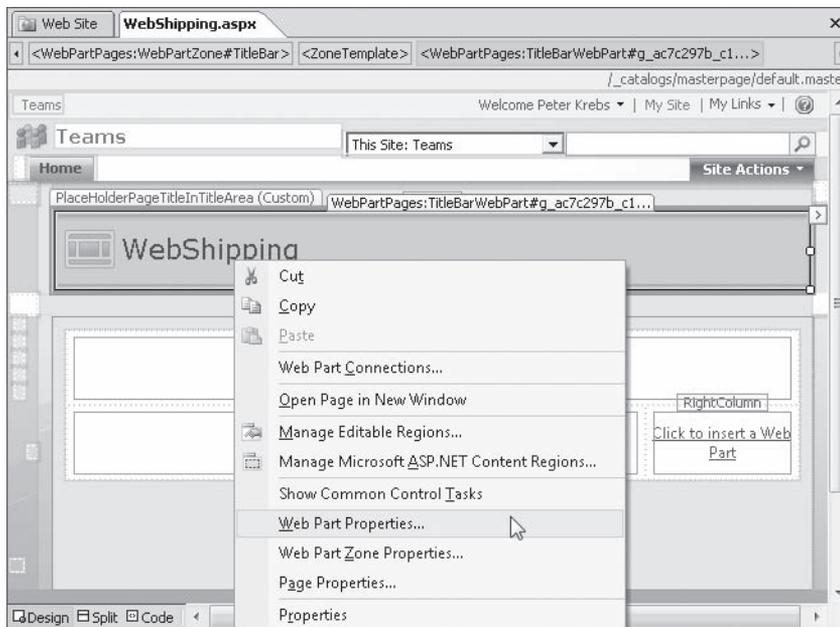
WebShipping.aspx should appear.

10. Double-click **WebShipping.aspx**.

The WebShipping page opens in the document window. The main PlaceholderMain content region contains the Header, Body, and Right Column Web Part zones. The PlaceholderPageTitleInTitleArea content region contains a fourth Web Part zone labeled *TitleBar*, which includes the Web Part Page Title Bar Web Part.

Tip If you cannot see the names of the content regions, verify that Visual Aids are on and the Template Region Labels option on the Visual Aids menu is selected.

11. In the **Web Part Page Title Bar Web Part**, right-click **WebShipping**, and then click **Web Part Properties**.



The Web Part Page Title Bar dialog box opens.

12. In the **Title** text box, place the cursor between **Web** and **Shipping** and press , then click **OK**.

The dialog box closes, and an asterisk appears on the WebShipping.aspx tab.

Tip In the browser, you can modify the Web Part Page Title Bar Web Part by clicking the Edit Title Bar Properties link when the page is in Edit mode.



Save

13. On the Common toolbar, click the **Save** button.

The Site Definition Page Warning dialog box opens, stating that saving your changes will customize a page from the site definitions.

14. Click **Yes**.

The dialog box closes, and in the Folder List task pane, a blue information circle appears to the left of `WebShipping.aspx`.

15. In the **Folder List** task pane, right-click **WebShipping.aspx**, and then click **Reset to Site Definition**. When the Site Definition Page Warning dialog box appears, click **Yes**.

In the Folder List task pane, the blue information icon to the left of `WebShipping` disappears and `WebShipping_copy.aspx` appears with a blue information icon. The *WebShipping.aspx* page in the document window refreshes, showing that your modification to the Web Part properties remain.



CLOSE the *WebShipping.aspx* page.

Creating an ASP.NET Page

All built-in Web Part Pages consist of an ASP.NET page with Web Part zones. If you want to create a Web Part page similar to the ones created using the browser, then in SharePoint Designer, you could copy an existing page, as you did in Chapter 3, or you need to create an ASP.NET page, associate a master page and insert Web Part zones and Web Parts, using as many Web Part zones as you want in the layout of your choice. All built-in Web Part Pages use tables, but if you are concerned about accessibility, you may want to use tables of HTML `<div>` tags to lay out the pages you create from scratch. Because you can insert more than one Web Part per Web Part zone, it is common practice to insert one Web Part zone to a table cell or `<div>` tag.

See Also For more information about page accessibility, see Chapter 15, “Understanding Usability and Accessibility.”

In this exercise, you will create a new ASP.NET page with a table layout.



USE the SharePoint team site you modified in the previous exercise.

OPEN the site in SharePoint Designer, if it is not already open.



New Document

1. On the Common toolbar, click the **New Document** button.

A new file named *Untitled_1.aspx* opens.



Save

2. On the Common toolbar, click the **Save** button.

The Save As dialog box opens.

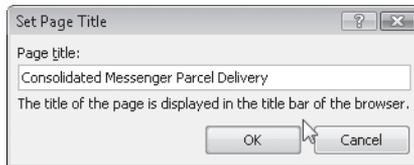
3. Double-click **WebPages**. In the **File name** text box, type **ParcelDelivery.aspx**.

4. Click **Change title**.

The Set Page Title dialog box opens.

5. If prompted, type your user name and password, and then click **OK**.

6. In the **Page title** text box, type **Consolidated Messenger Parcel Delivery**.



7. Click **OK** to close the **Set Page Title** dialog box, and then click **Save** to close the **Save As** dialog box.

8. On the **Table** menu, click **Layout Tables**.

The Layout Tables task pane appears in the lower left of the SharePoint Designer program window.

9. In the **Layout Tables** task pane, under **Table layout**, scroll down and click **Header, Body, Footer, and Right**.

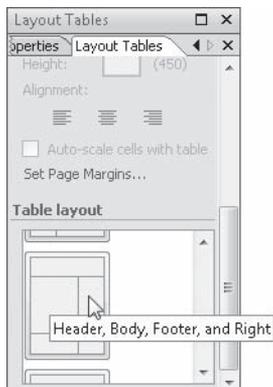
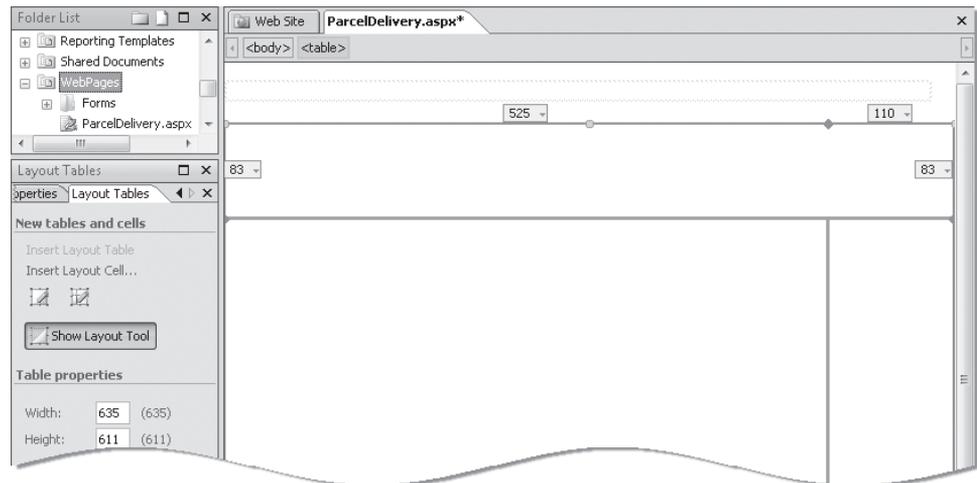


Table markers appear in the page body, designating a table 635 (525+110) pixels wide by 611 (83+472+56) pixels high. The green lines indicate the outer edge of the table, and the internal blue lines indicate the cell layout of the table.



Inserting a Web Part Zone

With Web Part zones, users can manipulate the content of a page by using a browser. You can insert Web Part zones into ASP.NET pages. If an ASP.NET page is associated with a master page, and therefore would be classified as a content page, then Web Part zones can be inserted only into content regions on such content pages. You cannot insert Web Part zones into master pages. Developers or Web designers can use Microsoft Visual Studio 2005 to define Web Part zones in pages stored in the 12 hive on a Web server; or you can use SharePoint Designer to insert a Web Part zone into a new or existing page and then save the page in the SQL Server content database.

You can insert only Web Parts into Web Part zones; you cannot insert text or images. Web Part zones have properties that affect the presentation of the Web Parts they contain, and they control the actions users are allowed to perform using the browser. These properties are detailed in the table on the next page.

Web Part zone property	Description
Zone title	Used when storing Web Part information in the SQL Server content database. You should give each zone a meaningful and consistent title; for example, don't name the Web Part zone in a left cell <i>First</i> on one page and <i>Left</i> on another. This is particularly important if you create Web Part zones on page layouts in publishing sites.
Frame Style	The default frame style for all Web Parts in the zone. This setting can be overridden by the Web Part Frame Style property.
Layout of Web Parts contained in the zone	Allows you to choose between Top-To-Bottom (Vertical Layout) or Side-By-Side (Horizontal Layout).
Browser settings for Web Parts contained in the zone	Allows you to restrict the modification of the page by browser users. By clearing the three check boxes, you effectively remove the ability to customize any Web Parts placed in the zone by using the browser.

In this exercise, you will insert two Web Part zones.



USE the SharePoint team site you modified in the previous exercise.

OPEN the site in SharePoint Designer, if it is not already open, and display the page on which you would like to insert a Web Part zone.

1. Position the insertion point in the top cell.

Tip To see the table cells, turn on Visual Aids: on the View menu, point to Visual Aids and click Show.

