

SharePoint Admins Survival Guide 2010



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Introduction

I am not sure if but I do not think I am unusual in the way I write blog posts, but the way I use the blog is if I find or am told about a problem once I solve it I blog how I did it, this then becomes mine and others knowledge base for SharePoint problems. So I thought I would gather the how to's and other SharePoint information that I have published throughout 2010 into one EBook and make this available for others to download.

I hope you find this EBook useful these articles have certainly helped me this year and who knows this may become an annual publication.

Create SharePoint 2010 sites using PowerShell reading an XML file

Just a quick post to show how easy it is to create some sites in SharePoint 2010 using PowerShell by reading an XML file. I'm sure there are some powershell experts out there that can improve the code, but if you need to create a revision gateway during lunch this is the place to start.

Lets start by opening PowerShell with modules on the sharepoint server.

Create a sample xml file:

```
"<Setup>

<Sites>

<TopSiteName>Site1</TopSiteName>

</Sites>

<Sites>

<TopSiteName>Site2</TopSiteName>

<SubSiteName>Subsite2a</SubSiteName>

<SubSiteName>Subsite2b</SubSiteName>

</Sites>

<Sites>

<TopSiteName>Site3</TopSiteName>

<SubSiteName>Subsite3a</SubSiteName>

<SubSiteName>Subsite3b</SubSiteName>

<SubSiteName>Subsite3c</SubSiteName>

</Sites>

</Setup>" | out-file sample.xml
```

Now we have some data to work with we can create the sites. Three top sites will be created with 2 and 3 subsites below Site2 and Site3. They can be created using:

```
[xml]$s = get-content sample.xml

foreach ($e in $s.Setup.Sites){

    $v = $e.TopSiteName

    $b = $e.SubSiteName
```

```
new-SPWeb http://sp2010rc/$v -template "STS#0" -addtotopnav -useparenttopnav -name $v
```

```
if($b.Length -gt 0) {
```

```
foreach ($b in $b){
```

```
new-SPWeb http://sp2010rc/$v/$b -template "STS#0" -name $b -AddToQuickLaunch -  
useparenttopnav
```

```
}
```

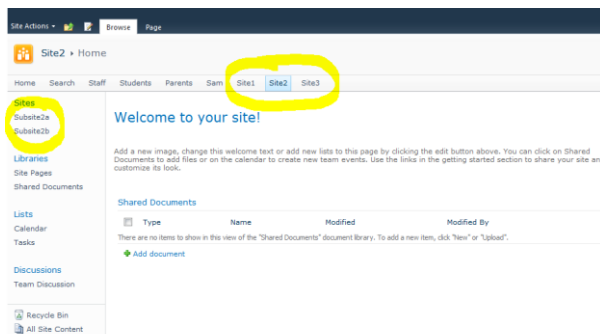
```
}
```

```
}
```

The bit that creates the site is the new-SPWeb command. For information about the command switches run:

```
get-help new-SPWeb -full
```

It's as easy as that! You will now have some SharePoint 2010 sites created in a matter of seconds.



To remove sites you can just use the remove-SPWeb command. This can be scripted in the same way:

```
[xml]$s = get-content sample.xml
```

```
foreach ($e in $s.Setup.Sites){
```

```
$v = $e.TopSiteName
```

```
$b = $e.SubTopSiteName
```

```
if($b.Length -gt 0) {
```

```
foreach ($b in $b){
```

```
remove-SPWeb http://sp2010rc/$v/$b
```

```
}
```

```
}
```

remove-SPWeb http://sp2010rc/\$v

}

The xml file can then be deleted with "Remove-Item sample.xml"

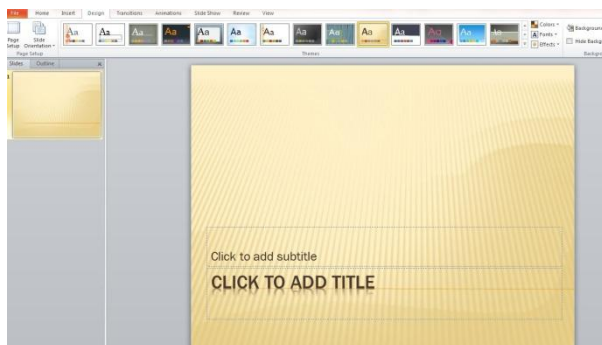
If you really wan't to get stuck in run "Get-Command -module Microsoft.SharePoint.PowerShell" This will output all the cmdlets that you can use with PowerShell to do great things with SharePoint 2010 combine this with get-help and there is no limit to where you can go!!

So there we have it; One XML file with a site structure creating all the SharePoint 2010 sites in just a few seconds!

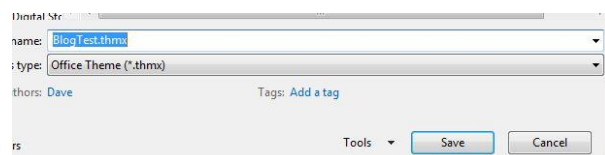
Using PowerPoint 2010 themes in SharePoint 2010 In 6 Easy Steps

Creating your own theme for SharePoint 2010 used to be similar to dark alchemy, so one of the things that I thought I would share with you is how easy it is to create your own theme for SharePoint 2010 just using PowerPoint 2010.

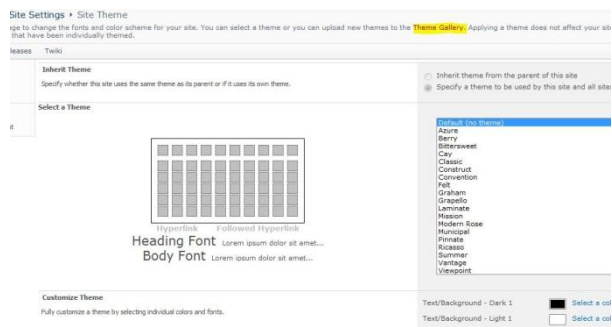
1. Choose which theme to apply to your PowerPoint presentation



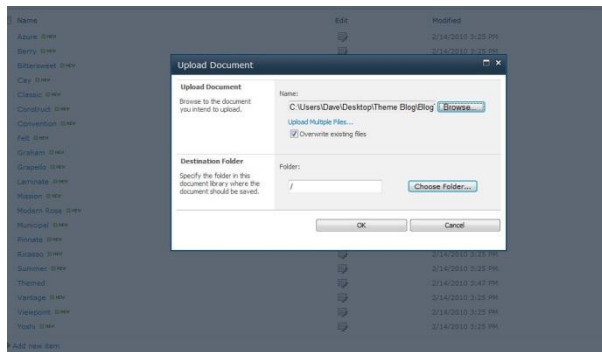
2. Save as a .thmx file



3. In SharePoint navigate to Site Settings -> Site Theme and then at the top of the page choose Theme Gallery

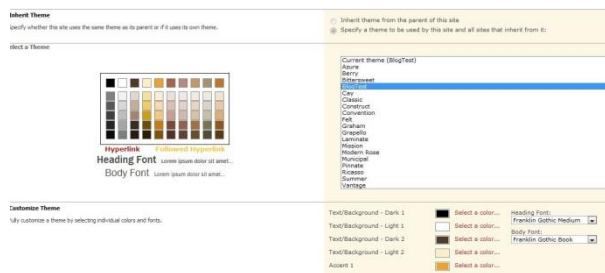


4. Click 'Add New Item' and then browse to where you saved your theme



5. Now Click OK and Save

6. Then navigate back to Site Settings -> Site Theme and your new theme will be available to choose and apply



You can from here apply more tweaks until you are happy with your new colour scheme.

SharePoint 2010 Drop Off Library

Another new feature you may have seen in SharePoint 2010 is the drop folder this is basically a way to set up one folder for users to upload files to and it will automatically route the files to the appropriate locations that you have previously setup.

So how do we get this to work? Well it does need some setting up and the routing rules do need some configuring but well worth the effort. First of all from your site go to

Site Actions -> Site Settings -> Manage Site Features and activate the “Content Organizer” feature. After this is activated there are two new items under the site administration section these are “Content Organizer Settings” and “Content Organizer Rules”

Redirect Users to the Drop Off Library
When the setting is enabled, users are redirected to the Drop Off Library when they try to upload content to the site. If the setting is disabled, users can upload content to the site and upload files directly to a library or folder.
Users will never be redirected to the Drop Off Library when organizing pages.

Sending to Another Site
If there are too many items to fit into one site collection, enable this setting to distribute content to other sites that also have content organizers.

Folder Partitioning
The organizer can automatically create subfolders once a target location exceeds a certain size.

Duplicate Submissions
Specify what should occur when a file with the same name already exists in a target location. If no action is not selected in a target library, the organizer will append unique characters to duplicate submissions regardless of the setting selected here.

Preserving Content
The organizer can save the original audit log and properties if they are included with submissions. The audit log and properties are stored in an audit entry on the submitted document.

Rule Managers
Enter users or groups separated by semicolons.

Title	Priority	Target Path
Visio Files	1	/Shared Documents/Visio Files
Word Files with Docx Extension	1	/Shared Documents/Word Posts

[Add new item](#)

As the names imply “Content Organizer Settings” are general site settings and “Content Organizer Rules” are where you set up individual rules for content types. All there is to do now is setup the rules that you wish to use, this took quite a bit of playing with the keep piece being specifying the conditions I will include a screen shot of my Docx rule so you can see how I achieved this, you will also have to create rules for all the file types that you want to route so on my test install I created two rules one for word files and one for Visio

Content Organizer Rules: Edit Rule

Submission's Content Type *
By selecting a content type, you are determining the properties that can be used in the conditions of this rule. In addition, submissions that match this rule will receive the content type selected here when they are placed in a target location.

Content type:
Group: **Document Content Types**
Type: **Document**

Alternate names:
☒ This content type has alternate names in other sites:
Add alternate name: **Add**
Note: Adding the type "*" will allow documents of unknown content types to be organized by this rule.
List of alternate names: **Remove**

Conditions
In order to match this rule, a submission's properties must match all the specified property conditions (e.g. "If Date Created is before 1/1/2000").

Property-based conditions:
Property: **Name**
Operator: **ends with**
Value: **docx**
[\(Add another condition\)](#)

Target Location *
Specify where to place content that matches this rule.

Destination:
 Browse...
Example: /sites/DocumentCenter/Documents/
☐ Automatically create a folder for each unique value of a property:
Select a property (must be a required, single value property): **Name**
Specify the format for the folder name:
When the folder is created:
%1 will be replaced by the name of the property
%2 will be replaced by the unique value for the property

And now whenever I tried to add a document they route through to the location that I set up. A great way to keep your SharePoint governance intact and all documents in the correct locations. This post will eventually lead on to another post that I have been thinking about for a while on Taxonomy vs. Search but more of that later.

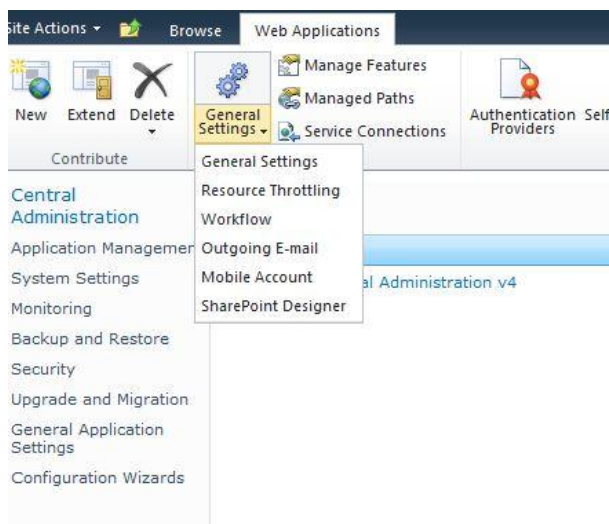
How To Change The maximum file size Upload in SharePoint 2010

This morning I tried to upload a video file to our SharePoint 2010 install in preparation for a presentation tonight and then realised that the default 50mb file size limit was still set so while I was changing the settings to allow larger files I thought I would do a quick post on how/where the setting is and what to change.

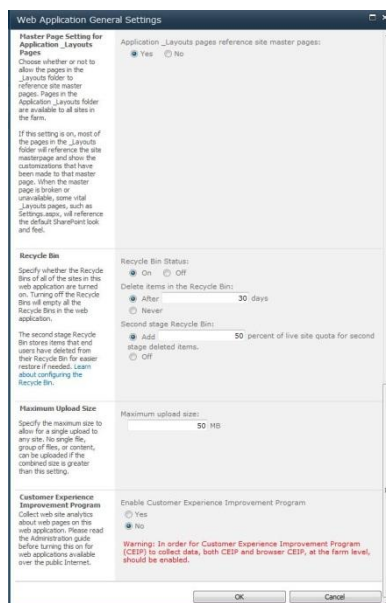
First of all login to Central Admin and navigate to

Central Administration -> Application Management -> Manage Web Applications

Once there highlight the web application that you want to change and then click on general settings



Once in general settings scroll to the bottom of the list and you will see the maximum upload size the default setting is 50mb this can be set to a maximum size of 2047mb. If you try to go beyond this it does flag up and tell you that you have exceeded the Maximum size.



Maximum Upload Size

Specify the maximum size to allow for a single upload to any site. No single file, group of files, or content, can be uploaded if the combined size is greater than this setting.

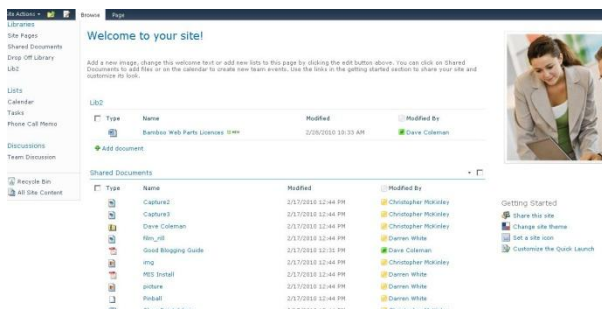
Maximum upload size:

MB

The value for maximum upload size is invalid or out of range. The maximum value is 2047 MB.

SharePoint 2010 Send To Connector Setup

Through this post I will show you how to setup the send to connector in SharePoint 2010 with this enabled you can move or copy documents from one location to another in your SharePoint install exactly the same way that you can in windows. This post is really a continuation of a previous post [“SharePoint 2010 drop Off Library”](#) as to use the send to feature the drop off library needs configuring so please check out the previous post before trying to set up the send to connectors.

