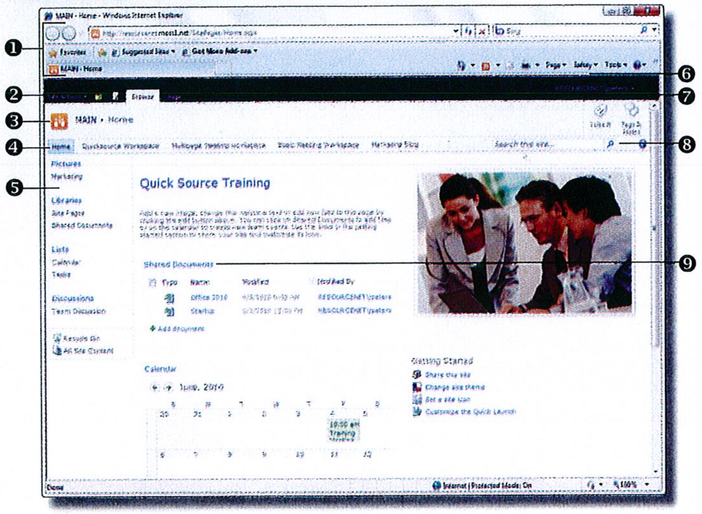
Microsoft®

QUICK Source SharePoint Server 2010

Getting Started

The SharePoint Server Window



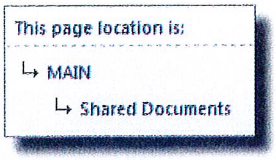
1. **Browser Tabs and Toolbars** – allow the user to navigate in the browser.
2. **Site Actions Button** – contains shortcuts to create and edit items.
3. **Page Title Links** – are breadcrumb links that allow you to quickly navigate through pages.
4. **Link Bar** – contains shortcuts for common actions and features.
5. **Quick Launch Bar** – contains shortcuts to common content areas of the SharePoint site.
6. **Site Settings Button** – contains shortcuts to profile and setting options.
7. **Tab Bar** – contains tabs that display tools and commands in the ribbon.
8. **Search** – allows the user to search the site for information.
9. **Web Part** – contains content information. Web parts are the containers of information that make up the site.

Note: SharePoint Server is a highly customizable application; your views and features may be different and you may not have permission to perform all tasks highlighted in this guide. The ***Home*** *page is displayed above.*

Navigating in SharePoint

There are several ways to navigate through sites and pages in SharePoint Server 2010.

- **Link Bar** – click a shortcut on the **Link** bar to go directly to a specific site. Click the **Home** shortcut to return to the home page for that site.
- **Page Title Links** – click on the **Browse** tab to display breadcrumb navigation for the pages within a site. Click a page name to go directly to that page.
- **Navigate Up button** – click the **Navigate Up** button on the **Tab** bar to display breadcrumb navigation for the site in a hierarchical view. Click a shortcut to go directly to that page.



Using the Quick Launch Bar

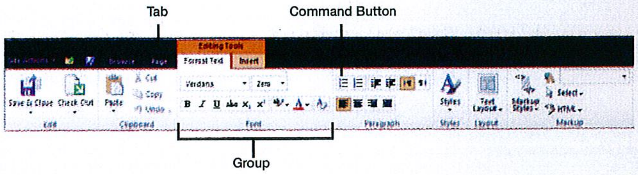
By default, the following content areas are located on the Quick Launch bar:

- **Libraries** – contain groups of shared files. The default libraries are Site Pages and Shared Documents.
- **Lists** – contain shared information. The default lists are Calendar and Tasks.
- **Discussions** – contain discussion boards that allow users to post messages and comments in a chronological format.
- **Recycle Bin** – contains deleted information.
- **All Site Content** – contains a list of everything on the current site.

Note: As additional content is added to the site, by you or an Administrator, additional shortcuts will also appear on the Quick Launch bar.

Using the Ribbon NEW!

The ribbon brings the productivity offered in Office to the SharePoint environment. It contains command buttons grouped by task that allow you to quickly and efficiently work within the site. The ribbon appears when you click on a tab on the Tab bar and in some pop-up windows. For example, when you create a new event in the Calendar, the **Edit** ribbon appears in the **New Item** window.



