

Uploading documents to SharePoint Document Libraries

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<http://www.ciaops.com>



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Introduction

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Format

Words that are displayed with an underline can be found at the glossary at the end of the document.

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The Windows SharePoint Operations Guide (<http://www.wssops.com>) will help the IT Professional install, configure and maintain Windows SharePoint in a variety of environments. Since the product is subscription based you always get access to the latest SharePoint information in a clear and concise manner. For the price of a few hours of work you can have access to an ever growing library of SharePoint knowledge. It will not only save you time and money but help you generate more revenue by teaching you about the fastest growing Microsoft technology. Sign up today and start reaping the benefits.

Summary

The *Shared Documents* area in SharePoint is called a Document library. In here you can generally store any sort of file you wish including things like documents and spreadsheets (although some executable files like .exe or .bat maybe blocked by default).

This paper will cover the following topics:

1. Uploading a single document via a web browser
2. Uploading multiple documents via a web browser
3. Uploading documents via mapped drives

A video presentation of this documentation can be found at

<http://www.youtube.com/watch?v=JZYRbbPp4Es>

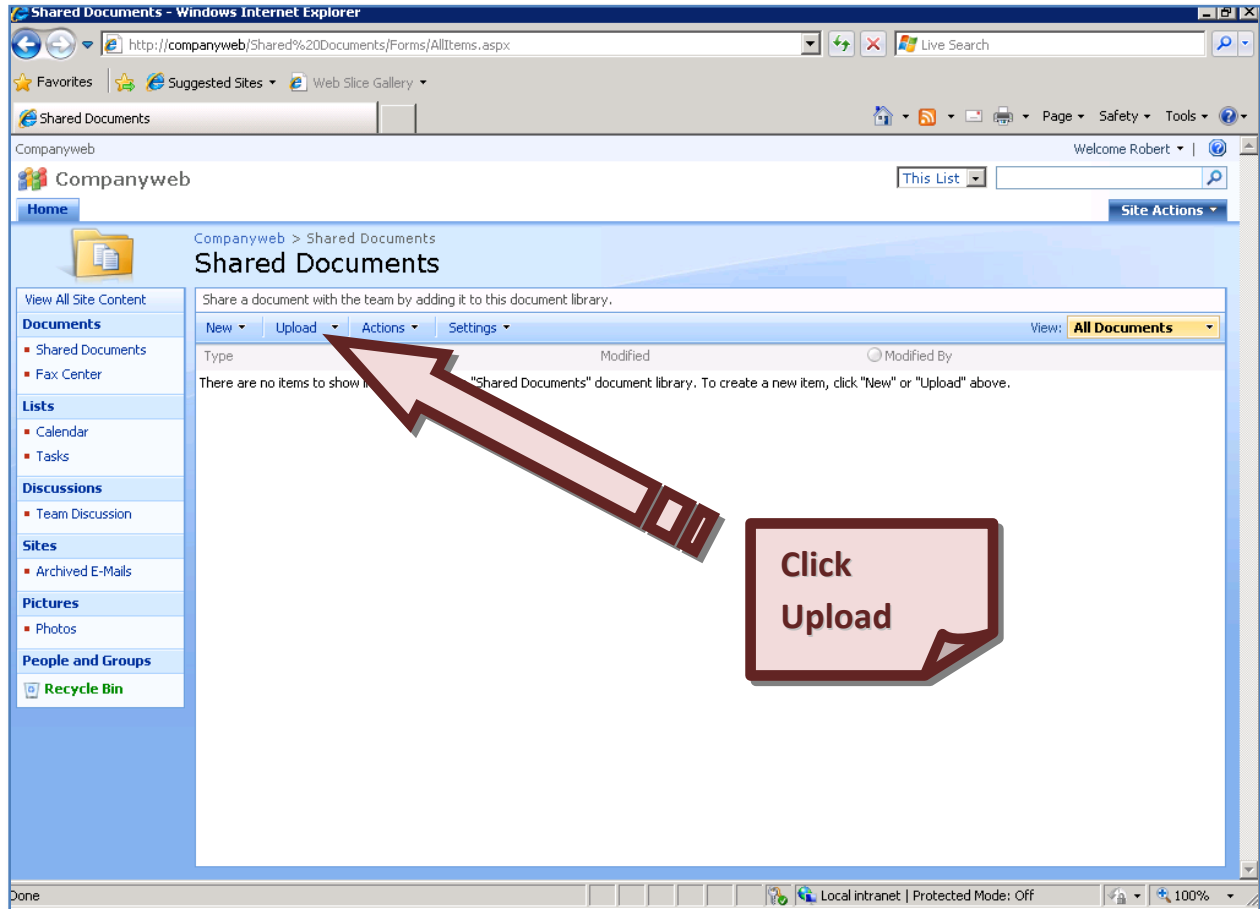
which is part of the YouTube channel

<http://www.youtube.com/user/directorciaops>

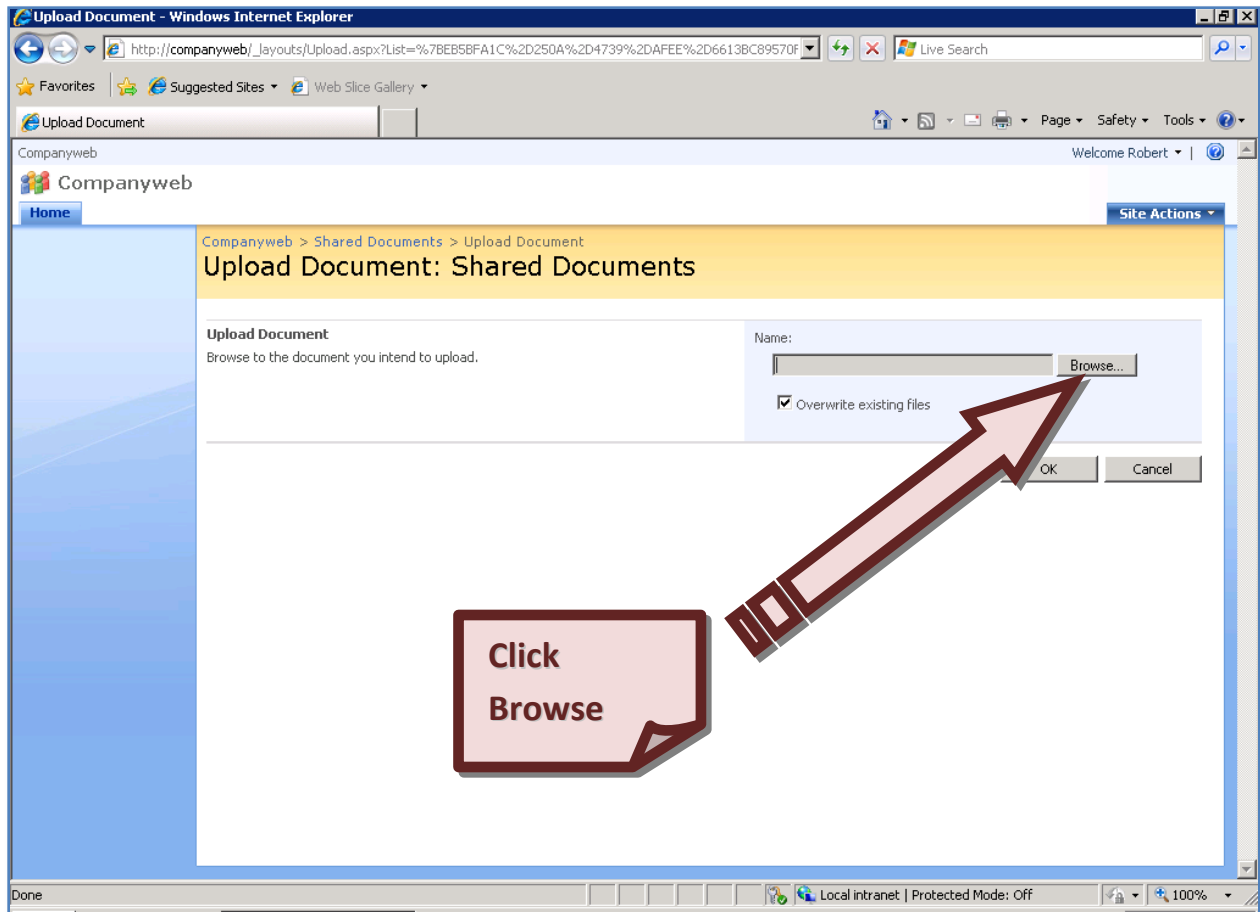
that contains many more SharePoint how videos.

Uploading a single document via a web browser

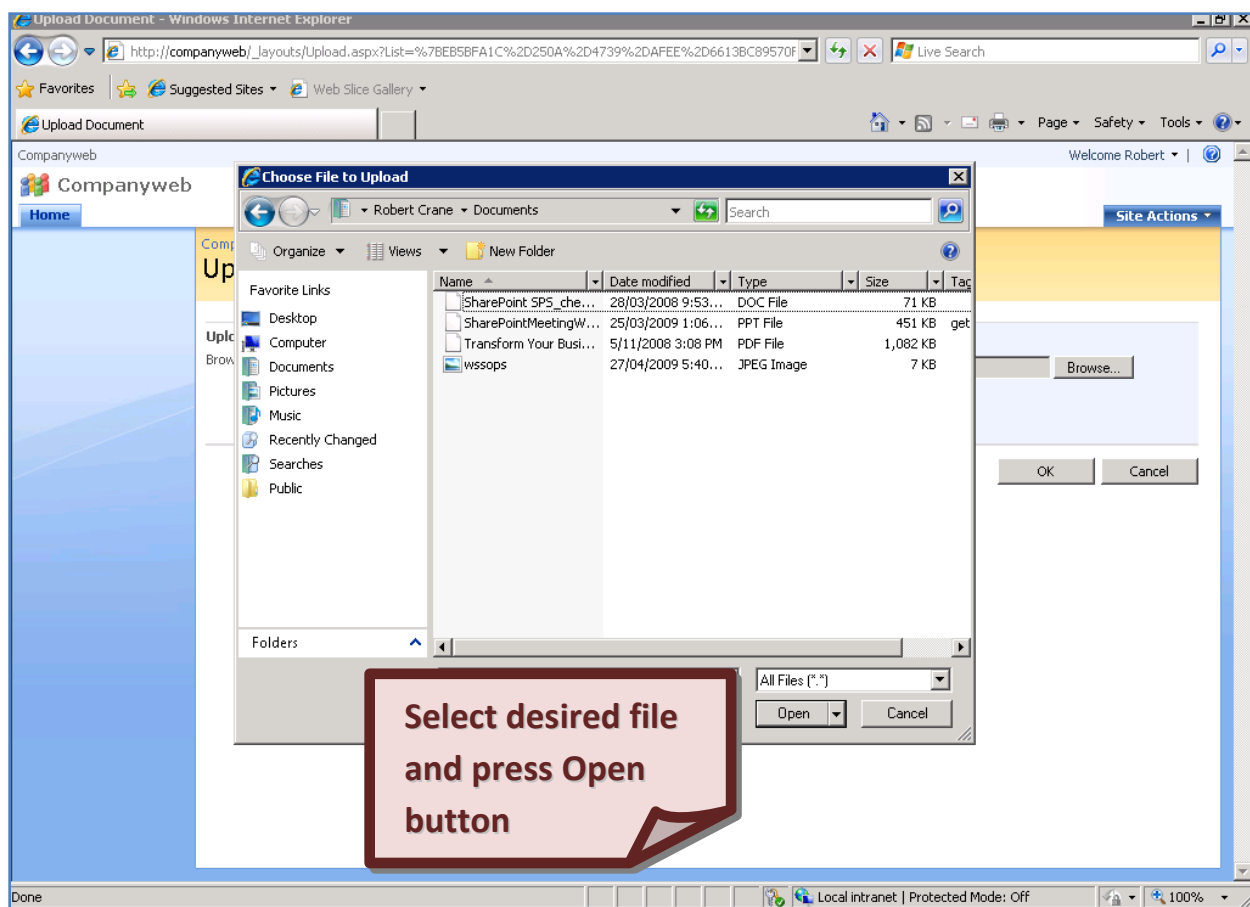
To upload a single document click on the *Upload* button from the menu bar of the Document Library.



