



## Windows SharePoint Services

# Which SharePoint technology is right for you?

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Microsoft SharePoint Products and Technologies provide a host of features and functionalities for Collaboration, Portal, Search, Enterprise Content Management, Forms Driven Business Process, and Business Intelligence.

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## Component overview

All servers inherit a set of shared platform and management capabilities from Microsoft Windows SharePoint Services 3.0. The following tables are broken down into functional areas and provide a comparison of features available across the different editions of Microsoft SharePoint Product and Technologies.

- **Collaboration:** Help keep teams connected and productive by providing easy access to the people, documents, and information users need to make more well-informed decisions within their jobs. Windows SharePoint products and technologies include collaboration and community, document life cycle capabilities, alerts, task notifications, Really Simple Syndication (RSS), the basic Web-based user interface and navigation.
- **Portal:** The portal components of Microsoft Office SharePoint Server 2007 include features that are especially useful for designing, deploying, and managing enterprise intranet portals, corporate Internet presence Web sites, and divisional portal sites.
- **Search:** The search component has been significantly enhanced in this release. The new features provide a consistent and familiar search experience, increased relevance of search results, and new functionalities along with improved scalability, manageability, and extensibility.
- **Enterprise Content Management:** Windows SharePoint Services provides core document management functionality: major and minor versioning, check-in/check-out document locking, rich descriptive metadata, workflow, content type-based policies, auditing, and role-based-access controls at the document library, folder, and individual document levels. Office SharePoint Server 2007 builds on these capabilities to deliver enhanced authoring, business document processing, Web content management and publishing, records management, policy management, and support for multilingual publishing.
- **Forms Driven Business Process:** Streamline forms-driven business processes with easy-to-use, intelligent, XML-based electronic forms that integrate smoothly with existing systems. This security-enhanced, client/server platform provides rapid-solution creation and deployment, centralizes form management and maintenance, and helps to extend business processes to customers, partners, and suppliers.
- **Business Intelligence:** Provide business intelligence (BI) capabilities to every employee, so they can share, control, and reuse business information in order to make better business decisions. The BI features of Office SharePoint Server 2007 provide Web and programmatic access to published Microsoft Office Excel spreadsheets, programmatic reuse of critical line-of-business data, and easy development of Web-based BI dashboards that can incorporate rich, data-bound key performance indicators (KPIs), Web Parts, and published spreadsheets.
  - [Windows SharePoint Services 3.0](#)
  - [Search Server 2008 Express](#)
  - [Forms Server 2007](#)
- **For more information:** ■ [SharePoint Server 2007](#)

## Collaboration

KEY: ○ = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
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### Real-time presence and communication

The enhanced real-time presence smart tag icon, displayed virtually everywhere a person's name appears in the system, tells users whether a person is online and available for a telephone or audio conference call, instant messaging, or two-way video conversation.

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### Social Networking Web Part

Include Social Networking Web Parts that use information about your organization, communities, and electronic communications in Public My Site pages to help establish connections between colleagues with common interests.



### Standard site templates

Windows SharePoint Services 3.0 includes the following standard collaboration site templates:

- Team site
- Document workspace
- Blank site
- Blog
- Wiki
- Meeting workspaces (five workspace types)



### Wikis

A wiki is a new site template in Windows SharePoint Services 3.0 that makes it easy to create, edit, link, and restore an individual Web page. Wikis can be used as creative forums to brainstorm ideas, manage knowledge bases, create designs as well as instruction guides or simply gather information in an easy-to-edit format. Wikis are easy to create, modify, and annotate in addition to tracking contributions and changes. Key features include:

- Fast and easy page creation
- Easy and automatic linking
- Version differences
- What you see is what you get (WYSIWYG) Web page editing



Wikis leverage existing SharePoint functionality including search, navigation, alerts, and custom fields.

### Blogs

Blogs provide a publishing-oriented experience for a single user or a team. Windows SharePoint Services 3.0 includes a site template that supports:

- Article posting
- Reader comments
- Archive views
- RSS feed generation



### People and Groups lists

People and Groups offer a unified place to find, communicate with, and manage people and their permissions, including support for custom fields such as Department, "Office #" and Area of Focus; in addition to the new Person field type. The Person field type creates rich displays of lists of people including support for a People Picker for browsing a list of users. Member Group provides:



- Re-use of groups across sites
- Distribution list for the members of the site

### Calendars

Calendars have been enhanced with richer calendar views, expanded support for recurring events, and all-day events.



