Microsoft Office SharePoint Designer 2007从入门到精通

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Penelope Coventry

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Thank you all!

-Penny Coventry

Information for Readers Running Windows XP

The graphics and operating system–related instructions in this book reflect the Windows Vista user interface, but you can also use a computer running Windows XP with Service Pack 2 (SP2) installed. If you want to complete the workflow exercises, you will also need Microsoft .NET Framework 3.0 installed, which you can download from the Microsoft Download Center.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP relate to appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word *Start*; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent. In addition, file system dialog boxes and some file system paths are different between the two platforms. For example, the *My Documents* folder in Windows XP is named *Documents* in Windows Vista.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

Managing the Practice Files

The instructions given in the "Using the Book's CD" section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is *Documents\Microsoft Press\SPD2007_SBS*. On a computer running Windows XP, the default installation location is *My Documents\Microsoft Press\SPD2007_SBS*. If your computer is running Windows XP, whenever an exercise tells you to navigate to your *Documents* folder, you should instead go to your *My Documents* folder.

To uninstall the practice files from a computer running Windows XP:

1. On the Windows taskbar, click the Start button, and then click Control Panel.

- 2. In Control Panel, click (or in Classic view, double-click) Add or Remove Programs.
- In the Add or Remove Programs window, click Microsoft SharePoint Designer 2007 Step by Step, and then click Remove.
- 4. In the Add or Remove Programs message box asking you to confirm the deletion,

Using the Start Menu

Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. However, the steps to access a command on the Start menu are identical on both systems.

To start Microsoft Office SharePoint Designer 2007 on a computer running Windows XP:

start

→ Click the Start button, point to All Programs, click Microsoft Office, and then click Microsoft Office SharePoint Designer 2007.

Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between SharePoint Designer and the operating system, including any dialog box in which you navigate to a specific location.

For example, to navigate to the My Pictures folder in Windows XP:

lease of the Places bar, click My Documents. Then in the folder content pane, doubleclick My Pictures.

To move back to the My Documents folder in Windows XP:



→ On the toolbar, click the Up One Level button.

start

This book has been designed to lead you step by step through all the tasks you are most likely to want to perform in Microsoft Office SharePoint Designer 2007. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create complex Web sites and pages. If you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- Detailed table of contents. Scan this listing of the topics and sidebars within each chapter to quickly find the information you want.
- Chapter thumb tabs. Easily locate the beginning of the chapter you want.
- **Topic-specific running heads.** Within a chapter, quickly locate the topic you want by looking at the running head of odd-numbered pages.
- **Detailed index.** Look up specific tasks and features and general concepts in the index, which has been carefully crafted with the reader in mind.
- Companion CD. Install the practice files needed for the step-by-step exercises, and consult a fully searchable electronic version of this book and other useful resources contained on this CD.

In addition, we provide a glossary of terms for those times when you need to look up the meaning of a word or the definition of a concept.

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and other functionality.



Convention	Meaning	
	This icon indicates a reference to information stored on the book's companion CD.	
USE worked and Handou	This paragraph preceding a step-by-step exercise indicates the practice files or programs that you will use when working through the exercise.	
BE SURE TO	This paragraph preceding or following a step-by-step exercise indica any requirements you should attend to before beginning the exercise or actions you should take to restore your system after completing the exercise.	
OPEN	This paragraph preceding a step-by-step exercise indicates files that you should open before beginning the exercise.	
CLOSE Dia bins abig	This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.	
1 vov tetofor you v 2	Blue numbered steps guide you through hands-on exercises in each topic.	
1 2	Black numbered steps guide you through procedures in sidebars and ir expository text.	
ad general conce	An arrow indicates a procedure that has only one step.	
See Also	These paragraphs direct you to more information about a given topic in this book or elsewhere.	
Troubleshooting	These paragraphs warn you of potential missteps that might prevent you from continuing with the exercise.	
Tiphen voy nedw Note	These paragraphs provide a helpful hint or shortcut that makes work- ing through a task easier, or information about other available options.	
Important	These paragraphs point out information that you need to know to complete a procedure.	
Save	The first time you are told to click a button in an exercise, a picture of the button appears in the left margin. If the name of the button does not appear on the button itself, it appears under the picture.	
Enter	In step-by-step exercises, keys you must press appear as they would on a keyboard.	
Ctrl + Home	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, "Press ctrl + [Home]" means "hold down the ctrl key while you press the [Home] key."	
Program interface elements	In steps, the names of program elements, such as buttons, commands, and dialog boxes, are shown in black bold characters.	
User input	Text that you are supposed to type is shown in blue bold characters.	
Glossary terms	Terms explained in the glossary are shown in blue italic type in the chapters.	

