



## USER GUIDE

### Introduction

This User Guide is designed to serve as a brief overview to help you get started. There is also information available under the Help option in the various Contributor interface toolbar. If necessary you can access the Help by launching the Contributor interface from the System Tray and selecting Help->Help and Support.

If you would like further instructions, please consult the Features list at <http://support.colligo.com/Lists/Features/AllItems.aspx> - where you will find a complete list of features by product along with instructions for use. You will also find a number of [screencasts](#) on the support site that walk you through the main product features. The SharePoint support site can be synchronized with Colligo Contributor for anytime access, online or offline. Please follow the instructions on the home page at <http://support.colligo.com/>.

We hope you enjoy using the product, and please don't hesitate to send us questions or provide feedback at [support@colligo.com](mailto:support@colligo.com). Thank You.



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## Installing Colligo Contributor

### Systems Supported

- Microsoft® Windows® Vista: Business; Enterprise; Ultimate. (incl. SP1)
- Microsoft® Windows® XP Home or Professional
- Microsoft® Windows® 2000 Service Pack 2 or greater
- Microsoft Office 2000 – 2007 (Office 2003 SP2 or later for InfoPath forms)
- Internet Explorer 6.0 or later
- WSS (2.0 or 3.0) and SPS 2003 and MOSS 2007
- Consumes roughly 20MB of disk space, not including content
- If you have a previous version installed, the new version can be installed “over top” of the old version without needing to uninstall. This will also preserve all of the cached content.

### Application Prerequisites

- **.NET Framework 2.0**  
For XP or 2000, please ensure the .NET Framework 2.0 is installed first (included with Vista). You can check in the Control Panel > Add/Remove Program.
- **.NET Framework 3.0**  
Required to support embedding and extraction of metadata from Office 2007 documents.

### Outlook Add-in Prerequisites

- Compatible version of Outlook (Outlook 2003 or Outlook 2007)
- Office 2003 or Office 2007 Primary Interop Assemblies (depending on which version of Office is installed)
- Microsoft Visual Studio 2005 Tools for Office Second Edition (VSTO 2005 SE) Runtime

### Interactive EXE Install

1. Download the Colligo Contributor EXE installation file to your local computer.
2. Double-click on the installation file to install Colligo Contributor.
3. Prerequisites are downloaded and installed.
4. Enter your license key.
5. Colligo Contributor can be set to launch at Windows Start Up. This will enable the background synchronization to start automatically.

### Unattended MSI Install

1. Install the required prerequisites.
2. Download the Colligo Contributor MSI installation file to your local computer.
3. Double-click on the installation file to install Colligo Contributor.
4. Enter your license key.
5. Colligo Contributor can be set to launch at Windows Start Up. This will enable the background synchronization to start automatically.

### Notes

- **Concurrent version installations**  
Colligo does \*not\* support side-by-side installations of different versions of Contributor. ie: it is \*not\* possible to run multiple versions of Contributor concurrently
- **Version reversion/downgrading**  
It is \*not\* possible to revert to an earlier version of Contributor after upgrading. When installing an update to Contributor, the database is often updated.
- **Microsoft® Windows® 2000**  
Microsoft® Office® 2007 is \*not\* supported on Microsoft® Windows® 2000. Contributor does \*not\* support metadata embedding and extraction from Office® 2007 documents on Windows® 2000 systems.

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More detail installation details are available on the support site:

<http://support.colligo.com/Lists/Knowledge%20Base/DispForm.aspx?ID=16>



## The File Manager

### Adding a Site to Contributor

It is possible to add a site to Contributor in a number of other ways, including:

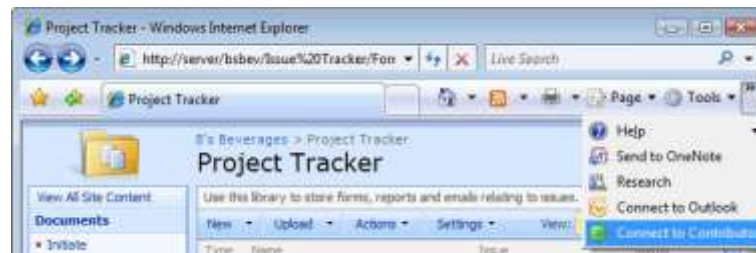
- Use the “Connect to Contributor” option in Internet Explorer
- File->New-> Download Site menu option
- Right Click the site drop-down menu and select “Download Site...”

