NatureServe
Network SharePoint
User Guide

Version 1.2
January 2011

NatureServe
A Network Connecting Science With Conservation

Contents

I. BEFORE YOU BEGIN

Welcome to the NatureServe Network SharePoint Site!

SharePoint is a resource for the entire natural heritage network, designed to facilitate collaboration, enhance communication, and allow programs to share information. This guide orients you to how SharePoint works best, and includes steps on performing common tasks within the site.

You already know that collaboration involves more than just file sharing; what you might not know is that SharePoint helps you do everything collaborators do: share files, announcements, and links, discuss ideas and issues, schedule tasks and meetings. Whether your teammates are across the hall or across the continent, SharePoint provides centralized, web-based access to all that information.

The First Things You Need to Know to Effectively Use SharePoint

Forget folders. SharePoint uses descriptions and tags associated with files to help you find and organize information. SharePoint works best if you avoid the old familiar folder structures that, over time, can actually make information harder to find.

When a document or post is added, SharePoint prompts you to select primary and secondary descriptions and/or tags relevant to that item. You can select from standard keywords and create custom ones applicable to your work. Then you can find, sort, and re-sort items based on those descriptions and tags. This way, you don't need to know "where would Alfred have put that?" (or remember what folder you put it in!)—you just need to know what that item is about.

Section III, "Managing Content," explains descriptions and tags and how to organize content based on them.

Set up alerts. We'll explain exactly how to do so with each alert-able component, but for now just know this: email alerts tell you when there's something that might need your attention and what it is. You don't need to remember what was there before or which version you last saw, or wonder if anyone has posted anything lately—when something is new, an alert will tell you.

Remembering these two basic aspects of SharePoint can greatly enhance you experience with the site and its effectiveness for the entire network!

II. GETTING STARTED

A. Log In

If you're getting this User Guide, then you've been invited to join the Network SharePoint. SharePoint is a secure site that requires a username and password, and restricts access to content based on permissions established for each individual user.

Main SharePoint URL: https://members.natureserve.org

We recommend you bookmark the site for quick and ready access in the future.

Your username consists of a domain name and your own name, like this:
native\firstname.lastname.

Your temporary password is **Sharepoint2**. Once you log in successfully, you can change your password by going to the **Password Management** link on the Quick Launch Menu and following the instructions from there. This method is only for member programs staff, not NatureServe staff. NatureServe staff should use their usual method for password management.

If you're unable log in, contact the system administrators, michael_jewell@natureserve.org or slcooke@gw.dec.state.ny.us for assistance.

B. Permissions

The elements of a page and the items in the top and left navigation bars are explained in detail in this document. The *content* available to you within those various areas and tools, though, is based on the permissions assigned to you. Most everyone within the network will be able to view almost all the content, but only certain users will be able to edit or contribute to content in a given section. Partner users (e.g., contractors participating in particular project) will only be able to view certain content, based on their project's needs.

Some of the content on the site pertains to network-wide issues and is available to everyone. But most frequently, the content is targeted toward a sub-segment of the network, based on a particular project or discipline:

Working Groups

Most of the project-based collaboration on the Network SharePoint will take place in **Working Groups**. Working Groups are "mini-sites" that are created for targeted collaboration. Most often, you will be invited to join a Working Group, in order to contribute to that site. (Most Working Group sites are viewable to everyone within the network.)

Most Working Group sites are set up similar to the main SharePoint site, and share many of the same lists and libraries described below. Working Group sites are accessed via a fly-out menu from the **Quick Launch Menu**, as well as from a drop-down menu on the top **Navigation Bar**.

If you are interested in participating in a working group for which you don't already have access, the contact for that working group is listed on the right hand side of the Working Group main page, below the Links.

If you would like a new Working Group site set up, please fill out and submit the **New Working Group Request Form** found in the **Help Documents**, and someone from the Help Desk will get back with you.

Resources

Resources are a collection of mini-sites dedicated to topics that are of particular ongoing importance to the network and need their own site in order to store and convey information in an organized way. Resource sites are accessed via a fly-out menu from the **Quick Launch Menu**, as well as from a drop-down menu on the top Navigation Bar. Examples of current network Resource sites are LandScope, Funding, and Biotics (used for Biotics 5.0 planning and development).

The Resource Sites are set up similar to the main NatureServe SharePoint site, with most of the same sections, such as Shared Documents, Forums, Calendars, etc. This document should provide assistance with using the Resource Sites. Resource Sites can also have sub-sites, such as the Funding Site, which has sub-sites dedicated to particular funding opportunities.

If you have an idea for a new Resource Site or Resource Sub-Site, please contact the help desk to see if this is an appropriate spot, and if so, a new Resource Site will be set up.

III. MANAGING CONTENT

A. Descriptions or “Tags”

When you add an item to a library, you will be prompted to identify some key words that describe what the item is about. These descriptions or “tags” are used to sort, filter, and search content throughout the site.

Primary Description

Select the high-level subject area that best describes the item. The standard choices are Conservation Planning, Data Management, Leadership/Networking, Methodology, Science, and Tools/Technology.

Hopefully we’ve covered most of what the network does with the standard list, but if you need a primary description that you believe would be useful throughout the network, please contact the Help Desk to have it added to the standard choices.

Secondary Description

Select one or more secondary descriptors that further describe your item. The standard choices are things like disciplines and key network activities, plus you can specify your own value, if those in the list don’t quite get at the gist of your item. It may be that Primary and Secondary descriptions are the same.

Related Product

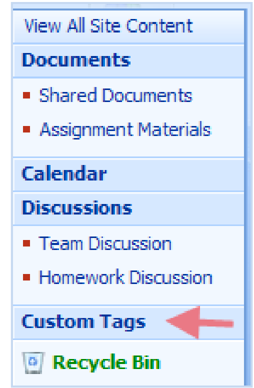
From the list provided, select the NatureServe product to which your item pertains, or provide one. If the item is not product-related, then leave it blank.