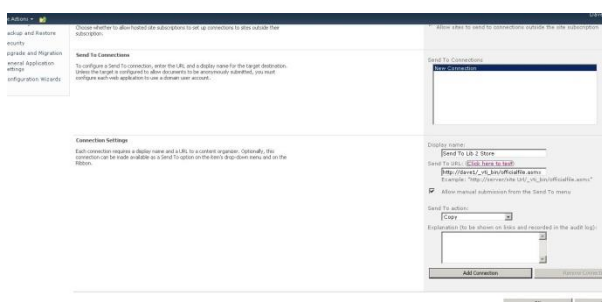


In this demo site I have set up 2 document libraries with the aim to be able to move a document from one to the other. I have set these libraries up on the same page but they could be on any sub site that you create.

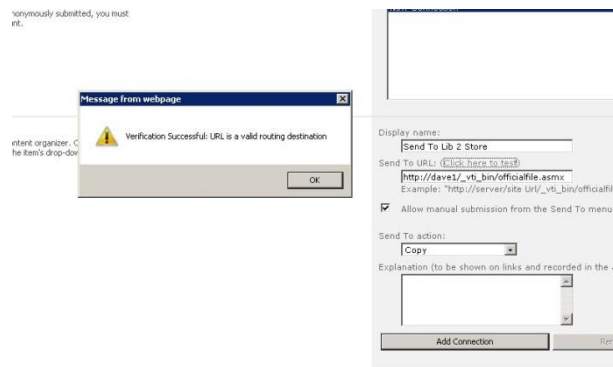
The first step is to load up central admin and navigate to **General Application settings -> Configure Send to Connections**



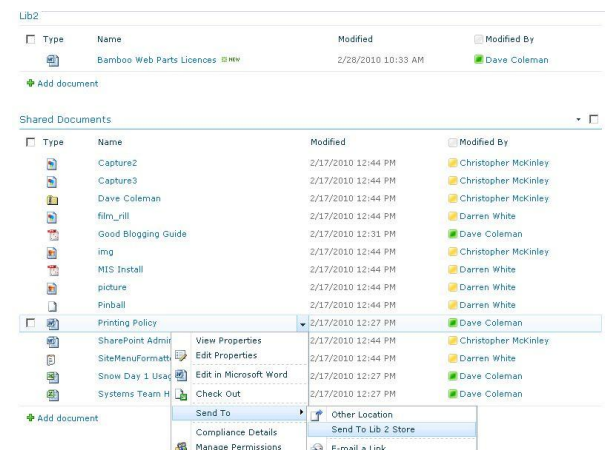
When you click on the “Configure send to connections” link you will be presented with the page illustrated below.



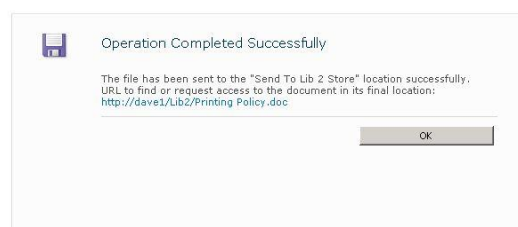
You have to append the connection string with `_vti_bin/officialfile.asmx` so on my test setup it was http://dave1/_vti_bin/officialfile.asmx i also chose to move the file but you can choose to “copy” or “Copy and leave a link”. When all the details are filled out test the link and you should get the same output as illustrated below



When you go back to your main page and click the down arrow next to a document you should now see a new send to connector displaying whatever text you put in the display name field when you set up your connection.



After clicking the link you will be presented with a success screen and in my case the document will appear in the location that you specified in the connection setup.



Add a new image, change this welcome text or add new lists to this page by clicking the edit button above. You can click on Shared Documents to add files or on the calendar to create new team events. Use the links in the getting started section to share your site & customize its look.



SharePoint 2010 Farm Passphrase Recovery

We are at the moment in the process of deploying a SharePoint 2010 implementation for a county wide portal, I have already set up the first server in the farm this will be a 5 SharePoint server setup and also mirrored in a redundant data centre. Well today I had one of those **OMG** moments when checking to make sure that I had the passphrase for installing the remaining servers, now I know I had it and as it turned out it was stored away safe and sound but this got me thinking about the passphrase and what happens if you lose it.

Well the good news is it can be changed by using PowerShell you cannot retrieve a lost passphrase but you can change it, now this is really an easy process which is quite worrying so I thought I would let people know how to go about the process just in case it happens to you.

First log onto your SharePoint server and go to **Start | All Programs | Microsoft SharePoint 2010 Products | SharePoint 2010 Management Shell** also right click the link and run as administrator.

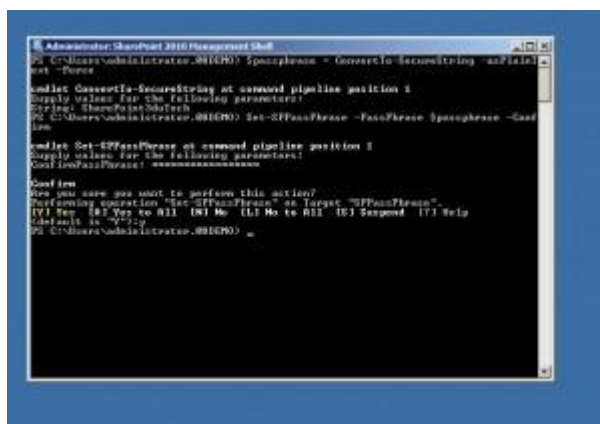
Next step at the PowerShell prompt input

\$passphrase = ConvertTo-SecureString -asPlainText -Force

You will be prompted to input a new passphrase in plain text. Next step is to input

Set-SPPassPhrase -PassPhrase \$passphrase -Confirm

After inputting the command above you will be asked to reenter the new passphrase this time it will be hashed then it is just a simple case of entering Y(Yes) N(No) to complete the change you can see the whole process illustrated below



For more details on the switches available just enter **Get-Help Set-SPPassPhrase -Detailed** at the PowerShell prompt for help on this command.

How to Configure Alerts on Document Libraries in SharePoint 2010

I have written quite a few how to guides over the last year which I plan to amalgamate into an EBook and publish on this blog before Christmas this post will also be included. But this post came about after a request we had from a customer on how to configure alerts on his document libraries so as always I thought I would not only let them know how to set this feature up but also share it with the wider SharePoint community.

The first step is to add the SMTP service to your SharePoint server if you have followed through my previous posts on [How to set up mail enabled document libraries](#) this will already be done, but to add this logon to your server open server manager and you will find this service under “Features”



The next step is to login to Central Admin on your SharePoint server and navigate to

Central Administration | System Settings| Configure outgoing e-mail settings

Here you have to fill in the details of your outbound SMTP server name and also an email address as illustrated below



Now if you go to a document library and click on **Library tools** and **Library** on the ribbon under “alert me” you will be able to click on “Set alert for this library”



This will give you many options which you can see in the illustration below.



How to Setup Mail Enabled Document Libraries in SharePoint 2010

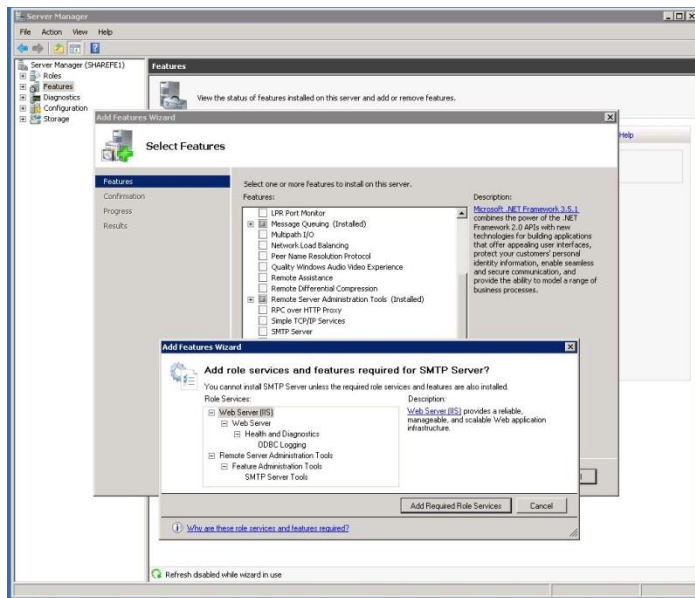
We are working on a continuing SharePoint 2010 support project for a group of school one of the features they require is the ability for students to be able to have a drop box to submit their work to teachers, this is a perfect example of the use of mail enabled document libraries in SharePoint so I thought while I am writing this up I may as well share how to setup this function. This post will be divided into four parts:-

- 1) Configuring SMTP on the SharePoint Servers
- 2) Configuring Exchange 2010 to route mail to SharePoint
- 3) Configuring Active Directory
- 4) Configuring SharePoint 2010 Central Admin

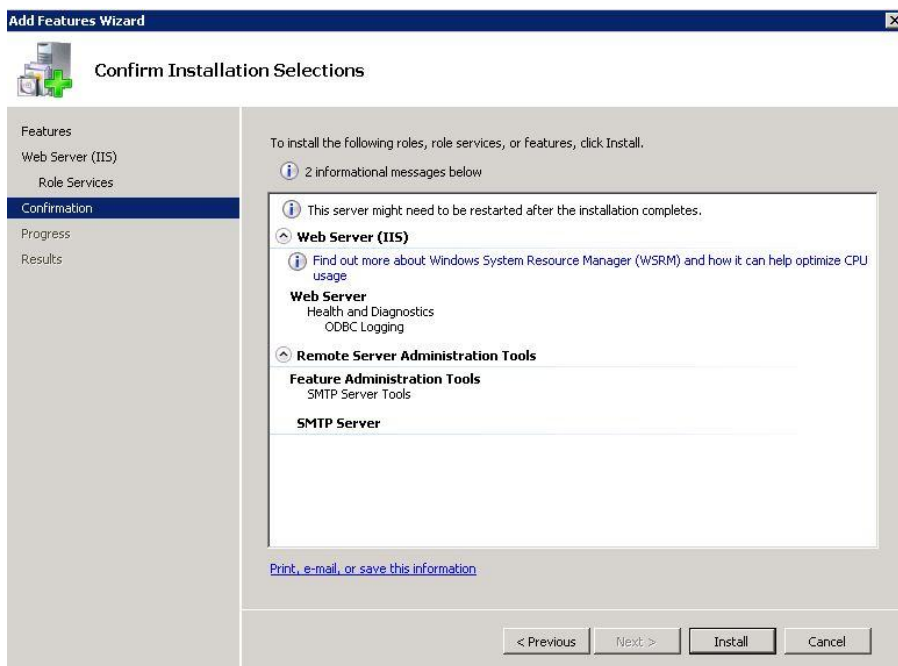
Configuring the SMTP service on SharePoint 2010

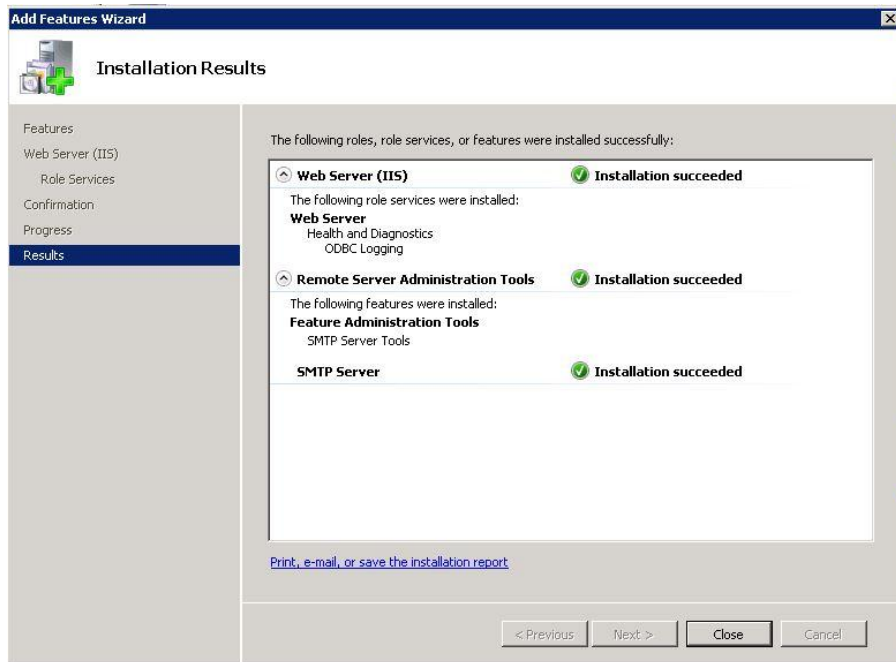
The first step we need to do in the setup is to add and configure the SMTP service on **ALL** of our SharePoint web front end servers. I will be setting this up on a farm configuration with 2 web front end servers and 1 application server.

The SMTP service is vital for mail flowing into SharePoint so your first port of call is to log onto your SharePoint servers and open **server manager** and navigate to **features** here we can add the SMTP service



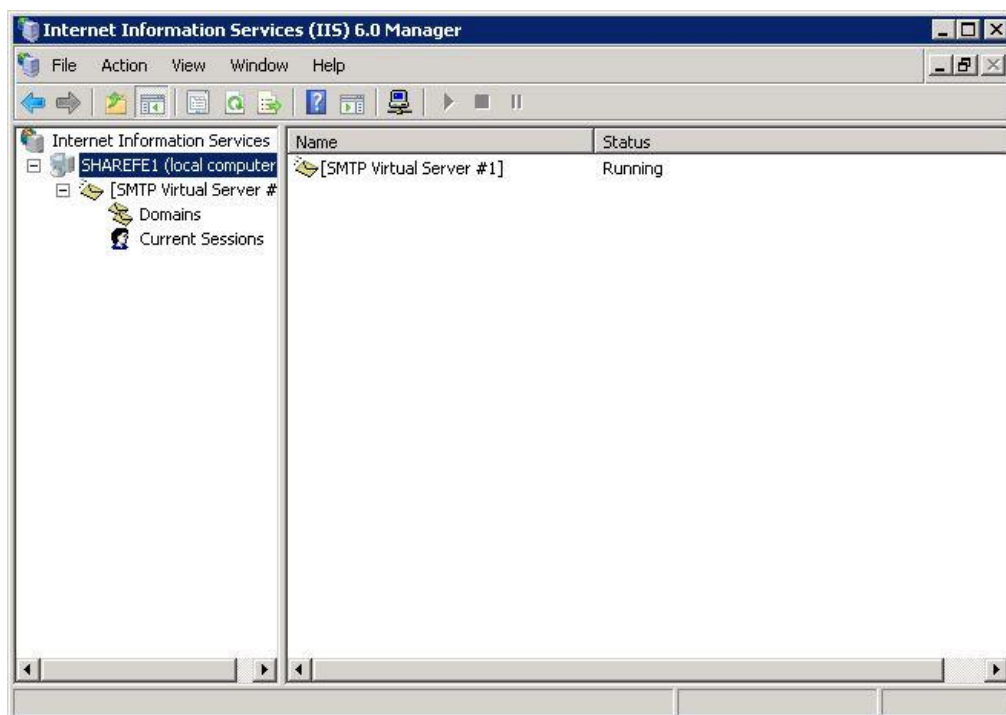
As you can see from the illustration below after the service is installed the server MAY require a restart in my case this was not needed but it may be needed on your servers so please be aware that you may have to have some down time in your setup so plan accordingly.



