

# Tips for your SharePoint Recipe Box

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# Agenda

- ▶ Content Organization & Layout Tips
- ▶ Branding Web Part Frames
- ▶ Search Tweaks
- ▶ Spotlights, Birthdays & Anniversaries

# Layout Tips

- ▶ Consider having 2 master pages one with the left navigation & one without
  - Generally speaking if you have the left navigation stick with only 2 columns of content
- ▶ Consider creating a centered, fixed-width layout when you need to ensure a consistent layout look and feel. Full width layouts can sometimes produce excessive content “stretching” with widescreen monitors
- ▶ Try to ensure that content on the home welcome page and any major secondary landing page does not require left to right scrolling
- ▶ Focus on having the important content “above the fold”
- ▶ Use tabs to fit more content on a page without needing to show it all at once



Welcome, Karen Berg ▾

Latest Bedroom line launches today!

### Quick Links

#### Employee

- + Community
- + HR
- + IT Web
- + Legal
- + New Employee

#### Resources

- + Career Training
- + Communities
- + Design Team Blog
- + Executive Blog
- + FabPedia
- + Research

#### Facilities

#### News

### Featured Stories



#### Marketing Campaign Contest

Fabrikam is having a Marketing Campaign Contest with prizes for the best ideas. Be sure to submit your entry today!

- Archive »
- Discussion »
- RSS »

### Brush with Talent



#### Interview with: Chris Barry

Chris talks about the new product lines.

READ MORE



#### A Great Idea from: Amy Alberts

Amy helps launch FabPedia to promote sharing.

READ MORE

- Archives »
- Archives »
- Discussion »
- Discussion »

### Spotlight



Next month Fabrikam will kick off a series of Chef Sessions to have premiere Chef's from all around the world show how our kitchen designs impact the culinary arts! Check the Design Team calendar for details.

### What's Popular

#### Popular Links

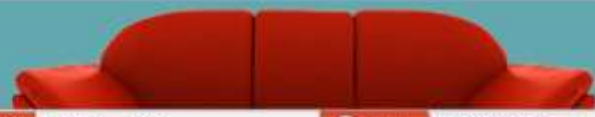
- IT Web
- FabPedia
- Marketing Team
- Executive Blogs

#### Top Searches

- Apollo
- Sales
- Product Marketing
- New Employee

#### Top Rated

- Apollo Bedroom
- Service Requests
- Sales Analysis



Welcome, Karen Berg

- Libraries
- Site Pages
- Shared Documents
- Lists
- Calendar
- Tools
- Discussions
- Team Discussion
- Recycle Bin
- All Site Content

## Marketing

Welcome to the Marketing team site, where we collaborate on bringing our fantastic products to market. Check out the team discussions, the core documents, and feel free to post a note on the note board!

### Marketing Initiatives

Indicator	Status
Apollo Product Line Launch	
Elle Design Series Launch	
Summer Web Marketing Campaign	
Develop New Product Marketing Plans	
Submit Q3 Marketing Numbers	

### Team Discussion

Subject	Created By	Replies	Last updated
Apollo Marketing Plan	Kyle Wilson	0	9/26/2011 2:44 PM
Marketing Collateral Design Briefs	Kyle Wilson	0	9/26/2011 2:44 PM

+ Add new discussion

### Product Marketing Documents

Type	Name	Modified	Modified By
	New Doc Set	9/26/2011 2:43 PM	Kyle Wilson
	Team Meetings	9/26/2011 2:43 PM	Kyle Wilson
	Apollo Bedroom Set	9/26/2011 2:43 PM	Kyle Wilson
	Arza	9/26/2011 2:43 PM	Kyle Wilson
	Datasheet Template	9/26/2011 2:43 PM	Kyle Wilson
	Expense Report	9/26/2011 2:43 PM	Kyle Wilson
	International Marketing	9/26/2011 2:43 PM	Kyle Wilson

### Links

Type	Edic	URL	Notes
		FabPedia	
		Inside Track	
		Apollo Line	

+ Add new link

### Note Board

Post

< Previous | Next >

Kyle Wilson 11/14/2011 4:12 PM Delete  
 We need to work on getting the Site Design Project back on Track!