Deleting an Item

1. Place your mouse pointer over the item you want to delete.
2. Click the **Edit** arrow.
3. Select **Delete** or **Delete Item** from the resulting menu.
4. Click the **OK** button to confirm deletion.

Permanently Deleting an Item

1. Click the **Recycle Bin** shortcut on the **Quick Launch** bar.
2. Check the box next to the item you want to delete.
3. Click the **Delete Selection** shortcut.
4. Click the **OK** button.

Restoring a Deleted Item

Items in the Recycle Bin will be permanently deleted after 30 days.

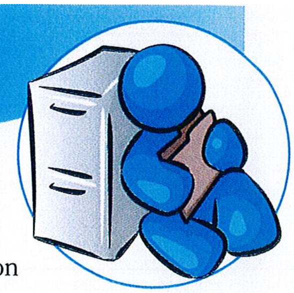
1. Click the **Recycle Bin** shortcut on the **Quick Launch** bar.
2. Check the box next to the item you want to restore.
3. Click the **Restore Selection** shortcut.
4. Click the **OK** button to confirm that you want to restore the item.

Note: Items will be restored to their original location.

Searching a SharePoint Site

1. Open the site you want to search.
2. Enter what you want to search for in the **Search this site** box.
3. Click the **Search** button.

Note: Your results will be displayed in the search results page.



Documents

Opening and Editing a Document

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click the name of the Office document you want to open.
3. In the dialog box that appears, do one of the following:
   - *To edit the document,* select **Edit**.
   - *To open the document,* select **Read Only**.
4. Click the **OK** button. *(You may be asked to enter your password to open the file.)*
5. *Optional:* Make desired changes to the document.
6. When you are finished, click the **Save** button on the **Quick Access** toolbar.
7. Click the **Close** button to close the document.

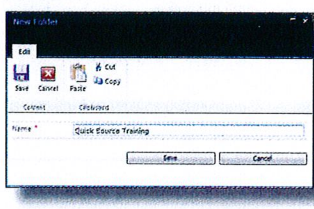
Note: To quickly edit a document, place your mouse pointer over the document you want to edit. Click the ***Edit*** *arrow and select* ***Edit in "Program Name"*** *from the resulting menu.*

Creating a New Document

By default, new documents created in a document library are Word documents.

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. *Optional:* Click the folder name of the folder you want to create the document in.
4. Click the **New Folder** button in the **New** group.
5. Click the **OK** button.
6. Enter and format information in the Word document.
7. When you are finished, click the **Save** button on the **Quick Access** toolbar.
8. Enter a name for the file in the **File name** box.
9. Click the **Save** button.
10. Click the **Close** button to close the Word document.

Creating a New Folder



1. Click the **Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Click the **New Folder** button in the **New** group.
4. Enter a name for the folder in the **Name** box.
5. Click the **Save** button.

Uploading a Document

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Click the arrow on the **Upload Document** button in the New group.
4. Do one of the following:
   - *To upload one document,* select **Upload Document** from the resulting menu. Click the **Browse** button, locate and select the document you want to upload, and click the **Open** button. Click the **OK** button. .
   - *To upload multiple documents,* select **Upload Multiple Documents**. Select the location that contains the documents you want to upload. Check the box next to the document name for each document you want to upload. Continue until you have checked all of the documents you want to upload. Click the **OK** button.

Note: To quickly upload one document, click the ***Add document*** *shortcut at the bottom of the file list.*

Checking Out a Document

If you want to be the only user that can make changes to a document, you need to check the document out.

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Select the document you want to check out.
4. Click the **Check Out** button in the **Open & Check Out** group.
5. Click the **OK** button. *(A check out icon will appear next to the document to show that it is checked out.)*

Checking In a Document

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Select the document you want to check in.
4. Click the **Check In** button in the **Open & Check Out** group.
5. Select **Yes** or **No** in the **Retain your check out after checking in?** section.
6. *Optional:* Enter comments in the **Comments** box.
7. Click the **OK** button.