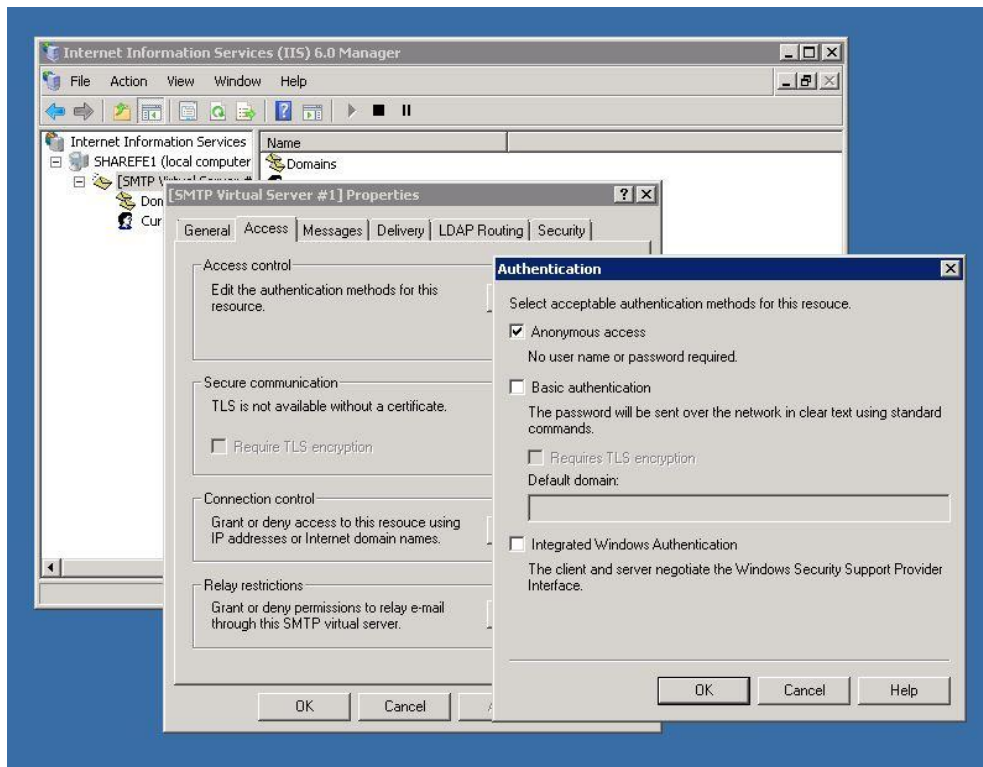


As you can see from the illustration above the setup of the service is now complete and no restart was required, please make sure that you do this on all of your SharePoint front end servers.

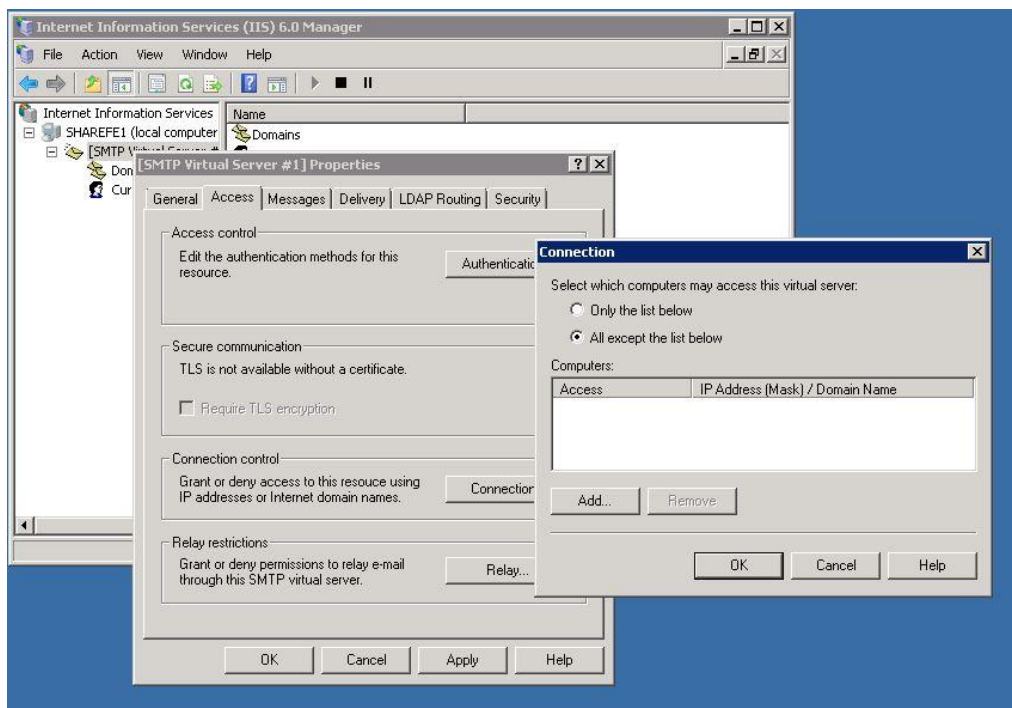
The next step is to configure the service through IIS manager on the servers, for this you will need to use IIS manager 6 here at Twynham we install this role during the setup of our servers but you may not, if not installed open **Server manager | Roles | Add Roles | IIS 6 Management Compatibility** through this interface which you can see below we can manage SMTP.



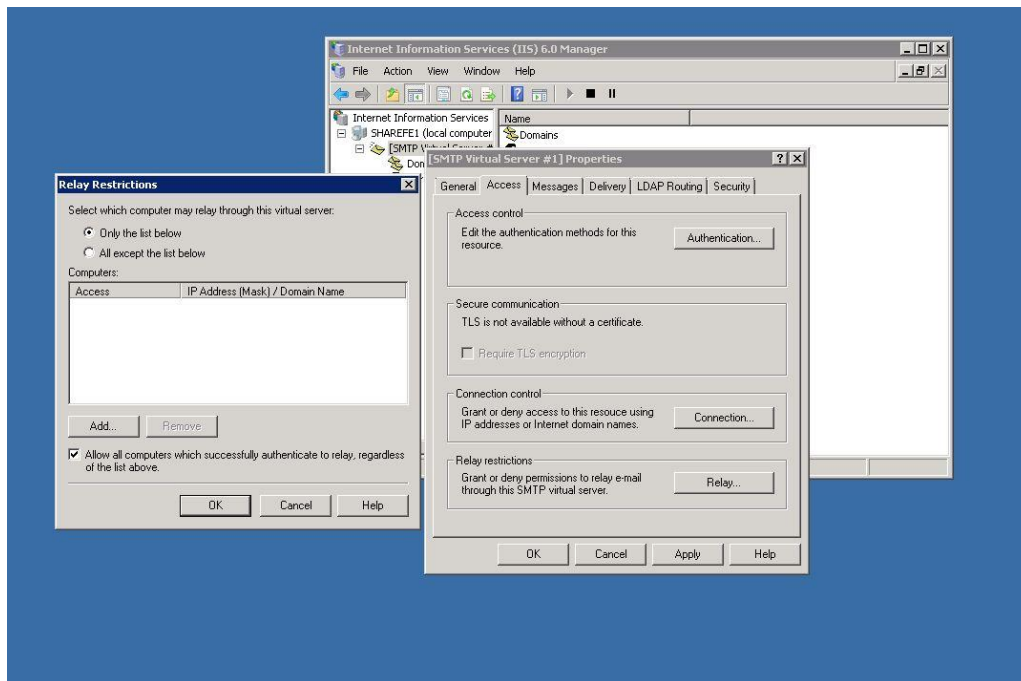
Right click on SMTP Virtual Server and choose properties once open click on the access tab and then click the Authentication button "Anonymous Access" should be ticked.



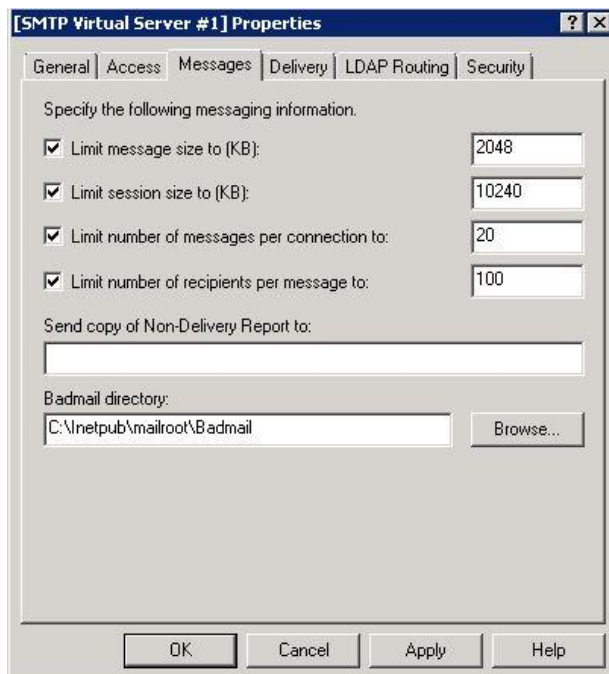
Next step click OK and then click the Connection button and ensure that “All except the list below” radio button is selected and click ok.



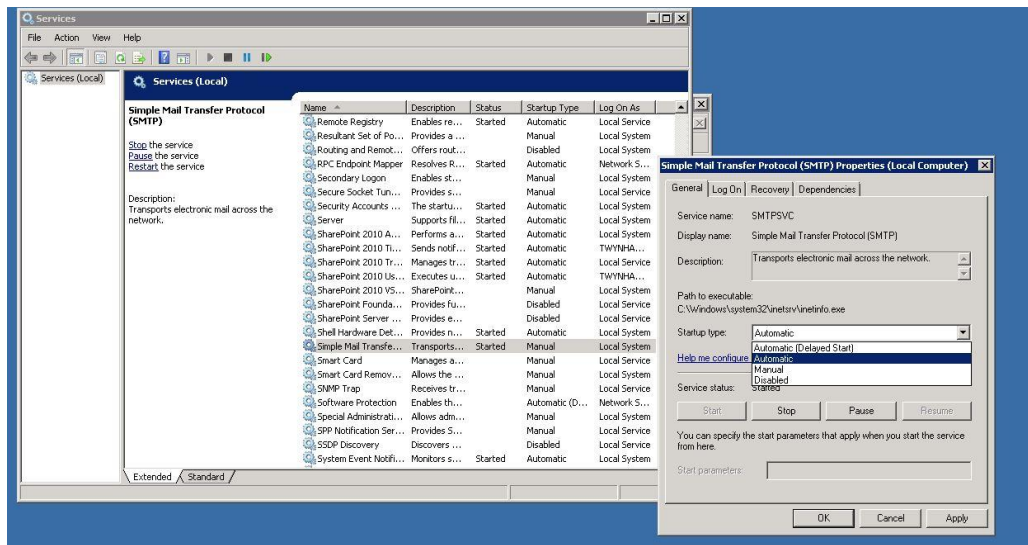
The final button to click is the relay button and make sure that “Only the list below” radio button is selected and also make sure that you see a tick in “Allow all computers which successfully authenticate to relay regardless of the list above”



You can also fine tune the permissible message size by going into the messages tab this could be crucial for students sending in attachments via email so please make sure this is set to a reasonable limit.



You will find that all the settings are pre-set out of the box the only setting that you will really need to check is the Start-up type on the SMTP service by default this is set to manual so obviously change this to automatic.



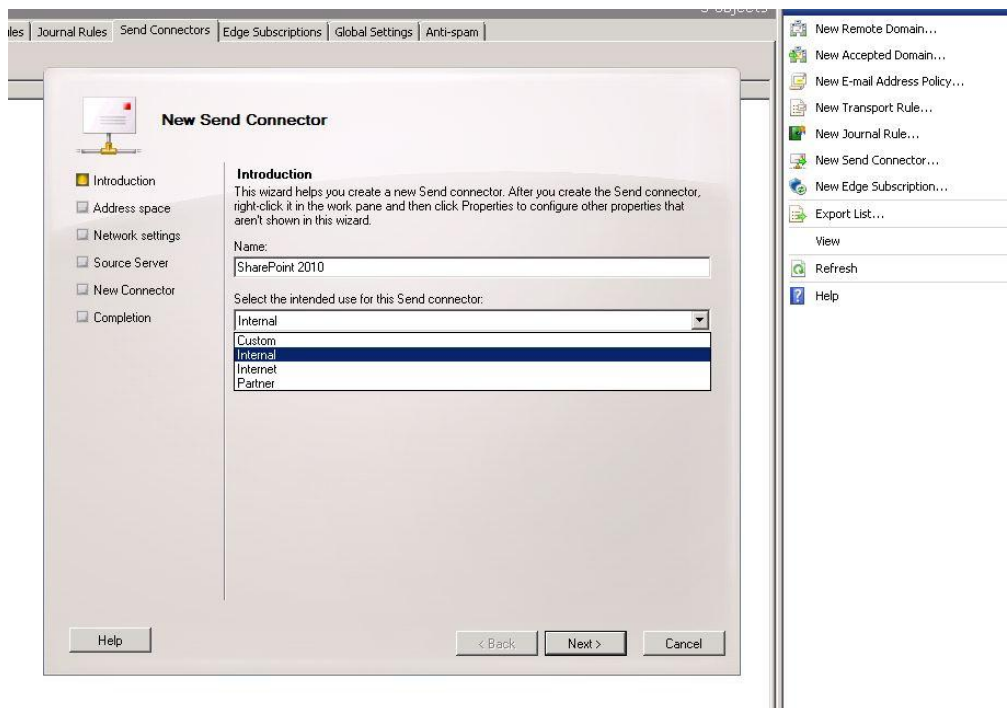
“A quick Note from the field is that I have found that if you restart your exchange server you will need to restart the SMTP service on your SharePoint servers, we route our internal mail from an ISA server to Exchange 2010 and this needs to be done after each restart of the Exchange box.”

Also please bear in mind that this setup will need to be completed on each front end server.

