Microsoft Office®

SharePoint Designer | 2007

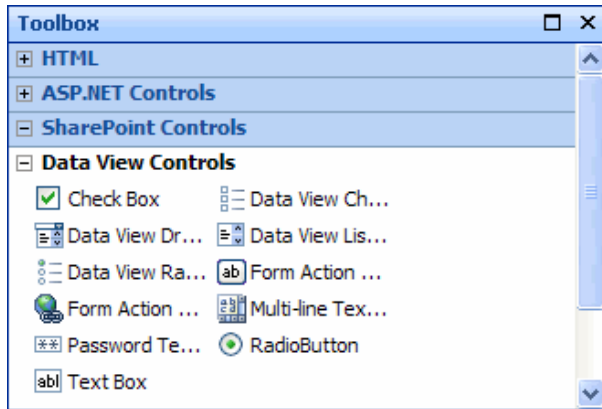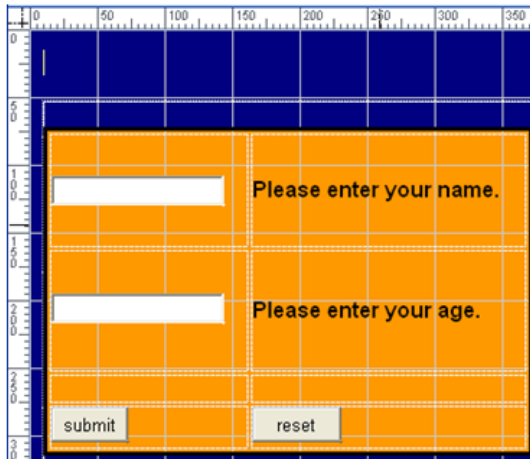## Quick Reference Tutorial

RARE IT

Common Form Controls

Use the Grid to Check Layout

Click View → Ruler and Grid → Show Grid to show a grid layout over your page. Use the Page Editor Options to determine the grid size and units of measurement. The layout below shows a grid of 50x50 pixels.

Modify Data in External Source

If you are using a data view to look at external data and have editing permissions at the external site, you can modify the existing data or add new data using SharePoint Designer.

Click the right-facing arrow ( ) on the right-hand side of the data view and then click Data View Properties. In the Editing tab, enable the editing features you want. Click OK and the relevant hyperlinks will be added beside the existing data

Setting Page Editor Options

The SharePoint Designer application allows you change the fonts and colour schemes used in Code view, you can specify what fonts are used by default (when a particular font is not specified), and much more. Click Tools → Page Editor Options to see this dialogue.
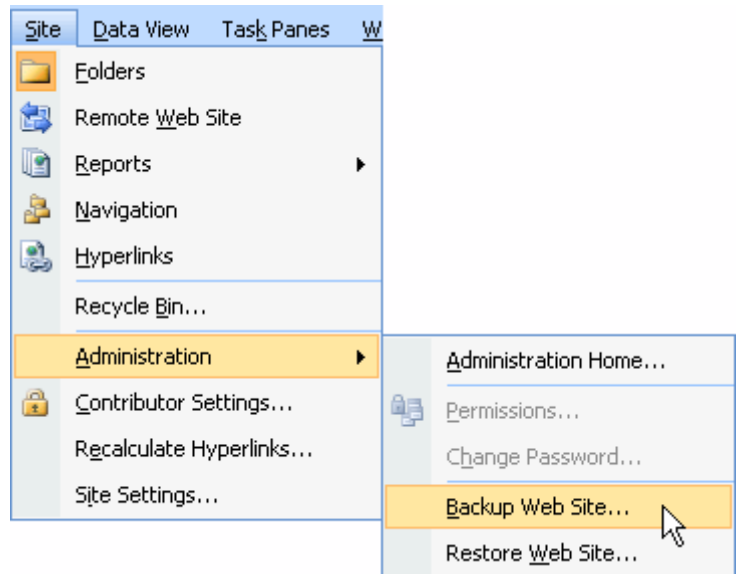

Publishing, Editing, Back Up Requirements

When publishing your Web site to a server, or if you are logging into a server to make changes to a Web site, you need to have the following requirements:

Remote Editing

- A Windows 2003 (or later) server running SharePoint services 2.0, SharePoint Services 3.0, SharePoint Portal, or SharePoint Server 2007.
- Application server running ASP.NET if you are using SharePoint Services 2.0.
- Microsoft .NET Framework 3.0 is required if you are using SharePoint Services 3.0 or SharePoint Server 2007.
- A working connection to the server running SharePoint.
- Appropriate credentials (username and password) for access to the server.
- Appropriate user permissions on the server for editing.
- May also require appropriate contributor settings in SharePoint Designer.
- An installation of SharePoint Designer 2007 on your local system.
- Performance when editing will depend on the server architecture and your connection speed.