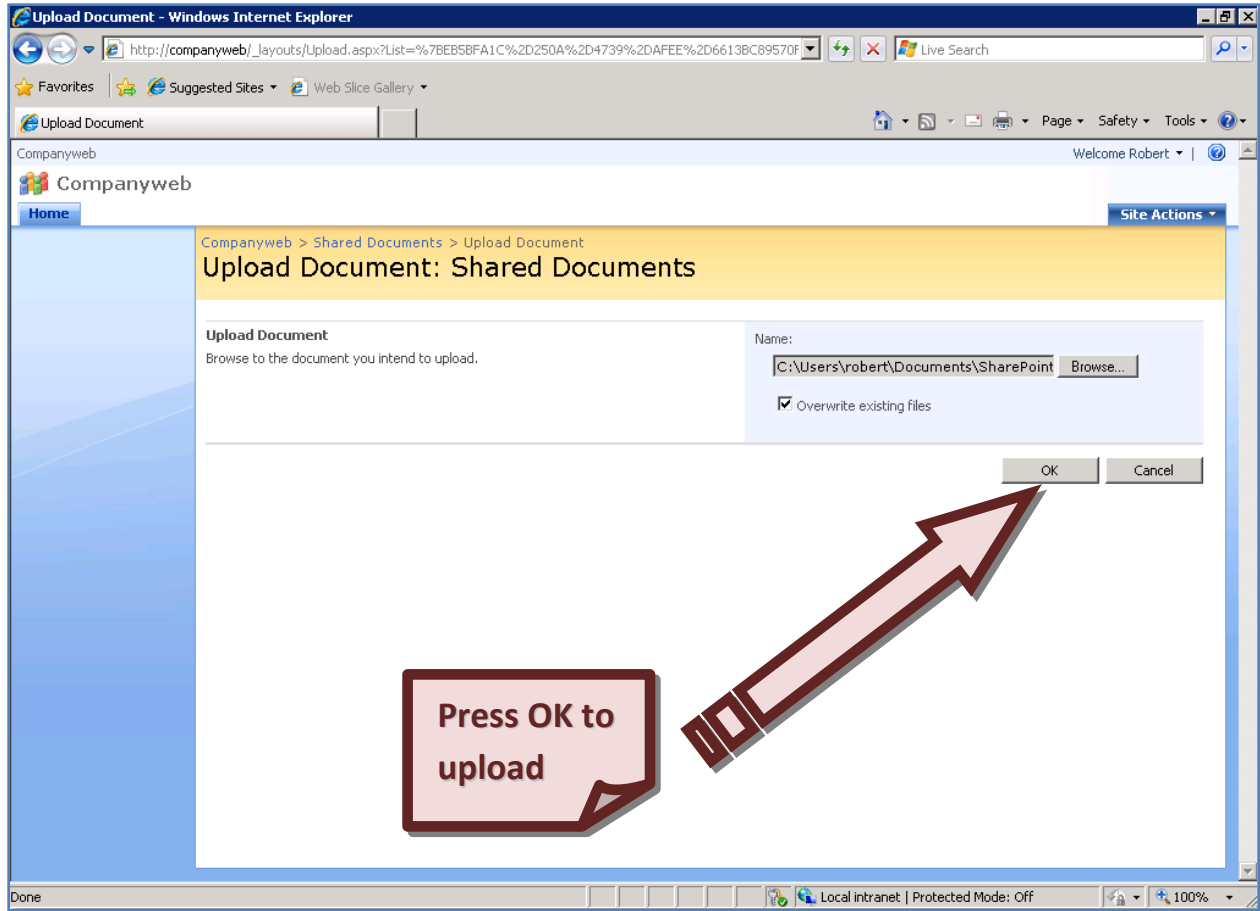
You should now see a screen like:



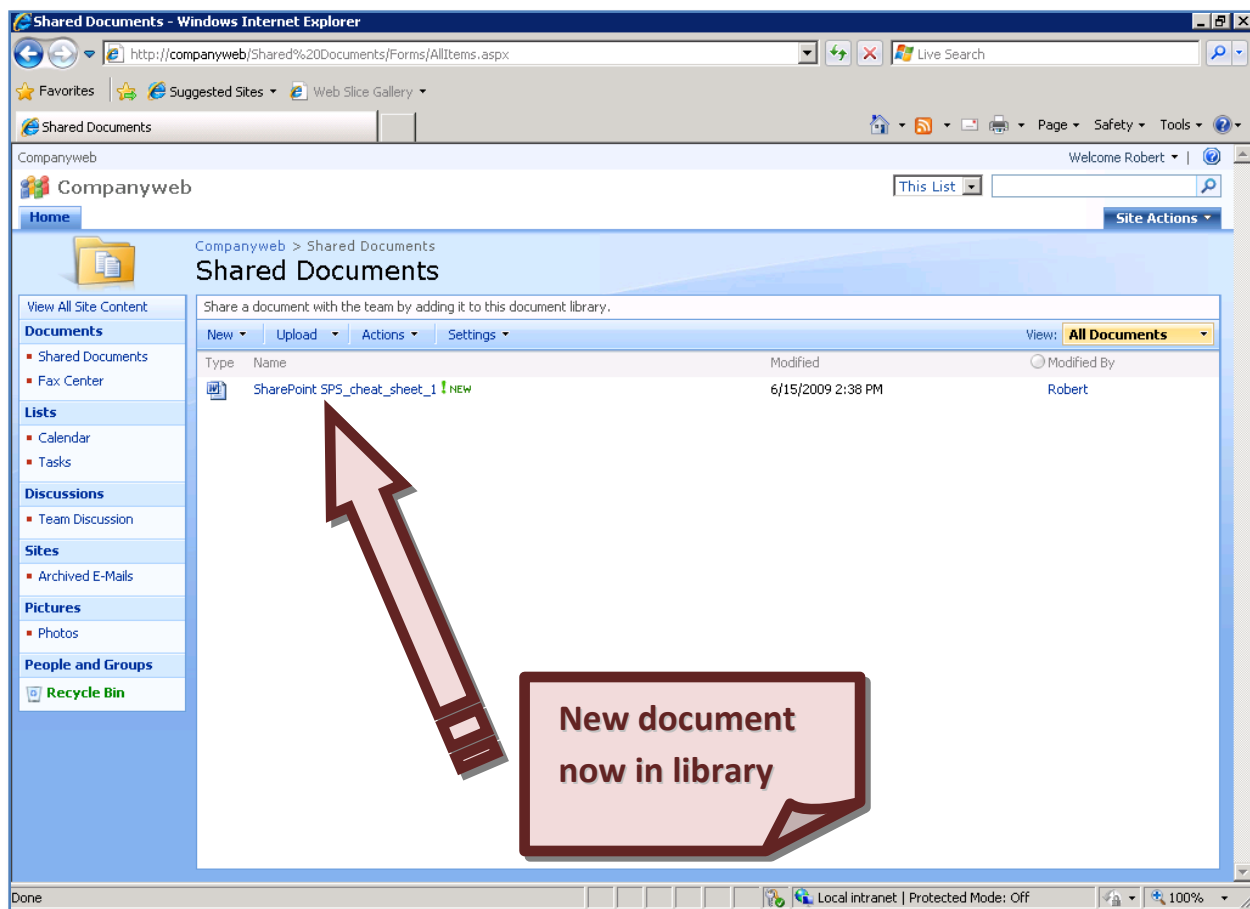
If you click the **Browse** button you can navigate to any file on your local system like so:



After selecting the file to be uploaded and pressing the **Open** button the location of that file will be transferred to the *Name* field in the SharePoint site.



To upload the selected document to the *Shared Documents* area of SharePoint, simply press the **OK** button.



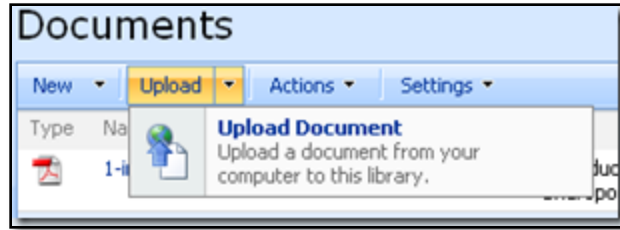
You should now see the document you selected appear in the list for the Document Library. In this case, a Word document has been uploaded and the Word icon appears at the beginning of the line to indicate the document type.

You can repeat this process of selecting *Upload* in a Document Library, then pressing the *Browse* button and locating the desired file and finally selecting **OK** to upload documents.

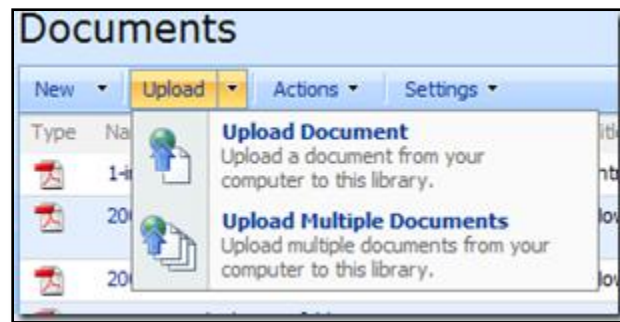
Uploading Multiple Documents via a web browser

SharePoint supports the ability to upload multiple documents, however it only does so on machines that have Microsoft Office installed. This means that unless you have Microsoft Office installed on the machine from which you plan to upload multiple documents to SharePoint that functionality will not be available.