### E-mail integration

Document libraries, discussion boards, calendars, and announcements can be enabled to receive new postings via e-mail. In addition, extensible support is provided for custom e-mail handlers in Windows SharePoint Services 3.0.

Similar to the functionality provided by public folders in Microsoft Exchange Server, e-mail enabled discussion boards support:

- A highly scalable, topic-based architecture
- New "super rich-text" field type
- Unified experience for both e-mail and Web-based discussions
- One-step creation of Active Directory directory service distribution lists as part of the site creation process
- Unified SharePoint group and Active Directory management functions



### Task coordination

The new Project Tasks list template provides lightweight task management functionality including Gantt charts for visualization of task relationships and status.



### Surveys

Surveys now include conditional branching as well as support for inserting page breaks in long surveys such as annual employee satisfaction or and customer surveys.



### Document collaboration

Improvements to SharePoint document libraries



include:

Similar to the functionality provided by public folders in Microsoft Exchange Server, e-mail enabled discussion boards support:

- Checking out documents locally
- Offline document library support in Microsoft Office Outlook 2007
- Major and minor version numbering and tracking
- Support for multiple content types
- Policy, auditing, and workflow
- Tree view support

### **Issue Tracking**

The Issue Tracking list template has been updated to use the enhanced versioning and version-history storage features of Windows SharePoint Services 3.0.



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## Enterprise portal

**KEY:** ○ = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>My Site personal site</b></p> <p>The My Site personal site gives users an opportunity to aggregate information “for me,” “by me,” and “about me.” Significant enhancements include social networking, privacy controls, SharePoint Sites and Documents Aggregation Web Parts, and Colleagues and Memberships Web Parts.</p>				○	○
<p><b>Content syndication</b></p> <p>Use RSS feeds to syndicate content managed in a portal site.</p>				○	○
<p><b>Privacy and security</b></p> <p>Use authorizations to control visibility of information in a My Site public view.</p>				○	○
<p><b>Site Directory</b></p> <p>The Site Directory automatically creates a site map and presents it in an easy-to-use format. The enhanced directory now includes the option to scan for changed or deleted links to external content.</p>				○	○
<p><b>User Profiles and the Profile Store</b></p> <p>User Profiles store personal information for system users. Improvements include multi-valued properties bound to taxonomy from Office SharePoint Server 2007, property-level security controls by person or group, open and closed vocabularies, and per-site property extensions. Profile synchronization and directory import support the extended capabilities of the User Profile Store with enhanced scalability and performance.</p>				○	○
<p><b>Audience targeting</b></p> <p>Enables use of Web Part pages, Web Parts, and content to target distribution lists and groups in addition to SharePoint audiences.</p>				○	○
<p><b>Site Manager</b></p> <p>Manage a SharePoint site’s navigation, security access, and general look and feel using this easy drag-and-drop tool. Site Manager unifies site management tasks for portals and Web sites, including management of areas, pages, listings, SharePoint site lists, and associated component</p>				○	○

parts.

**Mobile device support**

All SharePoint portal, team site, and list pages now render on international and North American mobile devices (including Web-enabled mobile phones) using a simplified text-only format.



**Portal site templates**

Preconfigured templates streamline creating, customization, and deployment of divisional portals, organization-wide intranet portal sites, and corporate Web sites.



**SharePoint Sites and Documents Aggregation**

**Web Parts**

List all the SharePoint sites that a user is part of and documents the user has authored. The Documents Aggregation Web Part also supports more general capabilities for querying and filtering the documents stored in a collection of SharePoint sites.



**Colleagues and Memberships Web Parts**

List people the user knows and people who belong to common distribution groups.



**Integration with Microsoft Office Access 2007, Excel 2007, PowerPoint 2007, and Word 2007**

Windows SharePoint Services 3.0 easily integrates with smart client tools through a set of Web services and documented application interfaces. Users can readily adopt these new tools because of their similarity to other familiar environments, such as the Microsoft Office system. For example, users of 2007 Microsoft Office system programs such as Word, Excel, PowerPoint, InfoPath, Project, and OneNote can directly interact with information stored in SharePoint sites without having to manually download the content.



Users can create workspaces, post and edit documents, and assign tasks, all while working on documents stored in SharePoint sites.

**Integration with Microsoft Office Outlook 2007**

With Office Outlook 2007, users can view calendars and contact lists stored on SharePoint sites, and create and manage sites for editing documents and organizing meetings.

