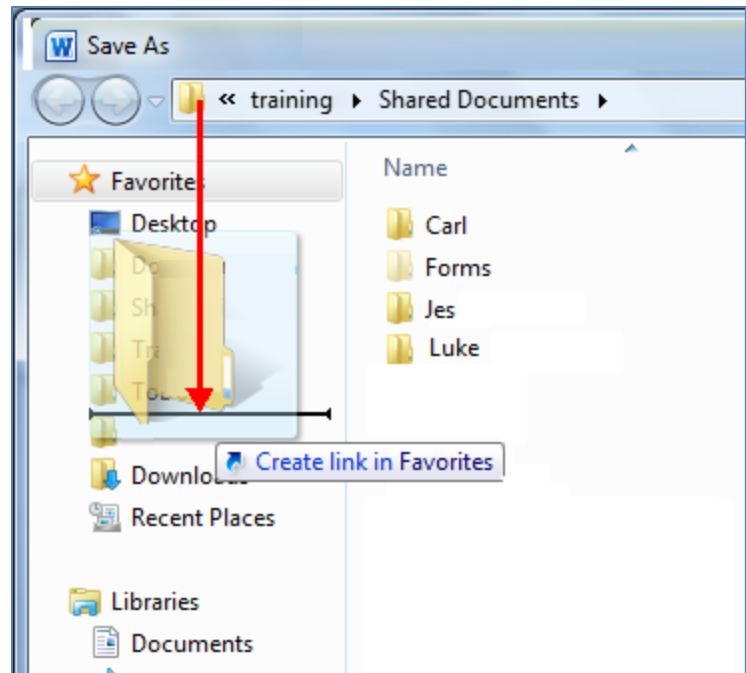


EASY ACCESS TO SHAREPOINT DOCUMENTS WHEN USING MS VISTA OR WINDOWS 7

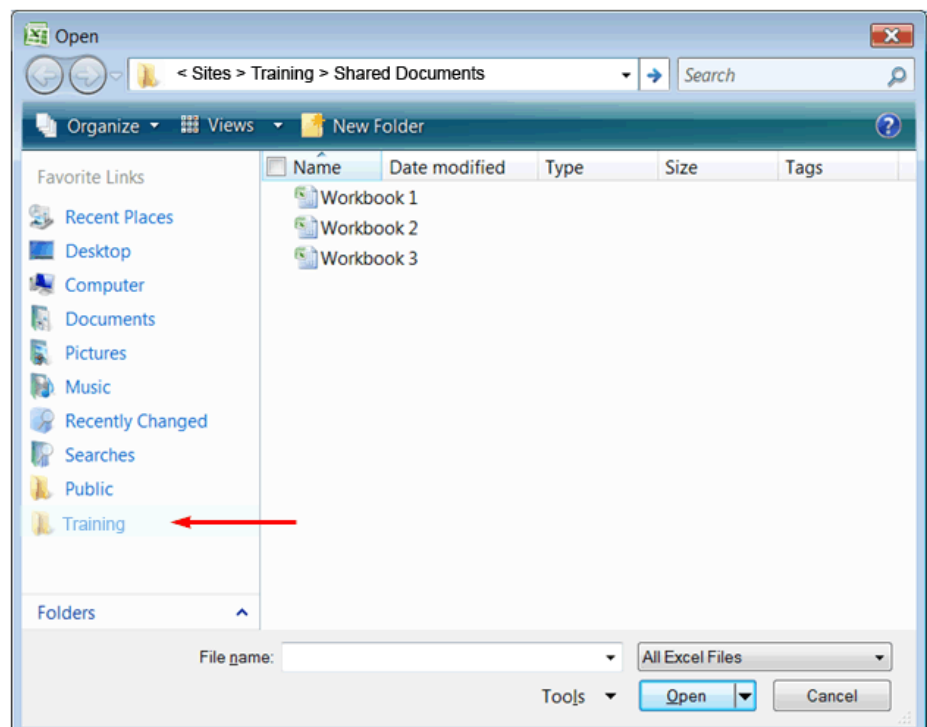
Navigating to often-used SharePoint sites to open or edit documents can be a long process. This documentation shows you how to access these documents from within MS Office documents or from the Windows Desktop when using the MS Vista Operating System.

DRAW A LINK TO A SHARED DOCUMENTS FOLDER FROM A SHAREPOINT SITE INTO THE FAVORITE LINKS FOLDER ON YOUR COMPUTER

1. When you open an Office document on a SharePoint site, the application will open. Click the Office Button for Vista or the File menu in Windows 7 > **Save As**, and drag the folder icon from the address bar into the Favorite Links folder.



2. The shared folder will now be in the **Favorite Links** folder and you can open a document directly from that location in any Office application, for example in Excel, as shown in this screen shot.



CREATE A SHORTCUT TO A SHAREPOINT SITE ON THE DESKTOP OR IN DOCUMENTS

Use a folder on your desktop that links to a Shared Documents folder on SharePoint to drag and drop files into it.

1. Navigate to the SharePoint Document library.
2. Click **Actions > Open with Windows Explorer**.
3. Click **Restore Down** at the top right corner to resize this window. Drag a shared folder to the desktop to create a shortcut to that folder.
4. Right-click the folder and rename it, if you wish. In the example shown right, the folder was renamed "Training".
5. You can now drag files into the network folder on the desktop and they appear in the folder on the SharePoint site.
6. You can move the shortcut from your desktop into your Documents folder if you want to do so.