If you access a SharePoint Document Library from a machine without Microsoft Office installed and select the pull down arrow next to *Upload* from the menu you will only see one menu option like so:

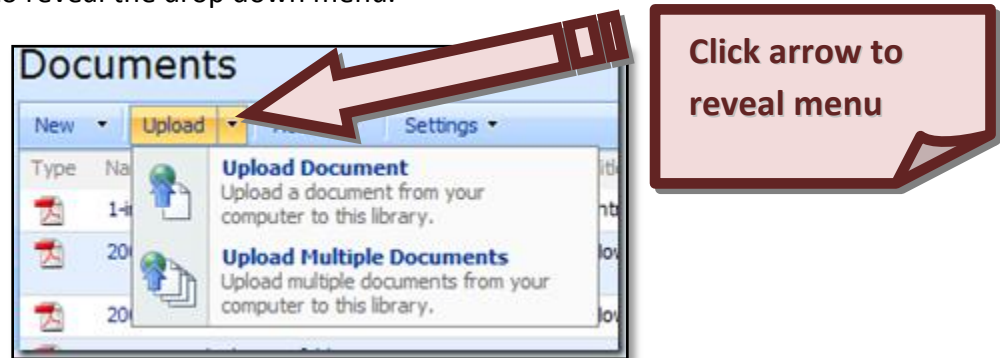


However, if you repeat the process using a machine that has Microsoft Office installed you will see two menu options like so:

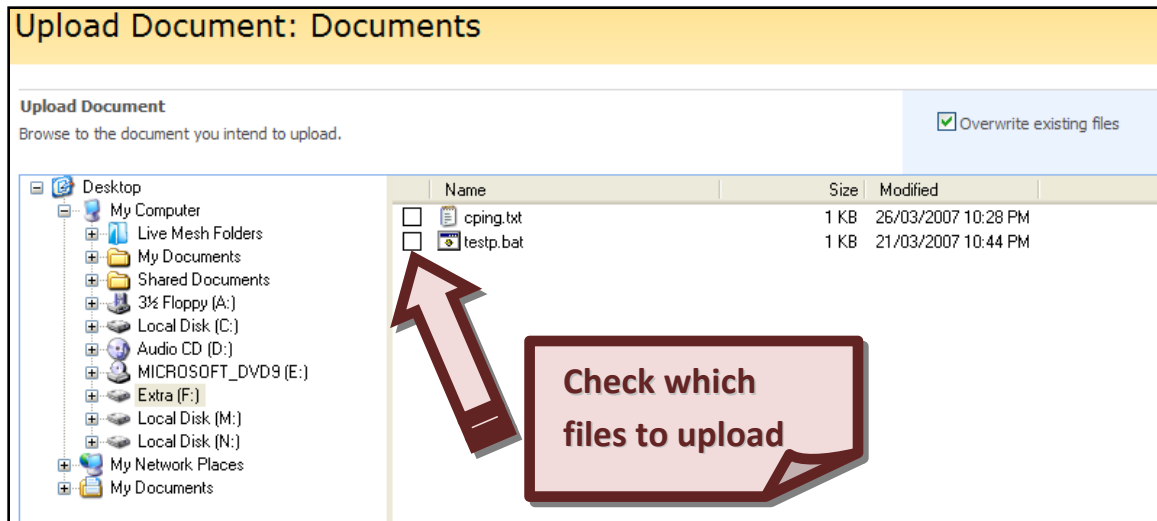


Use the *Upload multiple documents* so you can transfer your documents by simply selecting the files required and pressing the **OK** button.

To do this click the *Upload multiple document* option from the menu after clicking on the arrow to the right of *Upload* to reveal the drop down menu.



You should then see a window like shown below where you can simply navigate to the files that you wish to upload onto your system that reside on your local workstation and press the **OK** button to commence the upload.



Simply use the navigation pane on the left to locate the directories from which you wish to upload file from your local machine. Once you have located the directory and opened it for viewing, simply click in the box next to the required entry on the list of files that appear on the right of the screen.

By default, the option to *Overwrite existing files* will be enabled. This can be disabled by unchecking the option in the top right of the screen.

When you have completed making all your selections simply press the **OK** button to commence the transfer. The time taken to transfer the files will vary depending on the total size of the files you wish transferred.

When the transfer process is complete you will be returned to the Document Library.

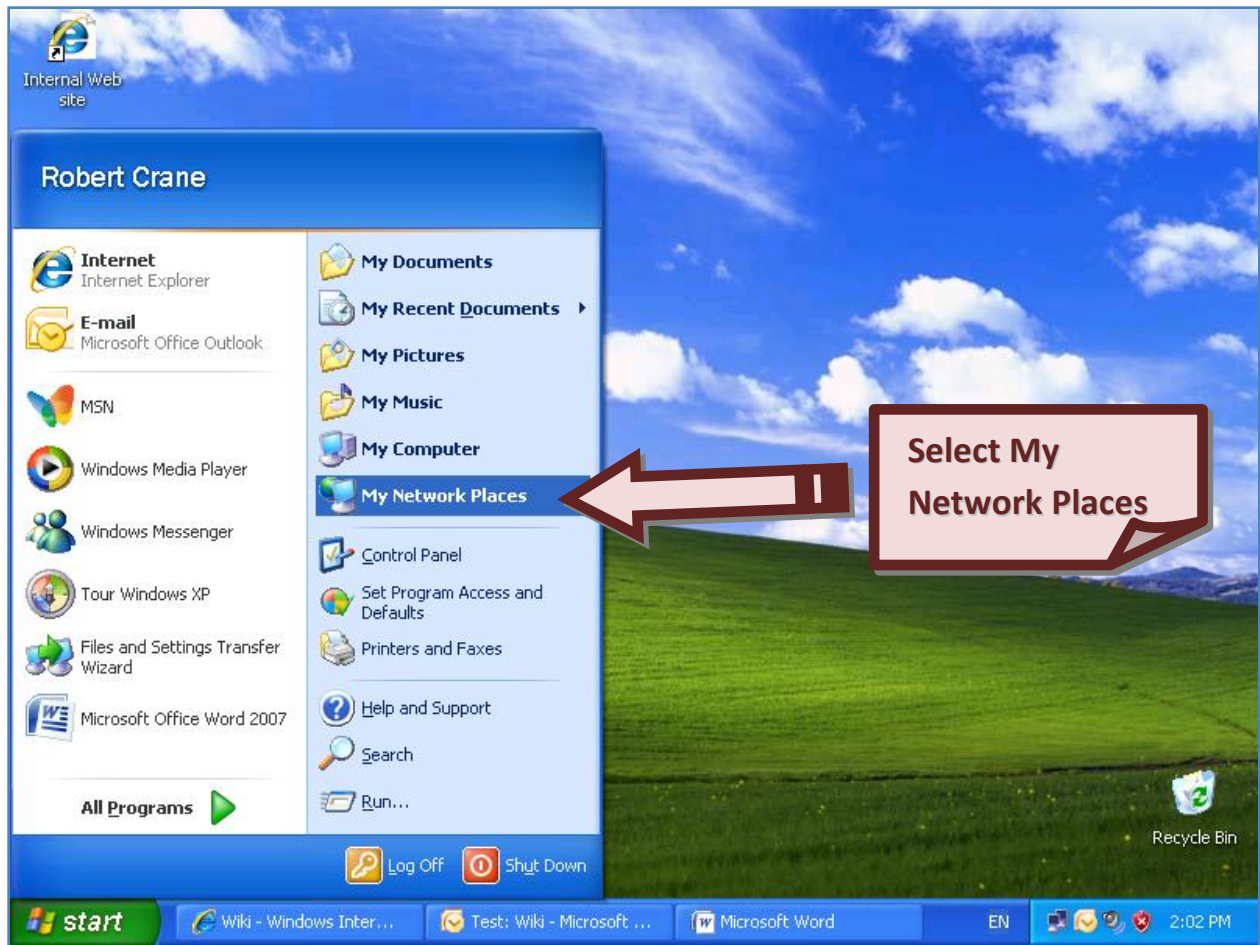
Uploading documents via mapped drives

The first step in the process is map a drive on your local computer that refers to the SharePoint site. From there you can use this mapped location as you would any other drive on your system, for example to simply drag and drop files between the locations.

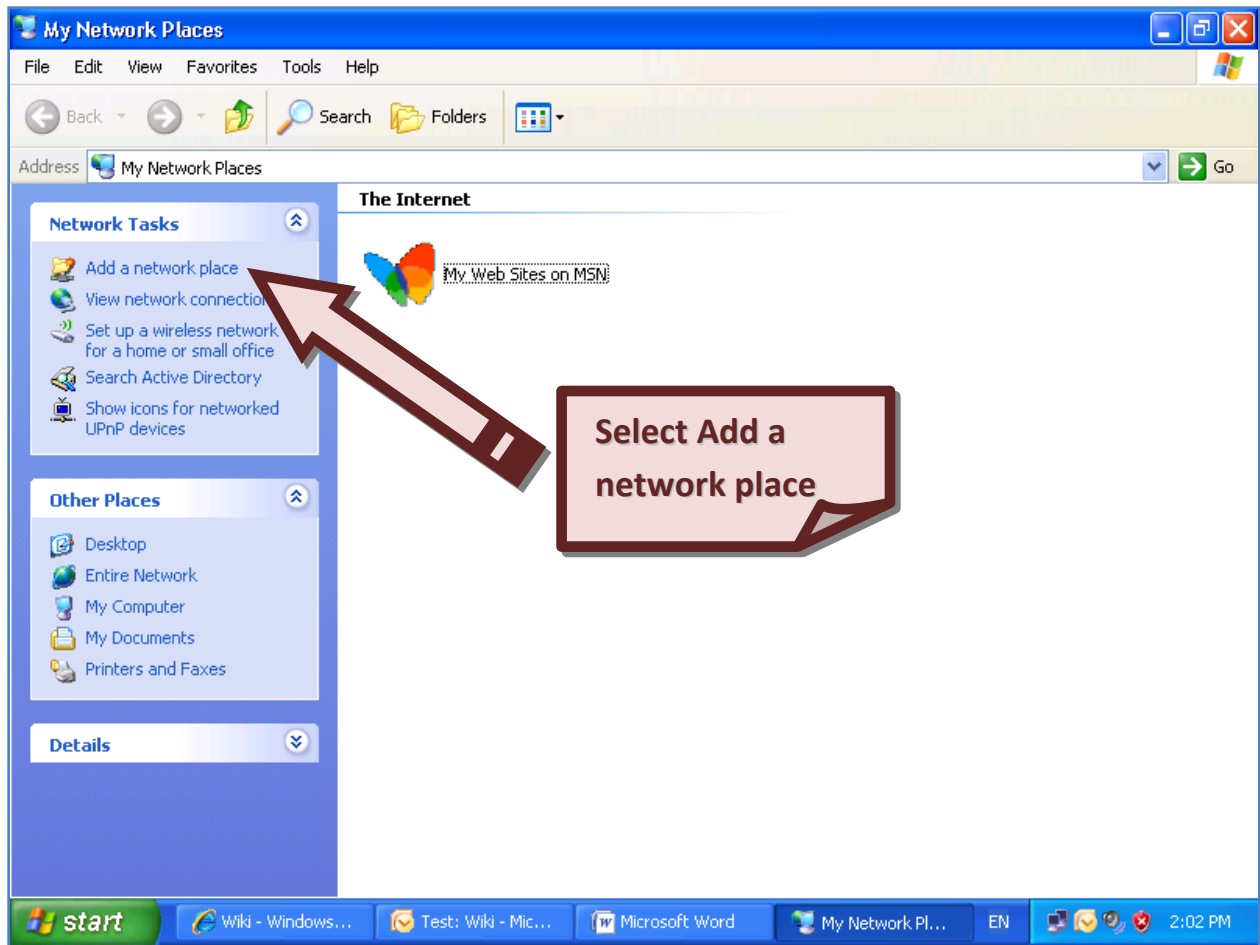
The method of setting up a mapped drive varies slightly between versions of Windows.