Office Outlook 2007 and Windows SharePoint Services 3.0 support a new set of significantly enhanced functionality including:



- Read/write access to SharePoint items: calendars, tasks, contacts, discussions, and documents
- Synchronization of offline support of document library and lists
- Ability to check out and edit documents when offline
- Roll-up views of calendars and tasks across multiple lists and sites
- Unified view of personal and SharePoint tasks in Office Outlook 2007

### **Integration with Microsoft Office SharePoint Designer 2007**

Office SharePoint Designer 2007, based in part on Microsoft FrontPage technology, will provide tools for rich customization of sites, and creating reporting tools and application templates, without any coding.



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## Enterprise search

**KEY:** ○ = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>User interface</b></p> <p>Simple, clean yet powerful user interface with industry-standard query syntax. Scopes are decoupled from content sources so users can easily broaden or narrow the scope of a content search. Search can be based on arbitrary content properties such as URL, type, and author. Actionable search results can be easily filtered and sorted; used and shared. Alerts and RSS feeds easily provide updated results for common and frequent queries.</p>	○	○	○	○	○
<p><b>Search results</b></p> <p>Search results are rendered more clearly. Results are security trimmed so users only see what they can access. Results include user-friendly features such as hit highlighting, duplicate collapsing, and synonym suggestion. Optional integration with real-time communications tools allow users to easily contact content authors and experts.</p>	○	○	○	○	○
<p><b>Enterprise content sources</b></p> <p>Searches over 200 file types in many enterprise content sources, including files shares, Web sites, SharePoint sites, Exchange Public Folders, and Lotus Notes databases out-of-the-box with the ability to extend to additional third party repositories and file types through the use of Protocol Handlers and iFilters.</p>		○		○	○
<p><b>Relevance</b></p> <p>New and improved search algorithms tuned for enterprise content along with the use of relevance and ranking factors such as click distance, hyperlink anchor text, URL depth, and metadata extraction yield the best results for enterprise content.</p>		○		○	○
<p><b>Administration and management</b></p> <p>Improved administration user interfaces and admin application programming interface (API) provides broad support for various search and indexing scenarios, central controls for resource-intensive operations, as well as tools for management and reporting.</p>		○		○	○

**Indexing controls**

Granular indexing controls for easy inclusion and exclusion of searched content as well as immediate result removal of any site or item. Continuous index propagation to keep information fresh. Improved crawl rules and crawl log; multiple start addresses per content source; and a new browse able, filterable index log provide necessary information to optimize search.

**Security**

Administrator permissions no longer required by crawler. Access control list (ACL) and ACL-only crawls index content permissions for compliance, privacy, and protection of intellectual property (IP). Security-trimmed search results only allow users to see content they are allowed to access.

**People search**

People search capabilities allow users to find people not only by department or job title but also by expertise, social distance, and common interests.















**Business data search**

Search data residing in your line-of-business applications using the Business Data Catalog. Structured content sources and line-of-business application data and reports accessible through Web services or ADO.NET can be indexed and retrieved through the Business Data Catalog as search results or into a SharePoint list.



# Enterprise content management

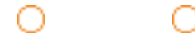
**KEY:**  = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>Business document workflow support</b> Automate document review, approval, signature collection, and issue tracking using workflow applications.</p> <ul style="list-style-type: none"> <li>Approval</li> <li>Collect Feedback</li> <li>Collect Signatures</li> <li>Disposition Approval</li> </ul>					
<p><b>Document management site templates</b></p> <ul style="list-style-type: none"> <li>The Managed Document Library site template defines large-scale document management sites.</li> <li>The Divisional Library site template includes managed document libraries, dashboards, KPIs, and other reporting tools.</li> <li>The Translation Library site template helps organizations manage multiple translations of a document.</li> </ul>					
<p><b>Integration with Microsoft Information Rights Management (IRM)</b> Helps ensure that access rights applied to Microsoft Office documents in a central library travel with the documents, even when they are downloaded from the library.</p>					
<p><b>Document Information Panel</b> Makes editing document properties an integral part of the Microsoft Office system document-authoring experience.</p>					
<p><b>Document Action Bar</b> Describes to users what business policy or workflow governs the current document and what action they are expected to take.</p>					
<p><b>Retention and auditing policies</b> Define customized information management policies</p>					

to control retention period, expiration actions, and document-auditing settings.

**Records repository**

Helps ensure the integrity of the files stored in the repository, and supports information management policies that consistently and uniformly enforce auditing, and expiration of records.



**E-mail content as records**

Provides consistent, policy-based solutions for managing e-mail content across Office Outlook 2007, Microsoft Exchange Server 2007, and Office SharePoint Server 2007.