Description

Some lists or libraries will have the option of filling in a Description (not to be confused with Primary and Secondary Description tags). This is a text field that allows you to simply add in some additional text to further describe your document. The main use will be in Shared Documents when you would like to give users some additional information on the document without having to open it.

Note: You must select (or enter) a Primary Description and at least one Secondary Description for your item to be uploaded.

B. Custom Tags



When you add an item to a document library or start a new discussion, you have the option of tagging your item with a **Custom Tag.** This tag helps to further describe what your document or post pertains to and will assist in sorting, filtering and searching for content.

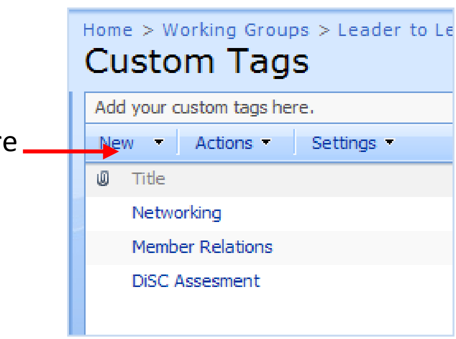
See what Custom Tags are available

If you know what you want your tag to be before you post your item, it is a good idea to check and see if your tag is in the **Custom Tags** list as you cannot add a new tag while you are uploading a document or posting a discussion. You must do it beforehand.

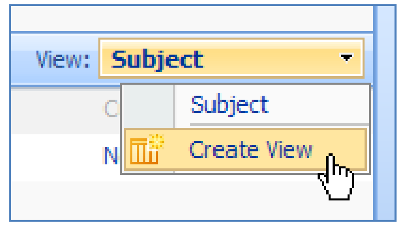
To see the current custom tags, just click on **Custom Tags** from the **Quick Launch Menu.** A list of the custom tags will appear.

Add new Custom Tags

If you wish to add a custom tag that is not present in the list, you either click **New** or select the dropdown arrow next to New and select **New Item.** Just add your Tag in the **Title** field and hit **OK**. Your tag will now appear as a choice in Custom Tags when you are posting something to the site.



C. Sorting and Filtering



Sort Libraries or Lists

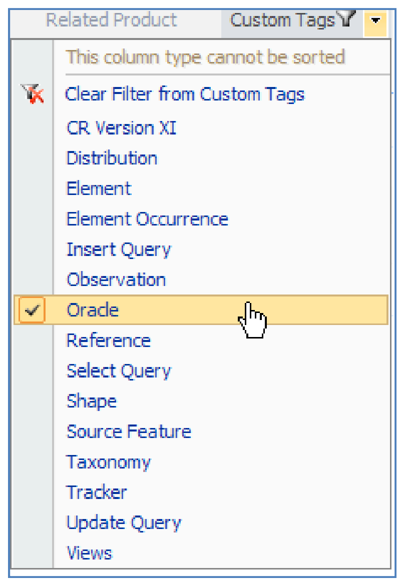
You have two options:

- Simply click on the heading you would like to sort on and it will sort it in ascending order and a ↑ will appear next to the heading. Click the heading again, it will sort in descending order and a ↓ will appear.

-OR-

- Hover your mouse next to the header you would like to sort on and a dropdown arrow will appear. Click your choice of Sort Ascending or Sort Descending.

Filter Libraries or Lists



After some time, the document library or forum you are interested in may contain a lot of items, and you may only be interested in some of them. You can filter the document library or discussion group based on criteria contained in the columns.

To "filter on the fly," simply hover your mouse next to the header you would like to filter on and a dropdown arrow will appear. Choose the item you want to filter on from the bottom half of the menu. The list will filter. You can filter more than one column at a time.

*In this example, we are filtering the **Custom Tags** field. If you choose "Oracle", it will show only items that had the Custom Tag "Oracle."*

To remove your filter, just hover your mouse again next to the header you filtered and select the first item: **Clear Filter from…**

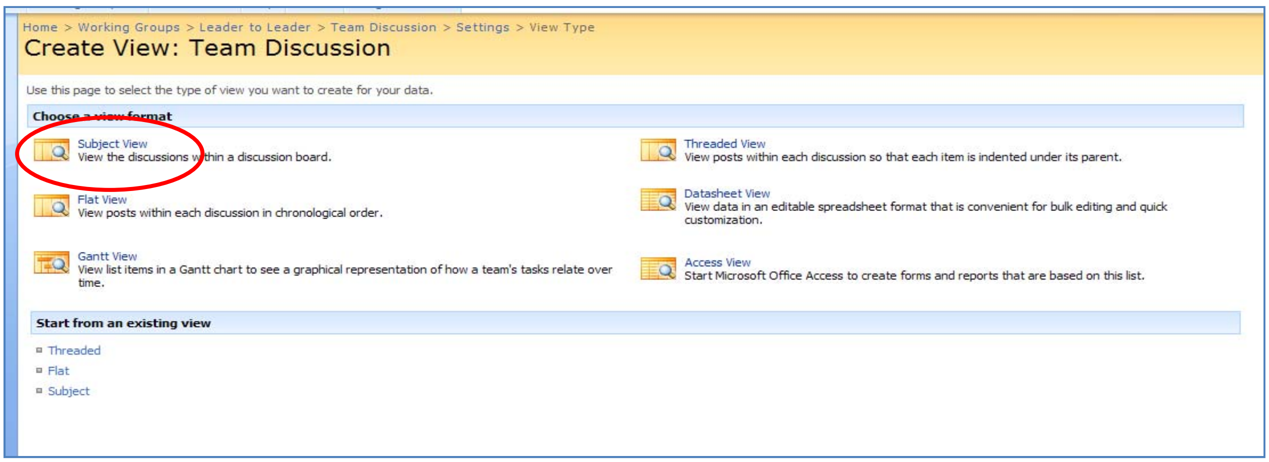
Using Views

If you find yourself continuously filtering for the same thing, only wanting to see certain columns, or wanting to filter more than one column at a time, you can do so once and then save this as a custom filter called a **View**. Some libraries have a standard set of Views already created. To see what Views are present already, go to the upper-right hand corner of your list or library, and select the drop-down arrow next to the View box. A list of available views is displayed. If the View you are interested in isn't already created, you can create your own!