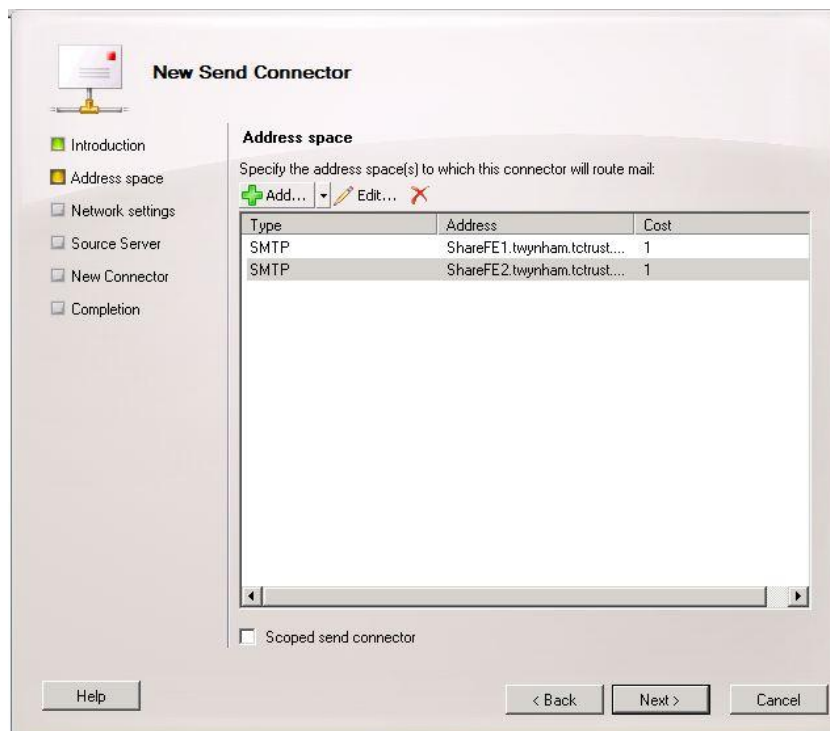
Configuring Exchange 2010 to route mail to SharePoint

We will now look at the setup required on our Exchange server to complete the task; this is the same in Exchange 2007 and Exchange 2010.

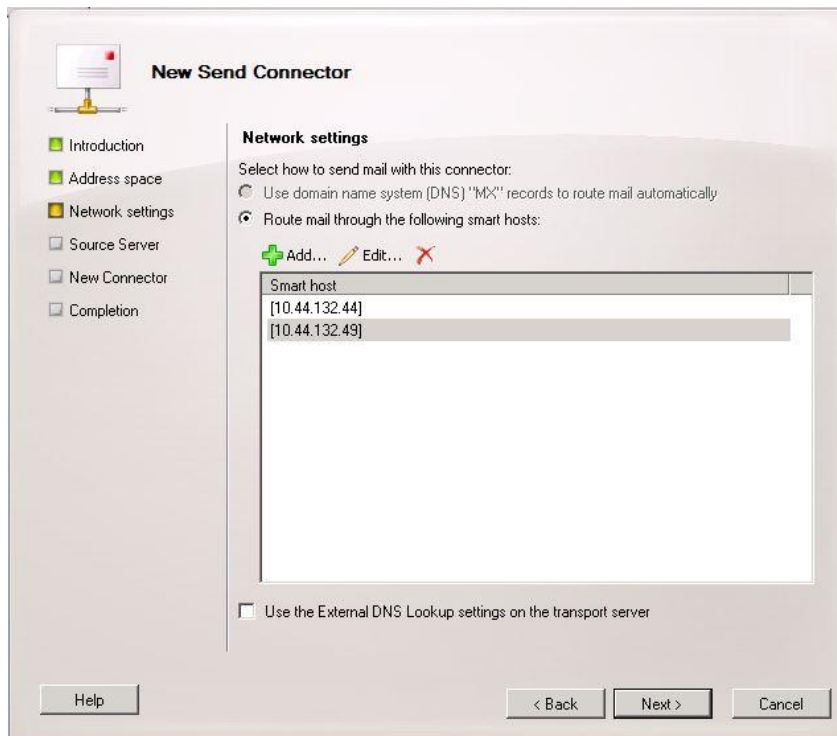
The first step is to create a new send connector so in Exchange Management Console navigate to **Organization Configuration | Hub Transport** and click the send connectors tab. In the actions pane on the right click “New send connector”



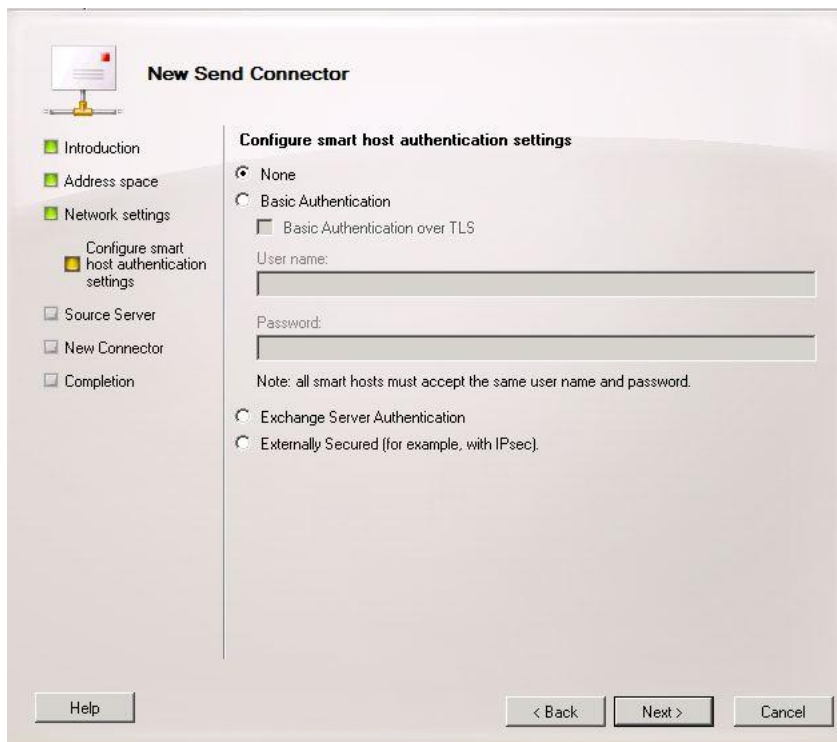
Enter a descriptive name and select internal from the dropdown list then click next on the next screen you will have to enter the FQDN's of your SharePoint servers please be aware if you have more than one front end server both names will need to be entered.



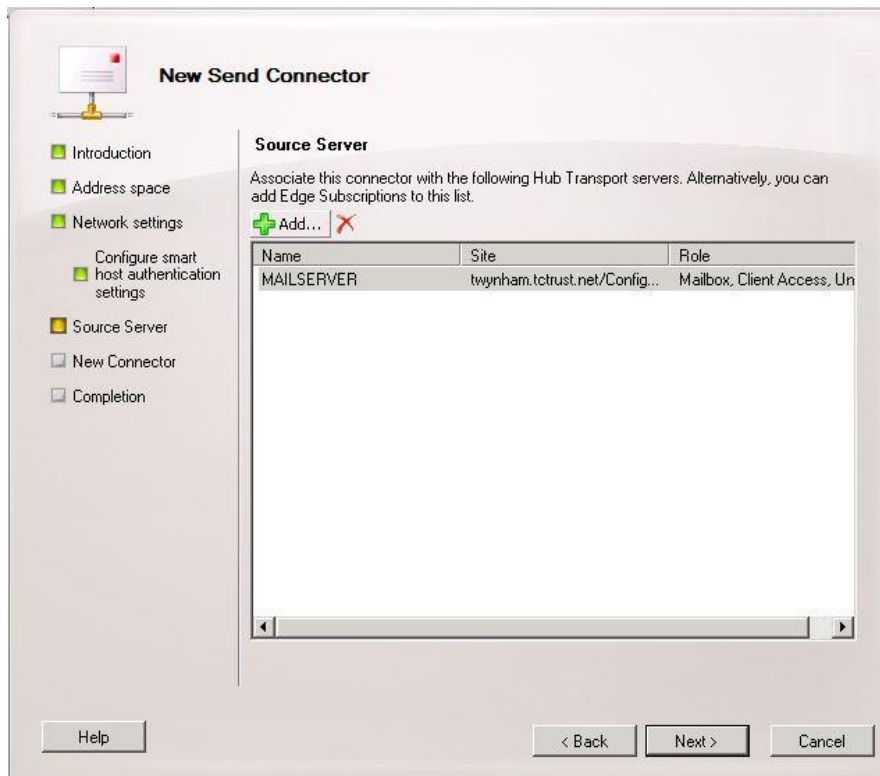
Click next; on the next screen enter the IP addresses of your SharePoint servers and make sure that Route mail through the following smart host radio button is selected.



Click next; the next page asks about your authentication settings leave this at the default “None” selection.



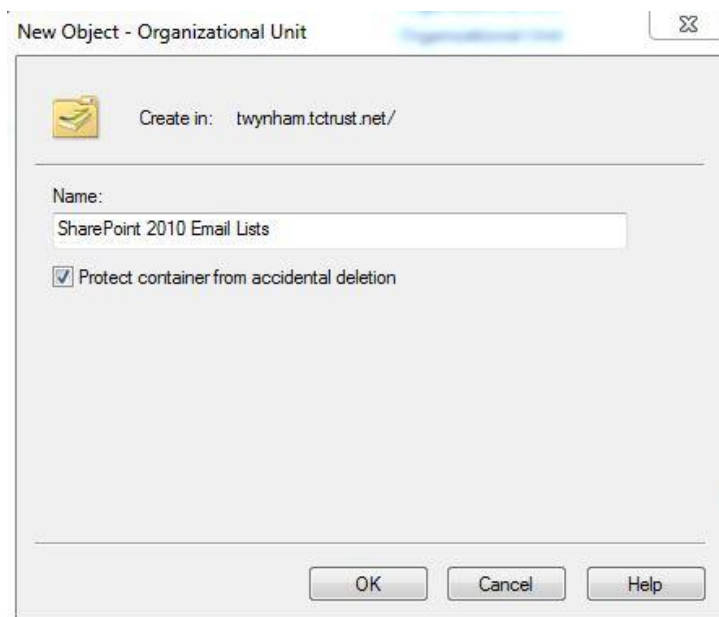
Click next; At Twynham we have all the Exchange roles on one Exchange box so the next screen asks for the address of the hub transport server which should be picked up automatically during the setup of the send connector but you can add one manually.



Click next and then new and finish your send connector for SharePoint is now setup and we can continue to the next step.

Configuring Active Directory

The next step is configuring our Active Directory so the first step is to create a new organizational unit to store or contacts. Logon to a domain controller and open up "Active Directory Users and Computers" right click on the domain name and choose New Organizational Unit.



You will notice there is a tick box under the name field this is titled “Protect container from accidental deletion” this is because I am running Windows Server 2008 R2 so if you do not see this do not worry. After creating the OU we will now move onto permissions and delegation of control.

What we need to do next is delegate control to the Application pool account if you cannot remember which account this is you can find it by logging on to a SharePoint server and opening IIS manager and clicking on application pools



Application Pools

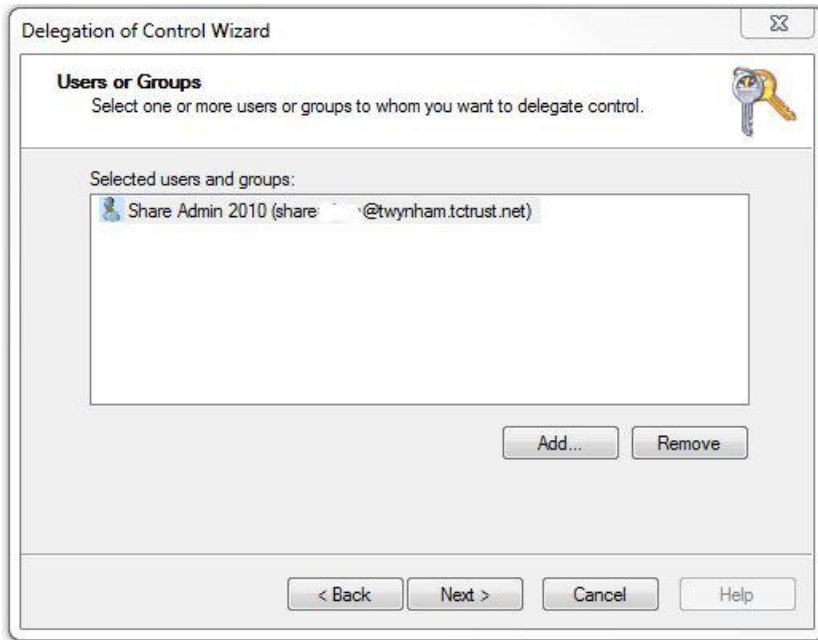
This page lets you view and manage the list of application pools on the server. Application pools are associated with worker processes, contain applications, and provide isolation among different applications.

Filter: Go Show All Group by: No Grouping						
Name	Status	.NET Framework	Managed Pipeline	Identity	Applications	
0276e761e...	Started	v2.0	Integrated	TWYNHAM\F...	1	
0e3beb9db...	Started	v2.0	Integrated	TWYNHAM\sl...	1	
70e3970dd5...	Started	v2.0	Integrated	TWYNHAM\Fast...	1	
9ffda2da98b...	Started	v2.0	Integrated	TWYNHAM\share...	7	
ASP.NET v4.0	Started	v4.0	Integrated	ApplicationPoolIdentity	0	
ASP.NET v4.0 Classic	Started	v4.0	Classic	ApplicationPoolIdentity	0	
Classic .NET AppPool	Started	v2.0	Classic	ApplicationPoolIdentity	0	
DefaultAppPool	Started	v2.0	Integrated	ApplicationPoolIdentity	1	
SecurityTokenServiceApplicationPool	Started	v2.0	Integrated	TWYNHAM\shar...	7	
SharePoint	Started	v2.0	Integrated	TWYNHAM\share...	1	
SharePoint MySite	Started	v2.0	Integrated	TWYNHAM\F...	2	
SharePoint	Started	v2.0	Integrated	TWYNHAM\sh...	1	
SharePoint Twynham Gateway	Started	v2.0	Integrated	TWYNHAM\shar...	2	
SharePoint Web Services Root	Stopped	v2.0	Integrated	LocalService	1	

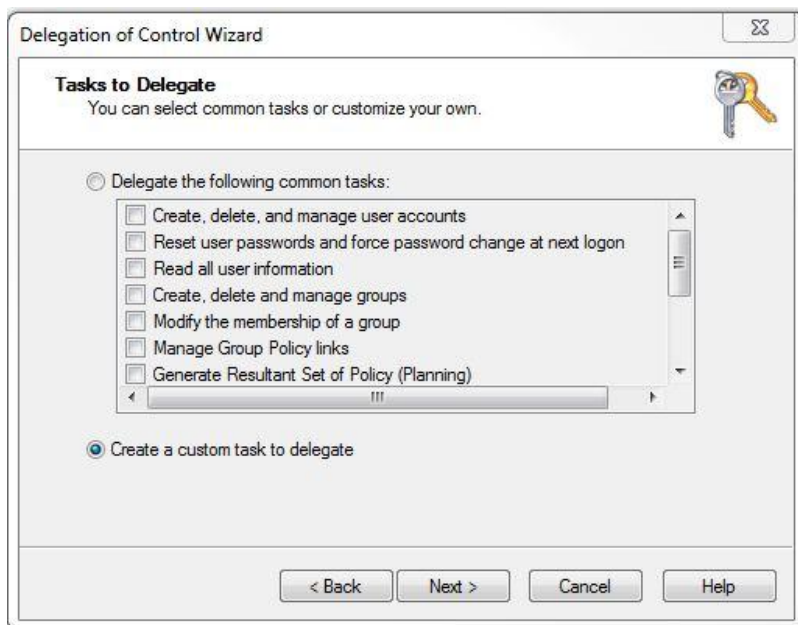
Once you have this information, In Active Directory right click on the new OU that you created previously and choose Delegate Control... from the sub context menu.



