

Get started quickly

Sites are more usable, with an improved user interface that is easier to navigate and to customize. Special features, such as improved navigation and more accessible sites, enable you to work with content on your site more easily.

Customize your sites quickly Themes help you to quickly give your sites a professional appearance. You can customize and reorder the Quick Launch and other navigation more easily, right from the browser.

Documents
▪ Shared Documents
Pictures
Lists
▪ Calendar
▪ Tasks
Discussions
▪ Team Discussion
Surveys
Sites
▪ Office Management
▪ Convention Planning
▪ Sales and Marketing
People and Groups

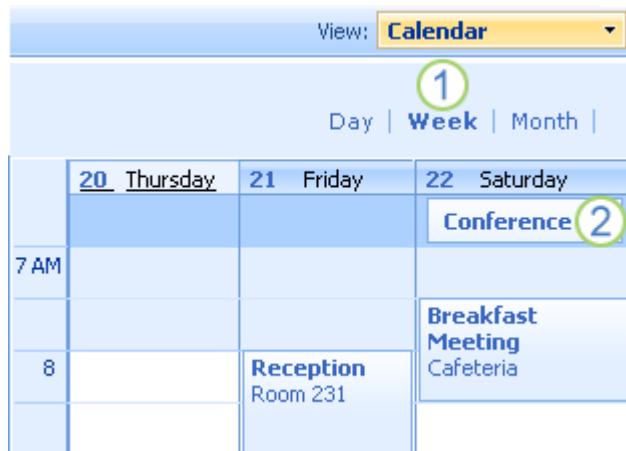
View your files in a folder, or tree view You can work with your files, and even lists, in a folder structure that is similar to Microsoft Windows Explorer.

Navigate sites more easily Improved navigation helps you to see where you are on a Web site relative to other sites or within the site. Now you can move more easily through sites, up to parent sites, and across sites. Navigation text, called breadcrumb navigation, enables users to move around easily within a site and understand how the current page or subsite fits into the rest of the site structure.

Track your work with improved calendars You can now add and revise events from your SharePoint calendar while working with a program that is compatible with Windows SharePoint Services 3.0, such as

Office Outlook 2007. You can even overlay your calendars to summarize and compare events on specific dates in the calendar program.

In your SharePoint calendar, you can enter all-day events and specify more types of repeating, or recurring, events. You can track team projects more effectively with visual improvements to the day, week, and month views. You can apply a calendar view to lists that have start and end dates.



1 Calendars have different views.

2 All-day events appear at the top of a calendar according to date; other events appear according to date and time.

Create more accessible sites Navigation within the site is improved, and lists, libraries, and other features can be fully accessed by using only keystrokes. A More Accessible Mode enables users of accessible technologies to more easily interact with menus and various controls. **Skip to Main Content** links enable keyboard users to skip over repetitive navigation links to the more meaningful content on a page. The markup of headings is designed to better define the structure and improve navigation for people who use screen readers. Images that are uploaded to the site allow for custom alternative text to be defined. For example, you can assign custom alternative text to the image that appears on the home page in the Site Image Web Part (Web Part: A modular unit of information that consists of a title bar, a frame, and content. Web Parts are the basic building blocks of a Web Part Page.) or to a picture that you add to a picture library.

For viewing SharePoint sites, the high contrast options in Microsoft Windows work well for users with low vision.

Copy documents easily to another location You can easily send a document to another document library on the same site or a different site. When you check in a document from the browser, you can specify whether you want to be prompted to update the document in the other locations.

Use content types effectively Content types help you to organize and manage content in more meaningful and flexible ways. For example, do people in your organization frequently create budget worksheets that contain the same group of settings? Or do they create contracts that have the same disclaimer text? If so, you can create content types to ease duplication and improve consistency. A content type is a reusable collection of settings that is applied to a certain category of content. You can also specify more than one type of template to use within the same document library with the settings that you specify, such as presentations, budget worksheets, and contracts. Content types can be managed across a site, and one content type can inherit its settings from another content type.

Create more robust lists Now, lists can be larger, and they are more versatile with the use of folders and indexing. You can set up folders within lists, assign metadata to folders, and track versions of list items. More options are available for lookup fields, which can access data from other lists. For example, you can enable users to select multiple items in the same list.