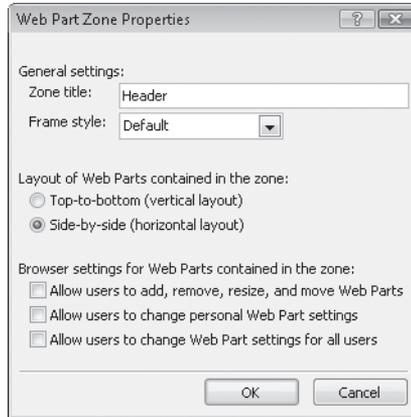
2. On the **Insert** menu, point to **SharePoint Controls**, and then click **Web Part Zone**. A Web Part zone labeled *Zone 1* appears in the top cell, and an orange tag, named *webpartpages:webpartzone*, appears in the Quick Tag Selector.



3. Right-click **Zone 1**, and then click **Web Part Zone Properties**.

The Web Part Zone Properties dialog box opens.

4. In the **Zone title** text box, type **Header**, click **Side-by-side (horizontal layout)**, and then below **Browser settings for Web Parts contained in the zone**, clear the three check boxes.



5. Click **OK** to close the **Web Part Zone Properties** dialog box.
6. Position the insertion point in the left cell under the header cell. Then on the **Insert** menu, point to **SharePoint Controls**, and click **Web Part Zone**.
7. Double-click **Zone 1** to open the **Web Part Zone Properties** dialog box. In the **Zone title** text box, type **Left**.
8. Click **OK** to close the **Web Part Zone Properties** dialog box.
9. On the Common toolbar, click the **Save** button.

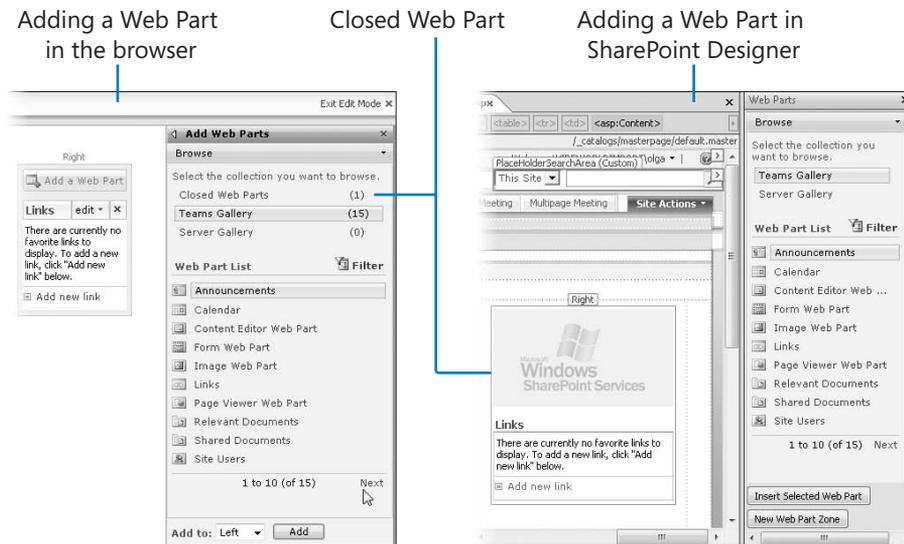


Save



Adding a Web Part and Modifying Web Part Properties

Managing Web Parts in SharePoint Designer is very similar to managing Web Parts by using the browser. In the browser, when you edit a page and add a Web Part, you can choose the Advanced Web Part Gallery And Options to open the Add Web Parts tool pane. SharePoint Designer has a similar interface: the Web Parts task pane. The only difference is that, in the browser, you are presented with three galleries, whereas in SharePoint Designer, you see only two because *Closed Web Parts* are displayed on the page as an opaque image, instead of being listed in the Closed Gallery as they are in the browser. (A Web Part gallery is a collection of Web Parts.)



In SharePoint Designer, the two galleries are as follows:

- **[site name] Gallery.** In our example, this is *Teams Gallery*. The number of Web Parts listed in the [site name] Gallery varies based on the definition of the site and the features that are activated on that site. The Web Parts listed in this gallery can be managed at the site collection level, where it is known as the Web Part Gallery.
- **Server Gallery.** This gallery contains Web Parts that a SharePoint Administrator has added to the server farm by using the command-line tool `stsadm`. This gallery is sometimes referred to as the central Web Part Gallery.

The Web Parts in the galleries act as templates from which you create instances of these Web Parts on your page. The template of the Web Part remains in the galleries for you to use again. You can configure each instance of a Web Part differently; in fact, as soon as you add an instance of a Web Part to a page, you should alter the title of the Web Part to reflect its use.

You can add the same Web Parts to a page by using either SharePoint Designer or the browser. There are two types of Web Parts:

- **List View Web Parts (LVWPs).** Web Parts that display the contents of lists and libraries. Each time the data within the list or library changes, the changes are reflected in the LVWP. You will see LVWPs for lists and libraries for the site you have open in SharePoint Designer, and you will see LVWPs for lists or libraries created in other sites.
- **Built-in Web Parts.** A Microsoft Windows SharePoint Services 3.0 installation has eight built-in Web Parts: Content Editor Web Part (CEWP), Form Web Part, Image Web Part, Page Viewer Web Part, Relevant Documents, Site Users, User Tasks, and XML Web Part. Microsoft Office SharePoint Server 2007 includes more than 50 additional built-in Web Parts, including Business Data List, Content Query Web Part (CQWP), Current User Filter, Excel Web Access, Key Performance Indicators, Search Box, and SQL Server 2005 Analysis Services cubes. A detailed description of these Web Parts is outside the scope of this book.

See Also For more information about Web Parts, see Chapter 29, “Microsoft Office SharePoint Server 2007 Web Parts,” in *Microsoft Office SharePoint Server 2007 Administrator’s Companion*, Bill English, 2007.

Using SharePoint Designer, you can also create a **Data View Web Part (DVWP)**, also known as a **Data Form Web Part (DFWP)**, which you can use to display and modify lists and libraries, as well as other data sources.

See Also For more information about the Data View Web Part, see Chapter 6, “Working with Data Views.”

Web Parts are further classified by their location, as follows:

- **Dynamic Web Parts.** These Web Parts are placed in Web part zones by using either SharePoint Designer or the browser. (When using the browser, you can add Web Parts only to Web Part zones.) Dynamic Web Parts are stored separately from the page, and only when a user requests the page is the SQL Server content database queried to find out the number of dynamic Web Parts, what they are, and in which Web Part zone they should be placed. They are then merged with the master page and content page.
- **Static Web Parts.** These Web Parts are placed outside of Web Part zones by using SharePoint Designer. They cannot be customized by using the browser. Static Web Parts are stored as part of the page and can be added to both master pages and content pages.

In this exercise, you will add, modify, and delete a Web Part.



USE the SharePoint team site you modified in the previous exercise.

OPEN the site in SharePoint Designer, if it is not already open, and display the *ParcelDelivery.aspx* page.

1. In the **Header Web Part zone**, click **Click to insert a Web Part**.

The Web Parts task pane opens.

2. Point to the icon to the left of the **Image Web Part**. You may need to click the Next link in the Web Parts task pane if you cannot see the Image Web Part.

The mouse pointer changes to a four-headed arrow.

3. Drag the Web Part to the **Header Web Part zone**.

As you move the Web Part, the pointer changes to an arrow with a plus sign (+) enclosed in a square. SharePoint Designer redisplay the page with the Image Web Part placed in the Header Web Part zone.

4. Double-click the **Image Web Part** to open the **Image Web Part** dialog box.
5. In the text box below **Image Link**, type /_layouts/images/homepage.gif, and in the **Alternative Text** text box, type **Consolidated Messenger Teams logo**.



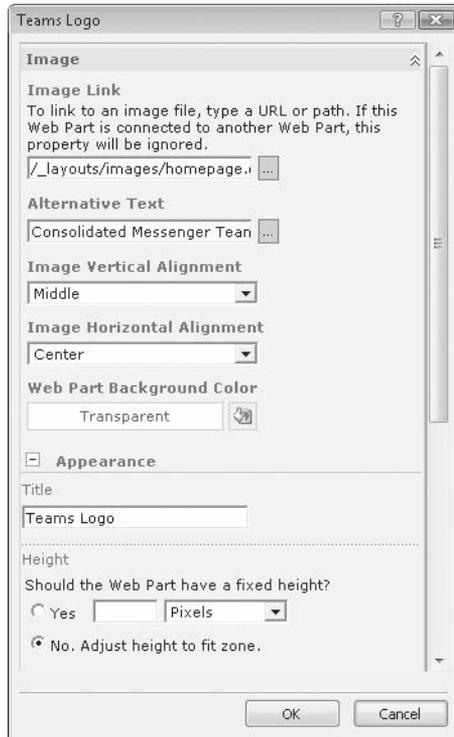
Four-Way Arrow
Pointer



Add Pointer

Tip You do not have to type the URL of the image file. You can click the ellipsis button below Image Link to open the Edit Hyperlink dialog box, from which you can navigate to the image file that you want to use.

- Expand the **Appearance** section. Then in the **Title** text box, type **Teams Logo**.



- Click **OK** to close the **Image Web Part** dialog box.
The Image Web Part displays the Microsoft Windows SharePoint Services logo.
- Drag a second **Image Web Part** on top of the first Image Web Part.
The two Web Parts should display side by side.
- Click the **Left** Web Part zone. In the **Web Parts** task pane, click **Content Editor Web Part**. Then at the bottom of the **Web Parts** task pane, click **Insert Selected Web Part**.