The simplest approach is using the “Connect to Contributor” option. This process is described below.

#### Step 1: IE Toolbar button “Connect to Contributor”

Navigate to a SharePoint site in Internet Explorer

Click the green “Connect to Contributor” icon on the toolbar



#### Step 2: Enter your credentials

Contributor will prompt you to enter your credentials for this site. You may use default windows credentials or enter other specified credentials.



Contributor will access the SharePoint web-services and request a list of Lists and Libraries you have access to.



### Step 3: Choose the lists to sync

Once Contributor has received the list of Lists you are able to select which Lists you wish to synchronize. You may choose to:

- Synchronize all document libraries and lists.
- Synchronize specific lists (described below)

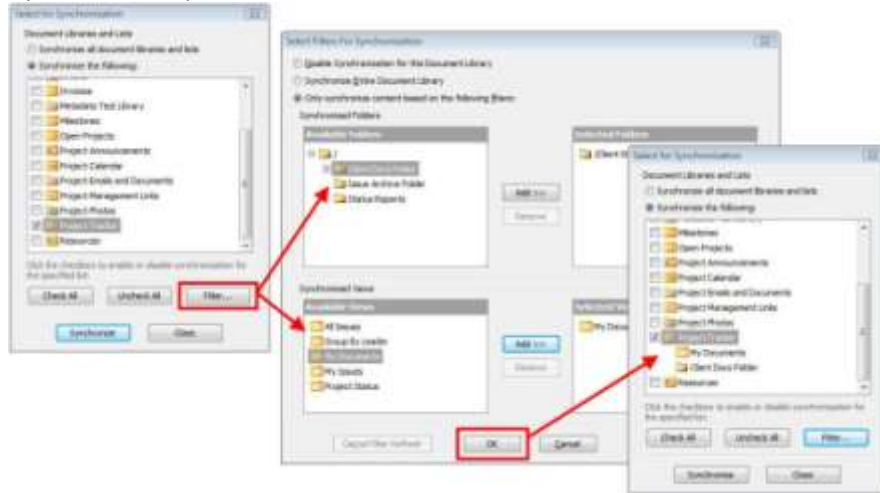
Select the lists you wish to Synchronize by ticking the box next to the list in the “Select for Synchronization” dialog.

#### Step 3.1: Apply Sync-Filters

You may apply a filter to each list to restrict cached content. Available filters are

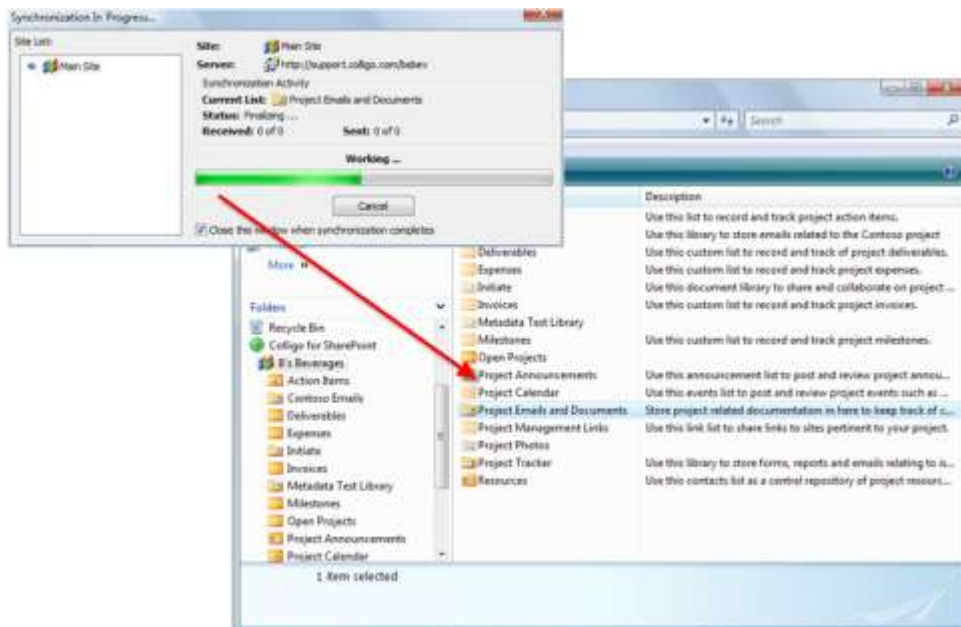
- All folders or specified folders. All subfolders will also be synchronized.
- A collection of Views. Contributor will synchronize all content selected in any View.