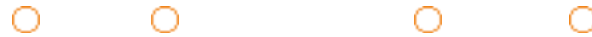
**Legal holds**

Makes it possible for records to be searched and placed on hold during litigation discovery to override the retention schedule of the records.



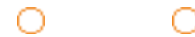
**High fidelity Web sites with consistent branding**

Provides the concept of Master Pages and Page layouts to enforce the branding and navigation of Web sites. CSS supports gives pixel level control on the look and feel of these sites.



**Navigation controls**

Out-of-the box navigation controls that can be easily customized by end users.



**Content authoring**

Provides the ability for information workers to create content rich Web pages using a Web browser.



**Content publishing and deployment**

Built in approval workflow allows Web content to be sent for approval prior to publishing. Content deployment to production sites can be scheduled by setting up jobs and a "live" time period for each page can be specified within which that page is viewable.



**Site templates**

Includes support for several new enterprise site templates:



- The Enterprise Portal template provides a means for a business unit to create and share content that is relevant to the ongoing operation of an enterprise, division, or business unit.
- The Corporate Internet Presence Site template includes tools and workflows to create and manage Web content for products and service descriptions, company news, and public filings, among other things.
- The Application Portal template brings together all of the tools and information related to a particular line-of-business application.
- The Roll-up Portal template consolidates data and content from several applications or locations and presents it in an integrated format.

### Page Layouts

Page Layouts simplify content authoring and publishing — site administrators define a structure that guides authors through the publishing process; content contributors focus on doing their jobs rather than on the details of publishing and deployment.

Flexible Page Layouts also allow designers to mix and match ASP.NET applications, Web Parts, and Authoring Templates in any configuration to create customized sites to meet specific business needs.



### Site variations

A new feature of Office SharePoint Server 2007, sites can be linked together in a parent-child type of relationship providing a one-way orchestration framework for Web content. This feature allow organizations to deploy multi-lingual publishing sites in a much more structured and manageable environment.



### WYSIWYG Web content editor

Extends the SharePoint user interface with additional commands and status indicators for in-context Web page authoring.



### Slide libraries

The repository features in Windows SharePoint Services 3.0 provide the platform support for slide libraries, a feature of Office SharePoint Server 2007. Slide libraries enable the storage of individual slides in a SharePoint site. Office PowerPoint 2007 slide decks can be automatically created from a selection of slides in a slide library.



### **Policies, auditing, and compliance**











Repositories in Windows SharePoint Services 3.0 support the following policy, auditing, and compliance features. However, the features denoted with an asterisk are activated only upon the installation of Office SharePoint Server 2007.

- Document retention and expiration policies
- Highly customizable policies
- Workflow process to define expiration
- Access control and security
- IRM policies applied on download to secure the functional access to documents
- Tracking and auditing
- Logging of all actions on sites, content, and workflows
- Official document-of-record repositories
- Site for storing or archiving enterprise approved content types



## Forms-driven business processes

KEY:  = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>Browser-based forms</b></p> <p>Microsoft Office InfoPath Forms Services available in Office SharePoint Server 2007 and Microsoft Office Forms Server 2007 makes it possible to design Web-capable forms in Office InfoPath 2007 and distribute them on corporate intranets, extranets, or the Internet. Users can fill out forms in a browser or HTML-enabled mobile device with no download or client components needed.</p>					
<p><b>Centralized forms management and control</b></p> <p>Office InfoPath Forms Services provide a administrator controlled centralized form solution catalog that makes it easy for users to find a form and minimize form solution downtime when upgrades are necessary. It also provides administrators with the tools to manage form solution security and accessibility.</p>					
<p><b>“Design once” development model</b></p> <p>Forms designers can design their forms once and deploy them for use both within the rich Office InfoPath 2007 client program and through a Web browser. Office Forms Server 2007 automatically converts the form into ASP.NET Web forms, with no additional work from the designer.</p>					
<p><b>Form Import Wizard</b></p> <p>The designer in Office InfoPath 2007 provides an easy way to convert forms designed in Office Excel and Office Word into rich Office InfoPath 2007 forms. The Form Import Wizard handles the conversion of form fields, repeating tables, rich text boxes, and other elements, dynamically generating the underlying XML structure for the new form.</p>					
<p><b>Integrated deployment model for “no-code” forms</b></p> <p>The Publish Wizard in Office InfoPath 2007 makes it easy to publish forms that do not have any managed code components to a Windows SharePoint Services library, while making the form available as a browser-based form at the same time.</p>					

**Compatibility Checker**

The Compatibility Checker helps forms designers validate those features that need to work across the broadest range of Web browsers.