Create a Custom View

Step 1: In the upper right-hand corner of your list or library, there is a **View** box. Select the drop down arrow and select **Create View.**

Step 2: The **Create View** page will appear like below. You can create a new view from scratch or start from an existing view. It is usually easiest to start from an existing view, so choose "**Subject**," which is the current default view.



Step 3: A **Create View** form will appear, and will prompt you for a View Name, and then will ask you what columns you would like to see and in what order, how you would like the columns sorted, what filter criteria you would like, plus other options. Fill in all the fields you need, and then click **OK.**

Your view is now created. It should be the active view now. If it isn't, go back to the **View** menu and select the drop down arrow. Your view is now in the list. Select your view and the list/library will filter/sort accordingly. To go back to the default view which shows all items, go back to the View menu and select the first view, in this case **Subject**, and the original view will return.

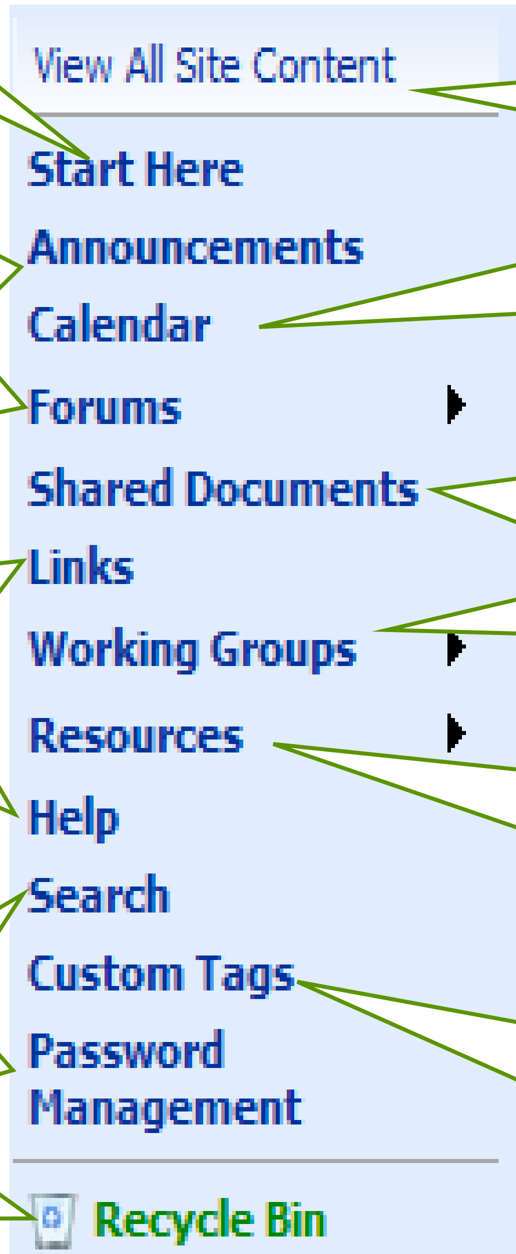
Note: This is a personal view that only you can see. Public views are possible where everyone can see them, but need to be created by a site administrator. If you have an idea for a public view, contact the Help Desk.

IV. GETTING AROUND

A. The Home Page

B. The Quick Launch Bar

The Quick Launch Bar displays links to the various pages, lists, libraries, and sub-sites that are within the SharePoint site.



Start Here: Gives a brief explanation of each of the sections of the SharePoint site.

Announcements: A place to post Network-wide announcements. Things that would be appropriate here would be information on conferences and trainings, job opportunities, etc.

Forum: Group discussions (community bulletin boards) where users can ask questions, provide feedback, and stay informed. The forum discussions are grouped by Primary Description.

Network Links: A place to post links to items useful to the Network. You can create links to documents as well as URLs, such as websites, online tools, surveys, articles of interest, important forms, documentation etc.

Help: For more in depth topics or if you are having some minor difficulty try here for self help guides and tutorials.

Search: If you can't find what you are looking for, try using the search page to locate it.

Password Management: This link takes you to a page where you can change your password.

Recycle-Bin: Use this page to restore items that you have deleted from this site or to empty deleted items.

View All Site Content: Displays links to all lists, document libraries, discussion boards, surveys, and Recycle Bin.

Calendar: Use this calendar to post events and deadlines that the Network would be interested in. Conference and training dates, benchmark standard deadlines, grant submission deadlines etc. would be appropriate here.

Shared Documents: This library is for users to post crucial information pertaining to the specific subject areas, such as queries, Crystal Reports, documentation, ranking documents , etc.

Working Groups: A collection of sites that are “group” orientated for targeted collaboration. Working Group sites are listed on a fly-out menu.

Resources: A collection of mini-sites for topics that are of particular and ongoing importance to the network and need their own site in order to store and convey information in an organized way. Resource Sites are listed on a fly-out menu.

Custom Tags: This is a list of the custom tags that are available when posting items to Forums and Shared Documents. They enable easier searching, sorting, and filtering. Most working groups and other sub-sites also use custom tags.

