



QUICK START GUIDE

Introduction

This Quick Start Guide is designed to serve as a very brief overview to help you get started. 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. Thank You.

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Installing Colligo Contributor

Systems Supported

- Microsoft® Windows® XP Home or Professional
- Microsoft® Windows® 2000 Service Pack 2 or greater
- Microsoft® Windows® Vista
- Microsoft Office 2000 – 2007 (Office 2003 SP2 or later for InfoPath forms)
- Internet Explorer 6.0 or later
- Microsoft® .NET framework 2.0
- WSS (2.0 or 3.0) and SPS 2003 and MOSS 2007
- Consumes roughly 20MB of disk space, not including content

Application Prerequisites:

- 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. To download it from Microsoft [Click HERE](#).

Interactive 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.

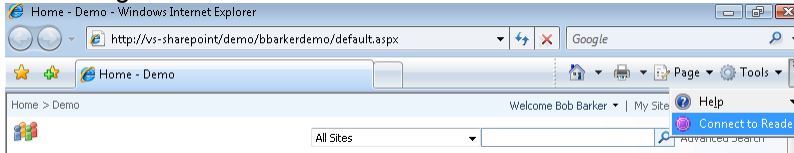
More detail installation details are available on the support site:

<http://support.colligo.com/Lists/Knowledge%20Base/DispForm.aspx?ID=19>

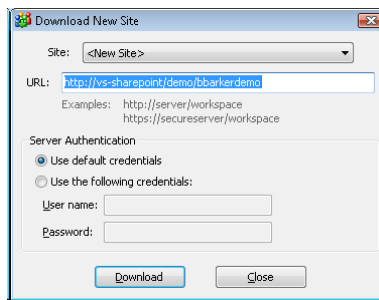
The Desktop Client

Adding a Site to Contributor

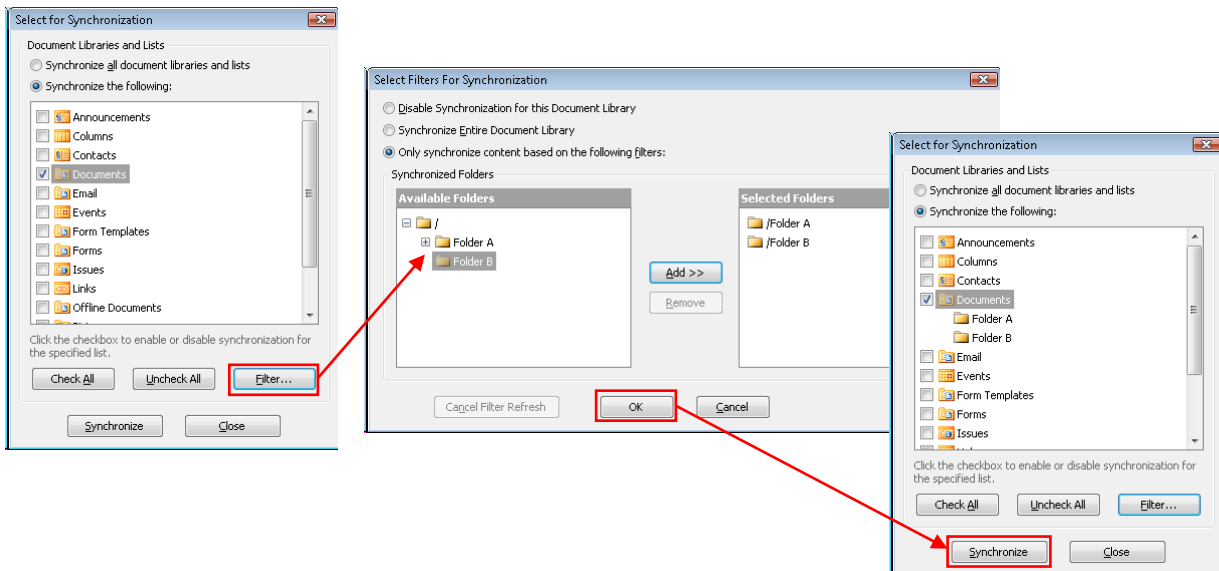
1. Navigate to a SharePoint site in Internet Explorer
2. Click the green “Connect to Reader” icon on the toolbar



