



# Docs with Attitude

Enhancing Document Management with Content Types

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Capital Area . NET

SharePoint Special Interest Group

# Short Bios



- Kenneth Lo
- Senior Technical Manager
- PMP, MCTS, MCSD
- SharePoint, Project Server, Social Media
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# Agenda

- What is Information Architecture
- What are Content Types
- Why Use Content Types
- How to Use Content Types
- What is New in SharePoint 2010
- Demo



# Context

- Content Management
- Document Management
- Search





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# What is Information Architecture

- Information Architecture
  - Web Application
  - Site Collection
  - Subsites
  - Document Libraries
- Taxonomy
- Metadata
  - Associated Properties



# What is Information Architecture

- Considerations
  - Navigation
  - Branding
  - Search Scope
  - Security
  - Administration
  - Feature Set

# What is Information Architecture



Corporate Portal



Human Resources



Sales



IT



Benefits



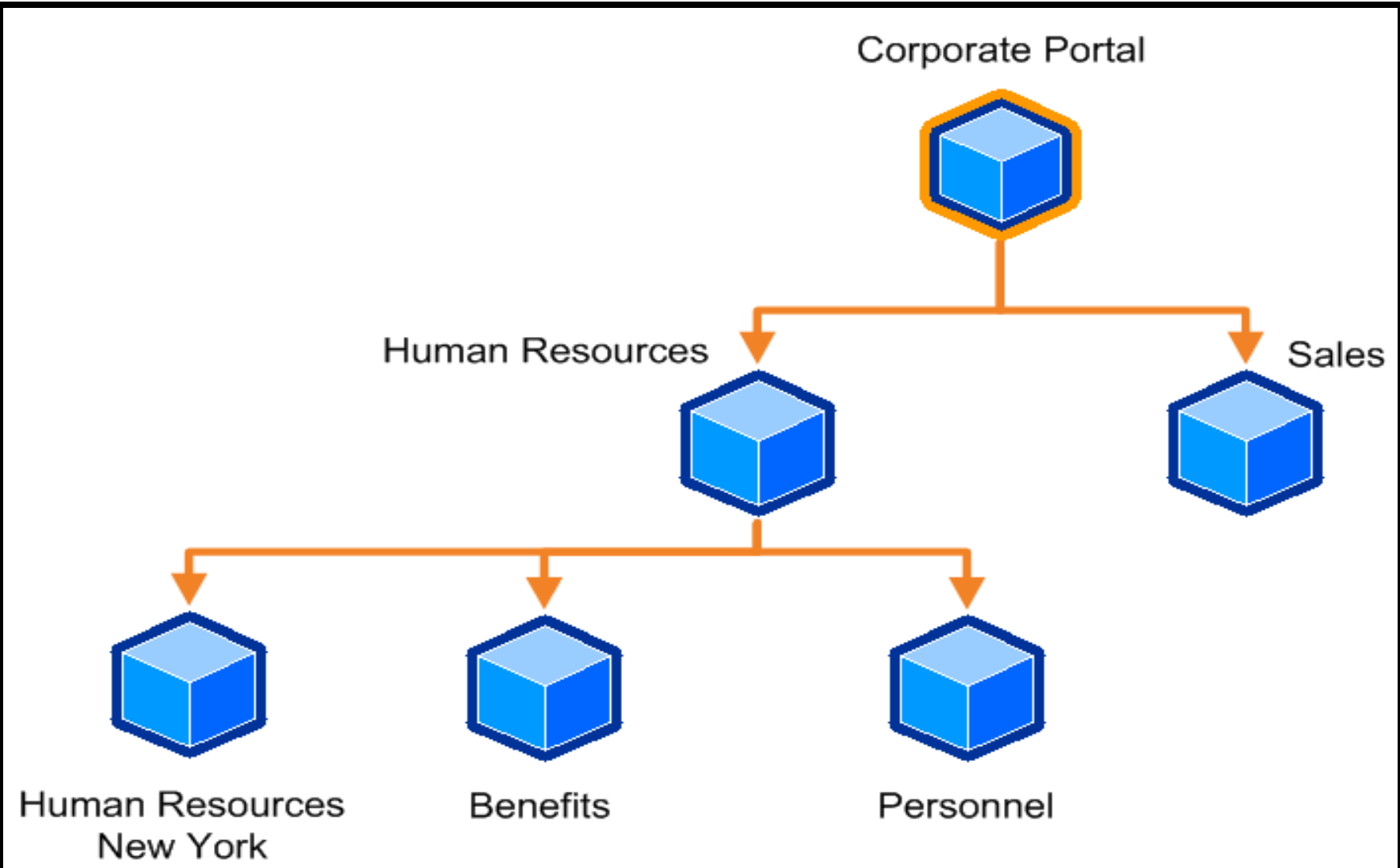
Personnel



SharePoint Site



# What is Information Architecture







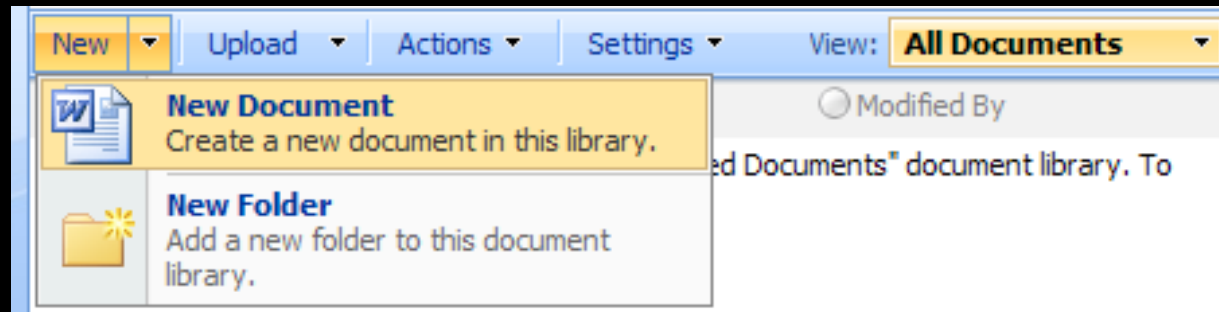
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# What are Content Types

- New in WSS 3.0/MOSS 2007
- Reusable Collection for Documents, List Items, & Folders
  - Metadata
  - Custom Action (New, Edit, Display)
  - Document Templates
  - Workflows





# What are Content Types

- Document Information Panel