Note: SharePoint uses the terms “lists” and “libraries” when talking about sections of the SharePoint site. **Libraries** are used for the creation, storage, revision, and versioning of files (Shared Documents, Queries, Reports). **Lists** are things such as Calendars, Announcements, and Discussion Boards.

C. Shared Documents

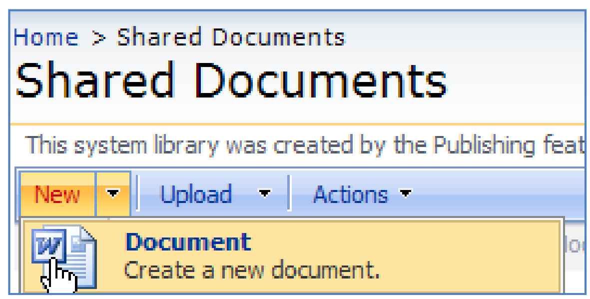
This library is for users to post documents that would be beneficial to the Network (or team members, if within a sub-site)—and probably the place you'll go most.

Documents in the main Shared Documents library may pertain to specific subject areas, such as SQL queries, Crystal Reports, documentation, ranking documents, examples of successful proposals and grants, etc. The instructions below focus on the main Share Documents section, but the activities are the same in any library.

> **Note:** The SharePoint Shared Documents Library is intended only for those items created and posted by member Heritage Programs. All official NatureServe documentation will remain on the NatureServe.org website.

Create a new Shared Document

Step 1: From the Quick Launch Bar, click **Shared Documents** or click **Shared Documents** from the top Navigation Bar.



Step 2: From the New menu, choose **Document** to conveniently create and save a new document to this site (default choice if you just click **New**).

Step 3: After you save the document, fill in any required fields.

- ✓ **Primary Description**: Choose the category that best describes the subject matter of your post (**M**).
- ✓ **Secondary Description**: Choose one or more secondary categories that best describe your post (could be the same a Primary Description) (**M**).
- ✓ **Custom Tags**: Give your post a custom tag if you think it would help define it better or make it easier to filter or sort by. If your custom tag is not present, you can add one by going to the Custom Tags list and adding it there.
- ✓ **Related Product**: If your post is specific to a particular product (Biotics, Kestrel, SharePoint, Oracle), choose the product from the dropdown.
- ✓ **Description**: This is a text field that allows you to simply add in some additional text to further describe your document. The main use will be in Shared Documents when you would like to give users some additional information on the document without having to open it.

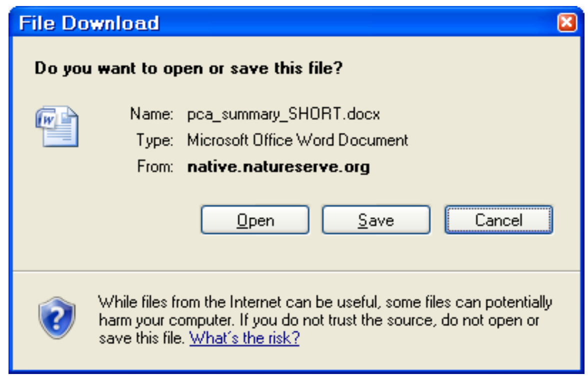
Upload an existing file to the site

You have two options:

- From the Upload menu, choose **Upload Document**, and then browse to find the file on your computer. You will then be prompted to fill in any required fields.

-OR-

- From the Upload menu, choose Upload Multiple Documents, where an Explorer-like screen appears to find and select multiple files on your computer to upload. These documents will remain checked out until you edit the properties of them and fill in the required fields for those documents and check them in.



Open a Shared Document

Step 1: Click the file name.

Step 2: You'll get a "File Download" dialog box. You can choose to either **Open** the document or **Save** a copy to your local computer.

Step 3: If you open the document and then decide you want to save a copy to your local computer, you can use MS Word's "Save As" function.

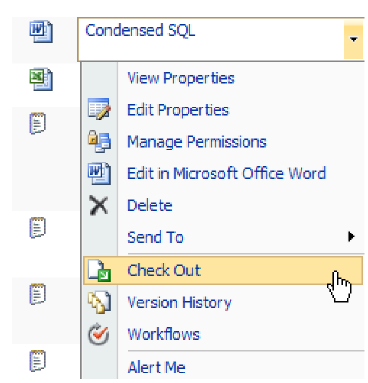
Editing a document or file

How you go about editing a document or file will vary depending on what version of Microsoft Office you are using compared to what version of Microsoft Office the document was created in. To determine how you will edit the document, you first need to **Check Out** the document.

Step 1: Hover over the file or folder name to display the "down arrow."

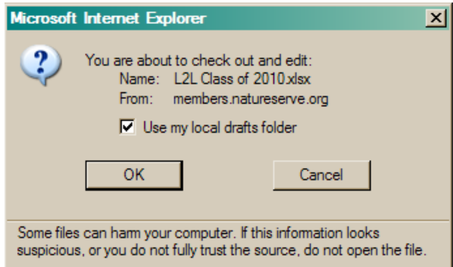
Step 2: Click the "down arrow" to drop down the menu.

Step 3: From the drop-down menu, choose **Check Out**. The document is now checked-out to you for editing. This ensures that other people cannot make changes at the same time. Others will not be able to see your edits until you Check In the document.



From here, use the decision tree on the following page to determine how to edit and check-in your document.

Do you see this Box?



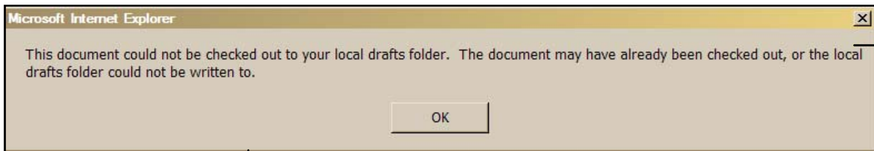
Yes

Hit OK.