10. In the **Content Editor Web Part**, select the text **To add content**, select this text and replace it by typing or inserting your own content, type **Consolidated Messenger is one of the leading courier and parcel delivery services**, and then press **Enter** to move to a new line.
11. Select the sentence you just typed, and on the Common toolbar, in the **Styles** list, click **Heading 3**.
12. On the Common toolbar, click the **Center** alignment button.



Center

Tip You can use the Common toolbar buttons and Design view to edit the contents of the Content Editor Web Part in a WYSIWYG manner. To enter HTML source code or JavaScript, use Code view.

13. Right-click the **Content Editor Web Part**, and then click **Web Part Properties** to open the **Content Editor Web Part** dialog box.
14. Expand the **Appearance** section, and in the **Title** text box, type **Who Are We**.
15. In the **Chrome Type** list, click **None**.

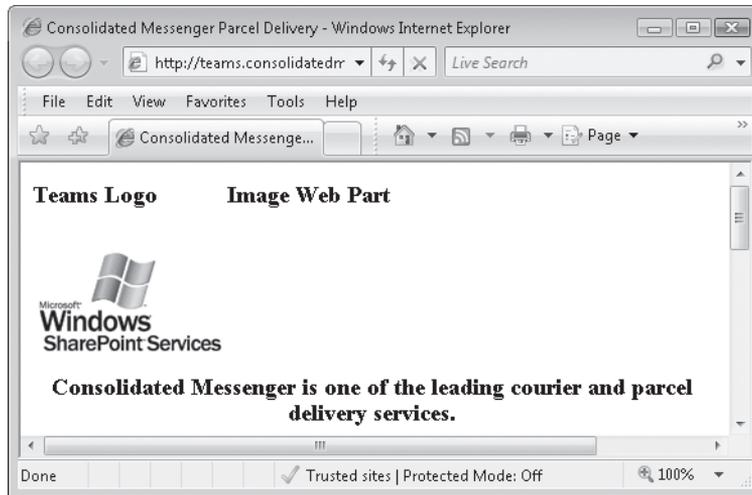




Save

16. Click **OK** to close the **Content Editor Web Part** dialog box.
17. On the Common toolbar, click the **Save** button, and then press **F12**. If prompted, type your user name and password, and click **OK**.

A browser window opens, with Consolidated Messenger Parcel Delivery in the program window title bar and displaying the *ParcelDelivery.aspx* page. There is no SharePoint look and feel to the page.



CLOSE the browser.

Attaching a Master Page

In the previous exercises, you created an ASP.NET page and added Web Part zones and Web Parts to it, but it did not contain any SharePoint site navigation nor did it inherit any look and feel from the SharePoint site. You can envisage the page we created as just the content page. It is not associated with a master page, which is the page that defines the common user interface and code.

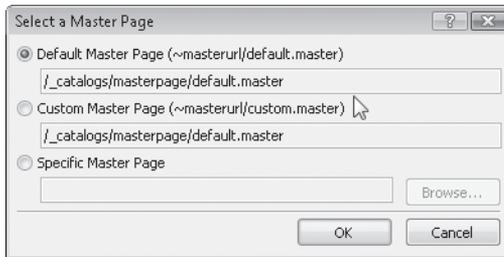
In this exercise, you will attach a master page to an existing page.



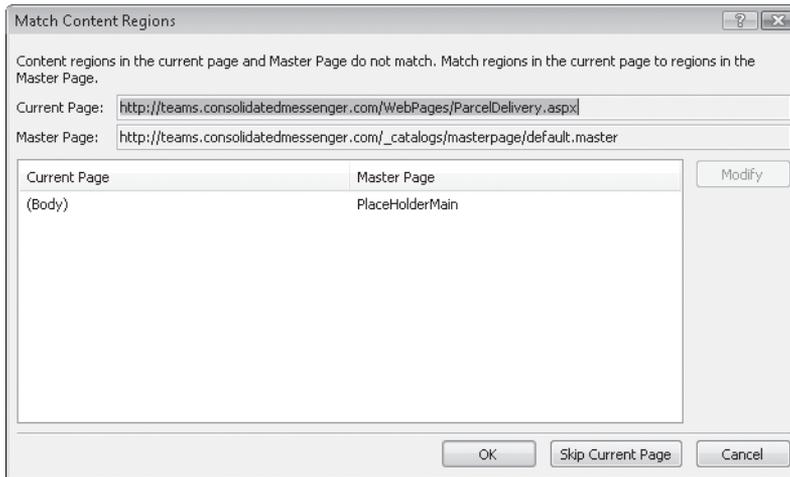
USE the SharePoint team site you modified in the previous exercise.

OPEN the site in SharePoint Designer, if it is not already open, and display the *ParcelDelivery.aspx* page.

1. On the **Format** menu, point to **Master Page**, and then click **Attach Master Page**. The Select A Master Page dialog box opens.
2. In the **Select a Master Page** dialog box, click **Default Master Page (~masterurl/default.master)**.

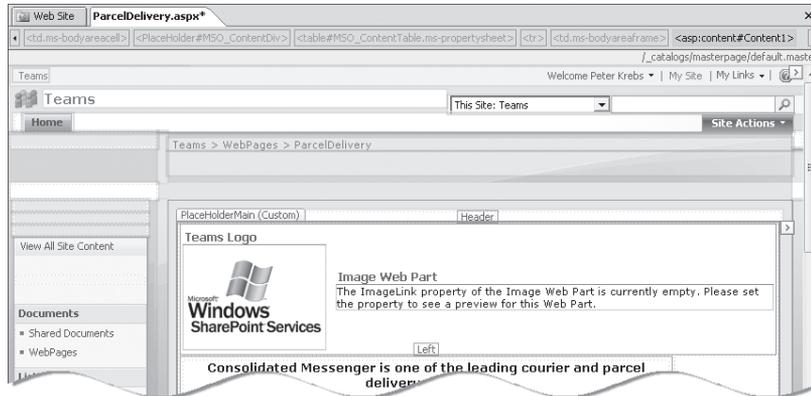


3. Click **OK** to open the **Match Content Regions** dialog box.



- Click **OK** to accept the default of associating all the code within the HTML body tags of the current page, ParcelDelivery.aspx, to the content region, PlaceholderMain on the master page.

SharePoint Designer redisplay ParcelDelivery.aspx, which now has a SharePoint look and feel.



Save

- On the Common toolbar, click the **Save** button and then press **F12** to review the page in the browser.

Tip If you have a site based on HTML or ASPX pages, you can convert the site into a SharePoint site by copying the pages into libraries, folders, or the root directory of a SharePoint site. Then rename any files that have an HTM or ASP extension to ASPX, and attach the master page to them as described in this exercise.



CLOSE the browser.

Creating a Web Page from a Master Page

You can use several different methods to create an ASP.NET page within SharePoint Designer. However, because the page will be part of a SharePoint site, you will most likely want to keep the same navigation elements and look and feel as other pages. This is achieved by linking the content page with a master page. In Chapter 3, you created a new ASP.NET page by copying an existing page that is associated with a master page and then customizing it. In this chapter, you first created an ASP.NET page by using the browser, which again is automatically associated with a master page, and then in the previous exercise, you attached a master page to an ASP.NET page.

You can also create a content page from a master page. As we have seen in previous exercises, most customizations, Web Part zones, and Web Parts are stored within one or more content regions. When you create a content page from a master page, you can't make any changes to the content regions. To make changes to the content, you must make the content regions editable.

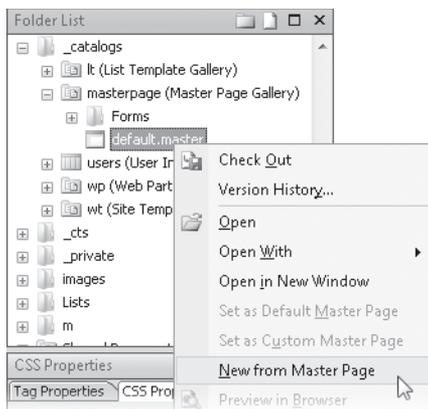
In this exercise, you will create a content page from a master page and then make the PlaceholderMain content region editable.



USE the SharePoint team site you modified in the previous exercise.

OPEN the site in SharePoint Designer, if it is not already open, and close any pages or task panes that are open in the document window.

1. In the **Folder List** task pane, expand the **_catalogs** folder, and then expand the **masterpage (Master Page Gallery)** document library to display its contents. The **default.master** file should appear.
2. Right-click **default.master**, and then click **New from Master Page**.



A new file, with a tab label of *Untitled_1.aspx*, appears in the document window. An asterisk to the right of the label name indicates that the page is not yet saved.

3. Right-click the **untitled_1.aspx** tab, and then click **Save**.

The Save As dialog box opens showing the *teams.consolidatedmessenger.com* site contents.

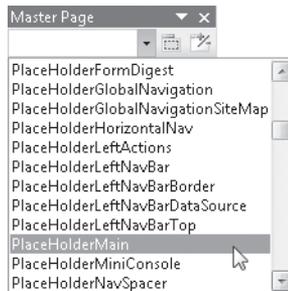
4. In the **File name** text box, type **ShippingAdvice.aspx**, and then click **Save**.

The tab is renamed to *ShippingAdvice.aspx*, and in the Folder List task pane, the file appears in the root of the site.

5. On the **View** menu, point to **Toolbars**, and then click **Master Page** to open the floating Master Page toolbar.

6. On the Master Page toolbar, click the **Regions** arrow, and then in the list, click **PlaceHolderMain**.

The PlaceHolderMain (Master) content region on the *ShippingAdvice.aspx* page is highlighted.