Uploading documents via network places in Windows XP

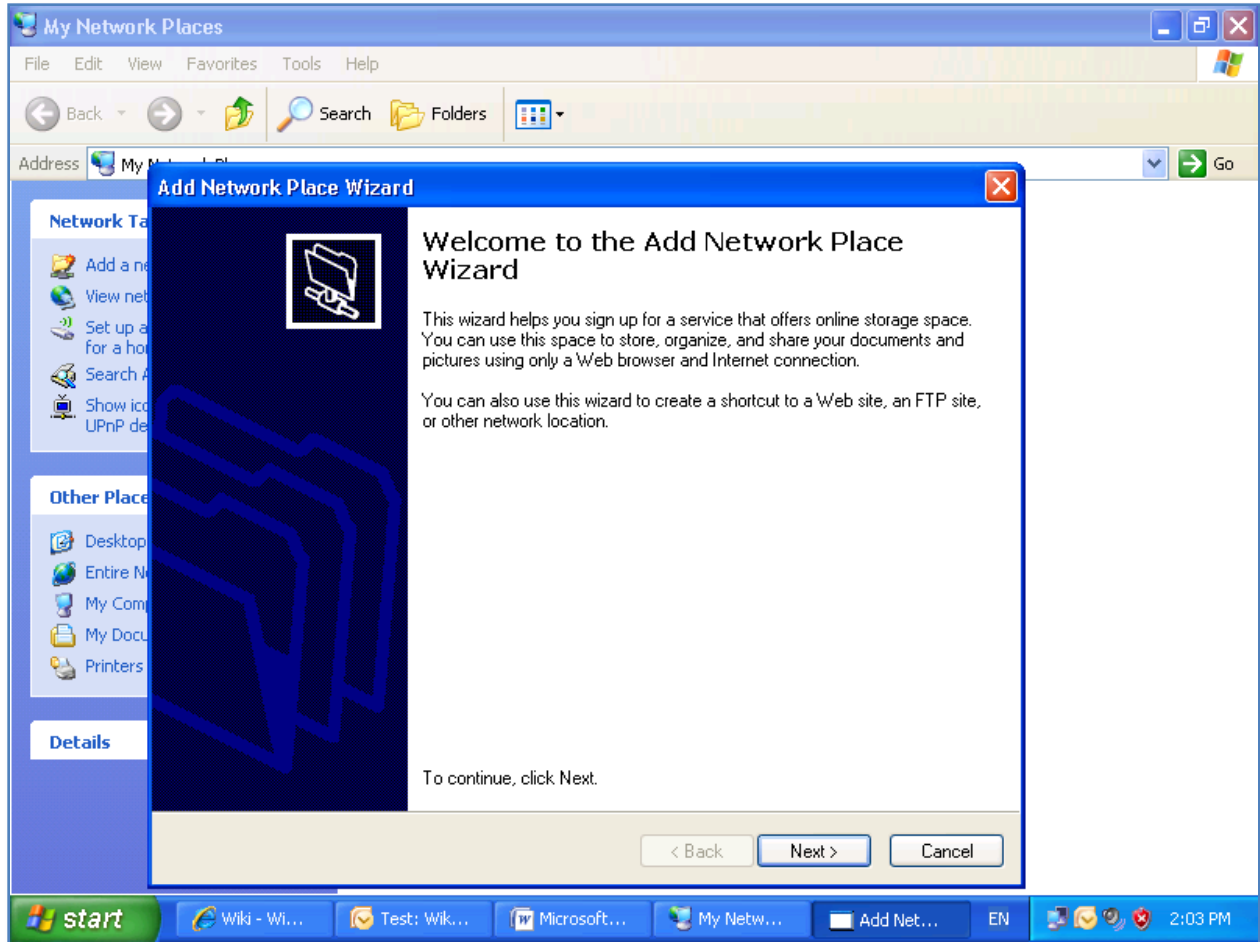
This section will cover how to create a standard Windows XP network place that points to a SharePoint Document Library. You will need access to a local workstation and need to know the address (URL) of the SharePoint Document Library you wish to directly map to.



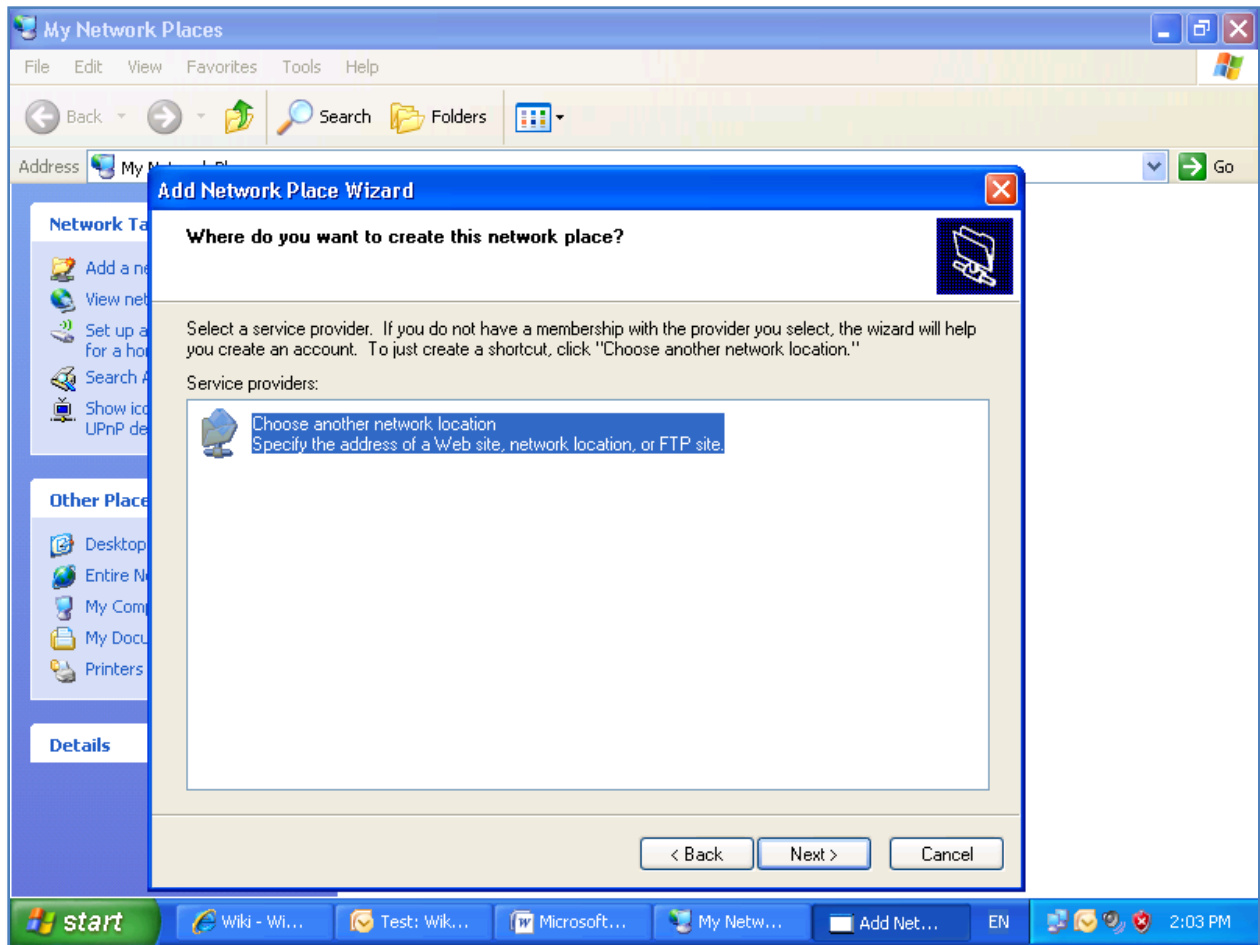
On a local workstation running Windows XP select the option **My Network Places** from the *Start menu* after logging in as the required user.



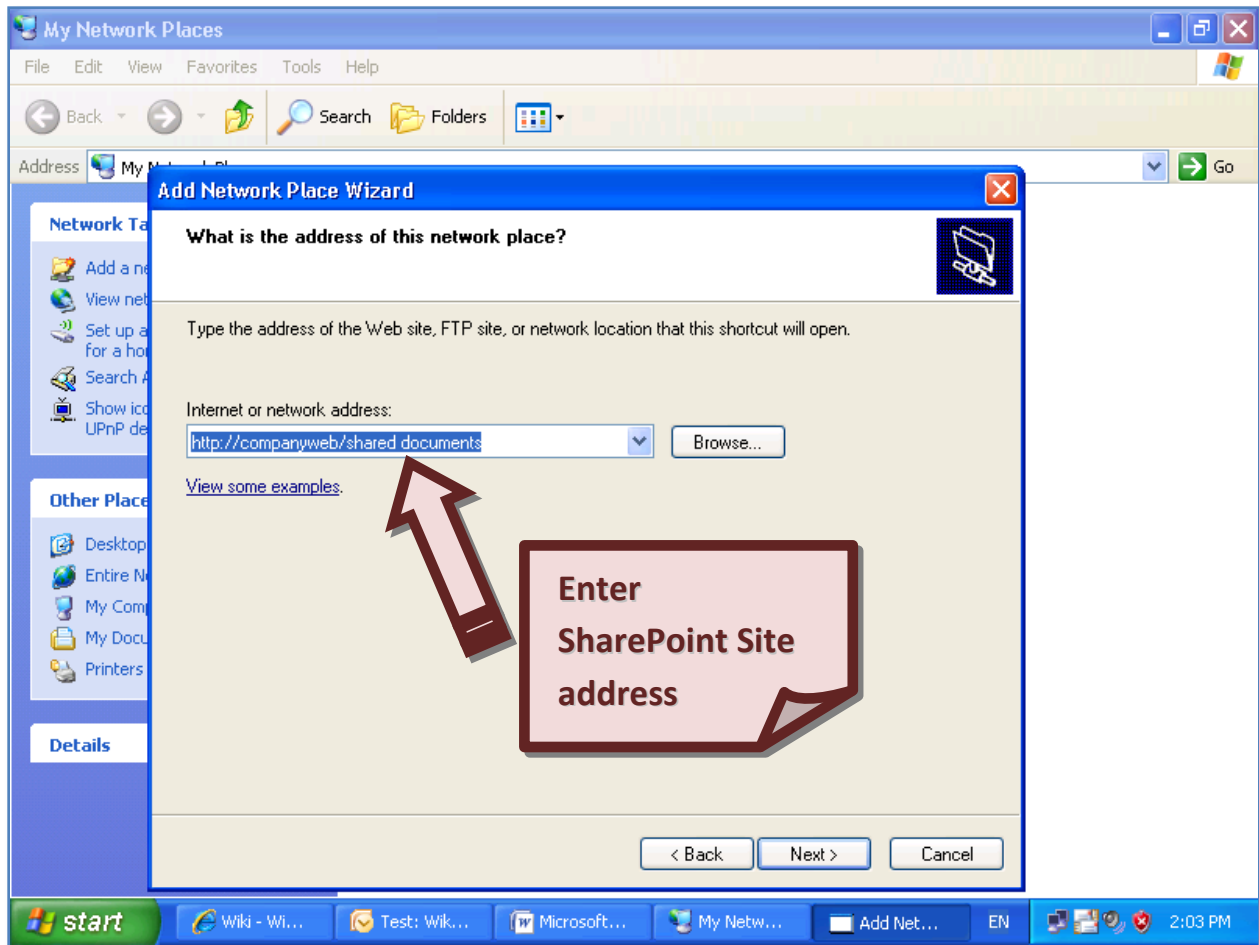
Select the option to **Add a Network Place** located at the top left of the screen.



In this case click **Next** to continue with the wizard.