No

Click the down triangle again and then click **Edit in Microsoft Office XXX**.

Do you see this message?



Yes – Hit OK

What Happens Next?

OR

You get a box asking you whether you want to Save or Open the document.

- Choose **Save** and the save the document somewhere locally.
- Open the document, and edit it as necessary. When you are done, save your changes.

OR

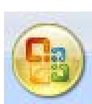
The document automatically opens ***or*** you get a prompt to enter your SharePoint username & password. Enter your password and the document will open.

- Edit the document as necessary.
- When you are done, save your changes. This will save your changes back to the document Library in SharePoint.
- If you close the document, it will prompt you to **Check In** your document. Hit Yes if you are done editing.
- If you need to continue editing and then hit No and check it in later.

No

- SharePoint will download a copy of this document to your hard drive here: C:...\My Documents\SharePoint Drafts.
- Navigate to the file and open it to begin editing.
- When you are done editing, **save your changes**.

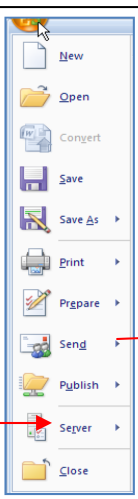
Do you have Microsoft Office 2007? If you do, this button should appear at the top left-hand corner of your office program (Word/Excel).



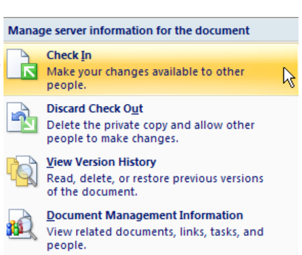
No

- Go back to the SharePoint Library where the document is checked out from and choose "Upload" from the Options on the blue bar at the top of the document library.
- Hit Browse, and navigate and select your document to upload.
- Make sure "Add as a new version to existing files is selected.
- Add any version comments.
- Hit OK.
- If there are required fields to be filled in, the Shared Properties form may appear. Fill in all properties that are necessary and hit Check-In.

Yes



Click on the Office Button shown above and the menu to the left will appear. Choose "Server" then you will see the menu below, and select "Check In".



At the Check-In Screen:

- Select the Version of the document.
- If you are only making minor edits and you would like this to be a draft, select Minor. If this is a version to publish, select Major.
- If you would like to keep the document checked out after checking in the version, check the check box.
- Hit OK
- If there are required fields to be filled in, the Shared Properties form may appear. Fill in all properties that are necessary and hit Check-In.

Editing the properties of a document within a library

Occasionally it will be necessary to edit the properties of a document that has been uploaded to a document library. Likely scenarios include uploading multiple documents at once or uploading a document and the Custom Tag you wanted to add was not in the list and you have to exit the upload screen, enter a new Custom Tag, and then go back and add it to the document properties.

Step 1: Select the document you are interested in changing the properties on.

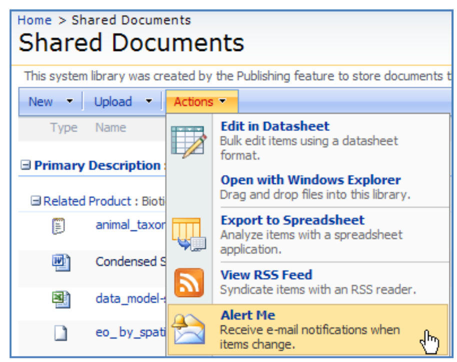
Step 2: Hit the dropdown arrow and choose Edit Properties from the menu.

Step 3: If the document is currently checked in, you may get a message indicating that you must check out the item before making changes. If so, hit OK.

Step 4: Edit the properties you need to and then click OK.

Step 5: At this point, the document is probably not checked in, so you will have to do a manual check-in of the document. Confirm that the document is still checked out by looking for the checked out symbol . To check the document in, hit the dropdown arrow next to your document title again and choose Check In. Fill in any versioning comments and hit OK.

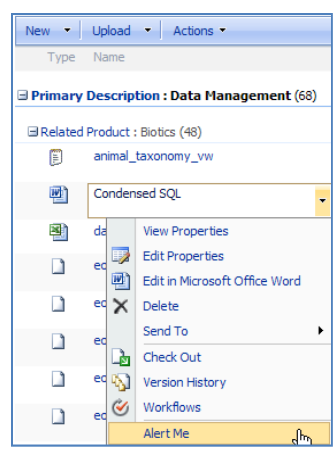
Set up email Alerts for changes made to files within a library



Step 1: In the document library, from the Actions menu, choose Alert Me

Step 2: Select the desired settings, then click OK. At this point, whenever a change occurs to any document in that library, you'll receive an email notification to that effect.

Alerts can also be made to specific documents rather than to entire libraries.



Step 1: Select the document you are interested in receiving alerts on.

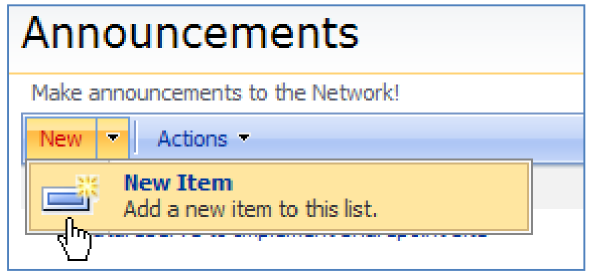
Step 2: Hit the dropdown arrow and choose Alert Me from the bottom.

Step 3: Select the desired settings, then click OK. At this point, whenever a change occurs to that particular document, you'll receive an email notification to that effect.