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## Business intelligence

**KEY:** ○ = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>Integrated, flexible spreadsheet publishing</b> Office Excel 2007 provides an integrated publishing experience that lets information workers easily choose what they want to share with others and determine how others can interact with published spreadsheets.</p>					○
<p><b>Share, manage, and control spreadsheets</b> Share business data broadly while maintaining control and helping to protect sensitive information. Provides access to spreadsheet data and analysis through server-calculated, interactive Office Excel spreadsheets from a Web browser. Use these spreadsheets to maintain and efficiently share one centralized version of the truth while helping to protect any sensitive or proprietary information embedded in documents, such as financial models, by limiting access to portions of the spreadsheet and auditing their usage.</p>					○
<p><b>Web-based business intelligence using Excel Services</b> Excel Services empowers spreadsheet authors to easily and broadly share spreadsheets that use the new business intelligence (BI) functionality through the browser. Fully interactive, data-bound spreadsheets including charts, tables, and PivotTable views can be created as part of a portal, dashboard, or business scorecard, without requiring any development.</p>					○
<p><b>Data Connection Libraries</b> Data Connection Libraries are centralized SharePoint document libraries that store Office Data Connections (ODC); ODCs describe connections to external data. Centralizing Office Data Connections makes it easier to share, manage, and discover data connections that can be used by any Microsoft Office program.</p>					○
<p><b>Business Data Catalog</b> The Business Data Catalog (BDC) tightly integrates external data into the Office SharePoint Server 2007 user experience, providing access to external data</p>					○

residing within backed line-of-business applications, and enabling the display of and interaction with external data through a set of Business Data Web Parts.

#### **Business Data Web Parts**

Use SharePoint Business Data Web Parts for viewing lists, entities, and related information retrieved through the Business Data Catalog.



#### **Business Data actions**

With no custom coding, easily create actions that open Web pages, display the user interfaces of line-of-business applications, launch InfoPath forms, and perform other common tasks. Use the convenient links that appear beside business objects returned from the Business Data Catalog.



#### **Integrated business intelligence dashboards**

Create rich, interactive BI dashboards that assemble and display business information from disparate sources by using built-in Web parts such as dynamic KPIs, Excel spreadsheets, Microsoft SQL Server Reporting Services reports, or a collection of business data connectivity Web Parts that can visualize information residing in back end line-of-business applications.



#### **Report Center**

An out-of-the-box site optimized for report access and management, including a report library, data connection library, and a dashboard template. These sites, hosted by the new Report Center, provide consistent management of reports, spreadsheets, and data connections.



#### **Key performance indicators**

KPIs communicate goals and status to drive results. Using the KPI Web Part, a user can create a KPI list within a Web Part page, without writing code. The KPI Web Part can display KPIs from Microsoft SQL Server Analysis Services, Excel spreadsheets, SharePoint lists, or manually entered data.

































#### **Filter Web Parts**

Filters enable dashboards to be personalized by communicating shared parameters among Web Parts on a dashboard. The parameters passed can be automatically applied based on user profiles, SharePoint lists, the BDC, manually entered information, and so forth.



# Management

**KEY:**  = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>Configuration management</b></p> <p>Built on the infrastructure and services provided by ASP.NET version 2.0, Windows SharePoint Services 3.0 supports a centralized Web configuration management object model.</p>					
<p><b>Administration user interface</b></p> <p>The administration Web pages have been reorganized and redesigned based on feedback from the many customers who deployed Windows SharePoint Services 2.0 Service Pack 2 (2.0 SP2) in their organizations.</p>					
<p><b>Delegation</b></p> <p>In Windows SharePoint Services 3.0, delegation gives SharePoint site owners a secure, scalable, and centrally managed set of administration rights.</p>					
<p><b>Re-parenting</b></p> <p>Re-parenting is the ability to dynamically re-arrange a hierarchy of SharePoint sites. Previously, in Windows SharePoint Services 2.0 SP2, a site needed to be backed up and deleted from its current location and then restored under a new parent site in the SharePoint site hierarchy.</p>					
<p><b>Provisioning</b></p> <p>Provisioning is a core component of Windows SharePoint Services 3.0 that:</p> <ul style="list-style-type: none"> <li>▪ Lets users choose their own template</li> <li>▪ Defines a shared Web application</li> </ul>					
<p>SharePoint sites can be provisioned in two ways:</p> <ul style="list-style-type: none"> <li>▪ Site templates (*.STP files) that are typically user-created</li> <li>▪ Site definitions that are developer-created and stored on Web server file system</li> </ul>					
<b>Usage analytics</b>					

**Monitoring**














Windows SharePoint Services 3.0 provides a Microsoft Operations Management (MOM) package to support centralized monitoring and management of configurations ranging from single servers and small server farm to very large server farms.



