

Managing Content in MOSS 2007



Zubair Alexander
Microsoft MVP – Directory Services
Microsoft Certified Trainer

Adding Documents to Libraries

- ❑ Upload/Multiple uploads
- ❑ Open with Windows Explorer
- ❑ “Send To” “Other Location”
- ❑ Manage Content and Structure

Editing Documents

- ❑ Click on the document
- ❑ Context menu: Edit in *applicatoin_name*
This is Microsoft's recommended method
- ❑ Download a copy and work offline
- ❑ Check In & Check Out multiple documents at the same time
- ❑ Bulk Edit items using *Edit in Datasheet*

Managing Content with Metadata

- ❑ When it comes to managing content in SharePoint, remember three things:
 - Metadata
 - Metadata
 - Metadata
- ❑ Metadata means *data about data*, or *information about data*
- ❑ Metadata: Information that characterizes the who, what, where, & how related to data collection

Managing Content with Versioning

- ❑ Versioning settings
- ❑ Requiring content approval
- ❑ Requiring documents to be checked out before editing
- ❑ Check In/Check Out concept

Managing Content with Grouping

- ❑ As a general rule, discourage users from creating Folders in SharePoint libraries
- ❑ Use *Group By* to better organize data or use Folder Content Type

Utilizing Folder Content Types

- ❑ Use Folder Content Types, especially in large enterprise environment
- ❑ Default Folder item is locked for changes so the users can't modify it's properties or add metadata
- ❑ Use custom Folder Content Types, which allows you to add metadata to folders
- ❑ Add workflows and columns to Folder Content Types

Files and Folders Restrictions

- ❑ You cannot use the characters " # % & * : < > ? \ / { | } ~ in a file or folder name
- ❑ - A file or folder name in a URL cannot contain more than 128 characters in WSS 2.0/3.0 and MOSS
- ❑ You cannot start or end a file name or folder with a period. For example, *.MyFile.docx* and *MyFile.docx.* are both invalid names.
- ❑ Periods are not allowed consecutively in the middle of a file or folder name. For example, *My..Project.file* is not a valid name.

URL Restrictions

- ❑ The maximum length for a URL in Windows SharePoint is 260 characters. It's better not to use URLs longer than 256 so you can include the links in the Links list.

Site Restrictions

- ❑ You cannot use the characters " # % & * : < > ? \ / { | } ~ in a site name
- ❑ You cannot start a site name with an underscore. For example, *_MySite* is not a valid name for a site or a subsite.
- ❑ Periods are not allowed consecutively in the middle of a site name. For example, *My..Site* is not a valid name.
- ❑ You cannot start or end a site name with a period. For example, *.MySite* and *MySite.* are both invalid names.

Miscellaneous Tips

- ❑ Do not use underscores in a site name. Although allowed, Microsoft discourages it.
- ❑ Link list items cannot be more than 256 characters
- ❑ Blocked file uploads can be easily bypassed in SharePoint by simply renaming the file
- ❑ ForeFront Security for SharePoint will block files based on their content

Uploading of Large Files in MOSS 2007

- Default maximum file size for uploads in MOSS 2007 is 50MB (absolute maximum is 2GB or 2,047MB)
- Modify the default **Maximum Upload Size** limit
 - **Central Administration, Application Management, Web Application General Settings, Maximum Upload Size**

Uploading of Large Files in MOSS 2007

- Increase the quota limit on the site collection if necessary
- Increase paging file on the server to 1GB+
- ASP.NET can cause the IIS Server to time out during the operation of time-consuming synchronous processes, such as file validations or uploads

Uploading of Large Files in MOSS 2007

- Add executionTimeout and experiment with different values (in seconds) in the web.config file (e.g. 3600)

(web.config is located in Program Files\Common Files\Microsoft Shared\Web server extensions\12\TEMPLATE\LAYOUTS)

- **Add executionTimeout value if necessary:**

```
<configuration>  
  <system.web>  
    <httpRuntime executionTimeout="300"/>  
  </system.web>  
</configuration>
```

Uploading of Large Files in MOSS 2007

- If you're using URLscan on your server, you may have to update urlscan.ini to modify the value for MaxAllowedContentLength
 - urlscan.ini is located in the
%WINDIR%\System32\Inetsrv\URLscan folder
- Modify the client's registry based on the KB article **HTTP File Upload Operation Takes a Long Time to Complete:**
<http://support.microsoft.com/default.aspx/kb/329781>

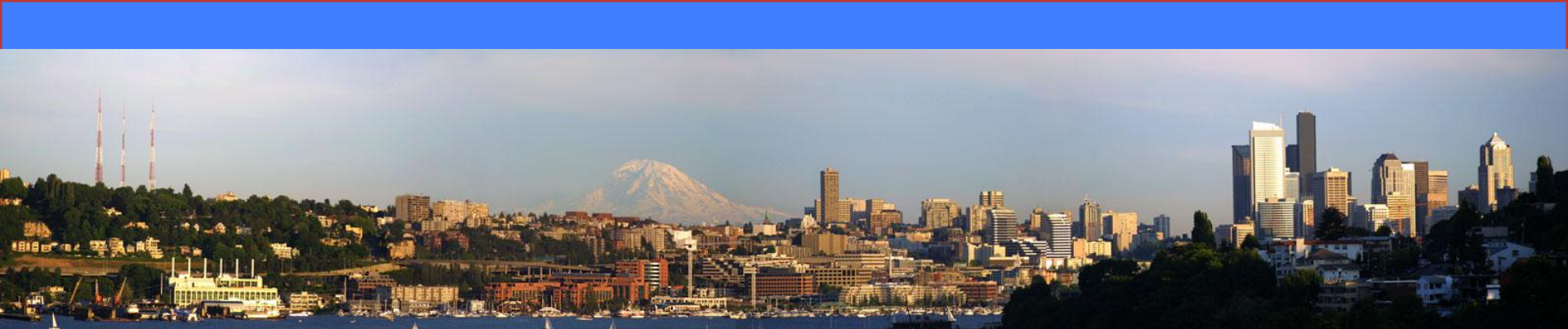
Uploading of Large Files in MOSS 2007

- For additional information on this topic check out Sharee English's blog at <http://www.shareesblog.com/?p=78>

Question & Answers

Thank You!

www.seattlepro.com



Thank You!
www.SeattlePro.com