Note: To check in a file and discard any changes that were made, select the document you want to check in. Click the ***Discard Check Out*** *button in the* ***Open & Check Out*** *group.*

Viewing Document Properties

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Select the document you want to view properties for.
4. Click the **View Properties** button in the **Manage** group.
5. *Optional:* Make selections in the **Manage** and **Actions** groups.
6. Click the **Close** button when you are finished.

Editing Document Properties

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Select the document you want to edit properties for.
4. Click the **Edit Properties** button in the **Manage** group.
5. Enter new information in the **Name** and **Title** boxes.
6. Click the **Save** button.

Downloading a Document to Your Computer

You can download a current copy of a file to your computer. Note that it will not remain synced to the original file on the server.

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Select the document you want to download.
4. Click the **Download a Copy** button in the **Copies** group.
5. Click the **Save** button.
6. Select a location to save the file.
7. Click the **Save** button.

E-mailing a Link to a Document

1. Click the **Shared Documents** shortcut on the **Quick Launch** bar.
2. Click on the **Documents** tab on the **Tab** bar.
3. Select the document you want to e-mail a link to.
4. Click the **E-mail a Link** button in the **Share & Track** group.
5. Enter recipient information in the **To** box.
6. Enter a subject in the **Subject** box.
7. Click the **Send** button when you are finished.

Lists

Creating an Event

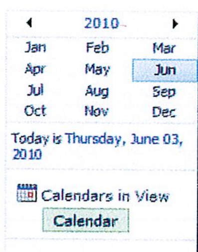
1. Click the **Calendar** shortcut on the **Quick Launch** bar.
2. Click on the **Events** tab.
3. Click the top part of the **New Event** button in the **New** group.
4. Enter a title for the event in the **Title** box.
5. *Optional:* Enter a location for the event in the **Location** box.
6. Enter or select a start date and time in the **Start Time** boxes.
7. Enter or select an end date and time in the **End Time** boxes.
8. *Optional:* Enter a description for the event in the **Description** box.
9. *Optional:* Enter or select a category in the **Category** section.
10. *Optional:* Check the **Make this an all-day activity that doesn't start or end at a specific hour** box.
11. *Optional:* Check the **Make this a repeating event** box and select repeat options.
12. *Optional:* Check the **Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event** box. Make selections and enter information in the **New Meeting Workspace** page and click the **OK** button.
13. Click the **Save** button when you are finished.

*Note: To quickly create an event, place your mouse pointer over the day or time that you want the event to take place and click the **Add** shortcut.*

Editing an Event

1. Click the **Calendar** shortcut on the **Quick Launch** bar.
2. Click on the **Events** tab.
3. Select the event you want to edit.
4. Click the **Edit Event** button in the **Manage** group.
5. Make changes to the event.
6. Click the **Save** button.

Changing the Calendar View



1. Click the **Calendar** shortcut on the **Quick Launch** bar.
2. Click on the **Calendar** tab.
3. Click the **Day**, **Week**, or **Month** button in the **Scope** group.
4. Optional: To go to today's date in the calendar, click the **Today is** link in the **Quick Launch** bar.

*Note: You can also click the shortcuts in the **Quick Launch** bar to navigate through the calendar.*

Creating a Task

1. Click the **Tasks** shortcut on the **Quick Launch** bar.
2. Click on the **Items** tab.
3. Click the top part of the **New Item** button in the **New** group.
4. Enter a title for the task in the **Title** box.
5. *Optional:* To select a task that needs to be finished before the new task, select a task in the left pane and click the **Add** button.
6. *Optional:* Click the arrow on the **Priority** box and select a priority from the resulting menu.
7. *Optional:* Click the arrow on the **Status** box and select a status from the resulting menu.
8. *Optional:* Enter a number value in the **% Complete** box.
9. *Optional:* Enter a user name or names in the **Assigned To** box.
10. *Optional:* Enter a description of the task in the **Description** box.
11. *Optional:* Enter a start date in the **Start Date** box.
12. *Optional:* Enter a due date in the **Due Date** box.
13. Click the **OK** button when you are finished.