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## Platform

**KEY:**  = Feature Included

Features	Windows SharePoint Services 3.0	Search Server 2008 Express	Forms Server 2007	SharePoint Server 2007 Standard	SharePoint Server 2007 Enterprise
<p><b>Alert filtering</b> Filters are supported to highlight the more relevant alerts.</p>					
<p><b>Richer alert information</b> More information about the item that has changed is included in the alert.</p>					
<p><b>Alert customization</b> Additional platform features are provided for custom formatting, events, and alerts.</p>					
<p><b>Task notifications</b> Task notifications are now sent automatically when a user is assigned a task. There is no need for the user to subscribe to the notification in advance.</p>					
<p><b>Notification service</b> Extensible platform sends customizable e-mail alerts to users. Users participating in a workflow automatically receive e-mail alerts without subscribing in advance. Improved filtering conditions now trigger more relevant alerts to all users.</p>					
<p><b>RSS feeds</b> By integrating RSS feeds for each SharePoint list, Windows SharePoint Services 3.0 provides an efficient mechanism for end users to retrieve the information using RSS-enabled programs such as Windows Internet Explorer 7 and Office Outlook 2007.</p>					
<p><b>Consistent user experience</b> Windows SharePoint Services 3.0 implements many new and enhanced features that make the Windows SharePoint Services user interface more uniform — providing a consistent user experience.</p>					
<p><b>Rights trimmed user interface</b> Users are only allowed to see the features that they have the rights to use. Previously, Windows SharePoint Services 2.0 Service Pack 2 did not inform a user they were not allowed to perform a function until they clicked its link.</p>					

**Automatic breadcrumb bar**

Provides immediate navigational context for the user — creating a greater sense of “place” within a SharePoint site.



**Quick launch bar**

Available on all view pages and is more easily customizable.



**Top navigation bar**

Available on all view pages and is more easily customizable.



**View improvements**

Ability to page forward and backward in addition to improved user interface for sorting and filtering.



**Descriptive menu actions**

The Actions drop-down menu provides task-based descriptions of the actions that can be performed on a particular SharePoint list or document library.



**Simplified Web Part user interface**

Simplified user interface for browsing, selecting, and adding Web Parts to a Web Part page. The Web Part catalog is presented as a scrollable list; no more paging forward and backward through the Web Part catalog.



**Accessibility**

Windows SharePoint Services 3.0 is Section 508 and W3C compliant.



**Recycle bin**

Enables a user to easily restore an item that was deleted accidentally. Administration tools are also available to manage the lifecycle of deleted items in the recycle bin.



**Backup/restore support for Volume Shadow**

**Copy Service (VSS)**

Windows SharePoint Services backup and restore functionality is enhanced with the support for VSS a feature of Windows Server 2003.



**Document libraries**

Improvement to SharePoint document libraries include:



- Checking out documents locally
- Offline document library support in Office Outlook 2007
- Major and minor version numbering and tracking
- Support for multiple content type
- Policy, auditing, and workflow
- Tree view support

**Large-list and cross-list indexing**

The performance of large-lists and cross-lists can be improved through the use of indexes on specific list column properties. This significantly increases the capacity and performance of a Windows SharePoint Services 3.0 list compared to 2.0.



**Metadata**

Users can extend document libraries and lists with custom column properties.

The practical number of column properties that a list or document library may have has been significantly increased due to performance and scalability improvements in Windows SharePoint Services 3.0 Lists.



**Content types**

Content types are reusable definitions of document types across your organization. A single document library can store content with multiple document types.

A content type is used to define a group of documents that share a common set of attributes; including:

- Document templates
- What's on the "New" button
- Metadata specific to the content type
- Shared column property templates
- Custom InfoPath forms in 2007 Microsoft Office system applications
- Enterprise defined policies
- Common workflows



Content types are different from traditional file types (which map to physical file formats like Word documents or Excel spreadsheets). Content types are used to define and implement business documents such as functional specifications, budget planning spreadsheets, or new product concept

presentation.