D. Announcements

This is a place to post network-wide announcements. Things that would be appropriate here would be information on conferences and trainings, job opportunities, staff changes etc.

Create a new Announcement



Step 1: From the Home page, click Announcements from the Quick Launch Menu.

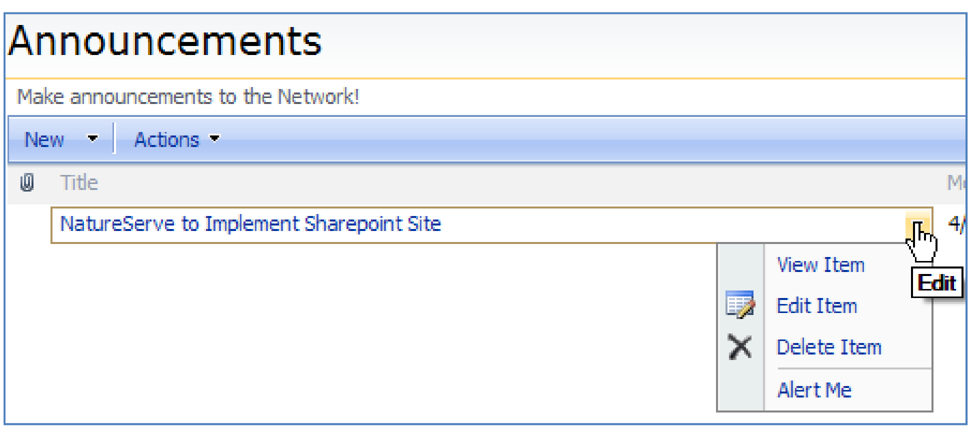
Step 2: From the New menu, choose **New Item** (or just click **New**).

Step 3: Fill out the following fields (those with (**M**) are mandatory):

- ✓ **Title**: Give the announcement a title (**M**).
- ✓ **Body**: Write the body of the announcement.
- ✓ **Expires**: Give your announcement an expiration date if appropriate.
- ✓ **Primary Description**: Choose the best Primary Description (**M**).
- ✓ **Custom Tags**: Give your announcement a custom tag if you think it would help define the announcement. If your custom tag is not present, you can add one by going to the Custom Tags list and adding it there.
- ✓ Attach a file if desired.

You can **Edit** the announcement by clicking on it, or hover over the announcement title and click on the "down arrow," and then click **Edit Item**.

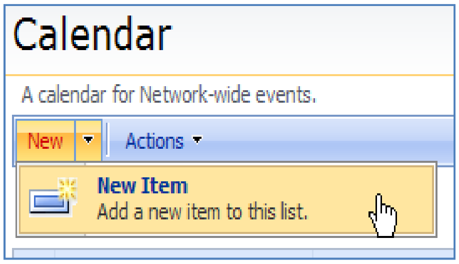
You can **Delete** the announcement by clicking on it, or hover over the announcement title and click on the "down arrow," and then click **Delete Item**.



E. Calendar

Use the calendar to post events and deadlines in which the network would be interested. Conference and training dates, benchmark standard deadlines, grant submission deadlines etc. would be appropriate here.

Add a new event to the Calendar



Step 1: From the Home page, click **Calendar** from the **Quick Launch Menu**.

Step 2: From the New menu, choose **New Item** (or just click **New**), or navigate to the date you want your event on and double-click it and then click on the time you want.

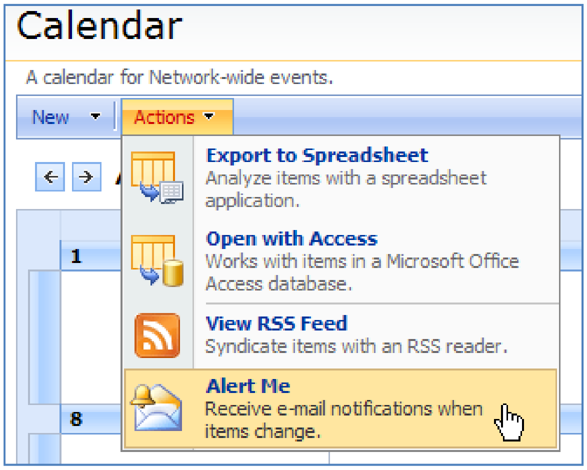
Step 3: Fill out the following fields and then hit OK (those with (**M**) are mandatory):

- ✓ **Title**: Give your event a title (**M**).
- ✓ **Location**: State the location of the event.
- ✓ **Start Time**: Select the date and time the event starts.
- ✓ **End Time**: Select the date and time the event ends (**M**).
- ✓ **Description**: Write a brief description of the event (**M**).
- ✓ **All Day Event**: Select this if it is an all day event.
- ✓ **Recurrence**: Select this if you want to set up a recurring event.
- ✓ **Meeting Workspace**: Select this to set up a meeting workspace.
- ✓ Attach a file if desired.

You can **Edit** the event by clicking on it, and then choose **Edit Item** from the menu bar. You can **Delete** the event by clicking on it and then choose **Delete Item** from the menu bar.

You can set up an **Alert** to be notified if someone modifies the event or changes the date or location of it. You can do this by selecting the Event and then choose **Alert Me**. You can also set up calendar-wide alerts, by going to the **Actions** menu and choosing **Alert Me**, and setting your criteria.

You can **Export** the event to Outlook by clicking on it, and then choose **Export Event** from the menu bar.