Creating an Announcement

1. Click the **Lists** shortcut on the **Quick Launch** bar.
2. Click the **Announcements** shortcut.
3. Click on the **Items** tab.
4. Click the top part of the **New Item** button in the **New** group.
5. Enter a title for the announcement in the **Title** box.
6. *Optional:* Enter text for the announcement in the **Body** box.
7. *Optional:* Enter an expiration date in the **Expires** box.
8. Click the **Save** button when you are finished.

Adding a Link

1. Click the **Lists** shortcut on the **Quick Launch** bar.
2. Click the **Links** shortcut.
3. Click on the **Items** tab.
4. Click the top part of the **New Item** button in the **New** group.
5. Enter a URL for the Web site you want to link to in the **Type the Web address** box. *(To check if the link works, click the **Click here to test** shortcut and click the **Close** button when you are finished.)*
6. *Optional:* Enter a description for the link in the **Type the description** box.
7. *Optional:* Enter notes for the link in the **Notes** box.
8. Click the **Save** button when you are finished.

Editing a List Item

The following steps show how to edit all list items except for events.

1. Click the **Lists** shortcut on the **Quick Launch** bar.
2. Select the list that contains the item you want to edit.
3. Place your mouse pointer over the item you want to edit.
4. Click the **Edit** arrow.
5. Select **Edit Item** from the resulting menu.
6. Make changes to the item.
7. Click the **Save** button.

Adding an Attachment to a List Item

1. Create the list item you want to add an attachment to.
2. Click the **Attach File** button in the **Actions** group.
3. Click the **Browse** button.
4. Locate and select the file you want to add.
5. Click the **Save** button and click the **OK** button.

Discussions

Creating a New Discussion Thread

1. Click the **Discussions** shortcut on the **Quick Launch** bar.
2. Select the discussion board you want to create the discussion in.
3. Click on the **Items** tab.
4. Click the top part of the **New Item** button in the **New** group.
5. Enter a subject for the discussion in the **Subject** box.
6. Enter and format discussion text in the **Body** box.
7. Click the **Save** button when you are finished.

*Note: To quickly create a new discussion thread, click the **Add new discussion** shortcut.*

Reading and Replying to a Discussion Thread

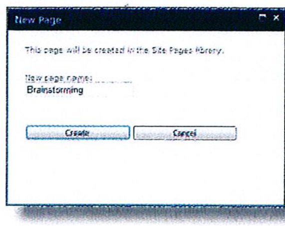
1. Click the **Discussions** shortcut on the **Quick Launch** bar.
2. Select the discussion board you want to read.
3. Click the thread name to read the discussion text.
4. Click the **Reply** shortcut.
5. Enter reply text in the **Body** box.
6. Click the **OK** button when you are finished.

Pages

There are several different types of pages within the SharePoint site.

- **System Pages** – are site pages that are not editable. These include All Site Content, Recycle Bin, and Site Settings.
- **Web Part Pages** – are site pages that contain many types of data. They are editable, but they are a little more difficult to change.
- **Wiki Pages** – are site pages that are easily editable. This is the default page format in SharePoint Server 2010. You can tell that a page is a Wiki page if the **Edit** button is displayed on the **Tab** bar.

Creating a New Page



1. Click the **Site Actions** button.
2. Select **New Page** from the resulting menu.
3. Enter a name for the page in the **New page name** box.
4. Click the **Create** button. *(By default, a Wiki page is created.)*

*Note: You can also click the **Site Pages** shortcut on the **Quick Launch** bar and click the **Add new page** shortcut.*

Deleting a Page

1. Click the **Site Pages** shortcut on the **Quick Launch** bar.
2. Click the name of the page you want to delete.
3. Click on the **Page** tab.
4. Click the **Delete Page** button in the **Manage** group.
5. Click the **OK** button to confirm deletion.

Note: There are some pages that you cannot delete.

Renaming a Page

1. Click the **Site Pages** shortcut on the **Quick Launch** bar.
2. Click the name of the page you want to rename.
3. Click the **Edit** button on the **Tab** bar.
4. Click on the **Page** tab.
5. Click the **Rename Page** button in the **Manage** group.
6. Enter the new name in the **New Page Name** box.
7. Click the **Save now** button.