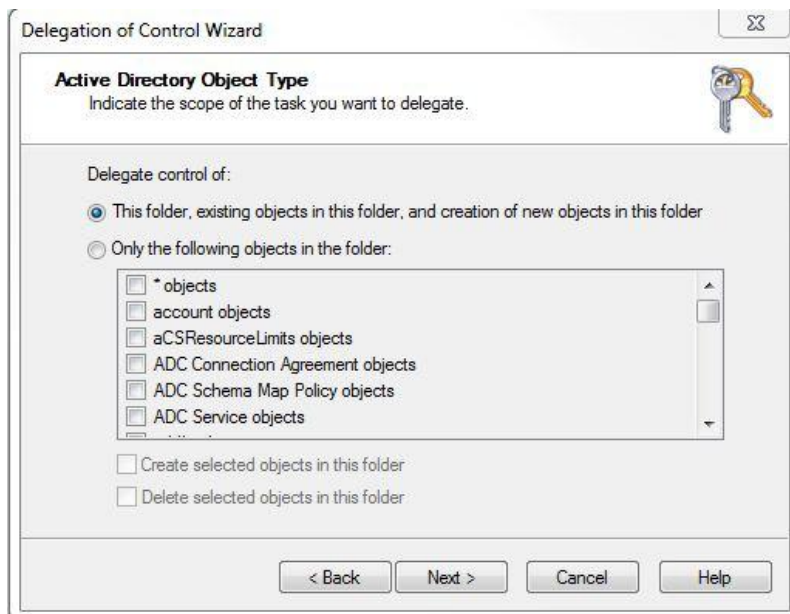
Click next; and click add to and choose the application pool account



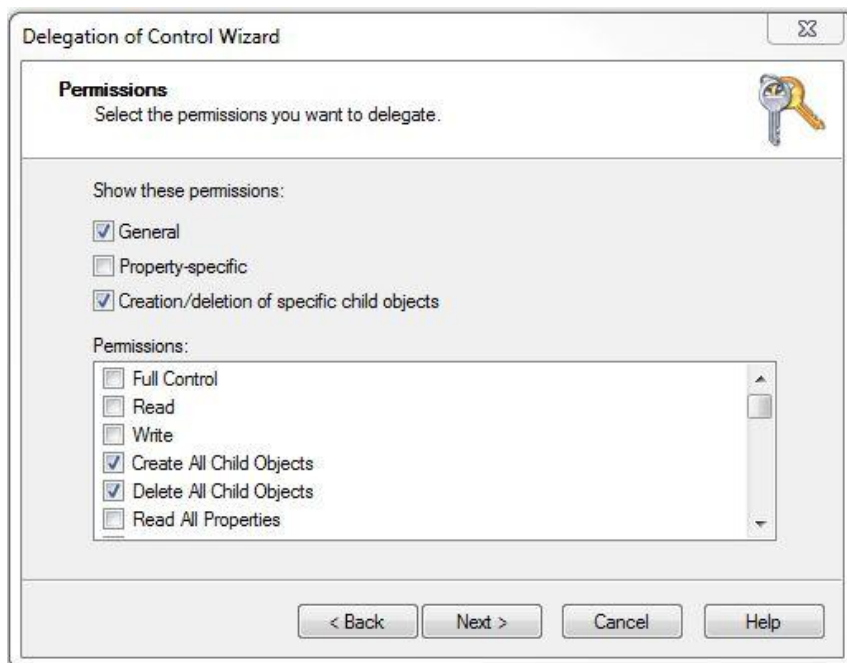
Click next; on this screen we will choose “Create a custom task to delegate”



On this screen choose “This folder existing objects in this folder and creation of new objects in this folder” click next



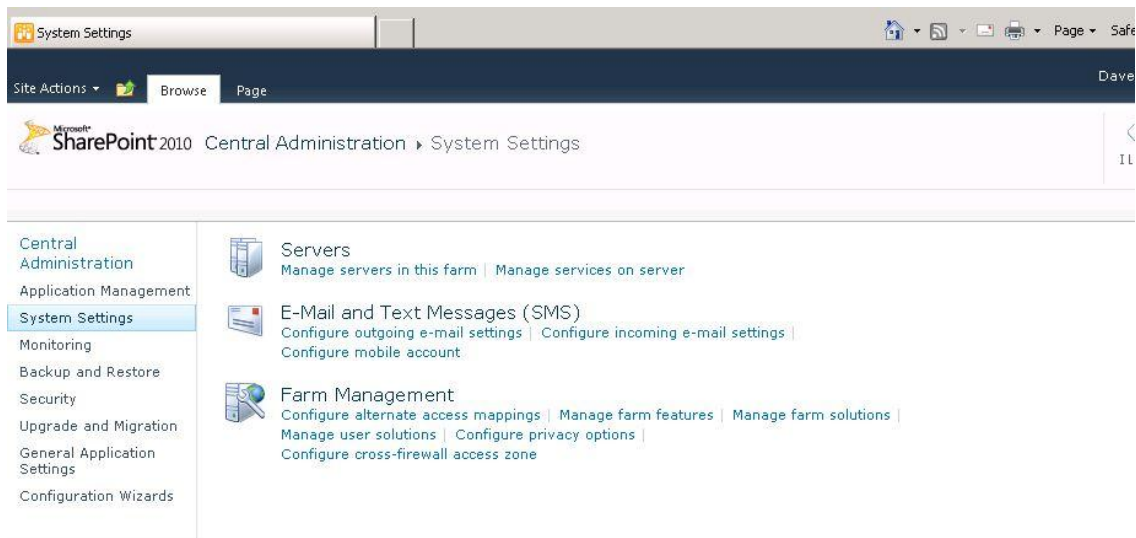
On the next screen place a tick in “Creation/deletion of specific child objects” also in the main window choose “Create All Child Objects” and also “Delete All Child Objects”



Click next and then finish. We can now move onto the final part of configuring email enabled document libraries.

Configuring SharePoint 2010 Central Admin

The final part of this series is the configuration of SharePoint Central admin and the sites to accept mail. On your SharePoint server navigate to Central Admin|System Settings|Configure Incoming e-mail settings



On the illustration below you can see what I have enabled but to list the steps

Choose “yes” to enable sites on this server to receive e-mail?

Choose “Automatic” in the settings mode section

Choose “Yes” to use the SharePoint Directory Management Service to create distributions groups and contacts

Enter your OU container details as an example “OU=TestOU, DC=Home, DC=Server, DC=net”

In the SMTP mail server you will need to enter all your front end servers that have the SMTP service installed I have separated mine with a semi colon.

And choose the radio button “Accept mail from all e-mail servers”

Enable sites on this server to receive e-mail?
☒ Yes ☐ No

Settings mode:
☒ Automatic
☐ Advanced

Use the SharePoint Directory Management Service to create distribution groups and contacts?
☐ No
☒ Yes
☐ Use remote

Active Directory container where new distribution groups and contacts will be created:

For example, OU=ContainerName, DC=domain, DC=com

SMTP mail server for incoming mail:

For example, server.sharepoint.example.com

Accept messages from authenticated users only?
☐ Yes ☒ No

Allow creation of distribution groups from SharePoint sites?
☐ Yes ☒ No

Distribution group request approval settings

- ☒ Create new distribution group
- ☐ Change distribution group e-mail address
- ☐ Change distribution group title and description
- ☒ Delete distribution group

E-mail server display address:
mylist @
For example, mylist@example.com

☒ Accept mail from all e-mail servers
☐ Accept mail from these safe e-mail servers:

Then click OK

Adobe PDF Setup for SharePoint 2010

So you have your shiny new SharePoint 2010 server installed and setup you upload your first PDF file and you see no PDF icon you then click on the file and it wants to save the file and will not open, then you start searching for a document and no results are returned from any PDF files only from the title not the content.

Well this is the situation with every SharePoint install, you have more configurations to use PDF files effectively in SharePoint, and so through this post I will bring all the steps into one location to help setup SharePoint for using PDF files, I have broken this post down into 3 sections for ease of reading Setting up the PDF icon, Setting up open PDF files and Setting up the PDF iFilter.

Setting up the PDF icon

The first step is to set up an icon for your PDF files this was one of the annoying things I have found using SharePoint 2007 the inability to upload a PDF file and see a PDF icon next to the file name out of the box, this situation has not changed with SharePoint.

This is basically the same process as with 2007 apart from some path changes so.

Shared Documents

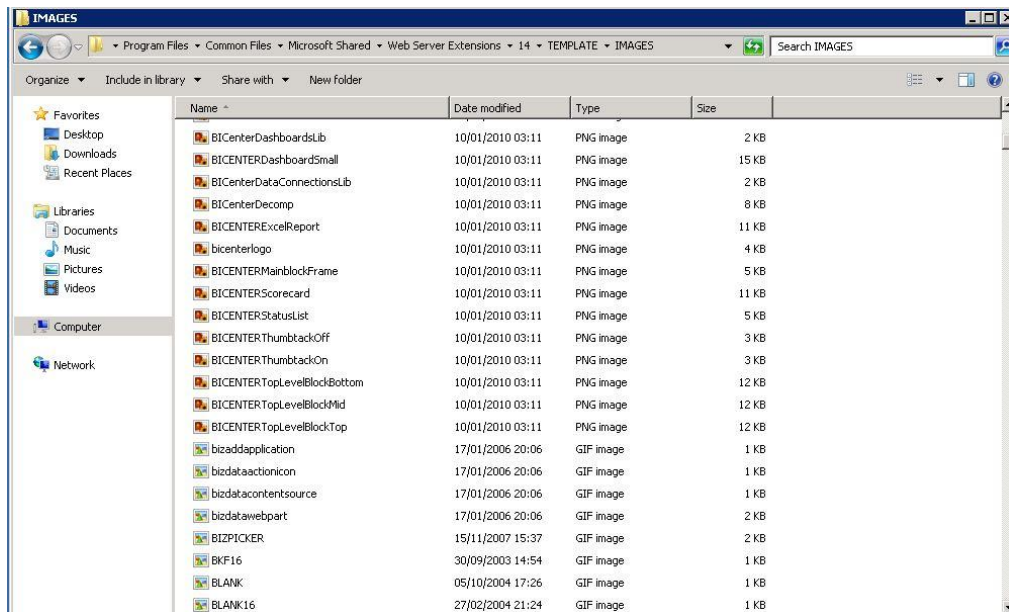
Type	Name	Modified	Modified By
	Bamboo Web Parts Licences NEW	2/17/2010 12:27 PM	 Dave Coleman
	Capture2 NEW	2/17/2010 12:44 PM	 Christopher McKinley
	Capture3 NEW	2/17/2010 12:44 PM	 Christopher McKinley
	Dave Coleman NEW	2/17/2010 12:44 PM	 Christopher McKinley
	film_rill NEW	2/17/2010 12:44 PM	 Darren White
	Good Blogging Guide NEW	2/17/2010 12:31 PM	 Dave Coleman
	img NEW	2/17/2010 12:44 PM	 Christopher McKinley
	MIS Install NEW	2/17/2010 12:44 PM	 Darren White
	picture NEW	2/17/2010 12:44 PM	 Darren White
	Pinball NEW	2/17/2010 12:44 PM	 Darren White
	Printing Policy NEW	2/17/2010 12:27 PM	 Dave Coleman
	SharePoint Admin NEW	2/17/2010 12:44 PM	 Christopher McKinley
	SiteMenuFormatted NEW	2/17/2010 12:44 PM	 Darren White
	Snow Day 1 Usage NEW	2/17/2010 12:27 PM	 Dave Coleman
	Systems Team Holidays 2009 NEW	2/17/2010 12:27 PM	 Dave Coleman

 Add document

On your SharePoint server navigate to (default install)

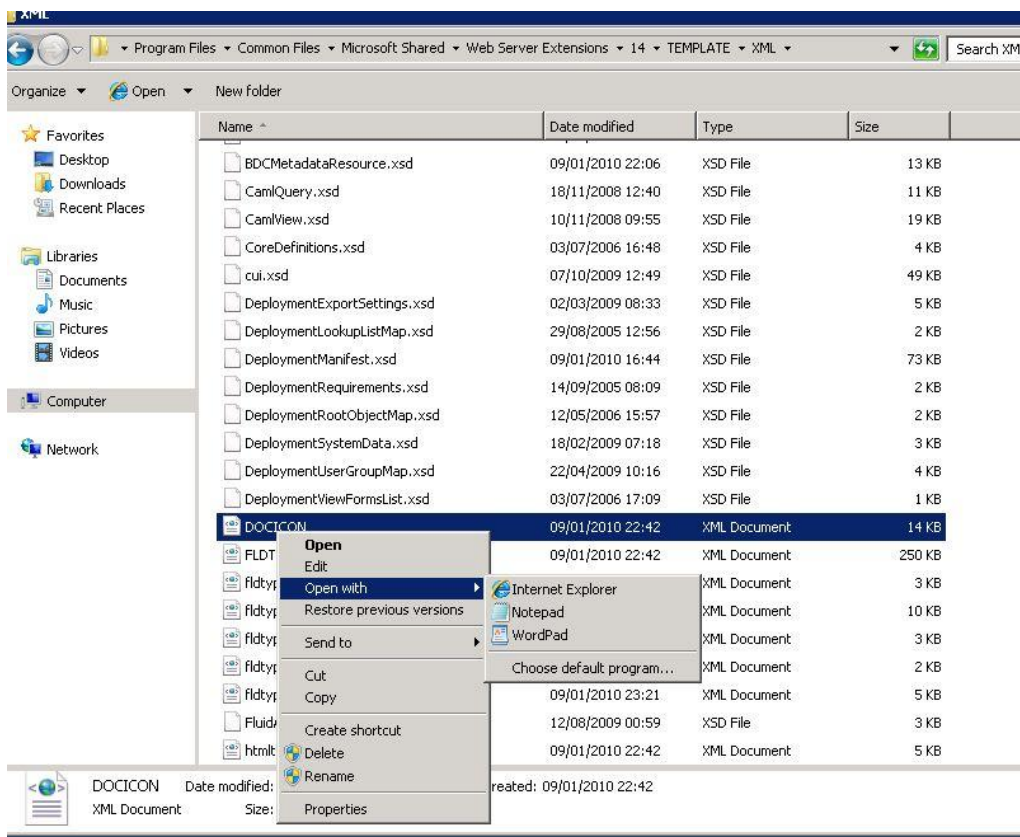
“C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\TEMPLATE\IMAGES”

