

## Using SharePoint for PureEdge Files (Grants.gov)

### General Information (These steps need only be done once)

In order to access a PureEdge file, you must first install the PureEdge software on to your hard drive. Please see [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) for instructions on how to download the software package.

In order to minimize the number of times you will need to log in on the SharePoint site, Make sure that you have the most current version of Service Pack 2 for Windows XP.

1. Go to <http://www.marquette.edu/its/news/>.
2. Click on the Faculty and Staff recommendation and follow the directions.

In order for you to see the changes that you have made to your PureEdge document in SharePoint without having to exit and re-enter the SharePoint site:

1. On your Internet Explorer tool bar, click on "Tools."
2. Click on "Internet Options."
3. Click on the "General" tab.
4. Click on "Settings" under "Temporary Internet Files."
5. Change the setting to "Every Visit to the Page."

### Accessing and Working on a PureEdge Document

1. Go to the link provided in the SharePoint set-up e-mail (you will receive this e-mail when an ORSP staff member sets up your site). You will be prompted to enter your user name and password (use your e-mail user name and password). Note that your user name must read MARQNET/your user name.
2. Click on the "Shared Document" link in the left-hand column.
3. Move cursor over the desired document under Shared Documents. Click on the down arrow that appears to access the drop down menu. Click on "check out."
4. Click on the icon to the left of the desired document. This will open the document.
5. Click on the "Save" button in the PureEdge form and save the document on your hard drive. Then click on the "Back" button on the Internet toolbar to return to the SharePoint home page.
6. Open the document on your hard drive and work on your document as you normally would. When you are finished working, save the document to your hard drive again, making sure that you use the "Save" button in the PureEdge form.
7. Go back into the SharePoint website.
8. Under "Shared Documents," click on "Add new document."
9. Click on browse to find the newly edited document on your hard drive, then click on "Save and Close" to upload it.
10. Move cursor over the document under Shared Documents. Click on the down arrow that appears to access the drop down menu. Click on "check in."

### Uploading and Using Other Types of Documents

Other types of documents can be added to the SharePoint site. For example, you may have a Word file that you need ORSP to convert to a .pdf file.

1. Go to your assigned SharePoint site. You will be prompted to enter your password (use your e-mail password).
2. Under "Shared Documents," click on "Add new document."
3. Click on browse to find the newly edited document on your hard drive, then click on "Save and Close" to upload it.

To work with other documents that have been uploaded in SharePoint (i.e., Word, Excel), you may simply click on the document to open it, edit the document, and save it. You need not download it to your hard drive to make edits.