  - MS Office 2007
  - Centralized Metadata Management
  - Customize with InfoPath 2007
    - Branding, Layout, & Formatting
    - Custom Data Sources
    - Conditional Logic

Content Type	Alcoholic Beverages ▼
Name *	Sparkling Wine .doc
Title *	Sparkling Wine, Nevada
Volume	500
Alcoholic Volume	12 %
Regions	West ▼



# What are Content Types

- Site Columns
  - Central, Reusable Column Definition
  - Multiple Lists and Sites
  - Decrease Rework
  - Enhance Consistency
  - Inheritance

Site Column	Type	Source
<b>Base Columns</b>		
Append-Only Comments	Multiple lines of text	Home
Categories	Single line of text	Home
End Date	Date and Time	Home
Language	Choice	Home
Start Date	Date and Time	Home
URL	Hyperlink or Picture	Home



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# Why Use Content Types

- Benefits
  - Organization
    - Replace Folder-Based Hierarchy
  - Manageability
    - Multiple Types One Document Library
    - Information Management Policies



# Why Use Content Types

- Benefits
  - Searchability
    - Document Content & Metadata
  - Consistency

## Add property restrictions...

Where the Property...	Author ▼	Contains ▼	Thomas Paine	And ▼
	Last Modified Date ▼	Later than ▼	6/4/1776	And
	Name ▼	Contains ▼	constitution	And
<input type="button" value="Search"/>				



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# How to Use Content Types

- Design Considerations
  - Parent Content Type
  - Site Columns
  - Template
  - Workflows
  - Policy
  - Document Conversions