### **Application templates**

While standard workspaces in Windows SharePoint Services are easy to implement, organizations seeking a more customized deployment can get started quickly with application templates for addressing specific business processes or sets of tasks.

A new set of application templates will be available for Windows SharePoint Services 3.0. They will highlight aspects of task coordination and will offer some pre-configured workflows. The application templates provide customers with a baseline for deploying Windows SharePoint Services in context of business processes and set of tasks. A rich ecosystem of solution providers use the application templates as the basis for deeper horizontal and vertical solutions.



### **Workflow**

Windows SharePoint Services 3.0 hosts Windows Workflow Foundation (WF) to enable customized creation of workflow solutions and use of structured workflows on document library and list items. Office SharePoint Designer 2007 can be used to design and configure custom workflow solutions with the support for WF in Windows SharePoint Services 3.0.



Ready-to-use workflow templates are available with Office SharePoint Server 2007 as well as a new set of application solutions for Windows SharePoint Services downloadable from the Microsoft TechNet Web site.

### **Tree view**

Tree view controls are now supported for navigating document libraries in a manner similar to the file system.



### **Append-only and multi-value lookup fields**

Append-only fields enable a user to append text to a field without being able to modify the existing content of the field. This is useful for logging and tracking applications. Multi-valued lookup fields enable multiple values to be selected from another list field.



### **Extensible site and list templates**

In Windows SharePoint Services 3.0, site and list templates can be edited in Office SharePoint Designer 2007.



### **Sub-site promotion**

An existing sub-site can be promoted (repositioned) within the logical hierarchy of SharePoint sites



(SharePoint site collection) to which it belongs.

### Support for ASP.NET 2.0

Windows SharePoint Services 3.0 leverages the reliability, scalability, and functionality of ASP.NET version 2.0. This includes support for the ASP.NET version 2.0 Web Part Model (with added backward compatibility support for Windows SharePoint Services 2.0 SP2 Web Parts). Building on ASP.NET not only provides a deep technical foundation for Windows SharePoint Services, but also allows Windows SharePoint Services to leverage the Visual Studio development environment for application development.



### ASP.NET master pages

Each Web page in a SharePoint site references an ASP.NET version 2.0 master page. Master pages provide centralized control of the layout and style of all the pages in a SharePoint site. Each site has a master page gallery that the site owner can use to customize the look of all of the pages on the site.



### Performance caching



### Object model

All object model changes in Windows SharePoint Services 3.0 are highly backward-compatible with Windows SharePoint Services 2.0 SP2. However, you should be aware that your old code, although it will compile, may not behave as expected in the new object-model hierarchy. The Administration object model (Microsoft.SharePoint.Administration) has been completely re-factored to allow for greater extensibility. There is now a hierarchical object store.



### Field types

Extensible field types allow you to use enterprise data structures within Windows SharePoint Services 3.0 by creating your own controls, which are exposed as simple fields within a list or document library by Windows SharePoint Services 3.0.



### Site columns

Site columns provide a central, reusable model for column definition. When you create a site column, each list that uses this column has the same definition, and you do not have to do the tedious work of reproducing the column in each list.



### Content type settings

Content types are a core concept used throughout Windows SharePoint Services 3.0. Content types are designed to help users organize their SharePoint content in a more meaningful way. A content type is a reusable collection of settings you



want to apply to a certain category of content. Content types enable you to centrally manage and reuse the metadata and behaviors of a document or item type.

**Folders in lists**

Folders, a popular feature in Windows SharePoint Services 2.0 SP2 document libraries, are now also available in lists. Folders allow further segregation of content within a single list, adding another level of versatility.



**Folder metadata**

Users and developers can now assign metadata to a folder. This creates a rich content holder that contains child content, while appearing as more than a container. Essentially, this allows the folder to function as a separate, but fully functional, item type.



**List indexing**

By allowing a column to be indexed, and stored as a simple name/value pair in a separate database, access to specific items in large lists is significantly improved. These kinds of performance improvements allow SharePoint lists to become true data stores, capable of supporting external applications as well as simple team sites.



**Cross-list queries**

Cross-list queries allow you to use the SPQuery object to query all the lists within a Web or site collection. Previously, you had to enumerate through the parent objects to obtain a collection of SPLists, query the list to return the items, and then build your own collection of list items from the multiple lists.



**List items**

Several new enhancements related to list items have been introduced in Windows SharePoint Services 3.0:



- Per-item and per-folder security
- Versioning
- Required checkout

**Property Bags**

Property Bags are now supported on several major objects: SPWeb, SPFile, SPFolder, and SPListItem.