And place a 16 x 16 picture file (Gif, Jpg or Png) of the file type you wish to add All the icon files in the images folder have the format ic***.gif so I named my PDF icon icpdf.gif



After you copy the picture file you need navigate to

"C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\TEMPLATE\XML"



And edit the DocIcon.xml with notepad and add the line

`<Mapping Key="pdf" Value="icpdf.gif"/>`

```
DOCICON - Notepad
File Edit Format View Help

<Mapping key="htm" value="ichtm.gif" EditText="Microsoft SharePoint Designer" openControl="SharePoint.openDocuments"/>
<Mapping key="html" value="ichtml.gif" EditText="Microsoft SharePoint Designer" openControl="SharePoint.openDocuments"/>
<Mapping key="htt" value="ichtt.gif" openControl=""/>
<Mapping key="inf" value="icinf.gif"/>
<Mapping key="ini" value="icini.gif"/>
<Mapping key="jif" value="icjif.gif"/>
<Mapping key="jpe" value="icjpe.gif"/>
<Mapping key="jpeg" value="icjpeg.gif"/>
<Mapping key="pdf" value="icpdf.gif"/>
<Mapping key="jpg" value="icjpg.gif"/>
<Mapping key="js" value="icjs.gif" openControl=""/>
<Mapping key="lse" value="iclse.gif" openControl=""/>
<Mapping key="log" value="iclog.gif"/>
<Mapping key="master" value="icmaster.gif" EditText="Microsoft SharePoint Designer" openControl="SharePoint.openDocuments"/>
<Mapping key="mht" value="icmht.gif" EditText="Microsoft word" openControl="SharePoint.openDocuments"/>
<Mapping key="mhtml" value="icmhtml.gif" EditText="Microsoft word" openControl="SharePoint.openDocuments"/>
<Mapping key="mpd" value="icmpd.gif" openControl=""/>
<Mapping key="mpo" value="icmpo.gif" EditText="Microsoft Project" openControl="SharePoint.openDocuments"/>
<Mapping key="mps" value="icmps.gif" openControl=""/>
<Mapping key="mpt" value="icmpt.gif" EditText="Microsoft Project" openControl="SharePoint.openDocuments"/>
<Mapping key="mpw" value="icmpw.gif" openControl=""/>
<Mapping key="mpx" value="icmpx.gif" openControl=""/>
<Mapping key="msg" value="icmsg.png" openControl=""/>
<Mapping key="msi" value="icmsi.gif" openControl=""/>
<Mapping key="msp" value="icmsp.gif" openControl=""/>
<Mapping key="ock" value="icock.gif" openControl=""/>
<Mapping key="odc" value="icodc.gif" EditText="Microsoft Excel" openControl="SharePoint.openDocuments"/>
<Mapping key="odp" value="icodp.png" openControl="SharePoint.openDocuments"/>
<Mapping key="odt" value="icodt.png" openControl="SharePoint.openDocuments"/>
<Mapping key="ods" value="icods.png" openControl="SharePoint.openDocuments"/>
<Mapping key="one" value="icone.png" EditText="Microsoft OneNote" openControl="SharePoint.openDocuments"/>
<Mapping key="oneplg" value="iconp.png" EditText="Microsoft OneNote" openControl="SharePoint.openDocuments.4"/>
<Mapping key="onetoc2" value="icont.png" EditText="Microsoft OneNote" openControl="SharePoint.openDocuments"/>
<Mapping key="png" value="icpng.gif"/>
<Mapping key="pot" value="icpot.png" EditText="Microsoft PowerPoint" openControl="SharePoint.openDocuments"/>
<Mapping key="potm" value="icpotm.png" EditText="Microsoft PowerPoint" openControl="SharePoint.openDocuments"/>
<Mapping key="potx" value="icpotx.png" EditText="Microsoft PowerPoint" openControl="SharePoint.openDocuments"/>
<Mapping key="ppa" value="icppa.png" EditText="Microsoft PowerPoint" openControl="SharePoint.openDocuments"/>
<Mapping key="ppam" value="icppam.png" EditText="Microsoft PowerPoint" openControl="SharePoint.openDocuments"/>
```

Once this is edited and saved (I would also recommend doing a backup of the file before you save it) you will need to do an IISreset before the icon will display.

Shared Documents

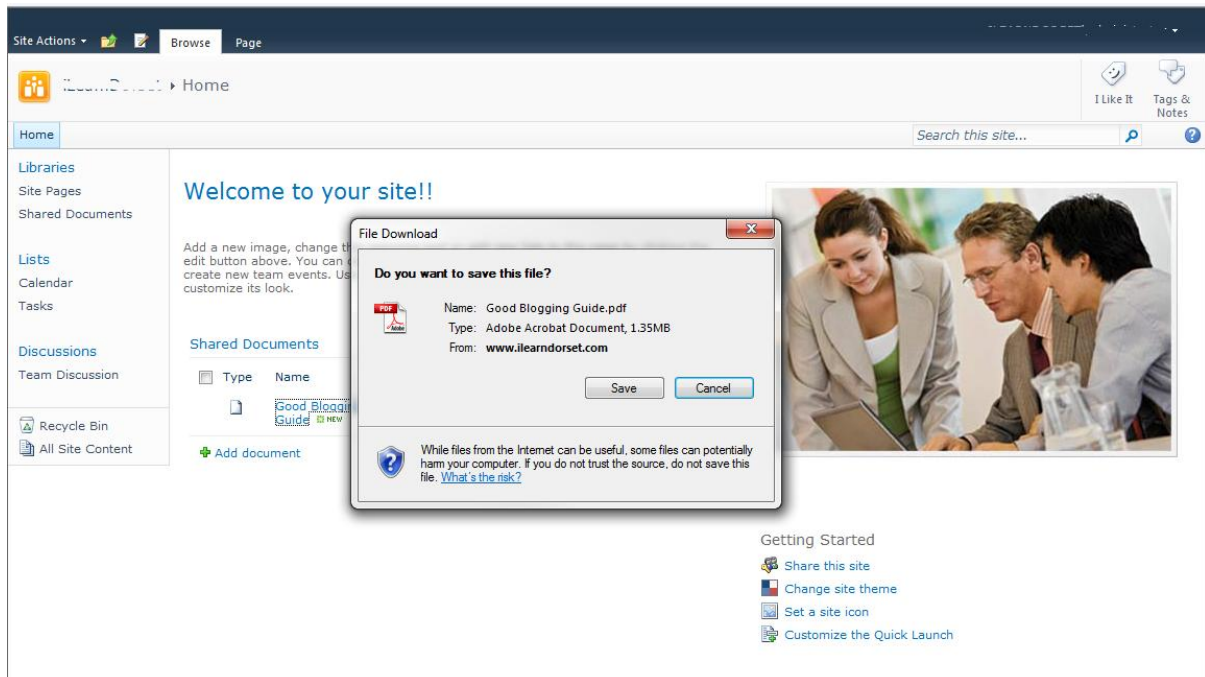
Type	Name	Modified	Modified By
	Bamboo Web Parts Licences 	2/17/2010 12:27 PM	 Dave Coleman
	Capture2 	2/17/2010 12:44 PM	 Christopher McKinley
	Capture3 	2/17/2010 12:44 PM	 Christopher McKinley
	Dave Coleman 	2/17/2010 12:44 PM	 Christopher McKinley
	film_roll 	2/17/2010 12:44 PM	 Darren White
	Good Blogging Guide 	2/17/2010 12:31 PM	 Dave Coleman
	img 	2/17/2010 12:44 PM	 Christopher McKinley
	MIS Install 	2/17/2010 12:44 PM	 Darren White
	picture 	2/17/2010 12:44 PM	 Darren White
	Pinball 	2/17/2010 12:44 PM	 Darren White
	Printing Policy 	2/17/2010 12:27 PM	 Dave Coleman
	SharePoint Admin 	2/17/2010 12:44 PM	 Christopher McKinley
	SiteMenuFormatted 	2/17/2010 12:44 PM	 Darren White
	Snow Day 1 Usage 	2/17/2010 12:27 PM	 Dave Coleman
	Systems Team Holidays 2009 	2/17/2010 12:27 PM	 Dave Coleman

 Add document

Also please bear in mind a couple of points if you have more than 1 server in your farm you will need to repeat this procedure on all of your servers and please backup the docicon.xml file and image files away from your servers as they may get overwritten with updates.

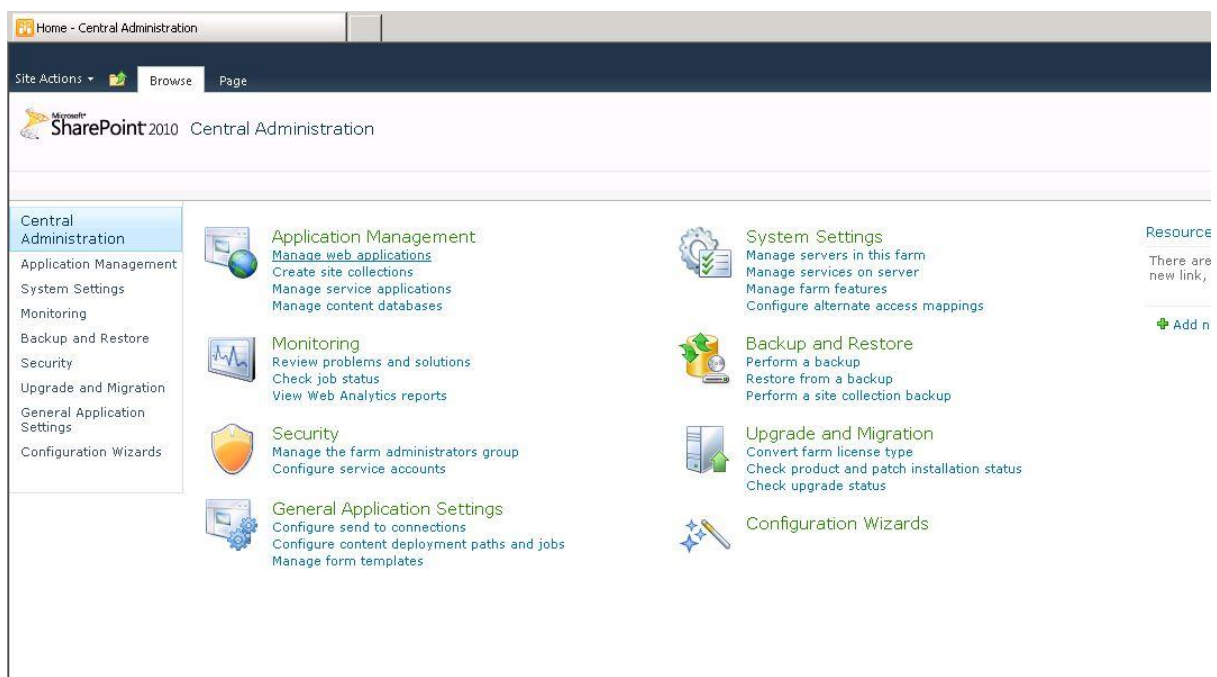
Setting up open PDF Files

In your SharePoint 2010 setup you may notice that when you go to open a PDF file it prompts you to save it rather than opening.

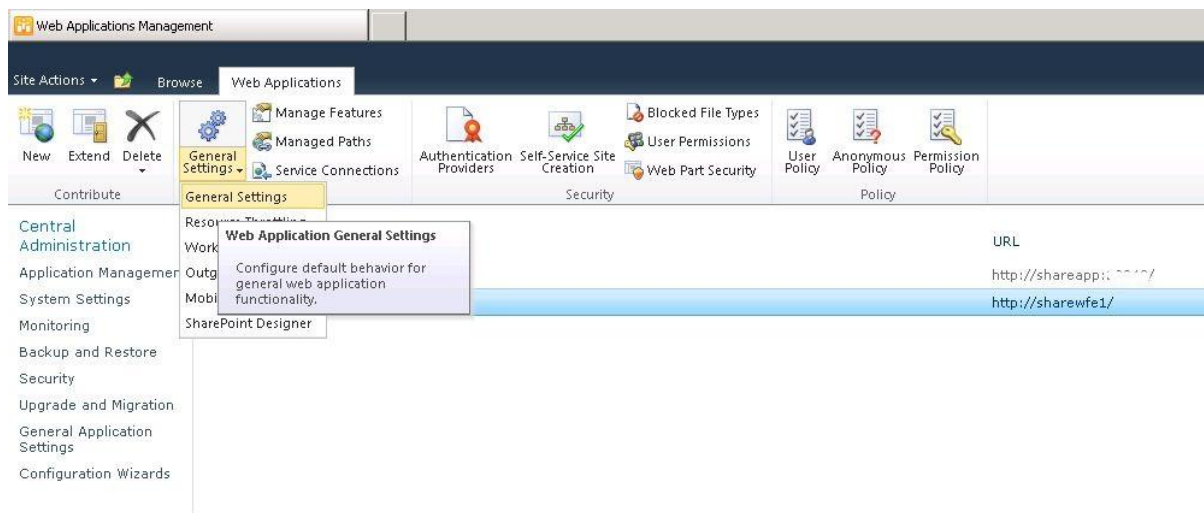


This is really annoying but the solution to this is very easily remedied. Navigate to central admin.