7. Close the Master Page toolbar.



Chevron

8. Click the chevron to the right of the **PlaceHolderMain** content region, and in the **Common Content Tasks** list, click **Create Custom Content**.



The content region is renamed *PlaceHolderMain (Custom)*, thereby making this content region editable. You can now insert text, Web Part zones, and Web Parts into this area of the *ShippingAdvice.aspx* content page.

9. Click the **Save** button.



Save

Deleting a Web Page

As you develop your solutions and experiment with SharePoint Designer, you will create pages that after some time you will no longer need. SharePoint Designer, like other Microsoft Office products, allows you to easily delete a page when you no longer need it.

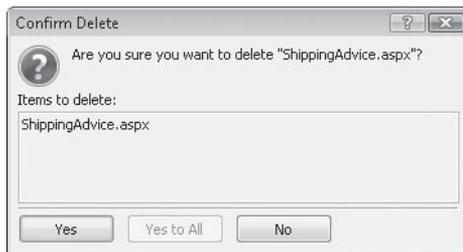
In this exercise, you will delete a page and then restore it from the Recycle Bin.



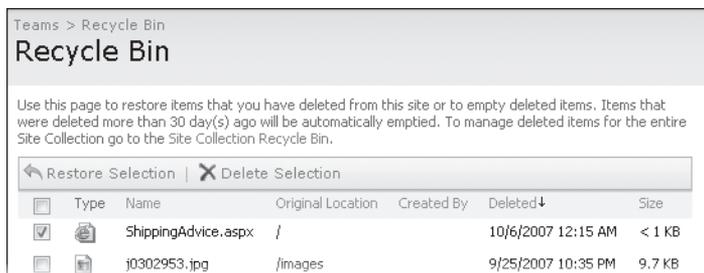
USE the SharePoint team site you modified in the previous exercise.

OPEN the site in SharePoint Designer, if it is not already open, and display the *ShippingAdvice.aspx* page.

1. In the **Folder List** task pane, right-click **ShippingAdvice.aspx**, and then click **Delete**. The Confirm Delete dialog box opens.



2. Click **Yes** to close the **Confirm Delete** dialog box. *ShippingAdvice.aspx* is no longer listed in the root of the site.
3. On the **Site** menu, click **Recycle Bin**. A browser window opens and displays the Recycle Bin for the team site.
4. If prompted, type your user name and password, and then click **OK**.
5. Select the **ShippingAdvice.aspx** check box, and then click **Restore Selection**.



6. Click **OK** in the Windows Internet Explorer dialog box.
The Recycle Bin page is redisplayed, where *ShippingAdvice.aspx* is no longer listed.
7. Return to SharePoint Designer, and press **F5**.
In the Folder List task pane, *ShippingAdvice.aspx* is listed.



CLOSE the browser windows. If you're not continuing directly to the next chapter, exit SharePoint Designer.

Key Points

- The Meeting Workspace uses a master page, named *MWSDefault.master*, and stores pages in a hidden document library named *pages* (Workspace pages).
- In the browser, you can create a Web Part Page based on one of the eight built-in Web Part Page templates.
- In SharePoint Designer, you can create an ASP.NET page and then attach a master page to give it the look and feel of the SharePoint site.
- You can create a content page from a master page, but you can add content to the page only if you make at least one *PlaceHolderMain* content region editable.
- Web Part zones can be inserted only in content regions on content pages; they cannot be inserted on master pages.
- There are two types of Web Parts: List View Web Parts and built-in Web Parts. List View Web Parts display the contents of SharePoint lists and libraries.
- Web Parts can be inserted outside Web Part zones on content pages and master pages on by using SharePoint Designer. These are known as static Web Parts.
- Web Parts inserted into Web Part zones are known as dynamic Web Parts. Details of dynamic Web Parts are stored in the SQL Server database separate from content pages and master pages.
- Any pages or files you delete in SharePoint Designer are stored in the Recycle Bin, from which you can restore them.

Index

A

- Accessibilities Properties dialog box, 63
- accessibility
 - color schemas, 348
 - reports on, 355
 - standards for, 350-355
- Accessibility Kit for SharePoint (AKS), 353
- Accessibility task pane, 31
- actions, workflow, 285-288, 360-363. *See also* specific actions
- ACTIONS folder, 65
- activities, workflow, 285
- Add Time to Date action, 360
- administration master pages, 206
- AdRotator control, adding (exercise), 189
- AKS (Accessibility Kit for SharePoint), 353
- alternate text for graphics, 63
- Announcements list, 9, 105
 - creating List View Web Part for (exercise), 111
 - modifying List View Web Part for (exercise), 113
- appearance of Web pages. *See* cascading style sheets (CSS)
- Appearance tab (Picture Properties), 64
- application building, 301-315
 - creating customized sites, 302-307
 - creating site templates, 309-310
 - reviewing site template contents, 311-312
 - testing solutions, 313-314
- application logic, 185
- application templates, 309
- Application Templates for Windows SharePoint Service 3.0, 36, 309
- Applications Options dialog box, 25, 27
- Apply Styles task pane, 30
- approval process for content, 253
- Approval workflow, 277
- Approve permission, 318
- approvers of Web pages, 255
- AspMenu controls, 199
- ASP.NET controls, 186
 - list of, 189
 - in master pages, 205
 - standard controls, 189-191
 - validation controls, 189, 191-195

- ASP.NET pages, creating, 85
 - adding master page, 95
 - inserting Web Part zones, 87
- .aspx files, 289
- assemblies, 186
- Assign a Form to a Group action, 360
- Assign a To-do Item action, 363
- associating file types with editors, 25
- asterisk (*) for unsaved pages, 56
- attaching CSS files to Web pages, 241-244
- attributes for Web page text, 49-55
- authenticating data connections, 161, 168
- Authoring tab (Page Editor Options), 65
- Auto Thumbnail tool, 62

B

- background, tables, 69
- backing up SharePoint sites, 328-331
- Basic Meeting Workspace (site definition), 36, 78-81
- BDC (Business Data Catalog), 160
- behaviors, adding to pages, 65-67
- Behaviors task pane, 30, 65
- Blank Meeting Workspace (site definition), 36
- Blank site (site definition), 36
- Blog (site definition), 36
- Body zone (Web Part pages), 83
- branding, 304, 347
- breadcrumbs, 8
- broken hyperlinks, checking for, 328
- browser settings for Web Parts, 88
- browsers
 - creating Web Part pages with, 82-85
 - viewing SharePoint sites in, 10
- Build Dynamic String action, 360
- building SharePoint Services applications, 301-315
 - creating customized sites, 302-307
 - creating site templates, 309-310
 - reviewing site template contents, 311-312
 - testing solutions, 313-314
- built-in list definitions, 106
 - from SharePoint Server 2007, 106
 - from SharePoint Services, 104
 - where stored, 110

built-in list form pages, modifying, 121-127

built-in list view pages

- creating, 118-121
- modifying, 116

built-in site templates, 6, 7, 16, 36, 301, 308

- changing for sites (disallowed), 41
- creating site hierarchies, 35
- creating, 309-310
- CSS inheritance and, 244-247
- differences between, 303
- editing pages pointing to, 71. *See also* customized pages
- Fabulous 40 site templates, 36, 309
- list of, 35-36
- for master pages, 205, 221-222
- pages pointing to (un-customized pages), 7, 48-55
- resetting customized pages to, 20, 71-73
- reviewing site template contents, 311-312
- testing solutions, 313-314

built-in Web Parts, 91

Business Data Catalog (BDC), 160

C

calendar controls, 199

Calendar (events list), 159

CAML (Collaborative Application Markup Language), 149-151

capitalization of URLs, 38

cascade order for CSS files, 228

cascading style sheets (CSS), 68, 225-248. *See also* CSS styles

- color-coding options, 226-230
- creating and attaching CSS files, 241-244
- creating, modifying, and deleting styles, 235-239
- CSS reports, 248
- defining and storing styles, 227
- history and basics, 227-228
- identifying styles in, 230-234
- inheritance, 228, 244-247
- Style Application toolbar, 239-241
- units of measurement, 352

Central Site Template Gallery, 310

characters in URL names, 38

Check In Item action, 362

Check Out Item action, 362

checking for broken hyperlinks, 328

child sites (subsites), 8

- child master pages, 204
- creating site hierarchies, 35-43
- CSS inheritance, 244-247
- site collections, 8, 35-43

classes style type (CSS), 228

client-side interactivity, 65-67

Clip Art task pane, 31, 34, 62

Clipboard task pane, 31, 33, 34

Code view (of Web pages), 48, 49

Collaboration Portal (site definition), 36, 254

Collaboration site definitions, 36

Collaborative Application Markup Language (CAML), 149-151

Collect Data from a User action, 363

Collect Feedback workflow, 277

Collect Signatures workflow, 277

color-coding options in CSS, 226-230

color schemas, 347-350

column types in Pages library, 258

columns of lists and libraries, 106

commenting code, 304

Common toolbar, 25, 28-29

Compare any data source (condition), 359

Compare library field (condition), 359

Compare list field (condition), 359

CompareValidator control, 191

compatibility reports, 357

Compatibility task pane, 31

complementary color scheme, 347

condition branches in workflows, 296

conditional formatting, 137-142

Conditional Formatting task pane, 30

conditions, workflow, 285-288, 359-360. *See also* specific conditions

Configure Editors tab (Applications Options), 25

connecting to data sources, 157-182

connecting Web Parts, 180-182

Data Source Library. *See* Data Source Library

displaying list contents of other sites, 160, 177-179

exposing in Data View controls, 195-198

linked sources, 160, 173-177

RSS Feed server-side scripts, 160, 168-170

RSS Feed XML files, 166

XML files as, 164-166

XML Web services, 171-172

connecting Web Parts, 180-182

Consolidated Messenger (example), about, 2

Contacts list, 105

content approval process, 253

Content Author Contributor group, 318, 319

content breadcrumbs, 8

content creators, 255

content database (Windows SharePoint Services), 71

Content Fields, 195

content licensing and copyright, 351

content pages, 48

creating from master page, 98, 205

Web Content Management, 251-273

content placeholder controls, 205
 overview of, 216-221
 permissions for, 319

content regions. *See content placeholder controls*

content types
 overview of, 107
 for page layouts, 263

content usability issues, 344-347
 accessibility reports, 355
 accessibility standards, 350-355
 AKS (Accessibility Kit for SharePoint), 353
 color schemas, 347-350