### Calendar



# FABRIKAM

INTRANET



Welcome, Karen E

Japan - Donations will be matched up to \$25,000!

## Quick Links

Employee

**Resources**

- + Career Training
- + Communities
- + Design Team Blog
- + Executive Blog
- + FabPedia
- + Research

Facilities

News

- Career Training
- Communities
- Design Team Blog
- Executive Blog
- FabPedia
- Research

The following resources are available to help advance learning at Fabrikam.



### Career Training

Locate resources related to certification and employee and manager development.



### Communities

Have a special interest? Join a SharePoint community site, or start your own.



### Design Team Blog

Get current information directly from our designers about the latest products.



### Research

Review a comprehensive set of processes, how-to guides, templates, tools, and training.



### FabPedia

Get the right sales information for all our products at this Enterprise Wiki.



### Executive Blogs

Read what our executives have to say about our latest initiatives and product updates.



# Navigation Tips

- ▶ When using fly out menus make sure they don't "trap" links behind them
- ▶ When using fly out menus try to limit any menu to no more ~8 items. The longer the fly out menu the more likely it will be confusing/ignored.
  - Reserve the fly out menu options to frequently accessed pages/links/etc...
  - A possible solution is to include a "More..." link that takes users to a secondary landing page
  - Utilize secondary landing pages to provide further detailed navigation options including items in the left hand navigation
- ▶ The vertical top navigation options should never "crowd" other branding/elements
- ▶ Similar to the fly out menus when possible try to limit the top level menu items to a reasonable number (<8)

# Navigation Overload?

Applications	Benefits & Pay	Calendars	Depts. & Schools	Forms	[REDACTED]	Prof. Development	Publications	Services
→ [REDACTED] Organizational Chart		→ Center for Teacher Leadership	→ Equity Affairs	→ Programs for Exceptional Children	→ Student Leadership			
E → Administrative Support Services		→ Consolidated Benefits	→ Human Resources	→ Purchasing Services	→ Superintendent's Office			
C → Budget Development		→ Curriculum and Instruction	→ Internal Audit	→ School Administration	→ Technology			
A → Business Services		→ Educational Leadership and Assessment	→ Media and Communications	→ School Web Sites	→ Wellness & Prevention			
E → [REDACTED]								
P → [REDACTED]								
De → [REDACTED]								

# Styling & Branding Effects For Web Parts

- ▶ Options for styling web part frames include
  - Adding a shadow
  - Rounded corners
  - Image Icons
- ▶ These style changes can be linked in via the the master page, page layout or in HTML Form web parts.

# Shadows

Announcements		
<input type="checkbox"/> Title	Date	Body
<a href="#">Keep Up the Good Work</a>	11/1/2011	Great Eastman ICL Scorecard! Great Job Everyone, Keep up the Good Work!
<a href="#">Attention Richmond</a>	11/3/2011	On behalf of the Employee Focus Group, we are having a food drive to benefit the Central Virginia Food Bank this holiday season. Starting tomorrow there will be tables setup in the Galley for you to drop off your items. Please be so kind enough to check the expiration date on the items you plan to donate.
<a href="#">Attention Richmond Phone Lines</a>	11/3/2011	We are having trouble with the incoming and outgoing phone lines this morning. To dial out use 9-1 and area code to get outside, even if it is a local call. Sorry for the inconvenience and we are working on the problem.
<a href="#">FBR IPS Announcement effective December 1 2011</a>	11/4/2011	Attached Surcharge levels effective December 1, 2011 FCL FBR will be reduced, LCL FBR and IPS will remain at November levels.
<a href="#">Get Started with Microsoft SharePoint Foundation!</a>		Microsoft SharePoint Foundation helps you to be more effective by connecting people, information, and documents. For information on getting started, see Help.
<a href="#">Add new announcement</a>		