Note: There are some pages that you cannot rename.

Inserting Text on a Page

1. Click the **Site Pages** shortcut on the **Quick Launch** bar.
2. Click the name of the page you want to add text to.
3. Click the **Edit** button on the **Tab** bar.
4. Click on the **Format Text** tab.
5. Do any of the following:
   - *To insert text,* click in a text box and enter text.
   - *To format text,* select the text you want to format and make selections in the **Font** and **Paragraph** groups.
   - *To apply a style to text,* select the text you want to format. Click the **Styles** button in the **Styles** group and select a style from the resulting menu.
   - *To apply a pre-formatted layout,* click the **Text Layout** button in the **Layout** group and select a layout style from the resulting menu.
   - *To format text using HTML,* make selections in the **Markup** group.
6. Click the **Save & Close** button on the **Tab** bar when you are finished.

Adding a List to a Page

1. Click the **Site Pages** shortcut on the **Quick Launch** bar.
2. Click the name of the page you want to add text to.
3. Click the **Edit** button on the **Tab** bar.
4. Click on the **Insert** tab.
5. Click in the page where you want to add the list or library.
6. Select the list you want to add in the **Web Parts** box.
7. Click the **Add** button.
8. *Optional:* Repeat steps 5-7 to add additional web parts.
9. Click the **Save & Close** button on the **Tab** bar when you are finished.

Web Parts

Adding a Web Part

1. Open the page you want to add a web part to.
2. Click the **Site Actions** button.
3. Select **Edit Page** from the resulting menu.
4. Click on the **Insert** tab.
5. Click the **Web Part** button in the **Web Parts** group.
6. Select the web part you want to add in the **Web Parts** box.
7. Click the **Add** button.
8. *Optional:* Repeat steps 5-7 to add additional web parts.
9. Click the **Save & Close** button on the **Tab** bar when you are finished.

Removing a Web Part

1. Open the page you want to delete a web part from.
2. Click the **Site Actions** button.
3. Select **Edit Page** from the resulting menu.
4. Select the web part you want to delete.
5. Click on the **Options** tab.
6. Click the **Delete** button in the **State** group.
7. Click the **OK** button to confirm deletion.
8. Click the **Save & Close** button on the **Tab** bar when you are finished.

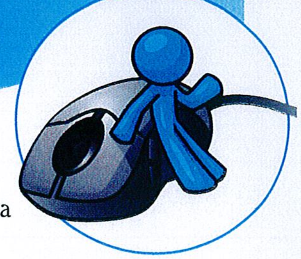
Minimizing a Web Part

1. Open the page that contains the web part you want to minimize.
2. Click the **Site Actions** button.
3. Select **Edit Page** from the resulting menu.
4. Select the web part you want to minimize.
5. Click on the **Options** tab.
6. Click the **Minimize** button in the **State** group.
7. Click the **Save & Close** button on the **Tab** bar when you are finished.

*Note: You can also minimize a web part on the page itself. Click the **Edit** arrow on the web part you want to minimize and select Minimize from the resulting menu. To restore the Web part, click the **Edit** arrow and select **Restore** from the resulting menu.*

Moving a Web Part

1. Open the page that contains the web part you want to move.
2. Click the **Site Actions** button.
3. Select **Edit Page** from the resulting menu.
4. Select the web part you want to move.
5. Click on the **Format Text** tab.
6. Click the **Cut** button in the **Clipboard** group.
7. Click in the page where you want to move the web part.
8. Click the **Paste** button in the **Clipboard** group.



Blogs

Creating a New Blog Post

1. Click the shortcut to the blog site on the **Link** bar.
2. Click the **Create a post** shortcut in the **Blog Tools** section.
3. Enter a title for the post in the **Title** box.
4. *Optional:* Enter post text in the **Body** box.

5. *Optional:* Click the arrow on the **Category** box and select a category from the resulting menu.
6. Enter or select a date and time in the **Published** section.
7. Click the **Publish** button.