Contribute permission, 318

Contributor Settings, 317
 configuring, 318-321
 creating reports, 325-328, 356
 identifying, 322-325

Contributor task pane, 31, 34

controls in Web pages, 185-200
 ASP.NET standard controls, 189-191
 ASP.NET validation controls, 189, 191-195
 calendar, 199
 Data View controls, 195-198
 inserting and modifying, 186-188
 Server controls, 198-200

converting images between formats, 62

Copy List Item action, 362

copying between SharePoint sites
 documents, 339-341
 lists and libraries, 336-339

copyright issues, 351

core workflow actions, 285, 360

core.css file, 230. *See also inheritance in CSS*

Create List Item action, 362

Created by a specific person (condition), 359

Created in a specific date span (condition), 359

creating pages properties, Contributor groups, 319

CSS (cascading style sheets), 68, 225-248. *See also CSS styles*
 color-coding options, 226-230
 creating and attaching, 241-244
 creating, modifying, and deleting styles, 235-239
 CSS reports, 248
 defining and storing styles, 227
 history and basics, 227-228
 identifying styles in, 230-234
 inheritance, 228, 244-247
 Style Application toolbar, 239-241
 units of measurement, 352

CSS Properties task pane, 30

CSS Reports task pane, 31

CSS styles, 230-234
 creating, modifying, and deleting, 235-239
 defining and storing, 227
 identifying in style sheets, 230-234

CssLink controls, 198

custom activities for workflows, 285

custom document properties (metadata), 9

Custom List, 105

custom list forms, 121

customized pages, 7. *See also SharePoint sites*
 changing site's default page, 69
 client-side interactivity, adding, 65-67
 creating, 47
 CSS inheritance, 244-247
 hyperlinks, adding, 56-58
 images, adding, 62-65
 master pages, 210-214, 221
 resetting to un-customized pages, 20, 71-73, 221
 ScreenTips, adding, 56-58
 table layouts, 68
 text, adding, 56-58
 upgrading SharePoint Services and, 19
 viewing, 48-55
 Web components, adding, 59-61

customized sites
 creating, 302-307
 customizing one at a time, 44

customizing Common toolbar (exercise), 28

CustomValidator control, 191

D

Data Connection Library (DCL), 106

data controls, ASP.NET, 191-195

Data Form Web Parts (DFWPs), 5, 91, 122, 129

data source controls, ASP.NET, 189

Data Source Details task pane, 30

Data Source Library, 30, 158-164. *See also data sources*
 exposing data on Web pages, 195-198
 of other sites, connecting to, 160, 177-179

Data Source Properties dialog box, 168

data sources, 157-182. *See also Data Source Library*
 connecting Web Parts, 180-182
 displaying list contents of other sites, 160, 177-179
 exposing in Data View controls, 195-198
 linked sources, 160, 173-177
 RSS Feed server-side scripts, 160, 168-170
 RSS Feed XML files, 166
 XML files as, 164-166
 XML Web services, 171-172

data validation, 189, 191-195

Data View controls, 195, 195-198

Data View Web Parts (DVWPs), 5, 91, 122, 129

converting List View Web Parts to, 151-153

creating, 130-133

customizing, 133-136

Data Views, 129-155

CAML, using, 149-151

conditional formatting, 137-142

connecting, 180-182

converting List View Web Parts to Data View

Web Parts, 151-153

creating, 130-133

customizing, 133-136

exporting (deploying), 153-155

insertions, deletions, and updates, 146-148

XSLT, using, 143-146

database connections, 159

DCL (Data Connection Library), 106

Decision Meeting Workspace (site definition), 36

default master page, 203, 210. *See also* master pages

changing, 214-215

CSS file for (core.css), 230. *See also* inheritance in CSS modifying, 220

validating styles with CSS Reports, 248

default page for SharePoint sites, 69

default.aspx page (home page), 49, 70, 71

definitions for SharePoint sites, 6, 7, 16, 36, 301, 308

changing for sites (disallowed), 41

creating site hierarchies, 35

creating, 309-310

CSS inheritance and, 244-247

differences between, 303

editing pages pointing to, 71. *See also* customized pages

Fabulous 40 site templates, 36, 309

list of, 35-36

for master pages, 205, 221-222

pages pointing to (un-customized pages), 7, 48-55

resetting customized pages to, 20, 71-73

reviewing site template contents, 311-312

testing solutions, 313-314

Delete Item action, 362

deleting

SharePoint sites, 43

Web pages, 100

Web Part connections, 182

dependency checking, 337

deploying Web Parts, 153-155

deploying workflows, 288-292

descriptions for sites, selecting, 42

Design permission, 318

Design view (of Web pages), 48, 49

detaching page layouts from pages, 271

DFWPs (Data Form Web Parts), 5, 91, 122, 129

dialog boxes

Accessibilities Properties, 63

Data Source Properties, 168

Find and Replace, 32

Microsoft Clip Organizer, 63

navigating, xii

Page Editor Options, 49-55, 229

Picture Properties, 64

Save Embedded Files, 64

dirty pages, 56

Discard Check Out Item action, 362

Discussion Board, 105

displaying contents in List View Web Parts, 160

Disposition Approval workflow, 277

DLLs (dynamic link libraries), 185, 186

Do Calculation action, 360

Document Center (site definition), 36

Document library, 104

document management

content approval process, 253

overview of, 251

Web Content Management, 251-273

document properties, custom, 9

document window (workspace)

overview of, 25

Web Site tab, 26

Document Workspace (site definition), 36

documents, copying between sites, 339-341

Don't Attempt To Authentication option, 168

DVWPs (Data View Web Parts), 5, 91, 122, 129

converting List View Web Parts to, 151-153

creating, 130-133

customizing, 133-136

DWT (Dynamic Web Template), 3

dynamic content on Web pages, 47. *See also*

Web pages

dynamic Web Parts, 91

Dynamic Web Templates (DWTs), 3

E

e-mail messages, links in, 39

Edit With Microsoft Office SharePoint Designer command, 13

editing properties, Contributor groups, 319

editing window, 48

editions of SharePoint Server 2007, 15

editors, configuring, 25

elements style type (CSS), 228

- else-if condition branches in workflows, 296
- em (unit of measurement), 352
- EnableClientScript property, 191
- Enterprise site definitions, 36
- expiration of published content, 254
- exploring Web pages, 48-55
- exporting
 - SharePoint sites, 332-336
 - Web Parts, 153-155
- Expression Web, 3

F

- Fabulous 40 site templates, 36, 309
- Feature Stapling, 308
- features (SharePoint Services), 37, 308
- field controls, 253
 - overview of, 258-259
 - modifying page layouts, 268-269
- The file size in a specific range kilobytes (condition), 360
- The file size is a specific type (condition), 360
- file libraries, 9, 103. *See also* libraries, specific
 - copying between SharePoint sites, 336-339
 - as data source, 159
 - displaying contents in List View Web Parts, 91, 111-115
 - exposing in Data View controls, 195-198
 - form pages, 121-127
 - permissions for, 81
 - view pages, 118-121
 - for Web Part pages (exercise), 83-85
- file types, associating with editors, 25
- files
 - custom document properties, 9
 - text, inserting into Web pages, 57
- files reports, 325
- Find 1 task pane, 31, 32
- Find 2 task pane, 31
- Find and Replace dialog box, 32
- Find Data Source task pane, 30
- Folder List task pane, 26, 29
- folders properties, Contributor groups, 319
- fonts for Web page text, 50
- Form library, 104
- form pages for lists, 121
- formatting, conditional, 137-142
- formatting properties, Contributor groups, 319
- fpdatasources library, 162
- frame style (Web Part zones), 87
- FrontPage 2003, 3, 6
- FTP for SharePoint site location, 40

- Full Control permission, 318
- .fwp files
 - copying lists and libraries, 336-339
 - overview of, 332-336

G

- galleries, Web Parts, 90
- general properties, Contributor groups, 319
- GET method (HTTP), 168
- ghosted (customized) pages, 7. *See also* SharePoint sites
 - changing site's default page, 69
 - client-side interactivity, adding, 65-67
 - creating, 47
 - CSS inheritance, 244-247
 - hyperlinks, adding, 56-58
 - images, adding, 62-65
 - master pages, 210-214, 221
 - resetting to un-customized pages, 20, 71-73
 - ScreenTips, adding, 56-58
 - table layouts, 68
 - text, adding, 56-58
 - upgrading SharePoint Services and, 19
 - viewing, 48-55, 59-61
 - Web components, adding
- global default master page, 206
- global meeting workspace master page, 206
- global navigation breadcrumbs, 8
- Global site definition, 308
- graphics
 - adding to pages, 59-61
 - alternate text for, 63
 - resizing, 64
- Group Approval workflow, 277
- GUIDs (globally unique identifiers), 151