Go there and click 'Manage Web Applications'

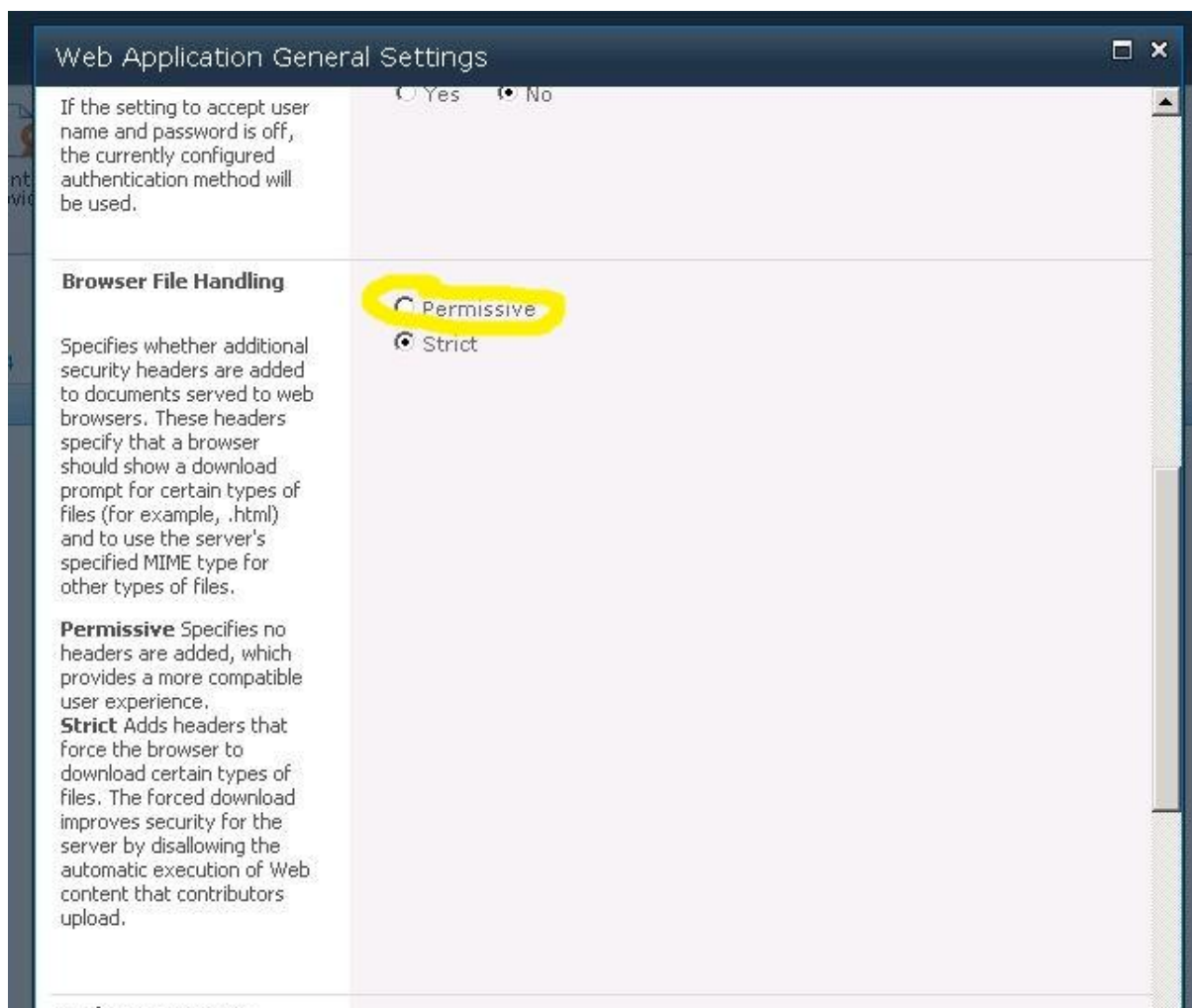


Click on the web app you want to change, and go to 'General Settings'



Scroll down the list until you reach '**Browser File Handling**'

Change the radio box from Strict to Permissive.

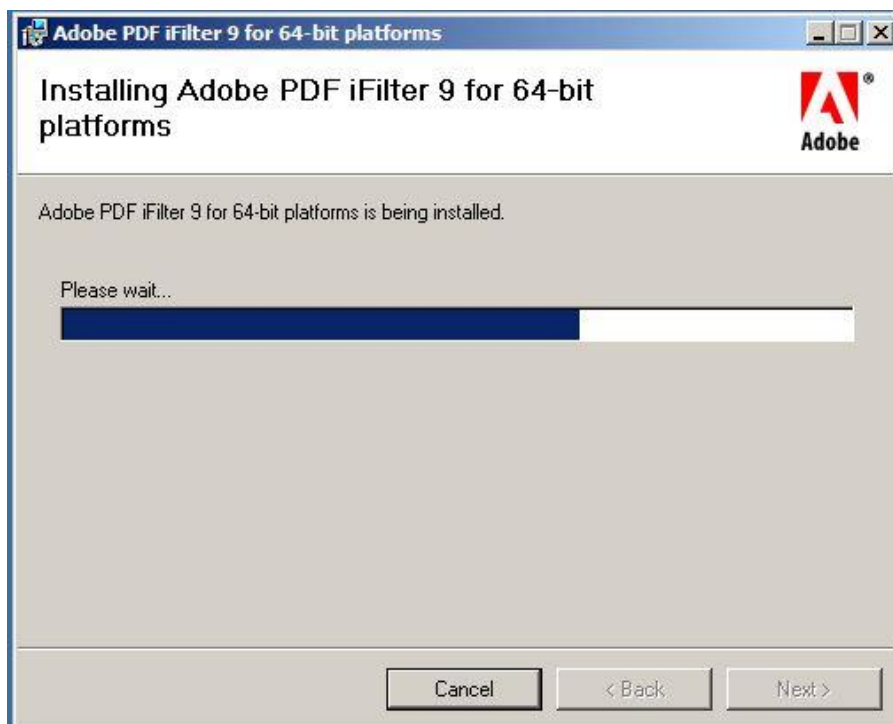


Click ok.

Go back to your PDF document and click on it – and it will open up without forcing you to save it somewhere first.

Setting up the PDF iFilter

Once the iFilter is downloaded extract the MSI installer file and install this on your SharePoint servers. The Adobe PDF iFilter 9 for 64-bit platforms is downloadable from [here](#).



The next step is to navigate to **Central Admin | Manage service applications | Search Service Application** and once there click on “file types” to add the PDF file type.

Crawling	Searchable items	61
Content Sources	Recent query rate	0.00
Crawl Rules	Propagation status	Idle
Crawl Log	Default content access account	08D
Server Name Mappings	Contact e-mail address	som
Host Distribution Rules	Proxy server	Non
File Types	Scopes update status	Idle
Index Reset	Scopes update schedule	Auto
Crawler Impact Rules	Scopes needing update	0
Queries and Results	Search alerts status	Off
	Query logging	On

File extension: *

PDF

Examples: doc, html

OK Cancel

The next step is to make a registry change so as always be careful as this can have adverse effects on your server if you make a mistake. First of all start up regedit and navigate to:- **HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Office Server\14.0\Search\Setup\Filters**, right click on the filters folder and create a new key and enter '**.pdf**' as the value do not forget the full stop. Next enter the following values to your new key:-

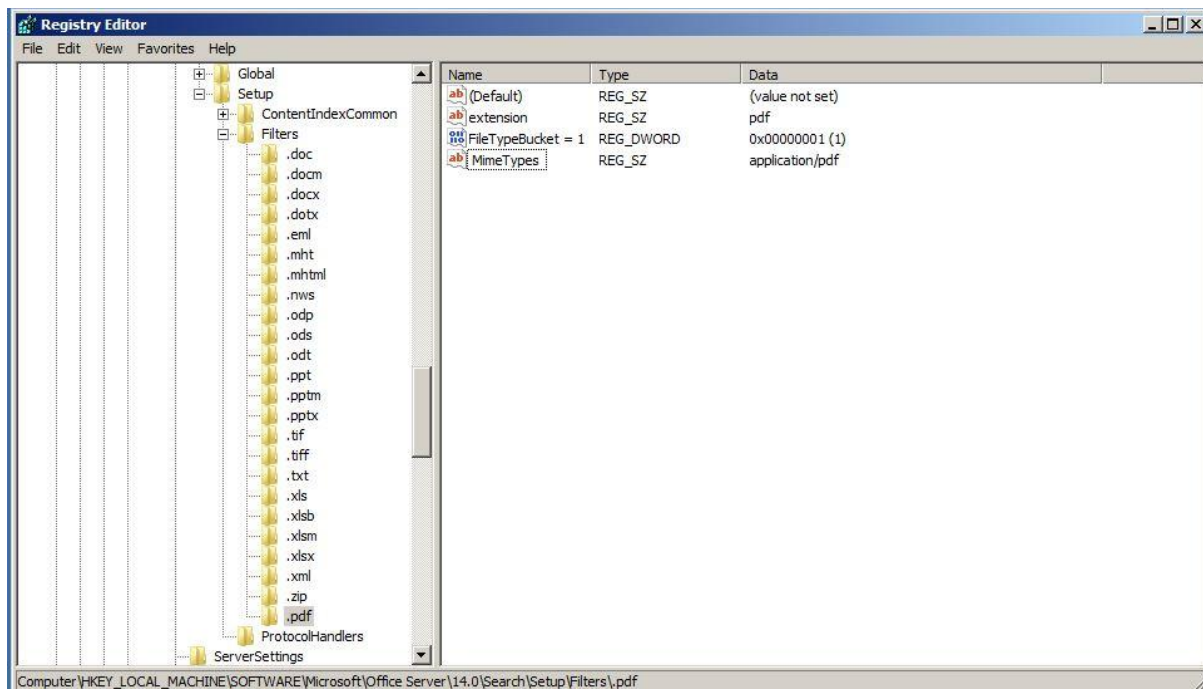
<REG_SZ> Default = <value not set>

<REG_SZ> Extension = pdf

<REG_DWORD> FileTypeBucket = 1

<REG_SZ> MimeTypes = application/pdf

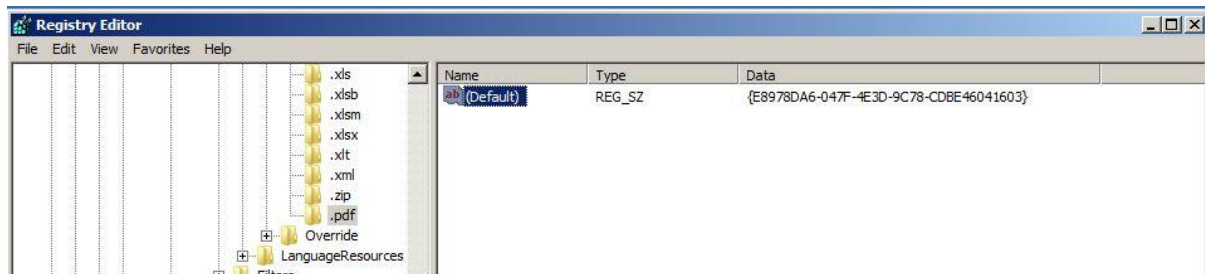
You should end up with the new key as illustrated below



Next navigate to

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\OfficeServer\14.0\Search\Setup\ContentIndexCommon\Filters\Extension

Just one key to enter here, right click and choose new key and again enter ‘.PDF’ as the value double click on the default REG_SZ and enter {E8978DA6-047F-4E3D-9C78-CDBE46041603} as the value data.



The final step is to restart your SharePoint server and initiate a full crawl; all of your PDF files will now be indexed and searchable.

Once these 3 steps are completed you will have completed the setup of your SharePoint install for Adobe PDF files.

Locking Down My Site SharePoint 2010

I was recently asked two questions on the use of My Site they were:-

How easy is it to restrict the use of My Site in SharePoint 2010

Which web parts are available on My Site in SharePoint 2010

So as I have done previously I will answer the person's questions and also post on this blog to help others faced with the same. This will be a two part post so first question how to restrict access to My Site?

Open Central admin and click on **Application Management | Manage Service Applications**



Once there click on User Profile Service Application

New	Connect	Delete	Manage	Administrators	Properties	Publish	Permissions
Create			Operations			Sharing	
			PowerPoint Service Application				PowerPoint Service Application Proxy
			Search Administration Web Service for Search Service Application				Search Administration Web Service Application Proxy
			Search Service Application				Search Service Application Proxy
			Search Service Application				Search Service Application Proxy
			Secure Store Service				Secure Store Service Application Proxy
			Secure Store Service				Secure Store Service Application Proxy
			Security Token Service Application				Security Token Service Application Proxy
			State Service				State Service
			State Service				State Service Proxy
			Usage and Health data collection				Usage and Health Data Collection Service Application Proxy
			Usage and Health data collection				Usage and Health Data Collection Proxy
			User Profile Service Application				User Profile Service Application
			User Profile Service Application				User Profile Service Application Proxy
			Visio Graphics Service				Visio Graphics Service Application
			Visio Graphics Service				Visio Graphics Service Application Proxy

You now need to click on **manage user permissions** under the **People** section

Central Administration ► Manage Profile Service: User Profile Service Application



People

[Manage User Properties](#) |
 [Manage User Profiles](#) |
 [Manage User Sub-types](#) |
 [Manage Audiences](#) |
 [Schedule Audience Compilation](#) |
 [Manage User Permissions](#) |
 [Compile Audiences](#) |
 [Manage Policies](#)



Synchronization

[Configure Synchronization Connections](#) |
 [Configure Synchronization Timer Job](#) |
 [Configure Synchronization Settings](#) |
 [Start Profile Synchronization](#)