The “Select Filters for Synchronization” process is shown below:



### Step 4: Synchronize content

Contributor synchronizes the selected content.



Once Synchronization is complete you are ready to start working with the cached content.

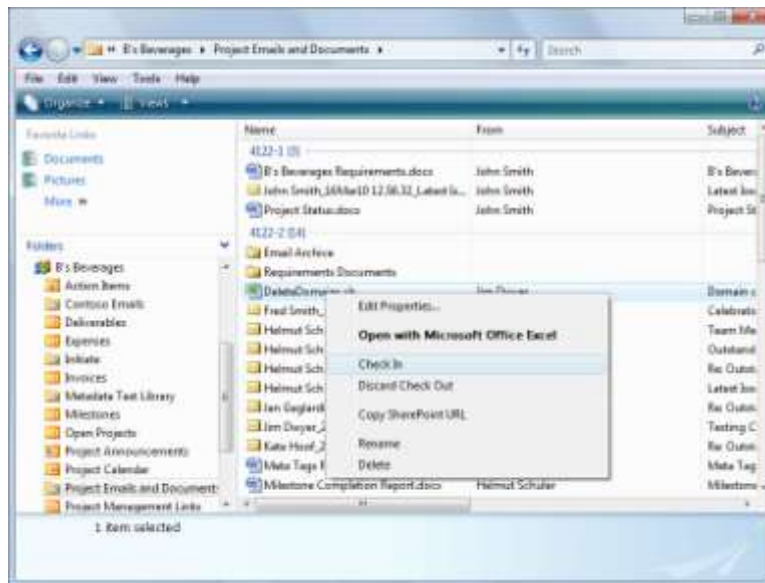


## Editing content

Open a document by double-clicking on the item

Right-click on an item to:

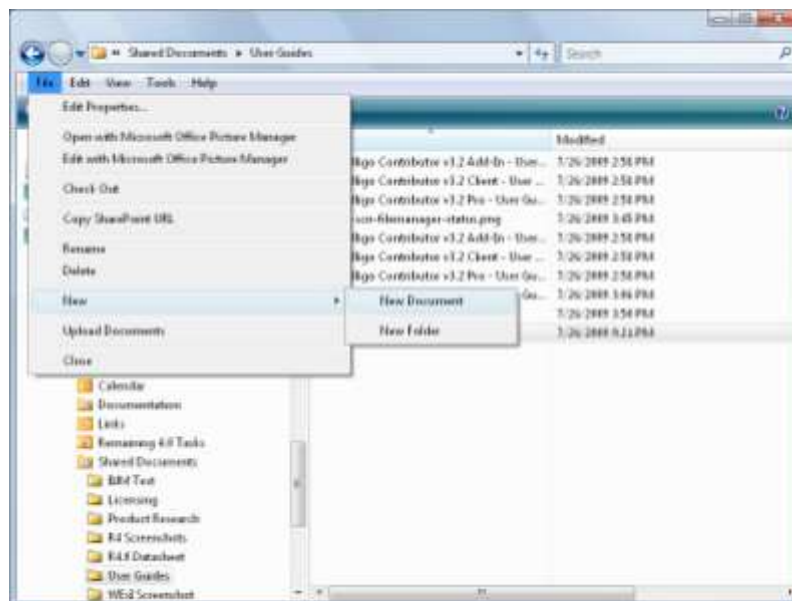
- Edit the properties (metadata) of the item.
- Open/Edit a document
- Check Out; Check In; or Discard Check Out
- Rename content
- Delete content



## Creating new content

New content can be created by selecting the "New" option.

On SharePoint 2007 site content can be created based on content-type templates.