H

- Header zone (Web Part pages), 83
- help with SharePoint Designer, xxv
- hierarchy of SharePoint sites
 - creating, 35-43
 - overview of, 8
- History list, 279
- home page (default.aspx)
 - overview of, 49, 71
 - renaming, 70
- HTML controls, 186
- HTTP GET and POST methods, 168

hyperlinks

- adding to Web pages, 56, 57
- in e-mail, best practices for, 39
- verifying, 328

Hyperlinks task pane, 31**I****icons for sites, selecting, 42****id attribute (controls), 187****ID style type (CSS), 228****image conversion tools, 62****images**

- adding to pages, 59-61
- alternate text for, 63
- resizing, 64

images properties, Contributor groups, 319**Import Spreadsheet list, 106****importing SharePoint sites, 332-336****infrastructure of SharePoint sites, 9****inheritance in CSS, 228, 244-247****inline style type (CSS), 228****input controls, validating data of, 189, 191-195****inserting text files into Web pages, 57****interactivity, client-side, 65-67****internal name (child sites), 37****Internet Options dialog box, 13****Issue Tracking list**

- creating (exercise), 108
- overview of, 105

J**JavaScript files, linking to, 198****Join option (data sources), 173****K****KPI (key performance indicator) list, 106****L****Languages and Translators list, 106****Layers task pane, 30****layout, Web Parts, 88****Layout Tables task pane, 30****Left Web Part zone, 52****legal issues, 350****length of URLs, limits on, 38****LFWPs (List Form Web Parts), 121****libraries (for storing files), 9, 103. See also libraries, specific**

- copying between SharePoint sites, 336-339
- as data source, 159
- displaying contents in List View Web Parts, 91, 111
- exposing in Data View controls, 195-198
- form pages, 121-127
- permissions for, 81
- view pages, 118-121
- for Web Part pages (exercise), 83-85

libraries, specific

- Data Connection Library (DCL), 106
- Data Source Library. *See* Data Source Library; data sources
- Document library, 104
- Form library, 104
- fpdatasources library, 162
- Pages document library, 258
- pages library (meeting workspace), 78
- Pages library (publishing sites), 78
- Picture library, 104
- Report library, 106
- Shared Documents library, 70
- Slide library, 106
- Style Library, 230
- Translation Management library, 106
- Wiki Page library, 104, 108

licensing issues, 351**Limited Access permission, 318****linked data sources, 160, 173-177****links**

- adding to Web pages, 56, 57
- in e-mail, best practices for, 39
- verifying, 328

Links list, 105**List Form Web Parts (LFWPs), 121****list templates, 301****list view pages, 116, 118-121****List View Web Parts (LVWPs), 91**

- converting to Data View Web Parts, 151-153
- creating, 111
- customizing, 112-115
- list view pages, creating, 118-121
- list view pages, modifying, 116

list workflow actions, 285, 362**lists, 9, 103. See also lists, specific**

- built-in definitions for, 104, 106
- copying between SharePoint sites, 336-339
- creating new, 104-111
- as data source, 159
- displaying contents in List View Web Parts, 91. *See also* list view pages
- displaying contents on other sites, 160, 177-179
- exposing in Data View controls, 195-198
- modifying in form pages, 121-127

lists, specific

- Announcements list, 9, 105, 111, 113
- Contacts list, 105
- Custom List, 105
- Issue Tracking list, 105, 108
- KPI (key performance indicator) list, 106
- Languages and Translators list, 106
- Links list, 105
- Project Tasks list, 105
- site type list, 40
- Survey list, 105
- Task list, 105, 279

Lists folder, 110**ListViewXml tag, 149****locations for SharePoint sites**

- naming URLs, 38
- specifying (example), 40

Log to History List action, 361**login controls, ASP.NET, 189****look and feel. *See* cascading style sheets (CSS)****lookup columns, 196****LVWPs (List View Web Parts), 91**

- converting to Data View Web Parts, 151-153
- creating, 111
- customizing, 112-115
- list view pages, creating, 118-121
- list view pages, modifying, 116

M

major versions, content, 254**Manage Hierarchy permission, 318****Manage Styles task pane, 30, 34, 231****Marquee Web Component, 59-61****Master Page Gallery, 263, 269****master pages, 48, 71, 203-222**

- attaching to Web pages, 95
- content placeholders and content regions, 216-221
- creating, 220
- creating content pages from, 98
- customizing, 210-214
- default, changing, 214-215
- requests for publishing pages, 260
- resetting to site definitions, 221-222

measurement units, CSS, 352**Meeting Workspace site definitions, 36, 78****menu bar (workspace), 25****Merge Cells option, 69****Merge option (data sources), 173****metadata (custom document properties), 9****Microsoft Clip Organizer dialog box, 63****Microsoft Expression Web, 3****Microsoft Office programs and SharePoint technologies, 7****Microsoft Visual Studio 2005, 1, 3**

- accessing SharePoint sites with, 10
- workflows, 283

Microsoft Windows SharePoint Designer, 2-4

- about, 2-4
- carrying out common tasks, 4
- Expression Web vs., 3
- interfaces for SharePoint sites, 10-14
- viewing sites with, 10, 48

Microsoft Windows SharePoint Server 2007

- editions of, 15
- SharePoint Services and, 14

Microsoft Windows SharePoint Services, 6-10

- SharePoint Server 2007 and, 14
- upgrading, complications of, 19

minor versions, content, 254**Modified by a specific person (condition), 359****Modified in a specific date span (condition), 359****modulating customizations, 304****monthly summary report, 327****multi-step workflows, creating, 295-297****Multipage Meeting Workspace (site definition), 36****multiple-item forms, 146****My Site Host (site definition), 36**

N

namespaces, 186**naming conventions**

- for components, 74
- for Contributor groups, 318
- for images, 64
- for URLs, 38

naming home page, 70**navigation controls. ASP.NET, 189****Navigation task pane, 29****Navigation view, 26****nested master page, 204****.NET Framework 3.0, 276****Next Result button (Find 1 pane), 33****no-entry icon, 52****non-publishing pages, 49. *See also* customized pages**

O

Office programs and SharePoint technologies, 7**Office SharePoint Server Publishing feature, 252****owners, site, 255**

P

packaging solutions, 301-315
 creating customized sites, 302-307
 creating site templates, 309-310
 reviewing site template contents, 311-312
 testing solutions, 313-314

Page Editor Options dialog box, 49-55, 229

Page Fields, 195

Page Layout content type, 263

page layout designers, 255

page layouts, 252
 built-in content types for, 263
 creating, 263-267
 detaching and reattaching, 271-272
 field controls, 253, 258-259, 268-269
 modifying, 268-269
 restoring from previous version, 269-271

Pages content type, 258

Pages document library, 258

pages library (meeting workspace), 78

Pages library (publishing sites), 78

parent master pages
 CSS inheritance, 244-247
 overview of, 204

Pause for Duration action, 361

Pause Until Date action, 361

permissions, 10
 for customizing pages, 50
 for data connection authentication, 161, 168
 for libraries, 81
 for SharePoint Designer, 318-321

Personal Web Packages (.fwp files)
 copying lists and libraries, 336-339
 overview of, 332-336

Personalization Site (site definition), 36

Picture library, 104

Picture Properties dialog box, 64

PlaceholderLeftNavBar content region, 79

PlaceholderMain control, 271

placeholders for content, 205
 overview of, 216-221
 permissions for, 319

PlaceholderTitleInTitleArea content region, 79

POST method (HTTP), 168

practice files in this book, xi

Previous Result button (Find 1 pane), 33

privacy issues, 351

problem reports, 325

Project Tasks list, 105

projects, customized, 7. See also SharePoint sites
 client-side interactivity, adding, 65-67
 creating, 47
 CSS inheritance, 244-247

default page, changing, 69
 hyperlinks, adding, 56-58
 images, adding, 62-65
 master pages, 210-214, 221
 resetting to un-customized pages, 20, 71-73
 ScreenTips, adding, 56-58
 table layouts, 68
 text, adding, 56-58
 upgrading SharePoint Services and, 19
 viewing, 48-55
 Web components, adding, 59-61

properties of controls, 187

prototyping, 5, 302

Proxy Settings option (Applications Options), 25

publishing pages, 49, 253, 260

Publishing Portal (site definition), 36

Publishing Site (site definition), 36, 252, 254

Publishing site definitions, 36, 37

Publishing Site with Workflow (site definition), 36, 252, 254

Q

Quick Launch bar, 26

Quick Tag Selector, 53

R

RadEditor text editor, 345

RangeValidator control, 191

Read permission, 318

readability of URLs, 38

reattaching page layouts to pages, 271

Records Center (site definition), 36

Recycle Bin, 9, 100

Redirect Page content type, 263

region types, 319

RegularExpressionValidator control, 191

Remote Web Site command, 339-341

removing (deleting)
 SharePoint sites, 43
 Web pages, 100
 Web Part connections, 182

renaming
 home page, 70
 images, 64

Report Center (site definition), 36

Report library, 106

reports, CSS, 248

reports on SharePoint sites, 325-328, 355, 356

RequiredFieldValidator control, 191

Reset Workspace Layout option (Task Pane), 31

[resetting customized pages, 20, 71-73](#)
[resetting master page to site definition, 221-222](#)
[resizing images, 64](#)
[restoring](#)
 customized pages to original versions, 20
 SharePoint sites from backup, 328-331
 task panes, to default positions, 31
[Restricted Read permission, 318](#)
[reusing customizations, 304](#)
[Right Column zone \(Web Part pages\), 83](#)
[Right Web Part zone, 52](#)
[RSS Feeds](#)
 exposing URL for aggregators, 199
 server-side scripts, 160, 168-170
 for XML files, 166
[RSSLink controls, 199](#)