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

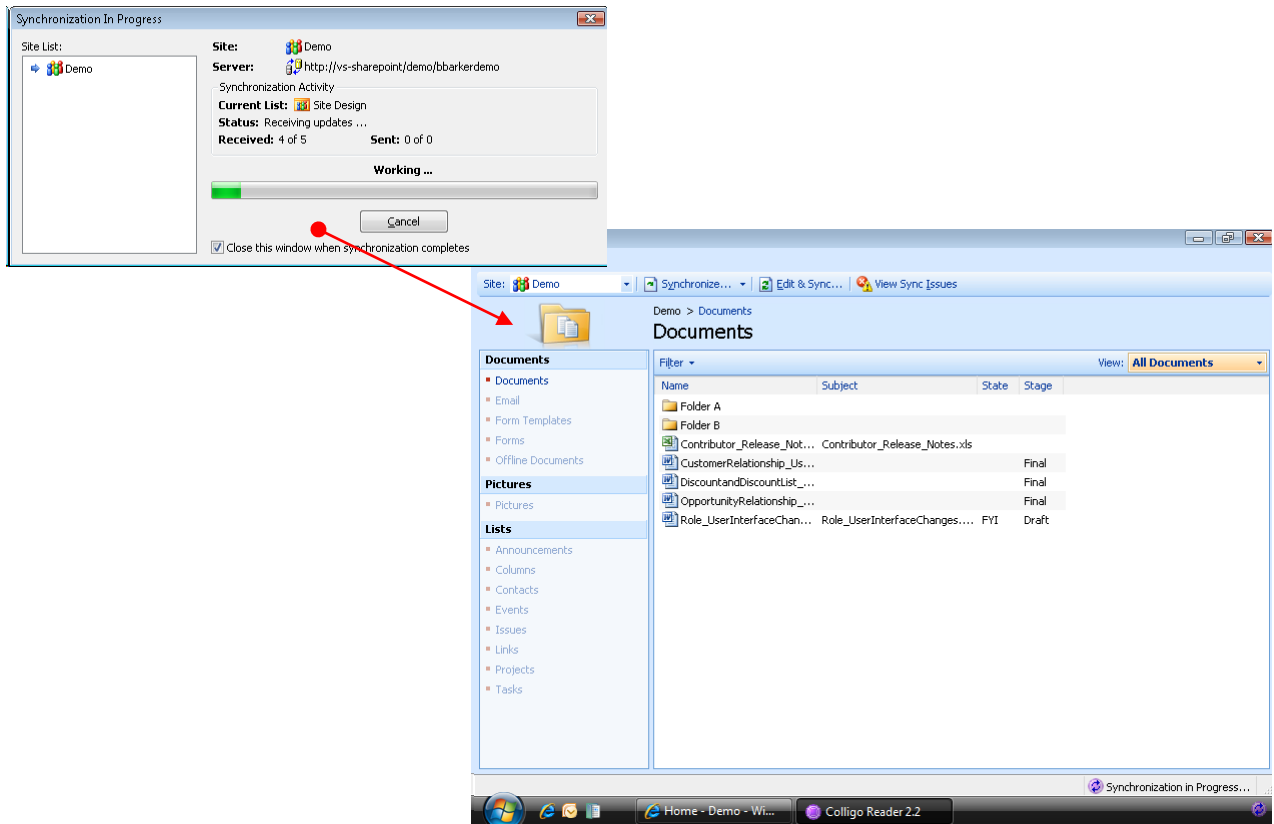


4. Reader accesses the SharePoint web-services to request a list of Lists and Libraries you have access to.
5. Select the lists you wish to Synchronize.
 - You may apply a filter to each list to restrict cached content. Available filters are
 - i. A selection of folders



6. Contributor synchronizes the selected content.

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



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

- Site -> Download Site menu option
- Click the site selector drop-down and select "Download Site..."
- Drag and Drop a URL from IE Into Contributor

Viewing Content

Open a document by double-clicking on the item

Right-click on an item to:

- View the properties (metadata) of the item.
- Open a document