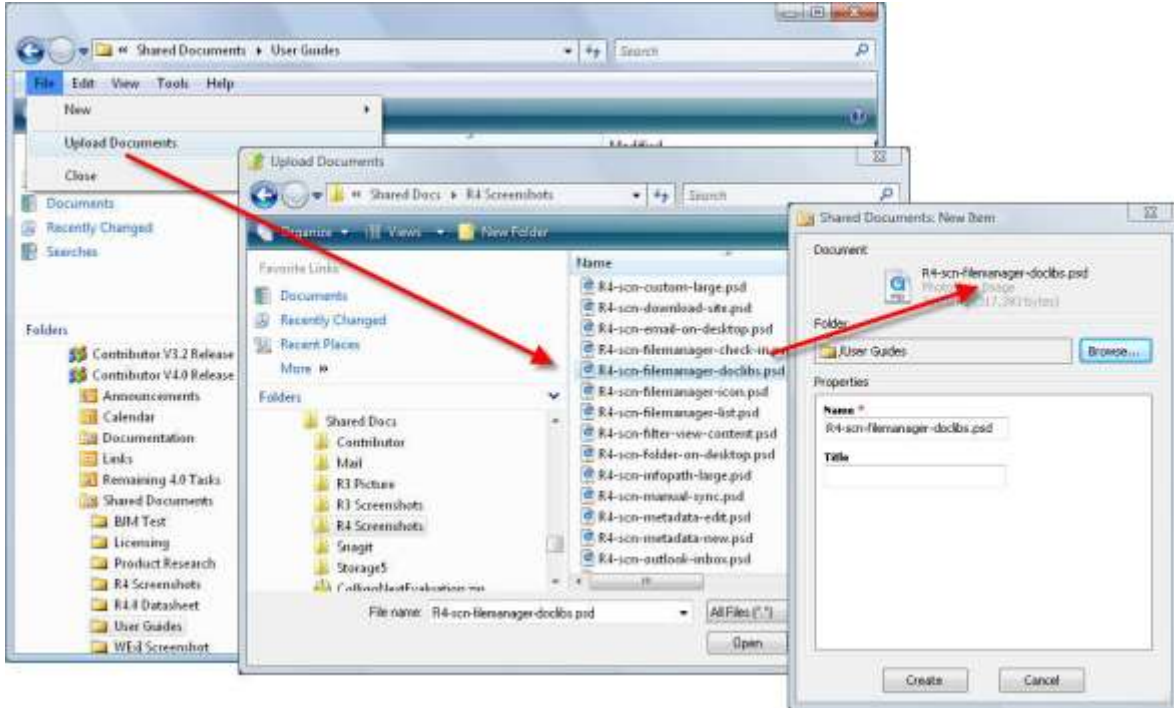




## Uploading existing content

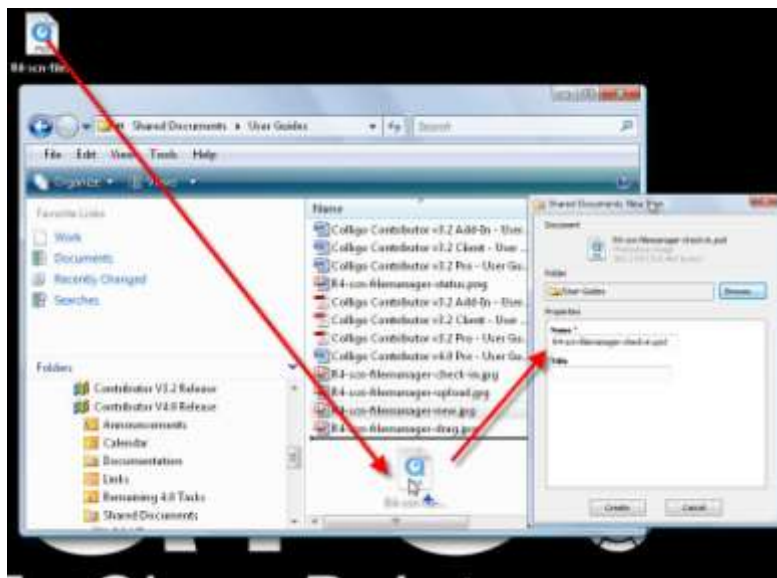
### Using “Upload Documents” menu

Existing content can be added to Contributor by selecting the “Upload” option: Contributor will prompt for metadata when the document is uploaded.