*Note: You can also click the **Manage posts** shortcut in the **Blog Tools** section and click the **Add new item** shortcut.*

Commenting on a Blog Post

1. Click the name of the post you want to comment on.
2. Click the **Comments** link at the bottom of the post.
3. *Optional:* Enter a title in the **Title** box.
4. Enter comment text in the **Body** box.
5. Click the **Submit Comment** button.

Note: You can also create a link to the post or e-mail a link of the post.

Deleting a Blog Post

1. Click the **Manage posts** shortcut in the **Blog Tools** section.
2. Check the box next to the post you want to delete.
3. Click the **Delete Item** button in the **Manage** group.
4. Click the **OK** button to confirm deletion.

Editing a Blog Post

1. Click the **Manage posts** shortcut in the **Blog Tools** section.
2. Select the blog post you want to edit.
3. Click the **Edit** button next to the blog post title.
4. Make changes to the post.
5. Click the **Publish** button when you are finished.

Pictures

Uploading a Picture to a Library

1. Click the **Pictures** shortcut on the **Quick Launch** bar.
2. Select the library you want to add a picture to.
3. Click the **Upload** Upload button.
4. Click the **Browse** button.
5. Locate and select the picture file you want to add.
6. Click the **Open** button.
7. *Optional:* Check or clear the **Overwrite existing files** box.
8. Click the **OK** button when you are finished.
9. Enter or change picture properties.
10. Click the **Save** button.

Deleting a Picture

1. Click the **Pictures** shortcut on the **Quick Launch** bar.
2. Select the library that contains the picture you want to delete.
3. Check the box next to the name of the picture you want to delete.
4. Click the **Actions** Actions button.
5. Select **Delete** from the resulting menu.
6. Click the **OK** button to confirm deletion.

Viewing a Slide Show

1. Click the **Pictures** shortcut on the **Quick Launch** bar.
2. Select the library that you want to view a slide show of.
3. Click the **Actions** Actions button.
4. Select **View Slide Show** from the resulting menu.
5. Click the **Play** button.
6. *Optional:* To stop the slide show, click the **Stop** button. *(The slide show will end automatically after all the pictures have been displayed.)*
7. When the slide show is finished, click the **Close** button to close the **Slide Show** window.

*Note: To scroll through the pictures in a library at your own pace, click the **Previous** and **Next** buttons.*

Extras

Creating an Alert for an Item

1. Open the library or list that contains the item that you want to create an alert for.
2. Do one of the following:
   - *To create an alert for a calendar item,* click the event name.
   - *To create an alert for another item,* place your mouse pointer over the item. Click the **Edit** arrow and select **View Item** from the resulting menu.
3. Click the **Alert Me** button in the **Actions** group.
4. Select options for the alert or leave default options.
5. Click the **OK** button when you are finished.

*Note: To edit all alerts, click the **Site Settings** button on the **Tab** bar, select **My Settings** from the resulting menu, and click the **My Alerts** shortcut.*

Changing Site Settings

If you have proper permissions, you can change the look and feel of the site in the Site Settings section.

1. Click the **Site Actions** button on the Tab bar.
2. Select **Site Settings** from the resulting menu.
3. Click a setting subhead and enter or select options.
4. Click the **Home** button when you are finished.

Signing Out

It is especially important to sign out when you are using a public computer.

1. Click the **Site Settings** button on the **Tab** bar.
2. Do one of the following:
   - *To sign out of your account,* select **Sign Out** from the resulting menu.
   - *To sign in as a different user,* select **Sign in as a Different User** from the resulting menu. Enter the user name and password and click the **OK** button.

Views

Changing the View Format

1. Click the **Lists** or **Libraries** shortcut on the **Quick Launch** bar.
2. Select the list or library that you want to change the view for.
3. Click on the **List** or **Library** tab.
4. Do one of the following in the **View Format** group.:
   - *To view your information in a list,* click the **Standard View** button.
   - *To view your information in table format similar to a spreadsheet,* click the **Datasheet View** button.

Note: The Calendar does not have Standard or Datasheet views.