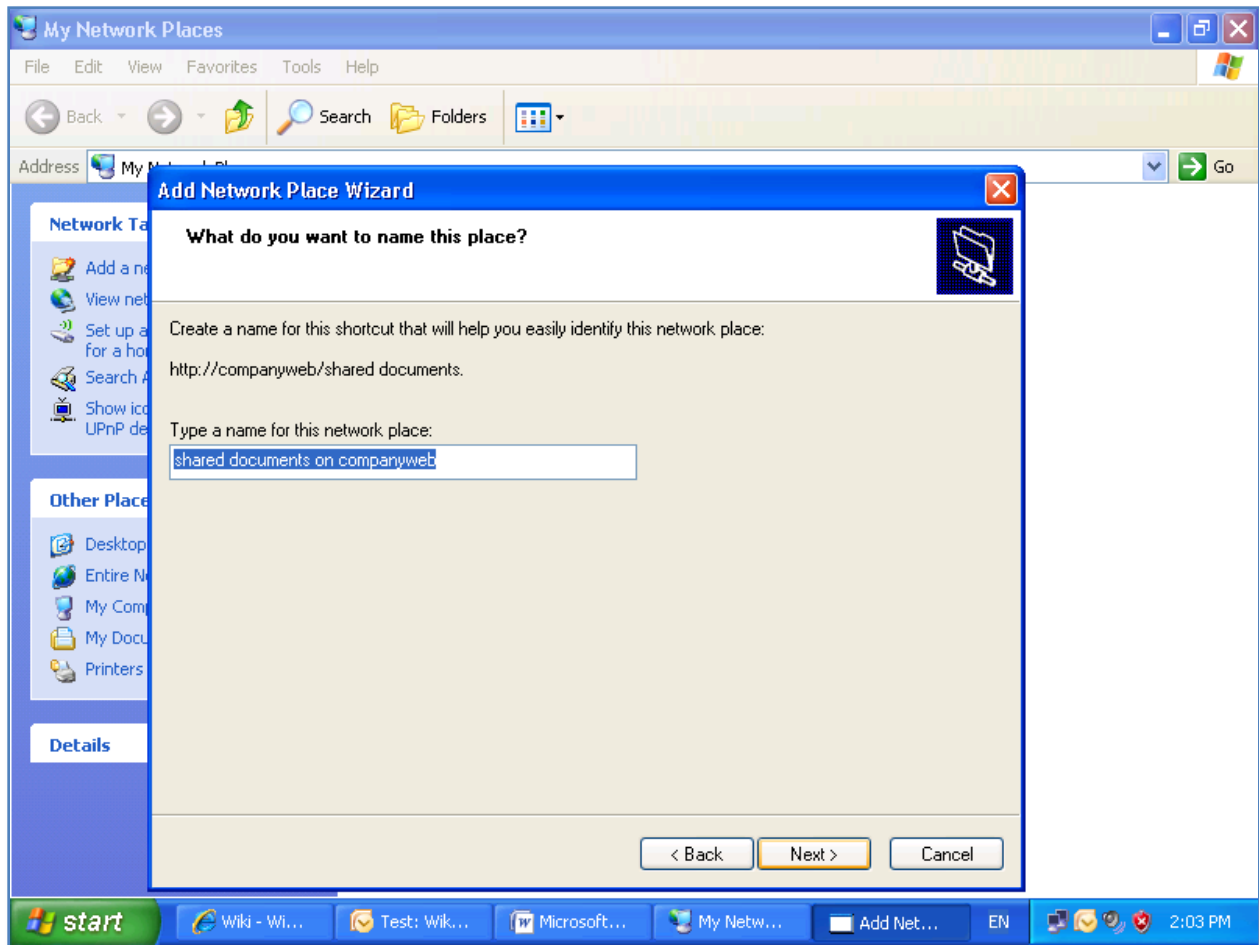


Click **Next** again to continue.

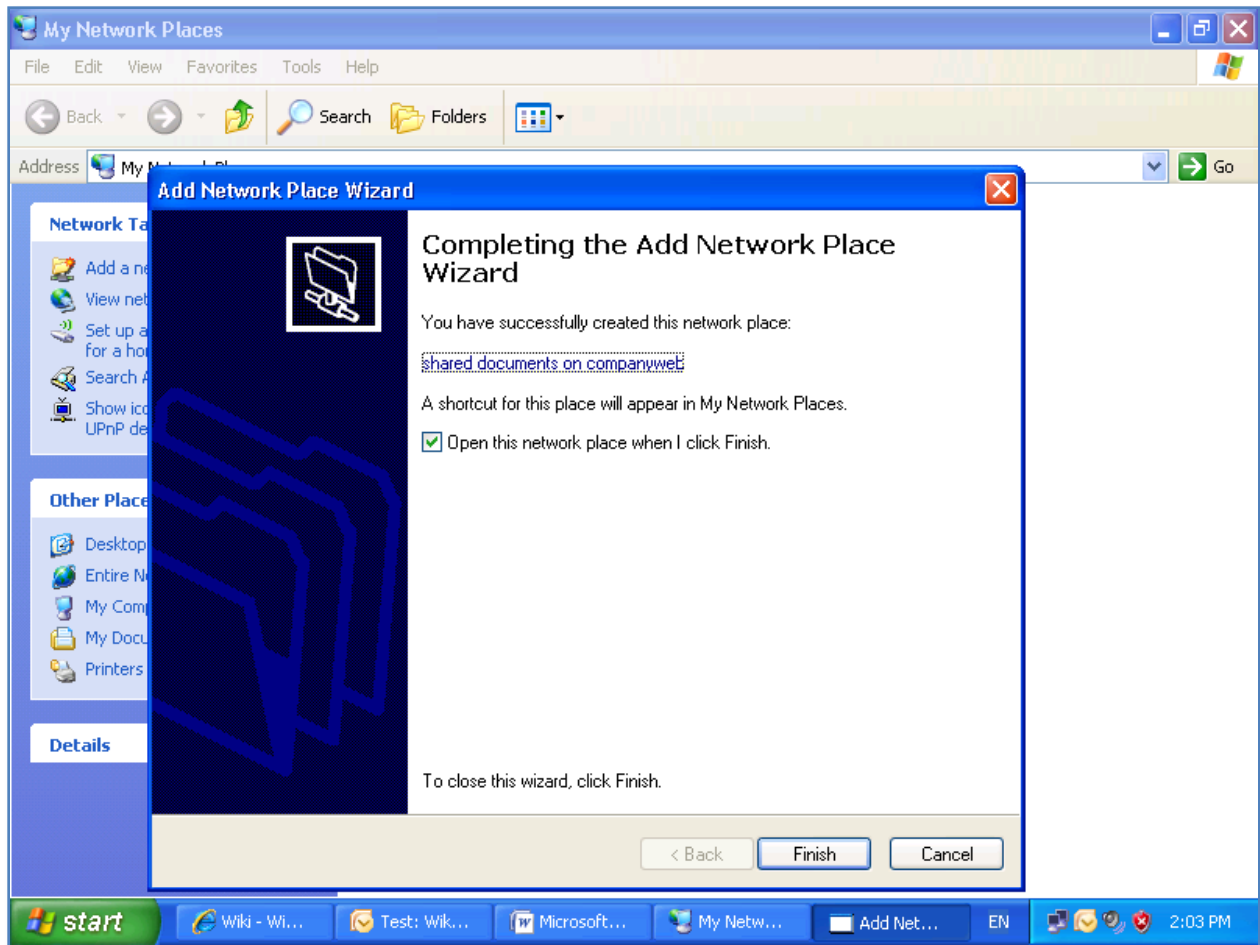


Enter the address of the SharePoint Document Library, in this case *http://companyweb/shared documents*.

Press **Next** to continue.

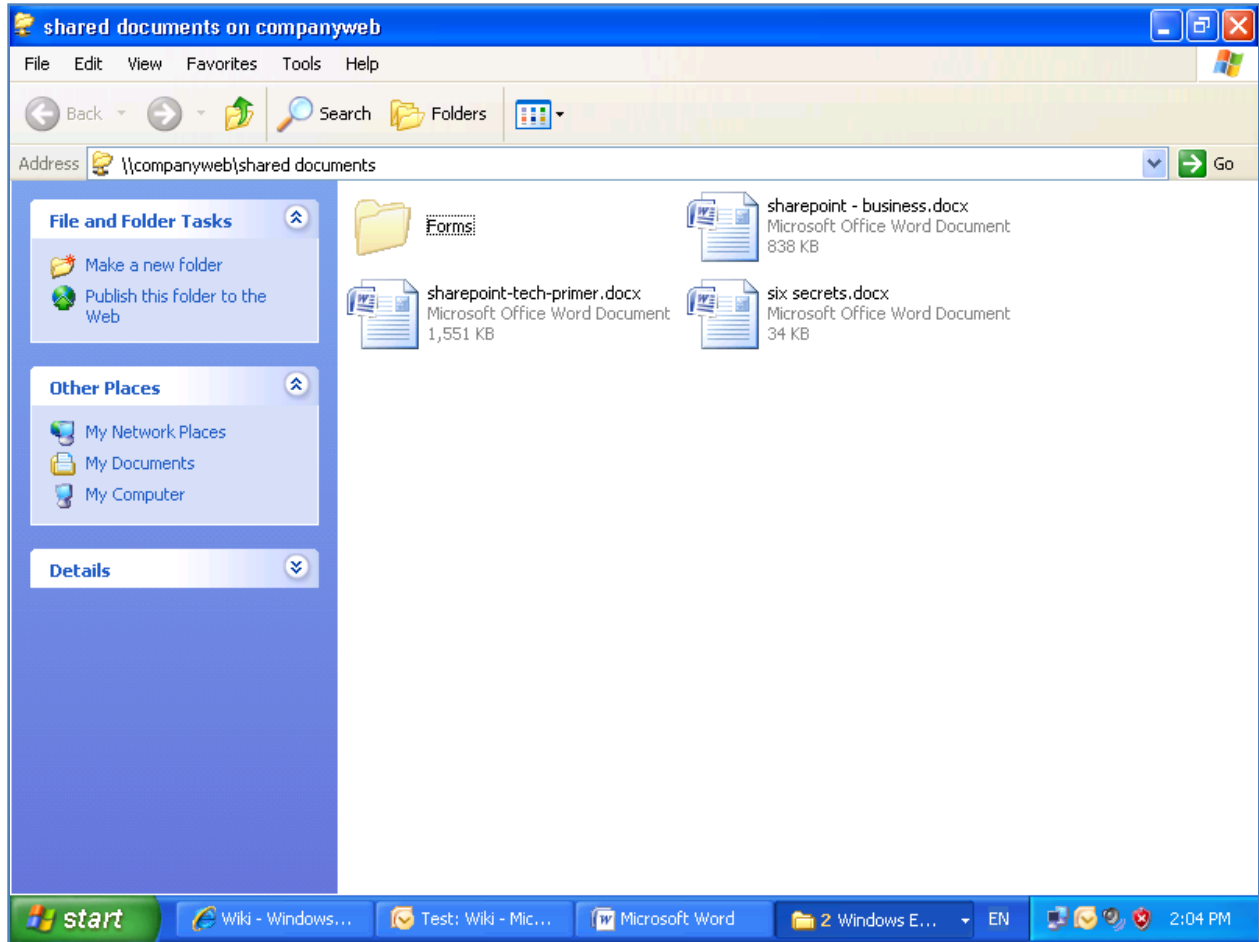


Provide a descriptive name for the new network place, in this case 'shared documents on companyweb'.