S

[Save Embedded Files dialog box, 64](#)
[Save This Username And Password option, 168](#)
[saved files, restoring from, 20](#)
[saved library files, 9, 103. *See also* libraries, specific](#)
 copying between SharePoint sites, 336-339
 as data source, 159
 displaying contents in List View Web Parts, 91, 111-115
 exposing in Data View controls, 195-198
 form pages, 121-127
 permissions for, 81
 view pages, 118-121
 for Web Part pages (exercise), 83-85
 saving un-customized pages as customized, 72
[scheduling for publication, 254](#)
[ScreenTips, adding to Web pages, 56, 57](#)
[ScriptLink controls, 198](#)
[Search Center \(site definition\), 36](#)
[Search Center with Tabs \(site definition\), 36](#)
[security](#)
 data connection authentication, 161
 privacy issues, 351
[Send an Email action, 361](#)
[Server controls, 195, 198-200](#)
[server gallery \(Web Parts\), 90](#)
[server-side controls, 186, 191](#)
[server-side scripts, connecting to, 160, 168-170](#)
[Set as Home Page option, 70](#)
[Set Content Approval Status action, 361](#)
[Set Field in Current Item action, 361](#)
[Set Text Of Status Bar action, 65-67](#)
[Set Time Portion of Date/Time Field action, 361](#)
[Set Workflow Variable action, 361](#)
[shared content reports, 325](#)
[Shared Documents library, 70](#)
[SharePoint controls, 186](#)
 Data View controls, 195-198
 in master pages, 205
 Server controls, 198-200
[SharePoint Designer](#)
 about, 2-4
 carrying out common tasks, 4
 Expression Web vs., 3
 help, xxv
 interfaces for SharePoint sites, 10-14
 user permissions, 318-321
 viewing sites with, 10, 48
[SharePoint Designer workspace, 23-44](#)
 global meeting workspace master page, 206
 overview of, 23-44
[SharePoint properties, Contributor groups, 319](#)
[SharePoint Server 2007](#)
 editions of, 15
 SharePoint Services and, 14
[SharePoint Services, 6-10](#)
 SharePoint Server 2007 and, 14
 upgrading, complications of, 19
[SharePoint site templates, 6, 7, 16, 36, 301, 308](#)
 built-in, list of, 35-36
 changing for sites (disallowed), 41
 creating site hierarchies, 35
 creating, 309-310
 CSS inheritance and, 244-247
 differences between, 303
 editing pages pointing to, 71. *See also* customized pages
 Fabulous 40 site templates, 36, 309
 list of, 35-36
 for master pages, 205, 221-222
 pages pointing to (un-customized pages), 7, 48-55
 resetting customized pages to, 20, 71-73
 reviewing site template contents, 311-312
 testing solutions, 313-314
[SharePoint sites, 3, 317-341. *See also* Web pages](#)
 accessibility reports, 356
 accessibility standards, 350-355
 backing up and restoring, 328-331
 color schemas, 347-350
 copying documents between, 339-341
 copying lists and libraries between, 336-339
 customizing, 302-307
 customizing individually, 44
 default page for, changing, 69
 deleting, 43
 exporting and importing, 332-336
 hierarchy of, 8, 35-43

SharePoint sites (continued)

- home page (default.aspx), 49
- infrastructure of, 9
- interfaces for, 10-14
- organizing, 4
- reports on, 325-328, 356
- resetting to site definitions, 20, 71-73
- templates for. *See* site definitions and site templates
- usability issues, 344-347
- user permissions (Contributor Settings), 317-341
- viewing Web pages, 48-55

Simple Object Access Protocol (SOAP), 171**single-item forms, 146****site collection level, 107****Site Collection Template Gallery, 310****site collections**

- creating, 35-43
- overview of, 8

site columns, 107**site definitions and site templates, 6, 7, 16, 36, 301, 308**

- built-in, list of, 35-36
- changing for sites (disallowed), 41
- creating site hierarchies, 35
- creating, 309-310
- CSS inheritance and, 244-247
- differences between, 303
- editing pages pointing to, 71. *See also* customized pages
- Fabulous 40 site templates, 36, 309
- list of, 35-36
- for master pages, 205, 221-222
- pages pointing to (un-customized pages), 7, 48-55
- resetting customized pages to, 20, 71-73
- reviewing site template contents, 311-312
- testing solutions, 313-314

site definitions, specific

- Basic Meeting Workspace (site definition), 36, 78-81
- Blank Meeting Workspace, 36
- Blank site, 36
- Blog, 36
- Collaboration Portal, 36, 254
- Decision Meeting Workspace, 36
- Document Center, 36
- Document Workspace, 36
- Multipage Meeting Workspace, 36
- My Site Host, 36
- Personalization Site, 36
- Publishing Portal, 36
- Publishing Site, 36, 252, 254
- Publishing Site with Workflow, 36, 252, 254

- Records Center, 36
- Report Center, 36
- Search Center, 36
- Search Center with Tabs, 36
- Site Directory, 36
- Social Meeting Workspace, 36
- Team site, 36
- Wiki site, 36

Site Directory (site definition), 36**site-level content types, 107****Site Manager Contributor group, 318****site master page, 214****site owners, 255****site reports, 325-328, 355, 356****Site Settings page, 42****site template galleries, 310****site templates, 6, 7, 16, 36, 301, 308**

- built-in, list of, 35-36
- changing for sites (disallowed), 41
- creating site hierarchies, 35
- creating, 309-310
- CSS inheritance and, 244-247
- differences between, 303
- editing pages pointing to, 71. *See also* customized pages
- Fabulous 40 site templates, 36, 309
- list of, 35-36
- for master pages, 205, 221-222
- pages pointing to (un-customized pages), 7, 48-55
- resetting customized pages to, 20, 71-73
- reviewing site template contents, 311-312
- testing solutions, 313-314

site type list, 40**sizing images, 64****Slide library, 106****SOAP (Simple Object Access Protocol), 171****Social Meeting Workspace (site definition), 36****solution files, 308****solutions, building, 301-315**

- creating customized sites, 302-307
- creating site templates, 309-310
- reviewing site template contents, 311-312
- testing solutions, 313-314

** tags, 65****SPCalendarNavigation controls, 199****SPDataSource control, 146****specificity, CSS, 228****Splendid 7 templates, 310****Split view (of Web pages), 48, 55****SPWebPartManager control, 205****standard controls, ASP.NET, 189-191****stapling features to site configurations, 308****Start menu, xii**

- starting SharePoint Designer, 25, 27
 - starting workflows, 278
 - Startup options, 27
 - static content on Web pages, 47. *See also*
 - Web pages
 - static Web Parts, 92
 - status bar, Web page, 65-67
 - status bar, workspace, 25
 - Stop Workflow action, 361
 - storing files in libraries, 9, 103. *See also* libraries,
 - specific
 - copying between SharePoint sites, 336-339
 - as data source, 159
 - displaying contents in List View Web Parts, 91, 111, 112-115
 - exposing in Data View controls, 195-198
 - form pages, 121-127
 - permissions for, 81
 - view pages, 118-121
 - for Web Part pages (exercise), 83-85
 - .stp files, 309, 311-312
 - Style Application toolbar, 239-241
 - style in use (CSS), 228
 - Style Library, 230
 - style sheets, 68, 225-248
 - color-coding options, 226-230
 - creating and attaching, 241-244
 - creating, modifying, and deleting styles, 235-239
 - CSS reports, 248
 - defining and storing styles, 227
 - history and basics, 227-228
 - identifying styles in, 230-234
 - inheritance, 228, 244-247
 - Style Application toolbar, 239-241
 - units of measurement, 352
 - styles, CSS, 230-234
 - creating, modifying, and deleting, 235-239
 - defining and storing, 227
 - identifying in style sheets, 230-234
 - subsets of sites, copying, 336-339
 - subsites (child sites), 8
 - child master pages, 204
 - creating site hierarchies, 35-43
 - CSS inheritance, 244-247
 - site collections, 8, 35-43
 - summary reports, 325
 - Survey list, 105
 - system master page, 214
- T**
- table backgrounds, 69
 - Table button (Common toolbar), 68
 - table layouts for Web pages, 68
 - Table Properties dialog box, 69
 - Tag Properties task pane, 29, 186
 - Task list, 105, 279
 - task panes (workspace), 25, 29-35
 - task panes, specific
 - Accessibility task pane, 31
 - Apply Styles task pane, 30
 - Behaviors task pane, 30, 65
 - Clip Art task pane, 31, 34, 62
 - Clipboard task pane, 31, 33, 34
 - Compatibility task pane, 31
 - Conditional Formatting task pane, 30
 - Contributor task pane, 31, 34
 - CSS Properties task pane, 30
 - CSS Reports task pane, 31
 - Data Source Details task pane, 30
 - Find 1 task pane, 31, 32
 - Find 2 task pane, 31
 - Find Data Source task pane, 30
 - Folder List task pane, 26, 29
 - Hyperlinks task pane, 31
 - Layers task pane, 30
 - Layout Tables task pane, 30
 - Manage Styles task pane, 30, 34, 231
 - Navigation task pane, 29
 - Tag Properties task pane, 29, 186
 - Toolbox task pane, 30, 186, 187
 - task workflow actions, 285, 363
 - team site properties, 71
 - Team site (site definition), 36
 - TEMPLATE folder, 6, 71
 - templates for SharePoint sites, 6, 7, 16, 36, 301, 308
 - built-in, list of, 35-36
 - changing for sites (disallowed), 41
 - creating site hierarchies, 35
 - creating, 309-310
 - CSS inheritance and, 244-247
 - differences between, 303
 - editing pages pointing to, 71. *See also* customized pages
 - Fabulous 40 site templates, 36, 309
 - list of, 35-36
 - for master pages, 205, 221-222
 - pages pointing to (un-customized pages), 7, 48-55
 - resetting customized pages to, 20, 71-73
 - reviewing site template contents, 311-312
 - testing solutions, 313-314
 - templates for Web Part pages, 82
 - templates for workflows, 277, 282
 - testing workflows, 288-292
 - text
 - adding to Web pages, 56
 - appearing in status bar, 65-67
 - attributes of, 49-55
 - in place of graphics, 63