Creating a Custom View

1. Click the **Lists** or **Libraries** shortcut on the **Quick Launch** bar.
2. Select the list or library that you want to create a view in.
3. Click on the **List** or **Library** tab.
4. Click the **Create View** button.
5. Select a view format.
6. Enter a name for the view in the **View Name** box.
7. Enter or select options.
8. Click the **OK** button when you are finished.

Note: To display a custom view, click on the ***List*** *or* ***Library*** *tab. Click the arrow on the* ***Current View*** *box and select a view from the resulting menu.*

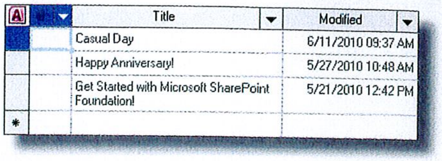
Editing or Deleting a View

1. Click the **Lists** or **Libraries** shortcut on the **Quick Launch** bar.
2. Select the list or library that you contains the view you want to edit or delete.
3. Click on the **List** or **Library** tab.
4. Click the arrow on the **Current View** box and select the view you want to edit or delete.
5. Click the **Modify View** button.
   - *To edit the view,* make changes to view options and click the **OK** button.
   - *To delete the view,* click the **Delete** button and click the **OK** button.

Note: You cannot edit or delete default views.

Working with Datasheet View

1. Click the **Lists** or **Libraries** shortcut on the **Quick Launch** bar.
2. Select the list or library that you want to display in Datasheet view.
3. Click on the **List** or **Library** tab.
4. Click the **Datasheet View** button in the **View Format** group.



5. Do any of the following in the **Datasheet** group:
   - *To add a new row,* click the **New Row** button.
   - *To display the Datasheet Task Pane,* click the **Show Task Pane** button. *(Click the button again to hide the task pane.)*
   - *To display the totals of each column,* click the **Show Totals** button.
   - *To reload the page and update data,* click the **Refresh Data** button.

Note: You can also right click in the a row or column to add or remove rows and columns.

Sorting Data in a View

1. Click the **Lists** or **Libraries** shortcut on the **Quick Launch** bar.
2. Select the list or library that you contains the data you want to sort.
3. Click on the **List** or **Library** tab.
4. Do one of the following:
   - *To sort data in Standard view,* click the **Standard View** button in the **View Format** group. Place your mouse pointer over the column heading you want to sort and click the **Edit** arrow.
   - *To sort data in Datasheet view,* click the **Datasheet View** button in the View Format group. Click the arrow on the column heading.
5. Select **Sort Ascending** or **Sort Descending** from the resulting menu.

Getting Help

Using SharePoint Server Help

1. Click the **Help** button on the **Link** bar. (If SharePoint Server help is not displayed, click the arrow on the box to the left of the Search box and select **SharePoint Server 2010** from the resulting menu.)
2. In the **Browse SharePoint Server 2010 Help** section, click a topic to view its subtopics.
3. Click a subtopic to display help information.
4. Click the **Close** button when you are finished.

Note: If you cannot find what you are looking for in the SharePoint Help window, click the ***Help and How to*** *link to connect to the Microsoft Office home page.*

Searching for a Help Topic

1. Click the **Help** button on the **Link** bar.
2. Enter what you want to search for in the **Search** box.
3. Click the **Search** button.
4. Click a link to display help information.
5. Click the **Close** button when you are finished.

Note: Search results include help topics, as well as links to Office Online training resources.

Navigating in the Help Window

1. Click the **Help** button on the **Link** bar.
2. In the **Browse SharePoint Server 2010 Help** section, click a topic to view its subtopics.
3. Click a subtopic to display help information.
4. Do any of the following:
   To navigate through previously viewed topics, click the **Back** and **Forward** buttons.
   To return to the home page, click the **Home** button.
5. Click the **Close** button when you are finished.

Note: You can also click a link in the breadcrumb navigation at the top of the ***Help*** *window.*

Printing a Help Topic

1. Click the **Help** button on the **Link** bar.
2. Display the Help topic you want to print.
3. Click the **Print** button.
4. *Optional:* Select print options.
5. Click the **Print** button.
6. Click the **Close** button when you are finished.

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