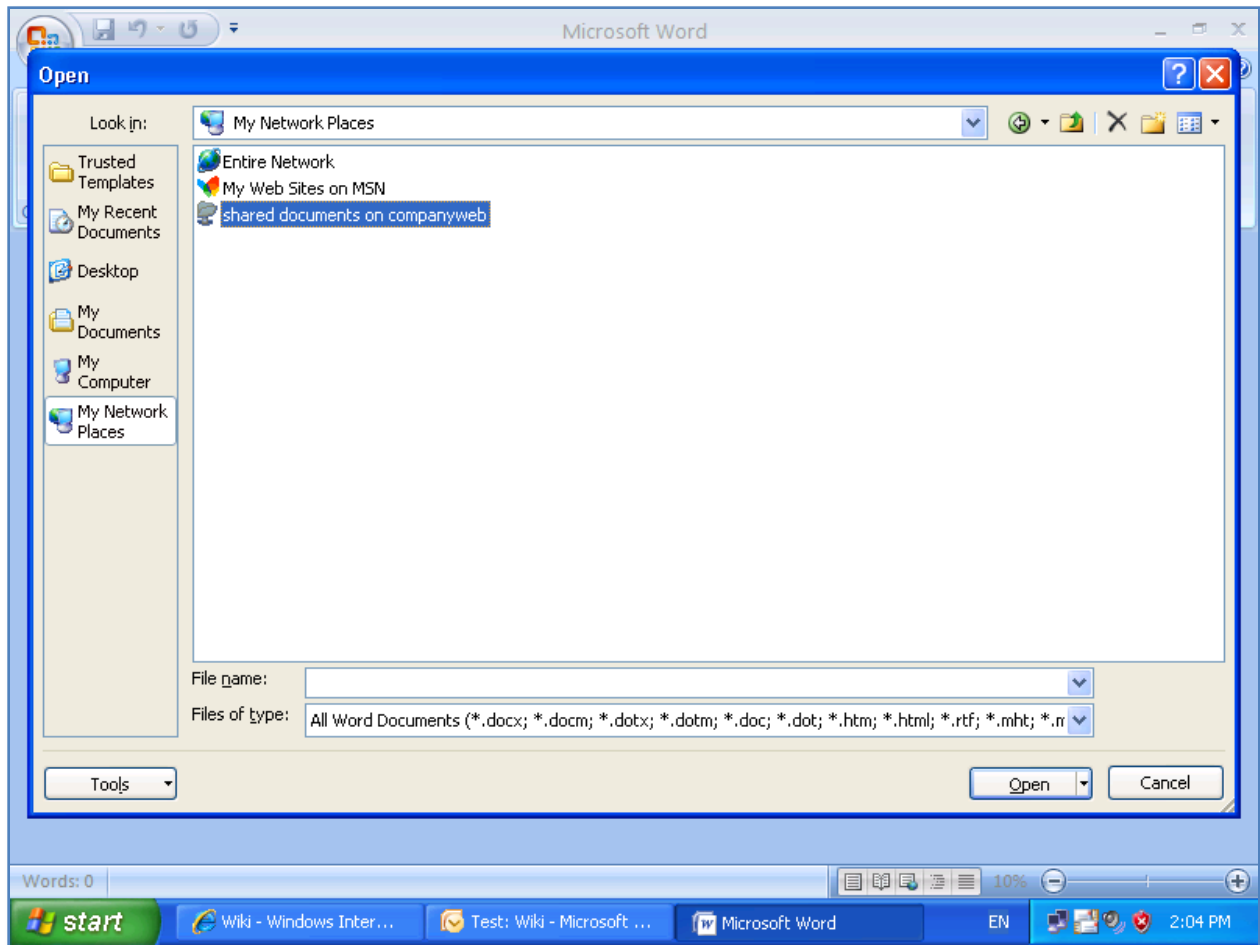


Leave the *Open this network place when I click Finish* checked.

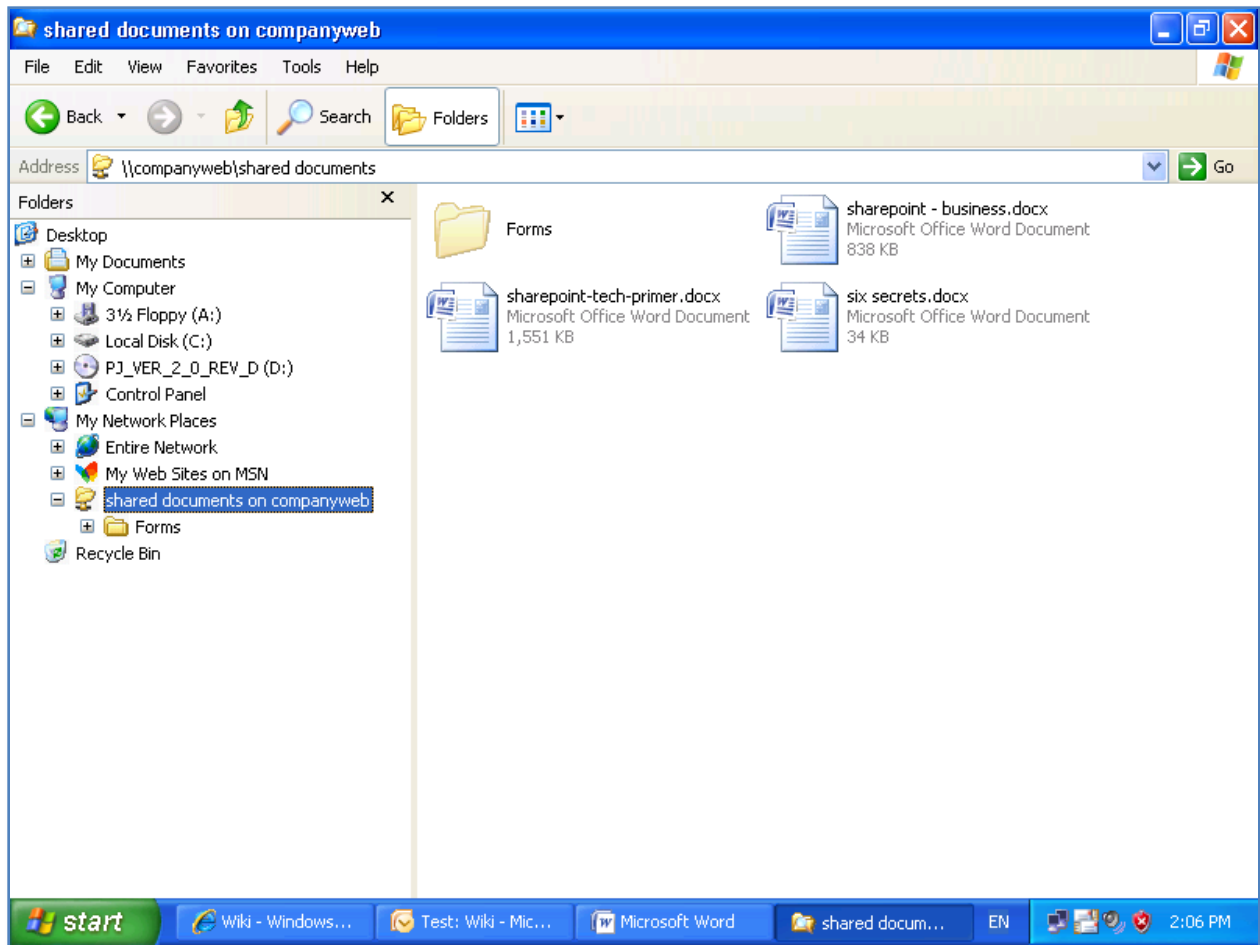
Press the **Finish** button to complete the process.



The network place should now be displayed and it should display the files in the SharePoint Document Library.



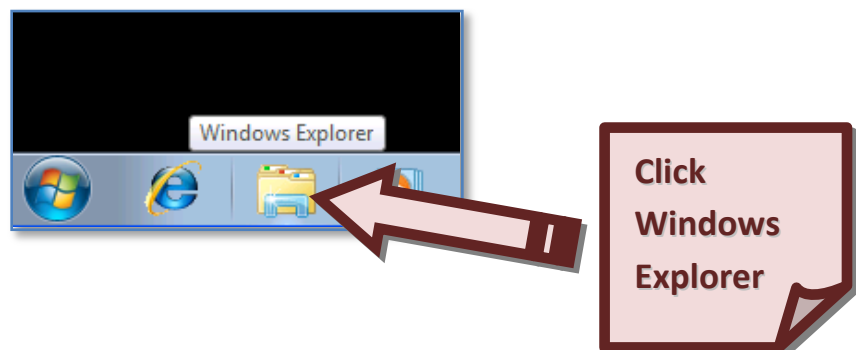
Now, when you use any application you can navigate to the network place you just created that points to the SharePoint Document Library just like any other file location.

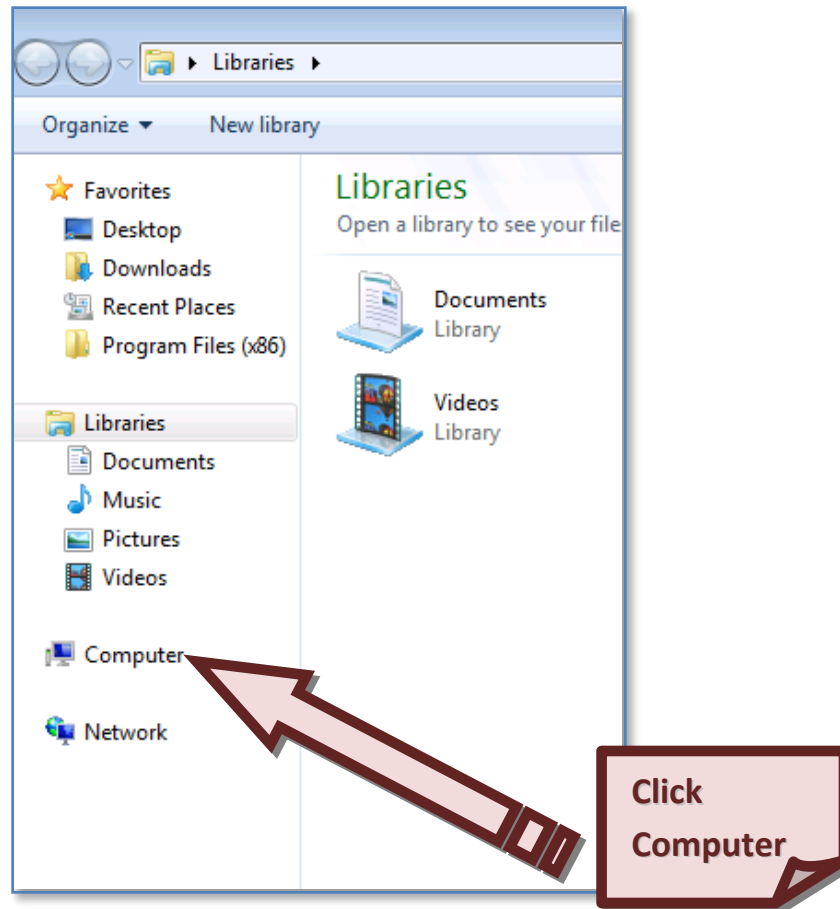


If you use Windows Explorer you should also be able to browse to this location under *My Network Places*. The ability to create and edit documents here is determined by the user rights within the SharePoint site.