### Upload content with drag-and-drop

Alternatively you can drag and drop content into Contributor from your desktop. Contributor will accept one or more files or complete folder structures for uploading. Contributor will prompt for metadata when the items are uploaded.





## Copying existing content

### Drag-and-drop

Existing content, files or folder structures, can be copied between SharePoint document libraries or folders by a drag and drop operation. A new copy of the files or folders is created in the destination location and Contributor will prompt for metadata. In cases where the metadata structure in the destination library is different from the source library Contributor will make a best effort to match and retain existing metadata values.

## Share Content with other users

### Copy SharePoint URL

You can share content with other users by right-clicking on an item and selecting “Copy SharePoint URL”, URLs for the selected item(s) are copied to your clipboard and can be pasted into many applications, files, or emails.

### Drag-and-Drop

Alternatively, for users that do not have access to the SharePoint site it is possible to drag and drop files or folder structures from the Contributor File Manager into a Windows folder, a file, or as an attachment to an email.

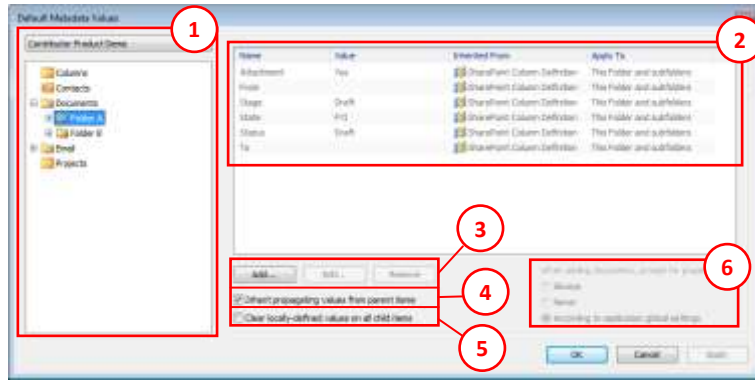


## Default Metadata and Prompting Behavior

Contributor allows you to specify default values for metadata. Default values can be set at a document library, or sub-folder level. The default values support both inheritance and propagation.

### Introducing the Metadata Dialog

A sample of the Default Metadata dialog is displayed below. The following table explains the function of the dialog.



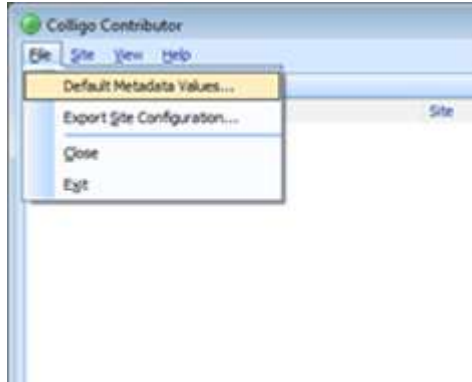
1. List Selector Panel
2. Default Value Settings
3. Add, Edit and Remove
4. Inherit propagating values from parent items
5. Clear locally-defined values on all child items
6. Prompting Behavior

List Selector Panel	The List Selector allows you to change the List or Subfolder you wish to work with. <i>NOTE: The List selector is only visible if the dialog is access through the File menu.</i>	
Default Value Settings	Name	The Display Name of the SharePoint column
	Value	The default value to be applied.
	Inherited From	Indicates where Contributor receives this value from. The 'Inherit From' column may take the following values: <ul style="list-style-type: none"> <li>• SharePoint Column definition</li> <li>• &lt;not inherited&gt;</li> </ul> <i>Parent Object Name</i> . This may be the name of a document library of parent folder.
	Apply To	Indicates whether the default value may be inherited by a subfolder. The 'Apply To' folder may take the following values: <ul style="list-style-type: none"> <li>• This Folder and subfolders</li> <li>• This Folder only</li> </ul>
Add, Edit and Remove	This buttons allow you to work with the locally-defined default values. Multiple items can be selected for removal using the Windows standard Ctrl and Shift selection modifiers.	
Inherit propagating values from parent items	This folder will inherit propagating values from the parent item. Values specified with 'This Folder and subfolders' are propagating values and may be inherited. When un-checking the option Contributor provides the option to copy inherited values locally.	
Clear locally-defined values on all child items	When settings are applied with this values checked, child-items are reset to inherit values; any user-specified default values on child-items are cleared.	
Prompting Behavior	Modify the prompting behavior. The options are: <ul style="list-style-type: none"> <li>• Always: The metadata prompt will be displayed when an item is added</li> <li>• Never: The metadata prompt will *not* be displayed when an item is added</li> <li>• According to application global settings: Prompting behavior is as defined in the View-&gt; Options dialog</li> </ul> Child-items that are configured for inheritance will inherit this setting.	



