

# XMLAW



## Blogs and Wikis in SharePoint 2007

ILTA-U 2009

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Networking Infrastructure Solutions  
Information Worker Solutions  
ISV/Software Solutions

# VM Environments

- Start Virtual PC
- Start the XMVILTAU2009 virtual
- Right-Alt – Delete to get to the login prompt
- Login using mossadmin for account and password
- Site is located at <http://XMVILTAU2009>

XMVILTAU

# About XMLAW

- Software and services company
- Focused on information management solutions built on the MOSS platform for the legal industry
- Microsoft Gold Certified Partner
- Partnerships and collaborations with industry-leading vendors
- Law firm clients in USA, Canada, UK, Europe, and Australia

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# Our Session Objectives

1. Learn about the capabilities of Blogs and Wikis in SharePoint 2007
2. Create and configure and play around with SharePoint Blogs and Wikis
3. Review some practical examples of Blogs and Wikis in SharePoint 2007

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# What is a Blog?

- It's short for Weblog
- A web-site used by one or more people to communicate stuff
- Mostly textual, but more and more multimedia
- It's being used more by business to communicate internally and externally

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# Blogs in SharePoint

- Provide basic blog-site and blogging capability
- Functional portal “applications” i.e. create the blog site and it’s ready to go
- Based on core SharePoint technologies, like lists and content types, but not particularly extensible
- Many people will say they aren’t as “good” as other blogging software
- For this and other reason, we’ve seen limited usage of SharePoint blogs, but...

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Wednesday, July 29, 2009

## Digital File survey: You spoke, we listened.

Thanks to all of you who participated in the recent Digital File feedback survey last month. We wanted to share with you our action plans based on what we learned.

### 1. eLearning

We are creating a series of 3-5 minute e-learning videos to review the areas within Digital File where people are least comfortable. These will be coming in August and you'll be to watch these short videos right from the comfort of your own desk! Watch my blog for more information on the availability of these.

1. Understanding document security and how to change it
2. How to add Optional Folders to legal matter workspaces
3. Using the powerful Digital File search within ouRSpace and use of Smart Filters to narrow down search results
4. How to use the BIF to request heightened security for new matters
5. How to file matter documents in matter workspaces (and how to locate them if you don't already have a shortcut!)
6. How to locate and use Pending Matters workspace

### 2. RSU Power Sessions

We are also developing a series of 5 RSU "power sessions" (a half hour in length). The sessions cover logical groupings of training issues uncovered by the survey. Also in August, more detailed course descriptions will be announced and an RSU email will be sent at that time. The power sessions will include:

### Blog Administration

- ▣ [Create a post](#)
- ▣ [Manage posts](#)
- ▣ [Manage comments](#)
- ▣ [All content](#)
- ▣ [Set blog permissions](#)
- ▣ [Launch blog program to post](#)

### Categories

- ▣ [Digital File](#)
- ▣ [ouRSpace](#)
  
- ▣ [Archive \(Calendar View\)](#)

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News & Events

Firm Practice Office Video My News

Trio Defeats Hackensack University Medical Center In Multi-Million-Dollar Case



Princeton partner Steve Roosa, representing an inner-city New Jersey hospital, and assisted by Amie Schaadt (Philadelphia) and David Dopf (Princeton), defeated Hackensack University Medical Center in...

- ▶ Games People Play - Mon, Apr 27, 2009
- ▶ Trio Defeats Hackensack University Medical Center In Multi-Million-Dollar Case - Mon, Apr 27, 2009
- ▶ Rising Star Casts Bright Light in the Middle East - Thur, Apr 23, 2009
- ▶ Smooth Landing Assured in the "Live Music Show Capital of the World" - Wed, Apr 22, 2009
- ▶ Pittsburgh L&E Team Earns "Phenomenal" Grade from Yale - Wed, Apr 22, 2009

News Archive

Management Corner



Jordan's Journal

Promising Progress

We are nearing the end of April and there are continuing to be some promising signs that we are fighting our way through the global slowdown. I was in London last week and there was a real buzz a...

Mon, Apr 27, 2009



Paul F. Johnston's Blog

DID YOU KNOW?

Did you know that Reed Smith has one of the most prominent mortgage class action defence practices in the US? Hardly a quiet practice area at the moment!! And that Reed Smith has over 30 partners...

Wed, Apr 22, 2009



Nicky Dingemans' Blog

CareeRS for Staff? You Bet!

Thanks to all of you who have been reading the CareeRS blog and visiting our intranet page. We've noticed that although CareeRS has focused primarily on our lawyer population so far, many staff ...

Thur, Apr 16, 2009

Blog Archive

New Faces

Latest Practice Office



Oliver s'Jacob  
Partner - Business & Finance  
London  
Mar 28, 2009  
Read My Bio



Mike Brown  
Partner - Business & Finance  
Chicago  
Mar 09, 2009  
Read My Bio

View All New Faces

My Resources

Stats Rates Matters Client News My Docs Library

View Stats Firm

Data Last Updated Apr 25 2009 7:59AM.