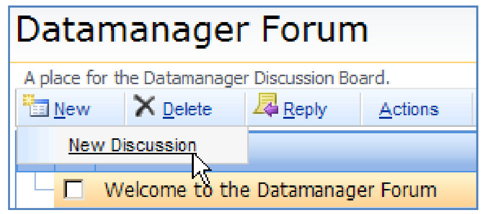


F. Forums

Forums are used to start discussions (community bulletin boards) where you can ask questions, provide feedback, and stay informed. The forums on the main SharePoint site are separate forums, similar to the current list serves. You can decide which forums you are interested in participating in and setting Alerts for those discussions. You can filter the forums based on Custom Tags.

Create a new Discussion

Step 1: From the Home Page, click **Forum** from the **Quick Launch Menu** or click **Forum** from the top Navigation Bar.

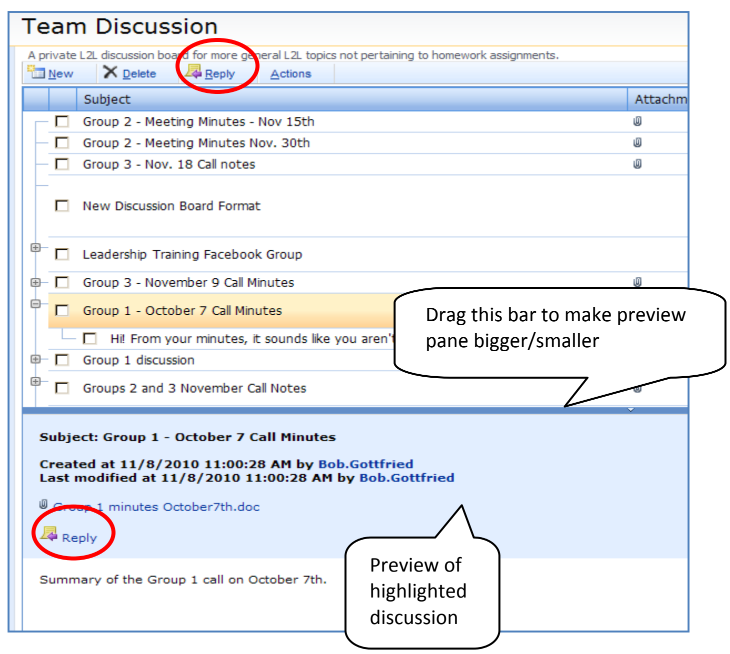


Step 2: From the New menu, choose New **Discussion** (or just click **New**).

Step 3: Fill out the following fields and then hit **OK** (those with (**M**) are mandatory):

- ✓ **Subject**: Give your discussion a subject (**M**).
- ✓ **Body**: Write your post.
- ✓ **Custom Tags**: Give your post a custom tag if you think it would help define it better or make it easier to filter or sort by. If your custom tag is not present, you can add one by going to the Custom Tags list and adding it there.
- ✓ Attach a file if desired.

Reply to a Discussion



Step 1: Click the discussion title to open the discussion. The discussion opens at the bottom of the page in a preview window (you can drag and make this preview window bigger/smaller). Click **Reply**.

OR

You can simply click on the discussion you are interested in so that it is highlighted (or checked) and hit **Reply** from the menu bar at the top of the discussion panel.

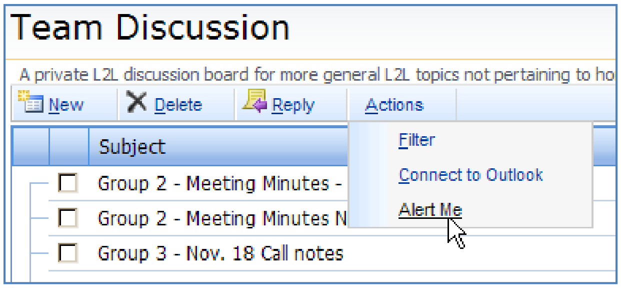
Step 2: Enter your reply and fill in the fields as described above under **To create a new Discussion**.

Set up Alerts for Discussions

You can set up an **Alert** to be notified when new posts are made to a forum.

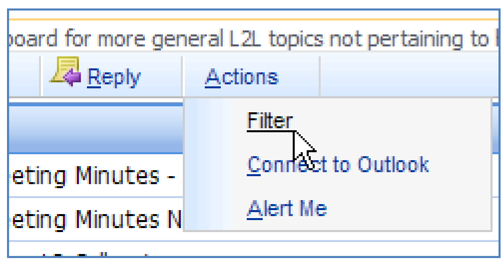
Step 1: In the **Discussions** area, from the **Actions** menu, choose **Alert Me**.

Step 2: Select the desired settings and then click **OK**.



Filtering Your Discussions

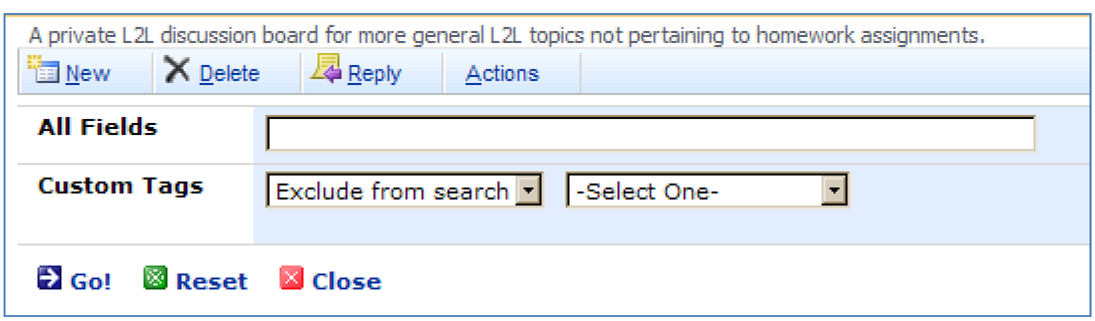
You can filter your discussions based on Custom Tags or you can enter your own criteria.