## Accessing the Dialog File Menu

The file menu may offer different options according to the flavor of Contributor deployed. The Contributor Control Panel interface may be accessed by double-clicking the Contributor icon in the system tray.

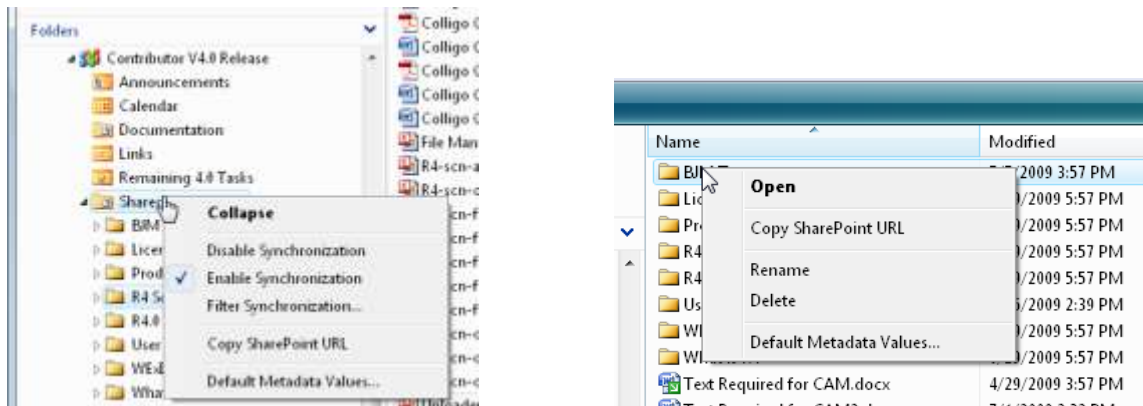


Control panel

*\* When accessed through the File menu, the Default Metadata dialog includes the List Selector Panel.*

## Context Menus

The Default Metadata dialog may be accessed by right-clicking on a list in the folder area or on a folder in the cached view.



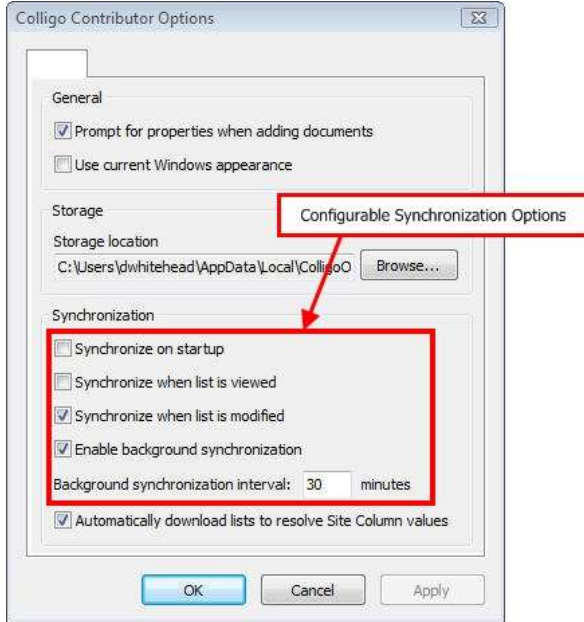
*\* When accessed through the context-sensitive menus, the Default Metadata dialog does not include the List Selector Panel; the dialog applies values to the selected list or subfolder.*



## Synchronizing Content

Contributor offers different user-configurable synchronization processes to ensure data is kept synchronized with SharePoint. Synchronization runs silently in the background allowing you to continue working with your documents.