When you use the backup feature on a SharePoint site, you create a .cmp (Content Migration Package) file that contains your Web site content. This is somewhat similar to a Web package (.fwp) file, except that a normal Web package file cannot include sub sites, list data, or security settings. With a .cmp file, you can choose to include any sub sites under the site you are backing up.

Open the Web site you want to restore and then click the Site menu:

Once the site has been backed up, it is saved as a single file that can be burned to disk or saved elsewhere.

To restore a Web site from a backup, open SharePoint Designer and click Site → Administration → Restore Web site.

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Common JavaScript Mathematical Operators

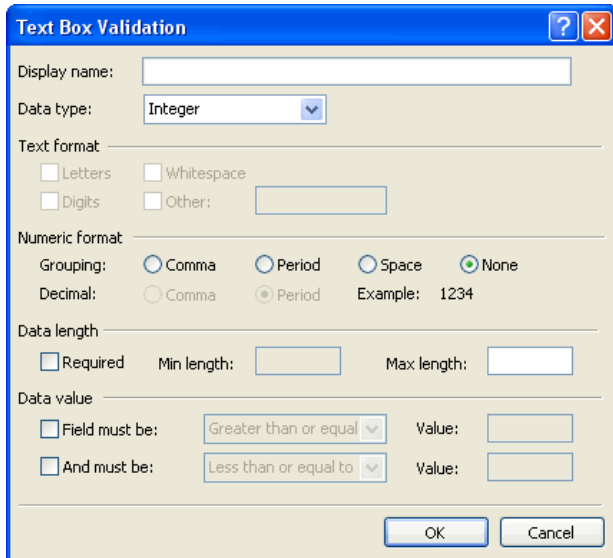| Operator	Name	Usage	Result	Operator	Name	Usage	Result
*	Multiplication	X=10 Y=10 Z=x*y	Z has a value of 100	-	Subtraction	X=15 Y=10 Z=X-Y	Z has a value of 5
/	Division	X=100 Y=2 Z=X/Y	Z has a value of 50	++	Increment	X=1 X++ (Equal to writing X=X+1)	X has a value of 2
+	Addition	X=15 Y=10 Z=X+Y	Z has a value of 25	--	Decrement	X=2 X-- (Equal to writing X=X-1)	X has a value of 1

JavaScript Basics

JavaScript is a relatively easy type of programming language that is inserted between <script> tags. The basic JavaScript tag setting is shown on immediate right, and the majority of JavaScript functions are put into the <body> tag, as shown on the far right.

```
<script type="text/javascript">
    ...Some Code...
</script>
```

```
<HTML>
<head> </head>
<body>
    <script type="text/javascript">
        ...Some Code...
    </script>
</body>
</HTML>
```

Text Box Validation

When creating a form where there is the requirement for specific data, such as a year text field, you can perform a check to make sure that only numerical data was entered. Open the Properties of the text field and click Validate:

Handling Form Data

Data submitted from a form can be sent to one or more of the following:

Database A database is a data storage file typically associated with a database application. A database can be as basic as an Access database residing within the Web site itself, or as sophisticated as a large database residing on its own database server.

Text file Form data can also be stored in a simple text file. Data in a simple text file can be easily displayed and accessed by other programs. A common format is CSV (comma separated value).

XML files XML files can be used to store form data. As you know, XML files can be included in the data source library, and can be used to communicate information to other applications. (Requires SharePoint Server)

HTML Form data can also be stored in an HTML file. This HTML page can then be displayed in your Web site, allowing users to view the submitted form data.

E-mail Form data can be included in an e-mail, and then sent to the recipient or recipients of your choice.

CGI scripts Often, with more sophisticated Web sites, form data will be sent to a CGI script. These scripts are computer programs written in any one of a number of programming languages. The scripts run on the server, processing the form data in some way.

Getting Input and Displaying Output

The script on the right prompts for an input from the user.

Input is saved into the variable m. The variable is then inserted into a formula and the previous value of m is overwritten.

The result is displayed in an alert pop-up box.

```
<script type="text/javascript">
    var m=prompt("Enter the distance in miles","1")
    m=m*5280
    alert("The distance in feet is "+ m)
</script>
```