# Shadow CSS Help

▶ CSS Class Used: **s4-wpcell** and **s4-wpTopTable**

▶ **.s4-wpcell{**

```
background-color: #fff;
-moz-box-shadow: 0 0 2px 2px #e6e6e6;
-webkit-box-shadow: 0 0 2px 2px #e6e6e6;
box-shadow: 0 0 2px 2px #e6e6e6;
filter: progid:DXImageTransform.Microsoft.Blur(PixelRadius=2,MakeShadow=true,ShadowOpacity=0.10);
-ms-filter: "progid:DXImageTransform.Microsoft.Blur(PixelRadius=2,MakeShadow=true,ShadowOpacity=0.10)";
zoom: 1;
}
```

(This creates the shadow effect to the right and bottom of the web part zone)

▶ **s4-wpTopTable{**

```
position: relative;
background-color: #fff;
border-left:solid 1px #e6e6e6 !important;
border-top:solid 1px #e6e6e6 !important;
}
```

(This creates a border to compliment the shadow as well as creates a white background to the web part, if not used, the web part background would be grey because of the shadow effect. The Position: Relative keeps the zone with the content inside of it on top of the shadow. If Position: Relative is removed the web part will disappear.)

# Rounded Corners

Announcements		
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<a href="#">+ Add new announcement</a>		

# Rounded Corners

- ▶ CSS3 has significant improvements for doing rounded corners for elements
- ▶ So if you have IE9 or above and/or other browsers that support CSS3 then the styling effort can be straightforward
- ▶ If you have IE8 (or lower) then you have to go through a more complicated set of steps to get rounded corners working

- ▶ CSS3 Version

- .s4-wpTopTable{**

- moz-box-shadow: 0 0 2px 2px #e6e6e6;

- box-shadow: 0 0 2px 2px #e6e6e6;

- border-radius: 0px 12px 12px 12px;

- box-shadow: 2px 2px 6px rgba(0,0,0,0.6);

- }

# “The Works”




Title	Client	Sales Rep	Date Signed
Sales Win 1	ACHB	Eric Arnsper	10/10/2011
Sales Win 6	TCSC	Teresa Stubbs	10/10/2011
Sales Win 2	ACHB	Eric Arnsper	10/7/2011
Sales Win 5	ACHB	Eric Arnsper	10/6/2011
Sales Win 3	ACHB	Teresa Stubbs	10/6/2011

1 - 3 ▶



Supporting Caprio Objectives and Our People

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HOME

METRICS

EMPLOYEE SERVICES

LIBRARY

FUN

TEAM SITES -

## Our Vision: To simplify the payment process in healthcare and reduce the overall cost of care.

**Our mission:** To help providers get paid faster, easier and more accurately. We do this by offering innovative solutions that allow providers to work more efficiently and connect the healthcare marketplace with actionable information.



2011

### Corporate Calendar

Title	Location	Date
Event 2	Location X	11/18/2011
Event 1	Location 1	11/15/2011
Event 1	Meeting Room 3	11/7/2011
Event 2	IT Room 1	11/9/2011
Event 9	Conference Room 3	11/17/2011

1-5 ▶



### Sales Wins

Title	Client	Sales Rep	Date Signed
Sales Win 1	ACME	Eric Arnsen	10/10/2011
Sales Win 6	TCSC	Teresa Stubbs	10/10/2011
Sales Win 2	ACME	Eric Arnsen	10/7/2011
Sales Win 5	ACME	Eric Arnsen	10/6/2011
Sales Win 3	ACME	Teresa Stubbs	10/5/2011

1-5 ▶



### Breaking News & Announcements

Title	Modified
Welcome to the new site	11/1/2011 10:10 AM
Testing 1 2 3	11/1/2011 10:10 AM
This is breaking news!	11/1/2011 10:10 AM
Please update your profile picture	11/1/2011 10:10 AM



