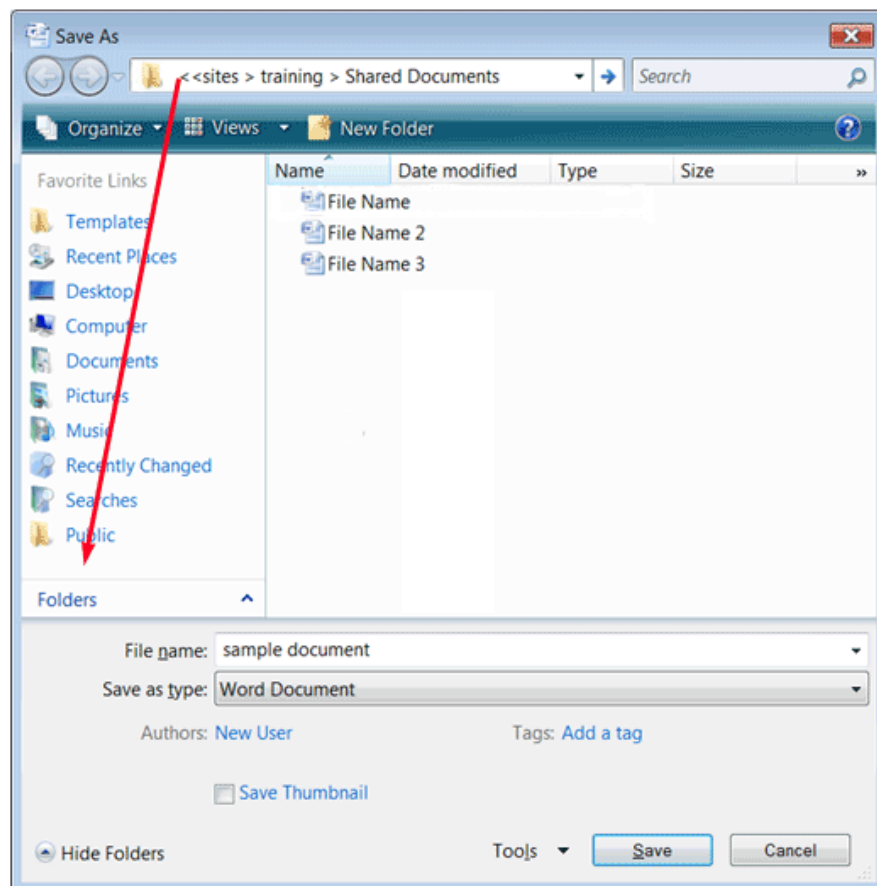


EASY ACCESS TO SHAREPOINT DOCUMENTS WHEN USING MS VISTA OPERATING SYSTEM

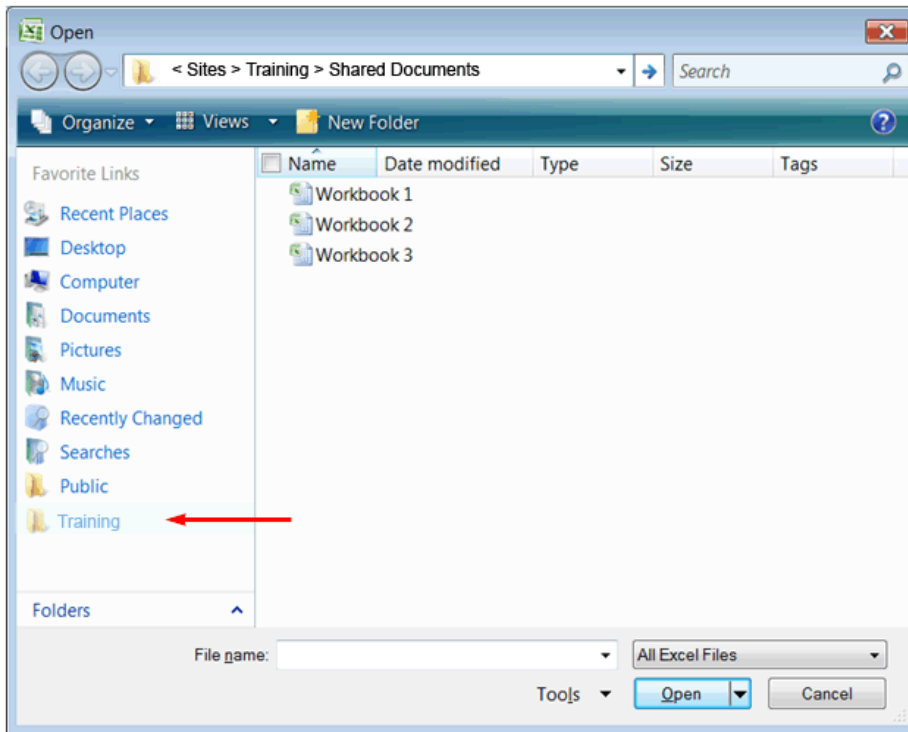
Navigating to often-used SharePoint sites to open or edit documents can be a long process. This documentation shows you how to access these documents from within MS Office documents or from the Windows Desktop when using the MS Vista Operating System.

DRAG 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. If you are using Vista, when you save, click the Office Button >**Save As**, and drag the address 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.



CREATE A DESKTOP SHORTCUT TO A SHAREPOINT SITE

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

1. Drag this folder to the desktop.
2. Right-click the folder and rename it, if you wish. In the example shown right, the folder was renamed "Training".
3. You can now drag files into the network folder on the desktop and they appear in the folder on the SharePoint site.