Organizations

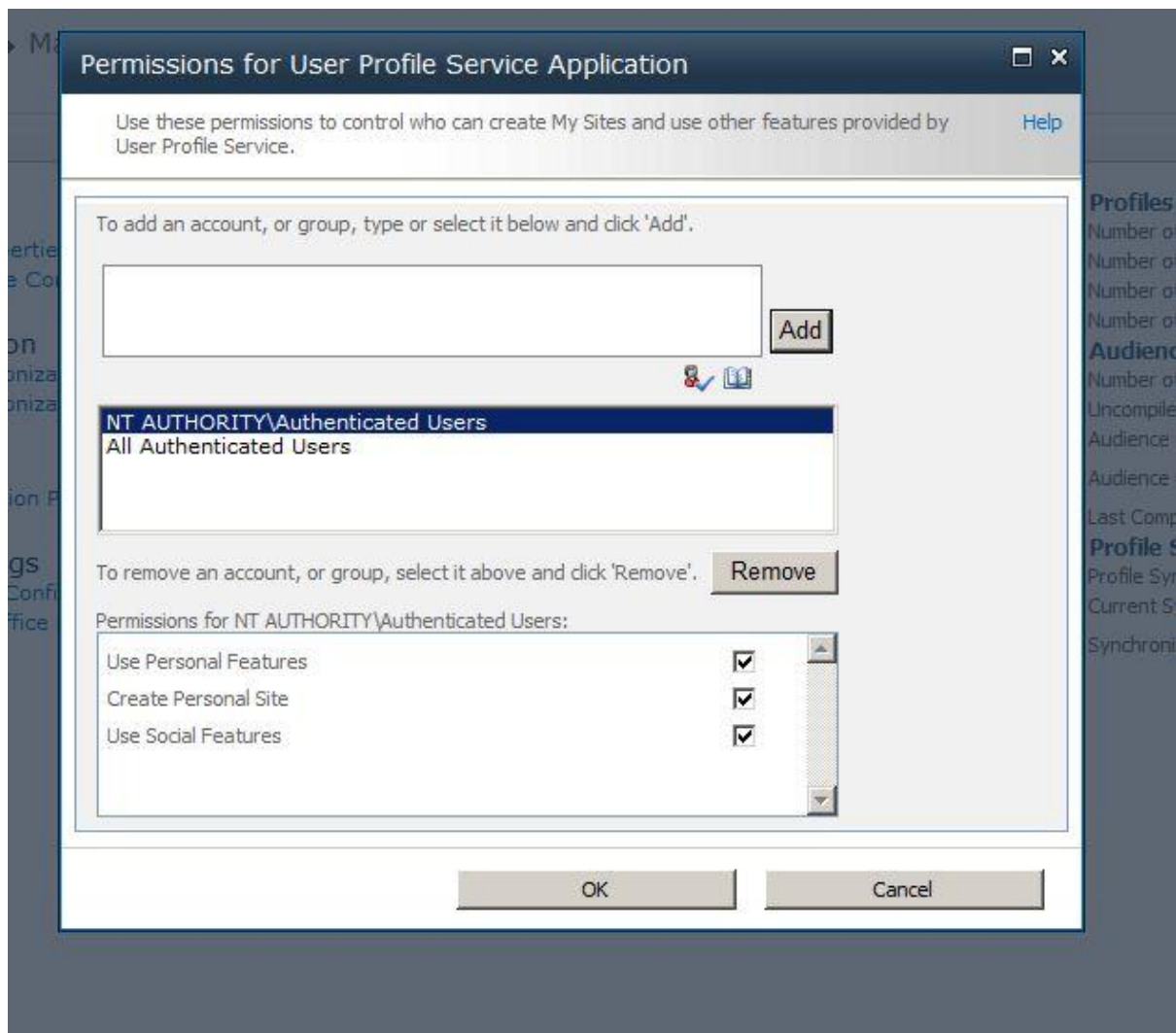
[Manage Organization Properties](#) |
 [Manage Organization Profiles](#) |
 [Manage Organization Sub-types](#)



My Site Settings

[Setup My Sites](#) |
 [Configure Trusted Host Locations](#) |
 [Configure Personalization Site](#) |
 [Publish Links to Office Client Applications](#) |
 [Manage Social Tags and Notes](#)

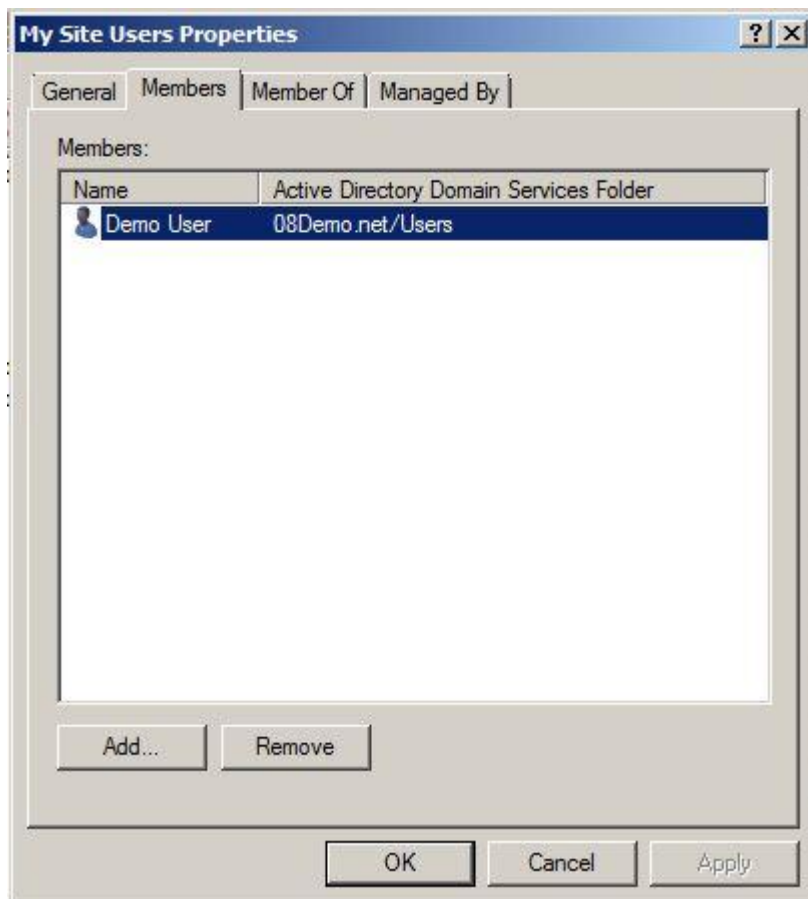
Once you click manage user permissions you will be presented with a windows as illustrated below



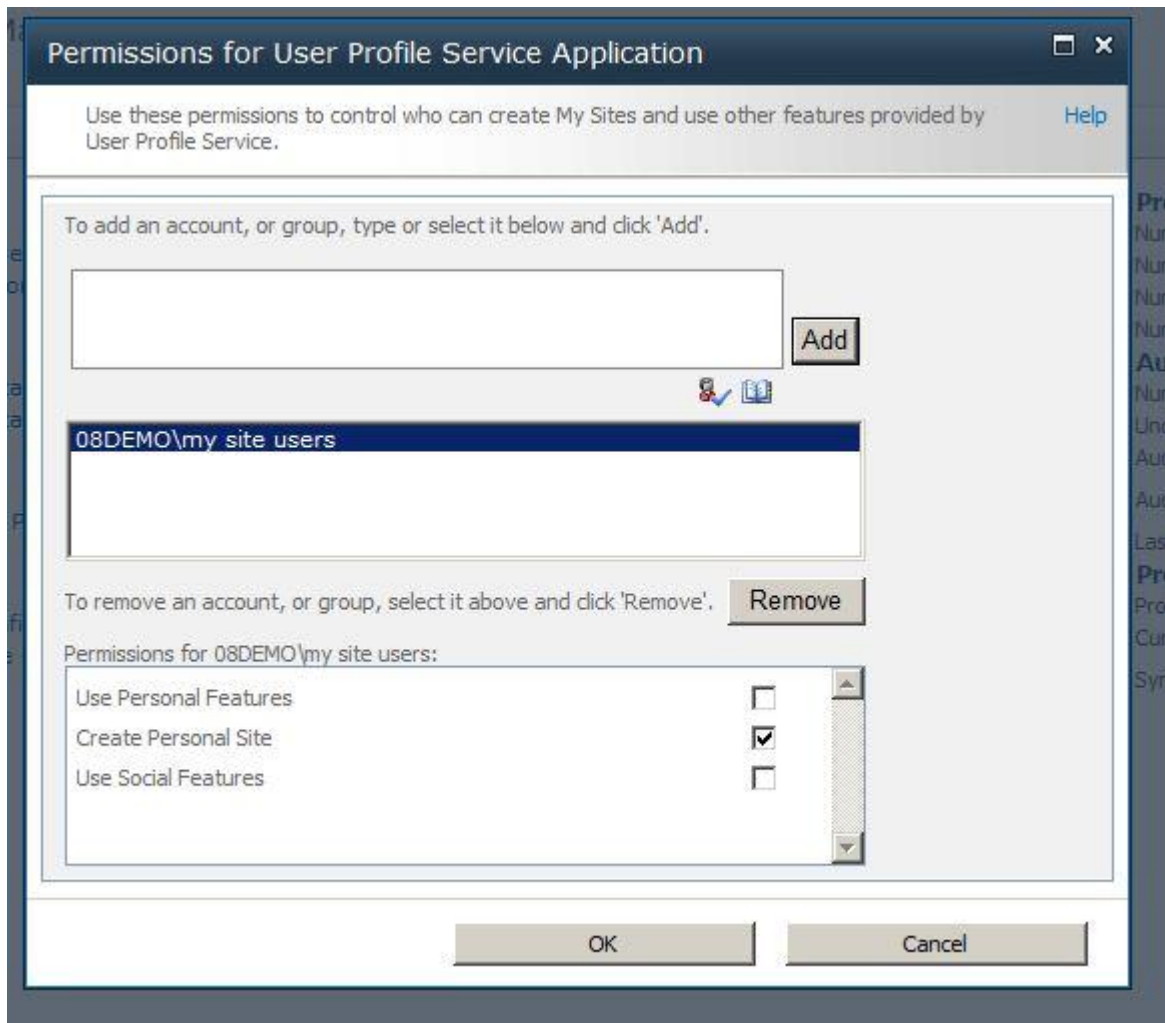
By default **Authenticated users** and **All Authenticated users** are in and enabled to create my sites out of the box. I will remove all permissions and now the user will see no my site link



The easiest way to manage a large amount of users is to create a security group in Active Directory I will call my My Site Users and drop the users in as you require them to use My Site.



I will now add my new security group into the permissions section to allow the creation of my site



But I will only allow Create Personal Site and then go through what the other tick boxes allow.

Well after trying all permutation's I have found that if "Use Personal Features" is left unticked the users can still not get to or create a my site, and the only thing I found if "Use Social Features" is unticked is that when you click on "Tags and Notes" in My Site you get a 403 Page "Forbidden" Now I am not sure if this is a problem with my setup (Which I doubt) or an un documented feature that will be rectified over the course of time I am not sure but if you have had similar or a different experience could you let me know through comment or email dave@sharepointedutech.com

SharePoint 2010 Version Comparison

Yesterday we were meeting a customer when the question of the difference in SharePoint 2010 versions came up well we answered the questions but I did not have a definitive answer or a document or URL that I could refer people too. So today after a bit of searching I managed to find on the Microsoft site a list of differences in each version but I could not find it in a PDF or Word format so the only thing to do is the hard miles of writing my own table. I will also make this available for

download in PDF format and if you would like it in word format just drop me an email and I will send you a copy.

SharePoint 2010 Version Comparison			
Feature	Foundation	Standard	Enterprise
Accessibility	•	•	•
Access Services			•
Advanced Content Processing			•
Advanced Sorting			•
Audience Targeting		•	•
Basic Sorting		•	•
Best Bets		•	•
Blogs	•	•	•
Browser Based Customizations	•	•	•
Business Connectivity Services	•	•	•
Business Data Connectivity Service	•	•	•
Business Connectivity Services Profile Page		•	•
Business Data Integration with the Office Client			•
Business Data Web Parts			•
Business Intelligence Center			•
Business Intelligence Indexing Connector			•
Calculated KPIs			•
Claims-Based Authentication	•	•	•
Chart Web Parts			•
Click Through Relevancy		•	•

Client Object Model (OM)	•	•	•
Colleague Suggestions		•	•
Colleagues Network		•	•
Compliance Everywhere		•	•
Configuration Wizards	•	•	•
Connections to Microsoft Office Clients	•	•	•
Connections to Office Communication Server and Exchange	•	•	•
Content Organizer		•	•
Contextual Search			•
Dashboards			•
Data Connection Library			•
Decomposition Tree			•
Deep Refinement			•
Developer Dashboard	•	•	•
Discussions	•	•	•
Document Sets		•	•
Duplicate Detection		•	•
Enterprise Scale Search		•	•
Enterprise Wikis		•	•
Event Receivers	•	•	•
Excel Services			•
Excel Services and PowerPivot for SharePoint			•
External Data Column	•	•	•
External Lists	•	•	•
Extensible Search Platform			•

Extreme Scale Search			•
Federated Search		•	•
High-Availability Architecture	•	•	•
Improved Governance		•	•
Improved Backup and Restore	•	•	•
Improved Setup and Configuration	•	•	•
InfoPath Forms Services			•
Keyword Suggestions		•	•
Language Integrated Query (LINQ) for SharePoint	•	•	•
Large List Scalability and Management	•	•	•
Managed Accounts	•	•	•
Managed Metadata Service		•	•
Memberships		•	•
Metadata-driven Navigation		•	•
Metadata-driven Refinement		•	•
Mobile Connectivity	•	•	•
Mobile Search Experience		•	•
Multilingual User Interface	•	•	•
Multistage Disposition		•	•
Multilingual User Interface	•	•	•
Multi-Tenancy	•	•	•
My Content		•	•
My Newsfeed		•	•
My Profile		•	•
Note Board		•	•
Organization Browser		•	•

Out-of-the-Box Web Parts	•	•	•
Patch Management	•	•	•
People and Expertise Search		•	•
PerformancePoint Services			•
Permissions Management	•	•	•
Phonetic and Nickname Search		•	•
Photos and Presence	•	•	•
Query Suggestions, "Did You Mean?", and Related Queries		•	•
Quota Templates	•	•	•
Ratings		•	•
Read-Only Database Support	•	•	•
Recent Activities		•	•
Recently Authored Content		•	•
Relevancy Tuning		•	•
Remote Blob Storage (SQL Feature)	•	•	•
REST and ATOM Data Feeds	•	•	•
Ribbon and Dialog Framework	•	•	•
Rich Media Management		•	•
Rich Web Indexing			•
Sandboxed Solutions	•	•	•
Search Scopes		•	•
Secure Store Service		•	•
Shared Content Types		•	•
SharePoint 2010 Search Connector Framework		•	•
SharePoint Designer	•	•	•

SharePoint Health Analyzer	•	•	•
SharePoint Lists	•	•	•
SharePoint Ribbon	•	•	•
SharePoint Service Architecture	•	•	•
SharePoint Timer Jobs	•	•	•
SharePoint Workspace	•	•	•
Similar Results			•
Silverlight Web Part	•	•	•
Site Search	•	•	•
Solution Packages	•	•	•
Status Updates		•	•
Streamlined Central Administration	•	•	•
Support for Office Web Apps	•	•	•
Tag Clouds		•	•
Tag Profiles		•	•
Tags		•	•
Tags and Notes Tool		•	•
Thumbnails and Previews			•
Tuneable Relevance with Multiple Rank Profiles			•
Unattached Content Database Recovery	•	•	•
Unique Document IDs		•	•
Usage Reporting and Logging	•	•	•
Visio Services			•
Visual Best Bets			•
Visual Studio 2010 SharePoint Developer Tools	•	•	•

Visual Upgrade	•	•	•
Web Analytics		•	•
Web Parts	•	•	•
Wikis	•	•	•
Windows 7 Search		•	•
Windows 7 Support	•	•	•
Windows PowerShell Support	•	•	•
Word Automation Services		•	•
Workflow	•	•	•
Workflow Models	•	•	•
Workflow Templates		•	•

About Dave Coleman



20 years working in the IT industry with 12 of those working in the education sector and i have worked with many versions of Windows server, Exchange, SQL Server. Over the last few years i have been specializing in SharePoint starting with SharePoint team services through SharePoint portal server 2003 with Class Server, SharePoint 2007 and now SharePoint 2010 after introducing SharePoint into Twynham and making it a key component of their IT strategy.