### Automatic Synchronization processes



#### ***Synchronize on startup***

Contributor synchronizes cached content when it starts

#### ***Synchronize when list is viewed***

When you navigate to a list the content is synchronized

#### ***Synchronized when list is modified***

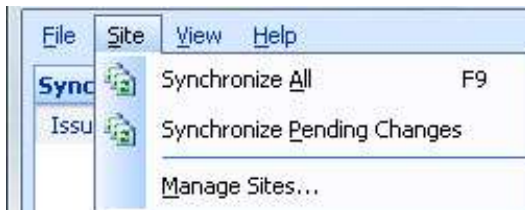
Modifications include changes to the document or metadata

#### ***Enable background synchronization***

Contributor synchronizes content periodically. The default sync interval is 30 minutes.

### Manual Synchronization processes

- **Synchronize Multiple Sites:** Allows selection of specific sites to synchronize
- **Synchronize All:** Synchronizes all sites defined in Contributor
- **Synchronize Pending Changes:** Synchronizes lists containing changed content



### Full Synchronization

Several of the synchronization processes allow you to specify 'Full Synchronization'. When Contributor performs a full synchronization additional information is downloaded, this includes definitions for Sites, Lists, Views and Content-Types, etc, plus other site-content that may not be retrieved during other standard sync processes.



## Pending Changes Synchronization

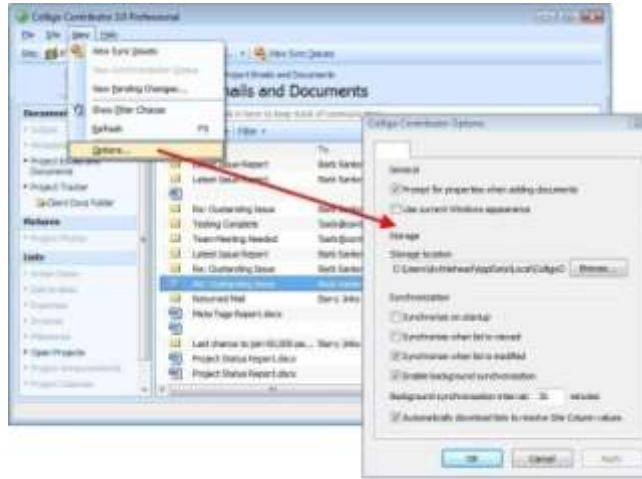
You may review content that has changed since the last synchronization by accessing the View->Pending Changes window. For each item with a pending change you can choose to discard the changes. Discarded changes will be reverted upon the next synchronization.





## Configuration

Contributor provides easy access to the common configuration options:



For details regarding the Synchronization options please check the [Synchronizing Content](#) section.

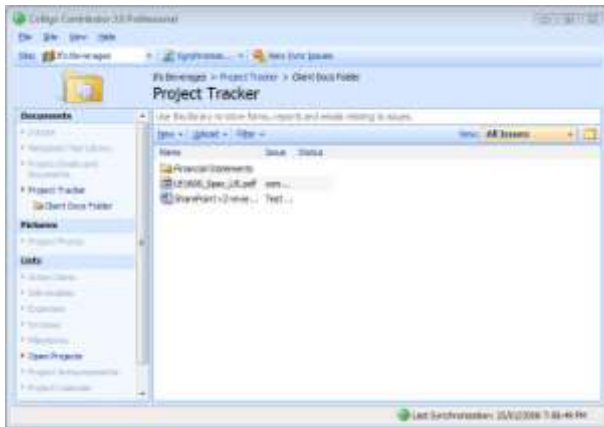
### **Prompt for properties when adding documents**

By default Contributor prompts for metadata when content is added. This option allows you to disable the prompt. If the prompt is disabled content is uploaded to SharePoint with default metadata.

### **Use current Windows appearance**

Switch Contributor's UI between a Windows application look-and-feel and a WSSv3 style look-and-feel. With the Windows appearance Contributor will adopt the underlying Windows color scheme.

Standard Appearance



Windows Appearance



### **Storage location**

You are able to move the Contributor cache to another location.

### **Automatically downloads lists to resolve Site Column values**

Contributor will ensure that data for Lookup columns is also synchronized.