text editors, 345
 Theme controls, 198
 Three-state workflow, 277
 thumbnails, generating automatically, 62
 title (Web Part zones), 87
 title bar (SharePoint Designer workspace), 51
 title bar (Web Part zone), 84
 title bar (workspace), 25
 Title, Description, And Icon page, 42
 Title field contains keywords (condition), 359
 titles for sites, selecting, 42
 toolbars (workspace), 28
 Toolbox task pane, 30, 186, 187
 top-level sites, 8. *See also* un-customized pages
 creating site hierarchies, 35-43
 deleting, 44
 Translation Management library, 106
 Translation Management workflow, 277
 triggering workflows, 278

U

un-customized pages, 7
 CSS inheritance and, 244-247
 editing, 71. *See also* customized pages
 resetting customized pages to, 20, 71-73
 resetting master page to, 221-222
 viewing, 48-55
 un-ghosted pages. *See* un-customized pages
 units of measurement, CSS, 352
 unsaved pages, 56
 Updated List Item action, 362
 upgrading SharePoint Services, 19
 URLs, naming, 38
 usability issues, 344-347
 accessibility reports, 355
 accessibility standards, 350-355
 AKS (Accessibility Kit for SharePoint), 353
 color schemas, 347-350
 usage reports, 325
 Use Windows Authentication option, 168

V

validating hyperlinks, 328
 validation controls, ASP.NET, 189, 191-195
 ValidationSummary control, 191
 verifying
 hyperlinks, 328
 workflows, 288-292
 view controls, ASP.NET, 189

View Only permission, 318
 view pages for lists, creating, 118-121
 ViewFields element (CAML), 149
 viewing pages, 48-55
 vision issues (accessibility)
 AKS (Accessibility Kit for SharePoint), 353
 color schemas, 348
 reports on, 355
 standards for, 350-355
 visitors (to Web pages), 255
 visual aids, 52
 Visual Studio 2005, 1, 3
 accessing SharePoint sites with, 10
 workflows, 283

W

Wait For Field Change in Current Item action, 361
 WCAG (Web Content Accessibility Guidelines), 350, 353
 Web browsers
 to create Web Part pages, 82-85
 settings for Web Parts, 88
 to view SharePoint sites, 10
 Web components, adding to pages, 59-61
 Web Content Accessibility Guidelines (WCAG), 350, 353
 Web Content Management, 251-273
 creating page layout, 263-267
 detaching/reattaching page layout, 271-272
 enhancements in SharePoint Server 2007, 253-258
 modifying page layout, 268-269
 page model, 258-262
 restoring page layout, 269-271
 Web Designer Contributor group, 318
 Web master bottleneck, 4
 Web page controls, 185-200
 ASP.NET standard controls, 189-191
 ASP.NET validation controls, 189, 191-195
 calendar, 199
 Data View controls, 195-198
 inserting and modifying, 186-188
 Server controls, 198-200
 Web page customization, 7. *See also* SharePoint sites
 adding client-side interactivity, 65-67
 adding images, 62-65
 adding text, ScreenTips, and hyperlinks, 56-58
 adding Web components, 59-61
 changing site's default page, 69
 creating, 47
 CSS inheritance, 244-247

- master pages, 210-214
- resetting to un-customized pages, 20, 71-73, 221
- table layouts, 68
- upgrading SharePoint Services and, 19
- viewing, 48-55
- Web pages, 77-101, 160. *See also* SharePoint sites**
 - adding client-side interactivity, 65-67
 - adding images, 62-65
 - adding text, ScreenTips, and hyperlinks, 56-58
 - adding Web components, 59-61
 - ASP.NET pages, creating, 85
 - attaching CSS files to, 241-244
 - content pages, creating from master page, 98
 - default for Web site, changing, 69
 - deleting, 100
 - detaching/reattaching page layouts, 271
 - exploring, 48-55
 - master page, attaching, 95
 - text attributes, 49-55
 - viewing, 48-55
 - Web Part pages, creating, 82-85
 - Web Part zones, inserting, 87
 - Web Parts, adding or modifying, 90-95
- Web pages, un-customized, 7**
 - CSS inheritance and, 244-247
 - editing, 71. *See also* customized pages
 - resetting customized pages to, 20, 71-73
 - resetting master page to, 221-222
 - viewing, 48-55
- Web Part galleries, 90**
- Web Part pages**
 - creating, 82-85
 - list form pages, 121
 - list view pages, 118-121
- Web Part zones, 52, 261**
 - inserting in Web pages, 87
 - modifying page layouts, 268
- Web Parts, 5, 9, 71**
 - connecting, 180-182
 - deploying (exporting), 153-155
 - dynamic and static, 92
 - list view and built-in, 91
 - modifying page layouts, 268
 - task pane for, 30
 - in Web pages, adding and modifying, 90-95
- Web Parts, Data Form (DFWPs), 5, 91, 122, 129**
- Web Parts, Data View (DVWPs), 5, 91, 122, 129**
 - converting List View Web Parts to, 151-153
 - creating, 130-133
 - customizing, 133-136
- Web Parts, List Form (LFWPs), 121**
- Web Parts, List View (LVWPs), 91**
 - converting to Data View Web Parts, 151-153
 - creating, 111
 - customizing, 112-115
 - list view pages, creating, 118-121
 - list view pages, modifying, 116
- Web-safe color palette, 348**
- Web services, 171-172**
- Web Site tab (document window), 26**
- Web sites, 3, 317-341. *See also* Web pages**
 - accessibility reports, 356
 - accessibility standards, 350-355
 - backing up and restoring, 328-331
 - color schemas, 347-350
 - copying documents between, 339-341
 - copying lists and libraries between, 336-339
 - customizing, 44, 302-307
 - default page for, changing, 69
 - deleting, 43
 - exporting and importing, 332-336
 - hierarchy of, 8, 35-43
 - home page (default.aspx), 49
 - infrastructure of, 9
 - organizing, 4
 - reports on, 325-328, 356
 - resetting to site definitions, 20, 71-73
 - templates for. *See* site definitions and site templates
 - usability issues, 344-347
 - user permissions (Contributor Settings), 317-341
 - viewing Web pages, 48-55
- webbots, 59-61**
- WebParts controls, ASP.NET, 189**
- WebUIValidation.js file, 191**
- Welcome Page content type, 263**
- Welcome.aspx page, requests for, 260**
- WF (Workflow Foundation), 276**
- Wiki Page library, 104, 108**
- Wiki site (site definition), 36**
- Windows Explorer, to view SharePoint sites, 10**
- Windows Server 2003, 15**
- Windows SharePoint Designer, about, 2-4**
 - carrying out common tasks, 4
 - Expression Web vs., 3
 - interfaces for SharePoint sites, 10-14
 - viewing sites with, 10, 48
- Windows SharePoint Server 2007**
 - editions of, 15
 - SharePoint Services and, 14
- Windows SharePoint Services, 6-10**
 - SharePoint Server 2007 and, 14
 - upgrading, complications of, 19
- Windows Workflow Foundation, 276**
- Windows XP, book exercises and, xi**
- workflows activities, 285**
- Workflow Designer, 5**

[workflow rules, 285](#)

[workflow steps, 285](#)

[workflows, 5, 275-298](#)

conditions and actions, 285-288, 359-363

creating, 282-284

deleting, 297-298

how to use, 276-281

modifying, 292-295

multi-step, creating, 295-297

SharePoint Designer vs. Visual Studio 2005, 283

verifying and deploying, 288-292

[workflows, specific](#)

Approval workflow, 277

Collect Feedback workflow, 277

Collect Signatures workflow, 277

Disposition Approval workflow, 277

Group Approval workflow, 277

Publishing Site with Workflow (site definition),
36, 252, 254

Stop Workflow action, 361

Three-state workflow, 277

Translation Management workflow, 277

[Workflows folder, 289](#)

[workspace for SharePoint Designer](#)

global meeting workspace master page, 206

overview of, 23-44

[World Usability Day \(WUD\) Community, 344](#)

[WSDL \(Web Service Description Language\), 171](#)

[.wsp files, 308](#)

X

[XML files, as data source, 159, 164-166](#)

[XML language, about, 134](#)

[XML Web services, 160, 171-172](#)

[.xoml files, 289](#)

[.xoml.rules files, 289](#)

[.xoml.wfconfig.xml files, 289](#)

[XPath language, 143](#)

[xsl<<COLON>>template element, 143](#)

[XSLT language, 129, 143-146](#)

Z

[zone title \(Web Part zones\), 87](#)