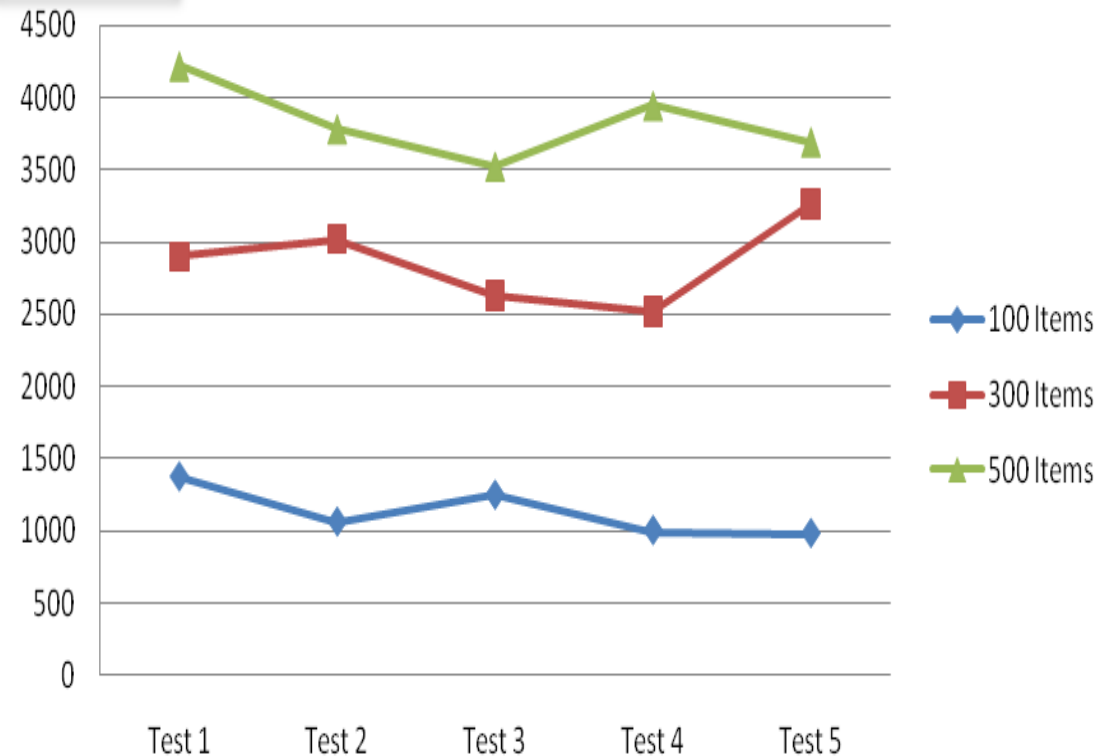
# How to Use Content Types

- Best Practices
  - 2K Files Per Folder
  - 2K Folders Per Document Library
  - 2K Document Libraries Per Site

Times are measured in milliseconds

## Browser Page Rendering Time

Varied by # of Items Per Page





# How to Use Content Types

Object	Scope	Guidelines for optimum performance
Site collections	Database	50,000
Web sites	Web site	2,000
Web sites	Site collection	250,000
Documents	Folder	2,000
Documents	Library	2 million
Security principals	Web site	2,000
Users	Web site	2 million
Items	List	2,000
Web Parts	Page	100
Web Part personalization	Page	10,000
Lists	Web site	2,000
Document size	File	50 MB



# How to Use Content Types

- Analyze Document Usage Worksheet

## Microsoft® Office SharePoint® Server 2007 Analyze Document Usage Worksheet

Fill this worksheet using the following topics:  
Analyze document usage

After filling this worksheet, use it with  
the following topics:  
Plan content types

Prepared by:

Date:

Document type	Document purpose	Author role	Consumer role	Other roles	Format	Sites	Content type



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# What is New in SharePoint 2010

- Managed Metadata Service
- Enterprise Content Types
  - Central Site Content Type Gallery
  - Content Type Hubs
  - Across Site Collections, Web Applications, Farms
- Auto Suggest
- Alerts



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# Demo





## ■ Solutions

Demo > Shared Documents

### Shared Documents

Share a document with the team by adding it to this document library.

New ▾ | Upload ▾ | Actions ▾ | Settings ▾ | View: **All Documents** ▾

Type	Name	Modified	<input type="radio"/> Modified By
[-] <b>Content Type : Alcoholic Beverages (1)</b>			
[-] Regions : West (1)			
	Sparkling Wine !NEW	7/9/2009 2:41 PM	System Account
[-] <b>Content Type : Non-Alcoholic Beverages (1)</b>			
[-] Regions : East (1)			
	Sparkling Water !NEW	7/9/2009 2:41 PM	System Account

# Resources



- Introduction to Content Types
  - <http://msdn.microsoft.com/en-us/library/ms472236.aspx>
- Plan Content Types
  - <http://technet.microsoft.com/en-us/library/cc262735.aspx>
- Kenneth Lo's Bookmarks
  - <http://delicious.com/kennethlo/sharepoint>



# Contact

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