

White Paper

There's More than One Way to Get Files into SharePoint

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About the Author

Mr. Dave Gilbert is responsible for the growth and success of Encore's SharePoint Competency.

Dave has over 21 years of experience in all areas of system development and project management, including relational database technology, web-based applications, portals and ERP systems.

In addition to providing technical and project management services to clients, he is responsible for strengthening business partnerships, training and career development for staff consultants.

Overview

When most people think of uploading files to SharePoint, they think of navigating to the site, clicking upload, choosing their file and saving it. While it's true that you can upload files this way, there are other options that might be more effective that you should educate your users on.

Improving the Process

Multiple Uploads. When you see the toolbar for the document library, click the pull-down menu next to "Upload" and choose "Upload Multiple Documents". You can then select multiple documents for upload.

Explorer View: When you are viewing a document library, switch to "Explorer View". You can now drag-and-drop files from Windows on to the document library.

Map a Network Place: My preferred method: Map the SharePoint site as a Network Place and use Windows Explorer to drag and drop files. Go to My Network Places, "Add a network place" and put in the top-level URL of the SharePoint site.

Once the SharePoint site is added, you can navigate to the sites and document libraries within it via Windows Explorer. You can then drag-and-drop to your heart's content and easily move around to other document libraries. All this without using the web browser.

Don't forget that SharePoint also supports email-enabled document libraries. This gives you the ability to email an attachment to the SharePoint server and have the attachment added to the document library.

Publishing: With MOSS, we now have the ability to create publishing sites that receive their content from another server. The process is that the user creates the content; the content is approved and is then published from the server it was created on to the final server.

About Encore's Business Consulting Practice

Encore's Technical Consulting integrates business process, people and technology to create powerful solutions that enable the competitive performance of the enterprise. By unlocking a client's needs we develop SharePoint solutions to impact business value.