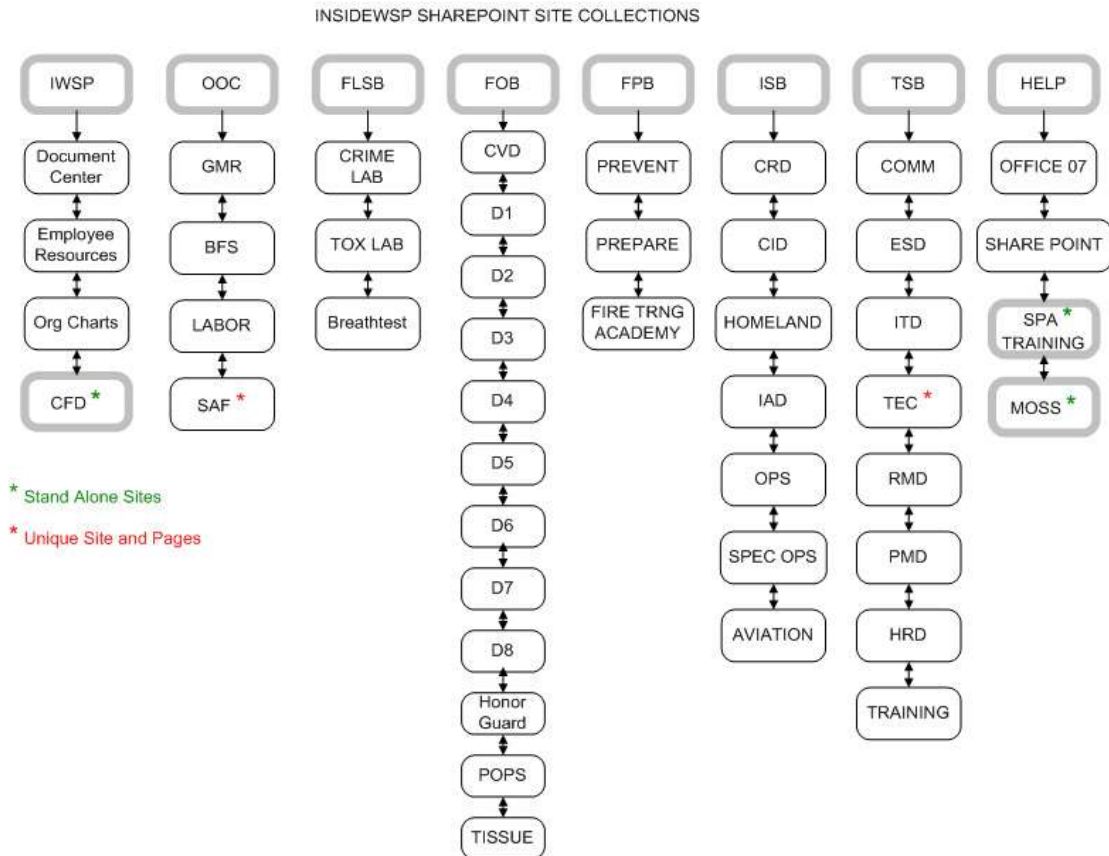


How-to find your way around IWSP SharePoint

Purpose:

This guide will provide a general overview of the InsideWSP site architecture as well as the navigation and search functions.



IWSP Navigation:

The IWSP global navigation is consistent on all of the sites and sub-sites. The global navigation, which are tabs located in the top link bar, give users the flexibility to switch from one primary site to another from anywhere in the portal.

Current navigation or Quick Launch:

Current navigation, which is called the **Quick Launch**, typically highlights the important content in the current site and related sites. It is standard for the Quick Launch to appear on the left column of each page in a portal site. The Quick Launch can be modified and sorted from the site settings Navigation panel.

Breadcrumb navigation:

Breadcrumb navigation displays at the top of all Web pages and show users their current position in the site hierarchy as well as providing quick access to top sites.

Web part navigation controls:

There are three navigation web part controls that authors can use on pages:

1. The Summary Links control provides a way to add a set of links to a page.
2. The Table of Contents control provides a way to add a table of contents to a layout page and pages using it will inherit the table of contents.
3. The Content Query control can link to pages or other items based on a query that you design.

Site Search:

The Site Search works by indexing files on the server. Two main components make up the index are:

- The file properties and additional metadata (author, title, subject, etc.)
- The content or actual text and words contained in the files.

When a user inputs a search query into the search box and hits the search button, a query engine begins processing the request to find a match. One of the best practices is to include a descriptive, completed and accurate meta-data and document properties for all of your documents and web pages.