Performance Overview

MTD YTD Projections

- Timekeeper FTE
- Expected Billable Hours
- Billable Hours Worked
- Hours Billed
- Utilization %
- UBT Fees at Matter Rates
- Billing Realization @ Budget Rates
- A/R Fees

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**Gregory B. Jordan - Partner** Blog Experience Biography Overview



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**Blog**

| Published Date  | Title  | Entry   |
|---|--|---|
|  4/27/2009 8:21 AM    | Promising Progress   | We are nearing the end of April and there are continuing to be some promising signs that we are fighting our way through the global slowdown.   |
|  4/20/2009 9:55 AM    | Team Efforts Driving Business and Professional Development | I enjoyed my visits to our Chicago and Princeton offices this past week, and especially the chance to meet with all of our colleagues in those cities. The spirit, dedication and resolve to work together as we navigate through the downturn was uplifting. While I was in those cities, others on the management team were having similar meetings in New York City, Washington and Northern Virginia as we continue to make our way around the firm answering questions and talking directly about how solidly the firm is performing despite the challenging economy.                                    |
|  4/13/2009 2:15 PM    | Seeing The Real Benefits of Our Platform                   | I had the chance to spend all of last week in Pittsburgh, which is rare for me. I enjoyed the opportunity to be home for a bit, along with the chance to have some town hall meetings with our Pittsburgh staff -- both those working in the Pittsburgh office and those in the Global Customer Centre. We had good open and candid discussions about the recent layoffs, the challenges of the global slowdown and the relative strength of our business overall. Other members of management are having similar conversations with colleagues around the firm, and I will be doing so this week in Chicago. |
|  4/6/2009 5:20 PM    | Listening to Clients                                       | The end of March brought with it another challenge for us at Reed Smith -- the decision to lay off some of our colleagues as we manage through the global slowdown. I hope you have had a chance to see the video of me talking about this. As I mentioned there, this was not easy to do, but it was the right thing in light of the still sluggish demand for our corporate and real estate practices. With these steps taken in the US and UK operations, we do not expect or plan to do anything further in those markets. We are still reviewing the demand for our services in other countries.         |
|  3/24/2009 12:07 PM | Jordan's Journal   | The calendar says it is spring in the US but the thermometer does not seem to have gotten the message, at least here in NYC, where I am today. I am going to be visiting some key clients this week along the east coast, in NYC, Wilmington and Philadelphia -- including WP Carey, Astra Zeneca, Barclays, Mitsubishi Securities and Capmark. These are just a few of the many client meetings that our partners will be having.  |
|  3/13/2009 8:54 AM  | Jordan's Journal   | I am posting this from Beijing as I end a good week in Asia. As you are reading in your local newspapers, Asia is feeling the impact of the global slowdown too, including here in mainland China. Despite that, what most strikes me is how upbeat and optimistic people are here. It remains one of the most dynamic economies on earth.  |
|  3/8/2009 3:30 PM   | Jordan's Journal   | I am in Hong Kong beginning a week of meetings in Asia. It is only 60 degrees Fahrenheit, or about what it is in Pittsburgh this weekend, so the weather is not so great. Still, this is an interesting and exciting city and I always like coming here. Even with the global slowdown now touching Hong Kong, it is always a whirl of energy and activity. I just had lunch with Ron Francis, our adventurous partner from Pittsburgh, who   |
|  3/2/2009 3:50 PM   | Jordan's Journal   | This is a big week for our firm because on Tuesday March 3, the United States Supreme Court will hear argument on a major constitutional case handled by Reed Smith. Our team won a \$50 million dollar jury verdict against Massey Energy, now worth more than \$70 million with interest, and the US Supreme Court will decide if the reversal of that ruling by the West Virginia Supreme Court was improper. Because it   |

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# SharePoint Blog Architecture

- Blog sites
- Comprised of several different lists
  - Posts
  - Comments
  - Photos
- Pre-built pages with web parts that
  - Present blog posts and comments
  - Provide blogging functionality

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# Preparing for SharePoint Blogs

- Who is going to blog?
- How will blog sites be organized?
- Where will blog content be displayed?
- Will you target blog posts?
- Do you need blog posts / comment approval?

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# SharePoint Blogs Demonstration

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# What is a Wiki?

- “**W**hat **I** **K**now **I**s”
- A web-site for easily creating and linking pages of user-contributed content
- Provide a simple “markup language”
- Used for collaboration and knowledge management
- “The simplest online database that could possibly work”

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# Wikis in SharePoint

- Provide basic wiki functionality, with a limited markup language
- Implemented using either sites or document libraries
- Indexed and searchable as with any SharePoint content
- Similar to blogs, wikis see limited usage in most law firm intranet SharePoint deployments

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# How Can Wikis be Used?

- Policy and procedure libraries
  - HR
  - Travel
  - Benefits
- Practice knowledge repositories
  - Legal topics
  - Areas of law
- Documentation
  - IT applications
  - Legal research
- But, need to consider that wikis are inherently open
  - i.e. anyone can edit / ad wiki content, which may or may not be accurate

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# SharePoint Wikis Demonstration

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# Questions?

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