**Web services**

Windows SharePoint Services 3.0 expands several existing Web services, increasing the number of methods provided through the Lists, SiteData, UserGroup, WebPartPagesWebService, and Webs services.



### Change logs

The change log is a repository storage feature in Windows SharePoint Services 3.0 that provides item change tracking services that are useful, for example, for data synchronization between Windows SharePoint Services and external applications.

Office Outlook 2007 is an example of an external application that uses the change log to synchronize documents and list items for offline access.



### Event receivers

Events fall into two major categories:

- List events. Core events, including changes, additions, and removals of list items and list columns (schema changes)
- Simple site events. Deletion of sites and site collections Events are either synchronous “before” events, denoted by the “XYZing” name format, or asynchronous “after” events, denoted by the “ABCed” name format.



### Job service

The Job service in Windows SharePoint Services 3.0 provides facilities for setting up a timed job that executes:

- After a definable time interval.
- During a certain time period in the hour, day, week, month, or year.



The Job service also provides a facility for distributing work amongst servers in a farm; for example, based on a request to create a site (which originates on a Web front end), a one-time job may run as soon as is reasonable on an indexing server.

### Feature framework

Windows SharePoint Services 3.0 contains a new structure called a feature. A feature is an end-user-oriented container of one or more elements. An element is an atomic Windows SharePoint Services concept. The feature is defined in an XML format, similar to other existing SharePoint structures. Each feature definition is a set of XML files. Many items that were previously contained within a site definition in Windows SharePoint Services 2.0 SP2 are now able to fit as an element. In Windows SharePoint Services 3.0, a SharePoint site definition is transformed into a list of features plus a layout page and a master page. This enables any template site to be transformed using any other site template.



**Solution Deployment Model**

Windows SharePoint Services 3.0 also introduces a new deployment mechanism called a solution. A solution is similar to Web Part packages from Windows SharePoint Services 2.0 in that it is an aggregated CAB file containing XML instructions and files that need to be deployed on each front-end Web server. But solutions go beyond Web part packages to support the deployment of features, site definitions, and related assemblies used for event handlers and workflows. Solutions also assist in pushing deployment files to each Web server in a farm. An administrator adds a solution to a Windows SharePoint Services farm, which then copies the solution CAB file into the configuration database. When the administrator runs the command to deploy the solution, Windows SharePoint Services starts a timer job to push the solution CAB file to each front end web server to install it.

**Version history**

Changes to the item are shown in the version history. In addition, support is provided for "append-only" comment fields.

**Major and minor version tracking**

Tracking of both major version numbers and minor version numbers are supported in Windows SharePoint Services 3.0.

**Folder-level and item-level access controls**

Windows SharePoint Services 3.0 extends group or role-based access controls from sites, document libraries, and lists to individual folders, documents, and list items.

**Virtual server security policies**

An authentication zone is identified with a SharePoint (IIS) virtual server. The same content (document libraries and lists) can be made available to multiple zones (for example, intranet and extranet). Access control lists (ACLs) can have a mixture of users from different authentication providers.

**Pluggable authentication**

Each authentication zone can have a pluggable, custom authentication provider in addition to the default support for Windows Basic, Digest, NTLM, Forms, and Kerberos authentication methods.

**LDAP pluggable authentication provider****Single Sign-On (SSO)**

Permits a person to enter one name and password to use a variety of back-end applications. SSO is used for integrating back-office systems and line-of-



business applications that require separate credentials databases. Take advantage of single sign on to authenticate users and leverage this to pre-populate InfoPath forms.

**Common search technology and infrastructure**

Provides a single indexing and search infrastructure that scales from the desktop, through team sites and divisional portal sites, to the largest corporate intranets, extranets, and Internet sites.



**Inteoperability and integration**

- XML support
- SOAP support
- Web services
- Open API and Object Model



**Inteoperability and integration**

- WSRP



**Extensibility and programmability of search**

Includes three categories of APIs for comprehensive access to Microsoft Search features:

- Data access: protocol handlers and IFilters
- Query object model, APIs, Web services, and reusable Search Center Web Parts
- Administration object model and APIs



**Excel spreadsheet developer reuse and extensibility**

Spreadsheets published to SharePoint sites are accessible more securely using Web services. This means that application developers can take advantage of the logic embedded in a spreadsheet by remotely accessing spreadsheets from any platform. Business analysts can modify or update the model without affecting the business application or having to involve an application developer in the process.



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