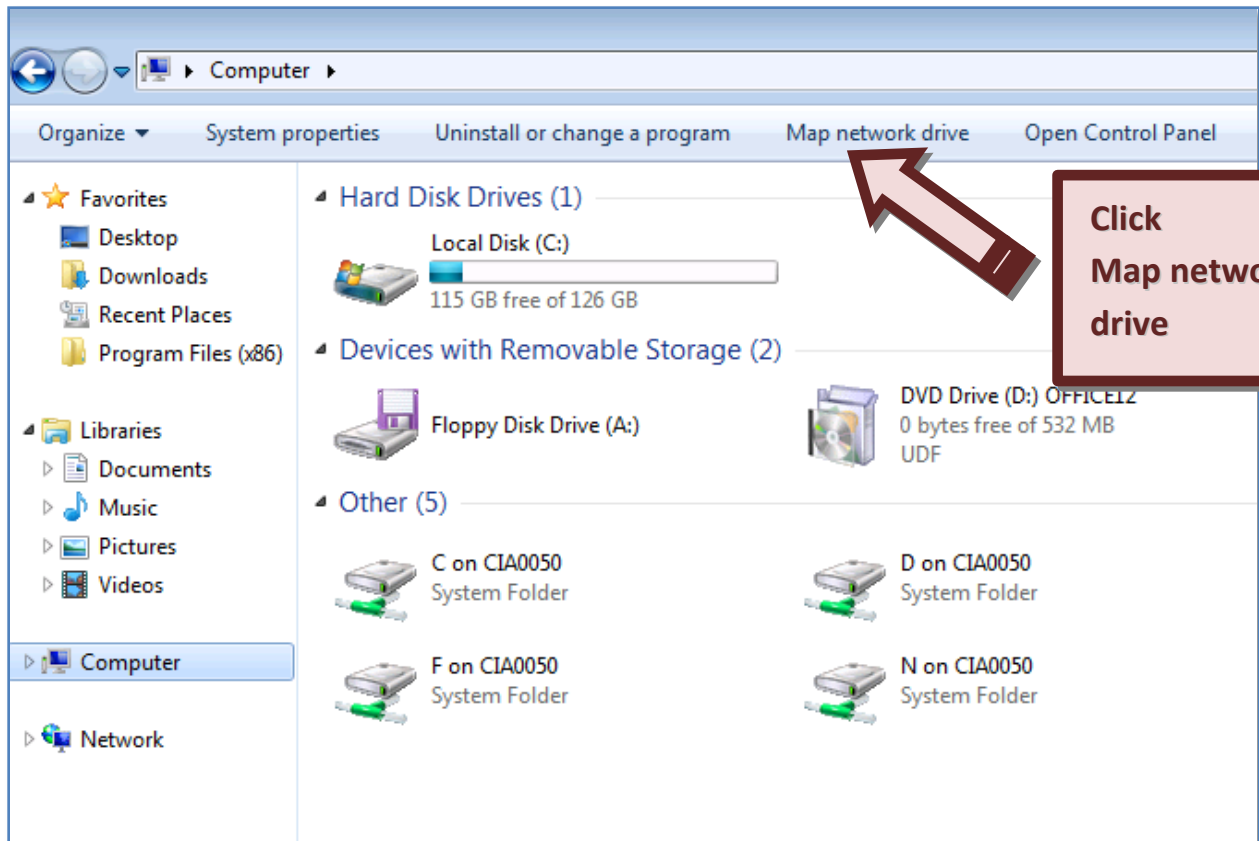
Uploading a document via network places in Windows 7 or Vista

Windows 7 and Vista provide the ability to map directly to a SharePoint site without the need to create a network place. To do this firstly launch Windows Explorer which is normally the folder icon just to the right of the start button as shown below.

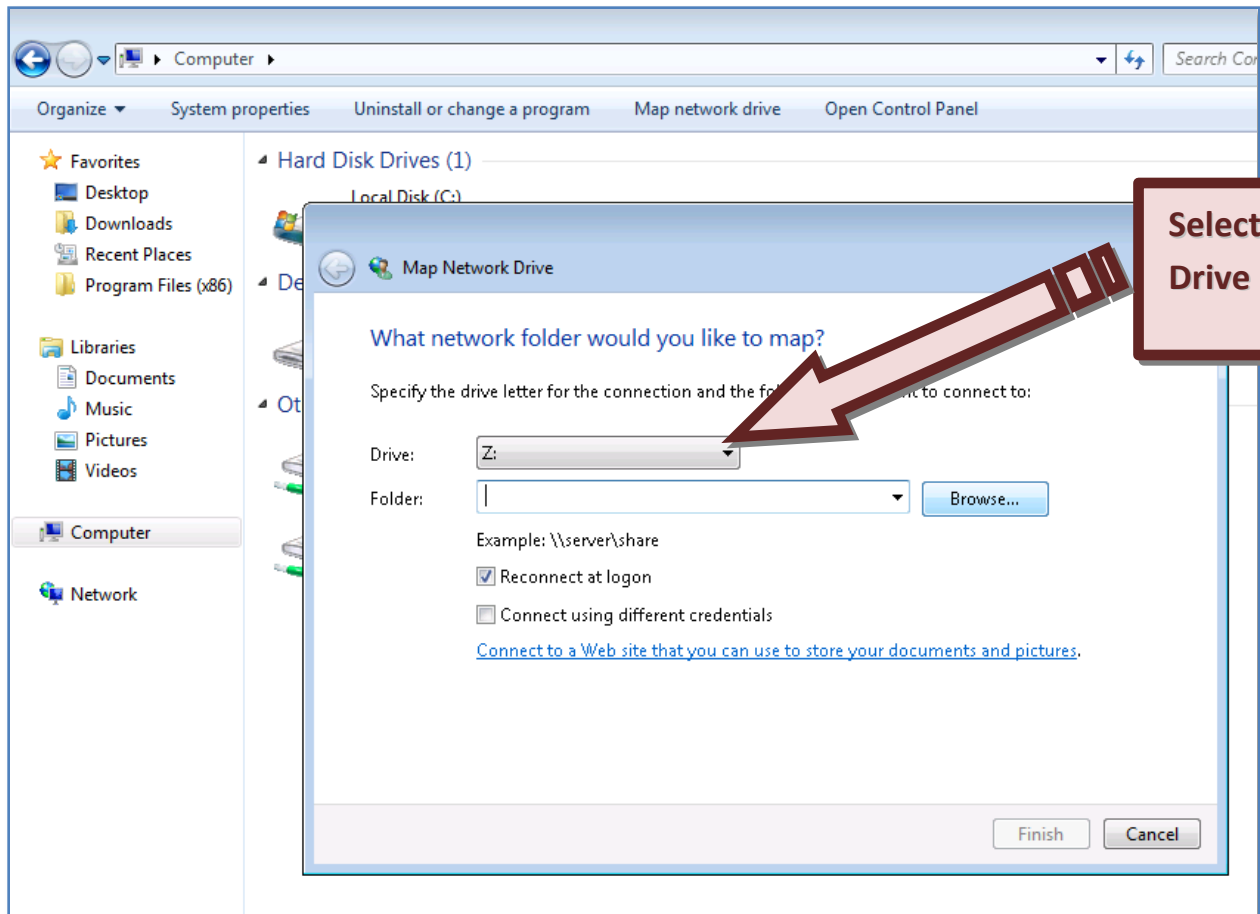




Once Windows Explorer has launched select **Computer** from the window on the left.

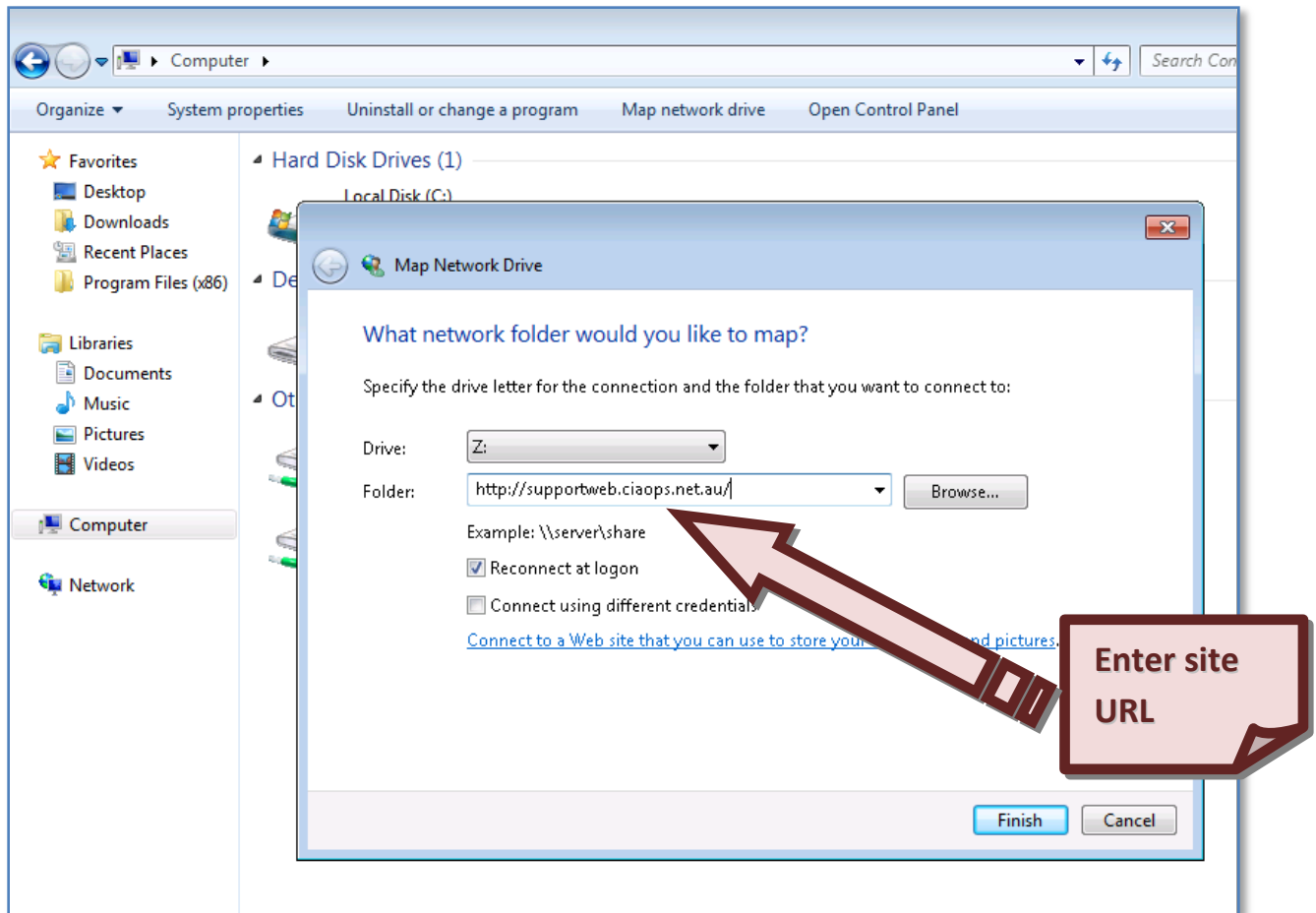


Upon selecting computer you should see all the drives that are available on your local computer. You will also notice a menu bar appear just below the address bar at the top of the window. One of these items is *Map a network drive*. Click here to proceed.