Step 1: In the **Discussions** area, from the **Actions** menu, choose **Filter**.

Step 2: Either enter your filter criteria in the **All Fields** box or choose a **Custom Tag** from the dropdown box.

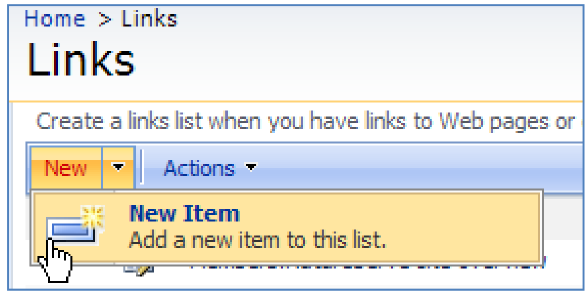
Step 3: Hit Go! Your list will filter based on the criteria entered. You hit **Close** to hide the filter box.



G. Network Links

Network Links provides a place to post links that would be useful to the network. You can create links to documents as well as to URLs, such as websites, online tools, surveys, articles of interest, important forms, documentation, etc.

Add a new Network Link



Step 1: From the Home Page, click **Network Links** from the **Quick Launch Menu**.

Step 2: From the New menu, choose **New Item** (or just click **New**).

Step 3: Fill out the following fields and then hit **OK** (those with (**M**) are mandatory):

- ✓ **URL**: * Type the Web address of your link (**M**).
  * Type the text description you want to be posted.
- ✓ **Notes**: Write a brief description of the purpose of your link.
- ✓ **Primary Description**: Choose the category that best describes the subject matter of your post (**M**).

You can **Edit** the link by clicking on it or hovering over the link description and click on the "down arrow," and then click **Edit Item**.

You can **Delete** the link by clicking on it or hovering over the link description and click on the "down arrow," and then click **Delete Item**.

V. OTHER TOOLS

A. Search

The Search function is launched from three main places within SharePoint:

- The Quick Launch Menu
- The Top Navigation Bar
- The Search Bar at the top right hand side of any SharePoint page.

You can use the Search function or **Advanced Search** to look for documents, discussions, or other items on SharePoint that you are interested in.

Note: The Search function may bring up items that are posted on NatureServe's internal SharePoint site (that URL starts "http://native.natureserve.org"), which you may not have access to. All URLs that start "**https://members.natureserve.org**" should be accessible, unless permissions for that site or document have been restricted.

B. Help

There are several ways to get help from within SharePoint **Help** site. To get to the **Help** site, click on the link from the Quick Launch Bar or the Top Navigation Bar.

- Check the FAQ page to see if your question is answered here.
- Start a Discussion in the **SharePoint Discussion** section and tag it with "SharePoint" in the **Related Product** column to get hints or suggestions from other network users.
- Check the **Help Documents** section to see if there are any documents that might be of use to you.
- For technical difficulties, submit a ticket to the **Help Desk** from the link on the bottom of the Home Page.
- Use the built-in **Help** site within SharePoint that can be reached by hitting the icon that can be found at the top of every page within SharePoint.

C. Password Management

Use the Password Management page to change your password. Your password never expires, but you must wait at least one day after changing your password to change it again. Also, you password must be at least 7 characters in length, contain one number, one uppercase letter and one lower case letter. This Password Management page is for Heritage Program staff only. NatureServe staff will continue to change their password using their standard method.

D. Managing Alerts

From time to time, you may want to see what Alerts you have set already for a particular site and don't want to go into each individual list and library to see what you have set. Good news! You can manage all of your alerts for a site in one location.

Step 1: From the site you are interested in managing your alerts on, click on the arrow next to the **Welcome Your Name** button located at the very top right-hand corner of the SharePoint site.

Step 2: From the drop-down menu, choose **My Settings**.

Step 3: From the Menu Bar on the User Information page, choose **My Alerts.**

Step 4: From here you can add an Alert, delete an Alert, or edit an Alert (by clicking on the Alert and modifying the settings.

E. Google Translate

In order to provide Spanish translations of content to our Latin America and Caribbean members, we have provided links to Google Translate which will assist in site translation. You can also download the Google Toolbar for IE or for Firefox, which also has a "Translate" button that you can use to translate an entire webpage to any language.

VI. USING OTHER BROWSERS

SharePoint is a Microsoft product and therefore works best on the Internet Explorer platform. If you choose to work with other browsers such as Firefox or Google Chrome, you may have problems with some menus and also with forums. However, there are several add-ons you can download to make other browsers more compatible with SharePoint.

IE Tab 2 Add-on For Firefox: This add-on for Firefox allows you to use IE to display web pages in a tab within FireFox. You simply add members.natureserve.org to a list of sites, and it will render the site in IE Format. This solves the problems mentioned above; however, it will be in an IE environment and other add-ons you might have for Firefox will not work in this site (such as the Xinha editor mentioned below).

IE Tab for Chrome: This add-on for Google Chrome allows you to use IE to display web pages in a tab within Chrome. You simply click on an IE button on the tool bar, and it will render that page in IE Format. You can also add the members.natureserve.org to a list of sites, and it will work for the entire SharePoint site. This solves the problems mentioned above; however, it will be in an IE environment and other add-ons you might have for Chrome will not work.

Xinha Here: This is an add-on you can download for Firefox which will open up a large WYSIWYG text editor for replying to forums. If you are using Firefox to reply to a forum without an add-on installed, you will be prompted to write your reply in HTML format. By using this add-on, if you reply to a post and right-click in the Body box, you will see several choices for Xinha Here. Choosing one of them will open up a much larger text editor for you to type your reply. Then hit OK or Apply, and your text will be added to the Body window. You can then hit OK and your message will be sent correctly. This add-on will not work if you are using IE Tab 2.