### Gotcha

To	From	Title
Brian Beasley	Brian Beasley	Workflow test
Matt Lesson	Michele Tizon	Wonderful
Ange Ma	Michele Tizon	Kudos
Bob Robson	Michelle Ward	Good job!
Erk Harris	Michele Tizon	Great job

1-5 ▶



### Fun Announcement

Title	Modified
Testing for the homepage!	11/10/2011 2:29 PM

[+ Add new announcement](#)

# Search Tweaks

## ▶ Refinement Panel

- You can tell the refinement panel to use your own custom columns for refinement categories
- You can tweak the “scope” of the results examined, by default the refinement panel only examines the first 50 items.
- You can increase the number of potential categories to show

# Fixed Keyword Searches

- ▶ Use to dynamically show all members of a department or group by querying the user profile
- ▶ Use to automatically show the last modified items from a particular site or area of a site... (i.e. Newest policy files..., Newest Events, etc...)
- ▶ You can include scopes, operators and properties in your queries to make them very refined (i.e. Display 5 Word documents that are of type XXX that were created in the last week)

**DEMO**

# The People Element

- ▶ In the end users want to feel that the Intranet helps them to be more “connected” with the organization
- ▶ Common ways for achieving this “connected” feeling include
  - News postings from management staff
  - New hire welcome highlights
  - Staff member spotlights
  - Upcoming Birthdays
  - Upcoming Anniversaries
  - Polls & Quick Feedback Mechanisms

# Birthdays & Anniversaries

- ▶ Amrein Birthday & Anniversary SharePoint Web Part (3<sup>rd</sup> Part Web Part)
- ▶ Can be configured to focus on either Birthdays, Anniversaries or New Hires
- ▶ Supported well through forums and feedback to support requests are very fast
- ▶ Works in \*WSS/SPF, MOSS 2007, SharePoint 2010 Standard & Enterprise  
(In SPF it uses a list instead of the user profile system.)








# Screens

## Happy Birthday To...

	Everett Comstock	June 20
	David B. Haver	July 05
	Kevin E. Carter	September 08
	Jim M. Brocato	December 14
	Kyle R. Wilson	December 30
	David P. Romig II	April 10
	Adam Preston	May 11

## Celebrating Commitment

Upcoming Anniversaries

	David Haver	April 15 (3 years)	High Definition Video Products
	Jim Brocato	August 18 (2 years)	Mobile Media Products
	Adam Preston	February 09 (2 years)	Mobile Media Products
	Kevin Carter	February 11 (2 years)	Mobile Media Products
	David Romig II	April 11 (2 years)	Executive Leadership
	Everett Comstock	May 03 (2 years)	High Definition Video Products
	Kyle Wilson	May 04 (2 years)	Executive Leadership

# User Spotlight On Web Part

- ▶ Amrein User Spotlight On (3<sup>rd</sup> Part Web Part)
- ▶ Randomly selects a user profile from the user profile system and displays the information
- ▶ Allows you to specify the fields to show from that profile
- ▶ Allows you to filter out profiles that are “incomplete” or system accounts
- ▶ Works in SharePoint Standard & Enterprise (2007 or 2010)

# Sample

## Spotlight On...



### Xin Wang

FA Team  
Senior Consultant

**Birthday:** March 16  
**Interests:** SEAL Team PT, Outdoor Fitness, Hike, travel, Classical Music (J. S. Bach), Classical Guitar, Web Development

Xin was born in a teachers' family in Beijing, China. He worked for TCSC in 2000 and has been working for the company since 2003. Xin and his wife are active members of SEAL Team Physical Training fitness group and of their church. They have one baby son and are currently living in Richmond, Virginia.



## Spotlight On

### Spotlight On Web Part **Miller**



Michael is a graduate of Sussex University (MA, economics, 1993) and the University of California at Los Angeles (MBA, marketing, 1996). He has also taken the courses "Multi-Cultural

Selling" and "Time Management for the Sales Professional."

He is fluent in Japanese and can read and write French, Portuguese, and Spanish.

**Office Phone:** (703) 321-9876

**Cell Phone:** 77 333 44 99

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