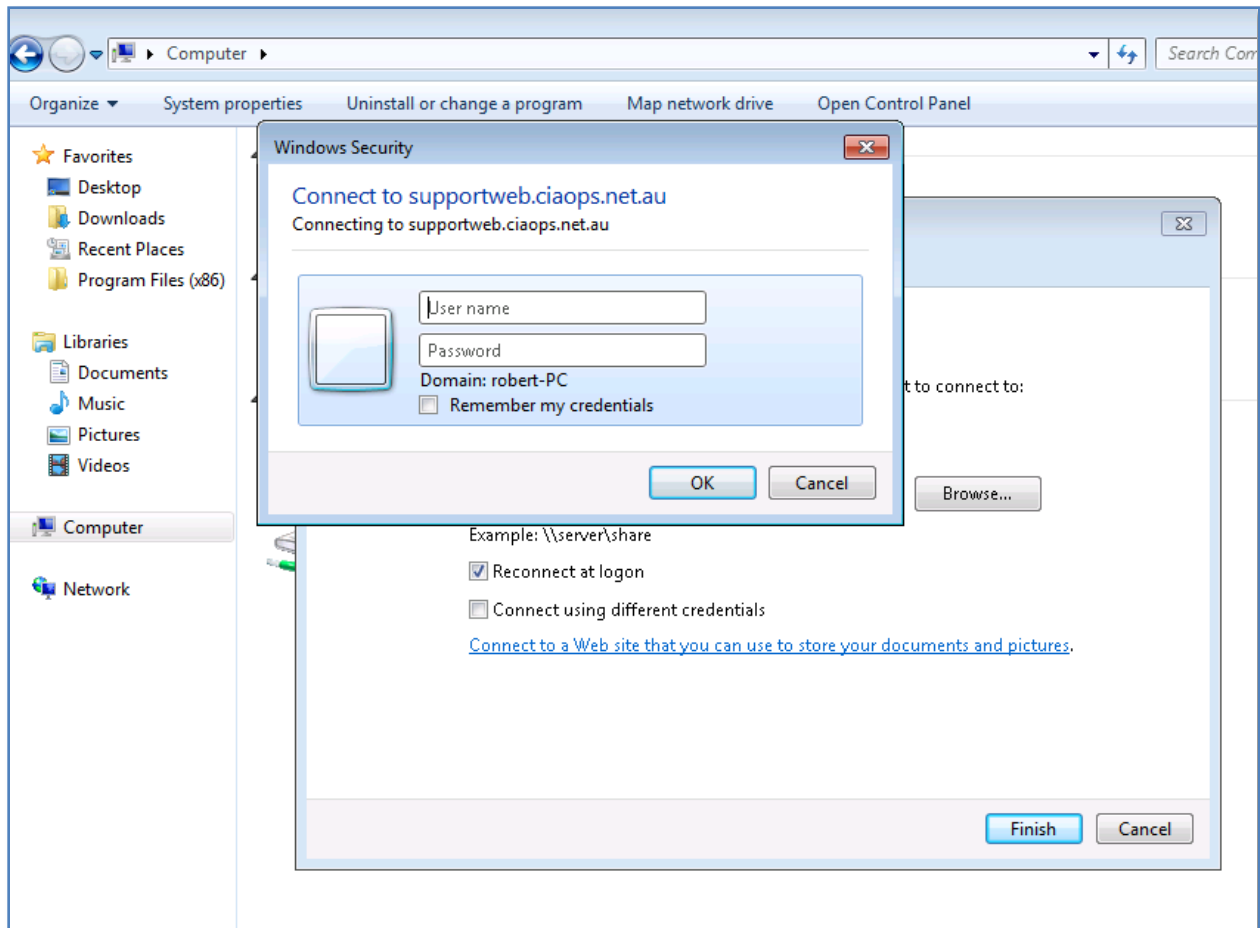
A Map Network Drive window will now appear asking you to select a drive letter and a folder. If select the arrow to the right of the drive you can any drive letter.

Into the folder area you will need to type the address (URL) of your SharePoint site or SharePoint Document Library like shown below.



You can also choose whether you wish to have this drive reconnect at login and whether you wish to access this location with a different set of credentials that you are currently using on your network. If you are planning to continue to use this SharePoint location it is recommended that you check the box *Reconnect at logon*.

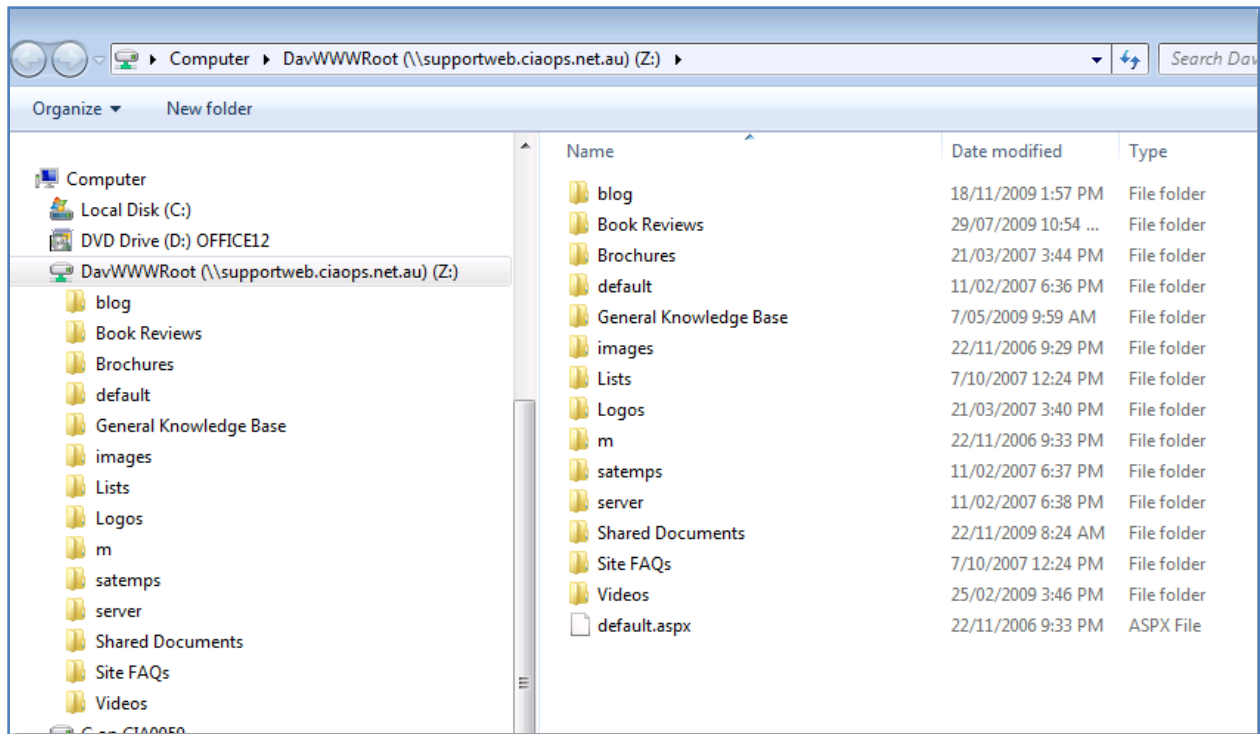
When you have made your selections press the **Finish** button.



If the SharePoint location you connecting to requires a password you will be prompted for one now.

Simply enter the login details you have been provided for this SharePoint site and check the *Remember my credentials* checkbox if you plan to use this location regularly.

Press the **OK** button to continue.



The mapping process should now be complete and you will see the SharePoint location displayed as a drive under your *Computer* on the left hand side window. In the title for the drive you will see the drive letter you selected previously (in this case Z:) and the SharePoint site (in this case supportweb.ciaops.net.au).

If you expand this location you will see any other SharePoint resources that this mapping now has access to.

Now that you have successfully mapped a network drive to a SharePoint location you can easily drag and drop files between your local machine and the SharePoint site. You can also work directly with SharePoint files in this drive from any application you have on your local machine.

Glossary

Document Library – A component of Microsoft SharePoint. This a location in which you can store a range of files much like a folder on a network server. A SharePoint Document Library however has a number of additional features such as version control and check in, check out to name just a few.

<http://sharepoint.microsoft.com>.

SharePoint – Is available from Microsoft in two versions Microsoft Office SharePoint Server (MOSS) and Windows SharePoint Services (WSS). SharePoint provides many collaboration capabilities including document versioning and approval, wikis, blogs, survey and project management via a graphical interface. SharePoint can be usually be installed on any Microsoft Windows Server. More information is available at <http://sharepoint.microsoft.com>.

Additional resources

From the CIAOPS

SharePoint Guide - <http://www.wssops.com>

- Windows SharePoint Operations Guide Linkedin Group - <http://www.linkedin.com/e/vgh/1922207/>
- Windows SharePoint Operations Guide on Facebook - <http://www.facebook.com/pages/Windows-SharePoint-Operations-Guide/167213188332>

Public SharePoint site - <http://supportweb.ciaops.net.au>

Presentations and Documents - <http://www.slideshare.net/directorcia>

Robert Crane's blog – <http://supportweb.ciaops.net.au/blog>

Videos

- <http://www.youtube.com/user/saturnalliance>
- <http://www.youtube.com/user/directorciaops>

Commercial internet SharePoint sites

www.ferrari.com

www.hawaiianair.com

<http://www.carlsberggroup.com>

SharePoint product information

Microsoft SharePoint - <http://www.microsoft.com/sharepoint/default.aspx>

SharePoint product comparisons - <http://office.microsoft.com/en-us/sharepointtechnology/FX101758691033.aspx>

Which SharePoint Technology is right for you? - <http://office.microsoft.com/en-us/sharepointtechnology/FX101758691033.aspx?ofcresset=1>

Microsoft Search Server Express - <http://www.microsoft.com/searchserver>

Microsoft SharePoint Services 3.0 Help and How to - <http://office.microsoft.com/en-gb/sharepointtechnology/FX101494691033.aspx>

Tour a Windows SharePoint Services 3.0 site - <http://office.microsoft.com/en-us/sharepointtechnology/HA102055631033.aspx>

Windows SharePoint Services 3.0 Overview - <http://technet.microsoft.com/en-us/windowsserver/sharepoint/bb684453.aspx>

Windows SharePoint Services v3.0 vs Microsoft Office SharePoint Server 2007 - http://dotnetaddict.dotnetdevelopersjournal.com/moss_vs_wss.htm

Case Studies

Ferrari Case Study -

http://www.microsoft.com/casestudies/Case_Study_Detail.aspx?CaseStudyID=4000004987

Pfizer Boosts Efficiency by 15 Percent with Easy to Use, Shared Note-Taking Program -

http://www.microsoft.com/casestudies/Case_Study_Detail.aspx?casestudyid=4000004505

Benefits

Five ways SharePoint can save you money -

<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=6c9db923-139c-4d0c-8111-a6b8c9478c1b>

Top 10 Benefits of Windows SharePoint Services 3.0- <http://technet.microsoft.com/en-us/windowsserver/sharepoint/bb684456.aspx>

About

Author - Robert Crane BE MBA MCP

Robert has a degree in Electrical Engineering as well as Masters of Business Administration. He is also a Small Business Specialist and Microsoft Certified SharePoint Professional. Robert has over 15 years of IT experience in a variety of fields and positions, including working on Wall St in New York. He was the co-founder of Saturn Alliance an IT systems integration business in Sydney, Australia. He continues his involvement with information technology as the Principal of the Computer Information Agency. Apart from resolving client technical issues, Robert continues to present at seminars and write on a number of topics for the Computer Information Agency. Robert can be contacted via director@ciaops.com.

Company - Computer Information Agency (www.ciaops.com)

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