Using the Book's CD

The CD inside the back cover of this book contains documents that will provide you with additional information and it contains practice files you'll use as you work through the exercises in this book. The CD also contains site templates that you use to create sites. By using practice files and site templates, you won't waste time creating your own sample files and sites—instead, you can jump right in and concentrate on learning how to get the most of out of Microsoft Office SharePoint Designer 2007.

What's on the CD?

The following table lists the practice files and site templates necessary to complete the exercises, as well as sample site templates depicting the results of completed exercises, if the chapter includes them.

Chapter	Additional Information, Practice Files, and .stp Files
Chapter 1: Introducing SharePoint Designer	Additional Documents\Microsoft Office and SharePoint Integration White Paper.doc
	Additional Documents\SharePointProductsComparison.xls
	Additional Documents\SharePointSitesAndWorkspaces_ SG_E.ppt
isnus tanidular upphaidde	Additional Documents\WSSVersions.doc
Chapter 2: Working in SharePoint Designer	No practice files
Chapter 3: Customizing a Web Page	Additional Documents\Microsoft_FrontPage_to_Expression_ Web.doc
	CustomWebPage\CustomWebPage_Solution.stp
Chapter 4:	WebPages\WebPages_Solution.stp
Creating and Modifying Web Pages	In addition to the practice files, starting site remola plates the CD also includes exclusion escurges that
Chapter 5:	ListLib\ListLib_Solution.stp
Working with Lists and Libraries	the book in PDF format.
Chapter 6:	DataViews\DataView_Starter.stp
Working with Data Views	DataViews\DataView_Solution.stp

Chapter	Additional Information, Practice Files, and .stp Files
Chapter 7: Working with Data Sources	DataSources\DataSources_Starter.stp DataSources\DataSources_Solution.stp DataSources\Shipments.xml
Chapter 8: Using Controls in Web Pages	Controls\Controls_Starter.stp Controls\Controls_Solution.stp
Chapter 9: Working with Master Pages	MasterPages\MasterPages_Starter.stp MasterPages\MasterPages_Solution.stp
Chapter 10: Changing the Look and Feel of Pages by Using Cascading Style Sheets	LookFeel\LookFeel_Starter.stp LookFeel\LookFeel_Solution.stp
Chapter 11: Managing Web Content in a SharePoint Server Environment	No practice files ment as build in patients and the second s
Chapter 12: Understanding Workflows	Workflows\Workflows_Starter.stp Workflows\Workflows_Solution.stp
Chapter 13: Building a Windows SharePoint Services Application	BuildApps\BuildApps_Starter.stp BuildApps\BuildApps_Solution.stp Additional Documents\Application Templates Under the Hood.doc
Chapter 14: Managing SharePoint Sites	No practice files
Chapter 15: Understanding Usability and Accessibility	UsabilityAccessibility\Index.aspx

In addition to the practice files, starting site templates, and sample solution site templates, the CD also includes exciting resources that will enhance your ability to get the most out of using this book and SharePoint Designer, including an electronic version of the book in PDF format.

Minimum System Requirements

To use this book, your client computer should meet the following requirements:

- **Processor.** Pentium 700 megahertz (MHz) or higher; 2 gigahertz (GHz) recommended.
- Memory. 512 megabytes (MB) of RAM; 1 gigabyte (GB) or more recommended.
- Hard disk. For the eBooks and downloads, we recommend 3 GB of available hard disk space with 2 GB on the hard disk where the operating system is installed.
- **Operating system.** Windows Vista or later, Windows XP with Service Pack 2 (SP2), or Windows Server 2003 with Service Pack 1 (SP1) or later. To complete the workflow exercises, you will need Microsoft .NET Framework 3.0, which is incorporated into Windows Vista, but not into Windows XP or Windows 2003.
- Drive. CD or DVD drive.
- **Display.** Monitor with 1024x768 or higher screen resolution and 16-bit or higher color depth.
- **Software.** Windows Internet Explorer 7 or later; or Microsoft Internet Explorer 6 with service packs.

Tip Actual requirements and product functionality may vary based on your system configuration and operating system.

Step-by-Step Exercises and mont CD notasen to add evolution

In addition to the hardware, software, and connections required to run SharePoint Designer, you will need the following to complete successfully the exercises in this book:

- Microsoft Office SharePoint Designer 2007
- 14 MB of available hard disk space for the practice files

Download – Security Warning dialog has opens.
Click Run, and when an internet Explorer – Security dialog hox opens, dick Run.

The Microsoft Office SharePoint-Designer Step By Step dialog box opens

此为试读,需要完整PDF请访问: www.ertongbook.com

Server Computer

To use this book, you must have access to a server running Windows SharePoint Services or SharePoint Server 2007. The server computer should meet the following requirements:

• Operating system. Windows Server 2003 SP1 or Windows Server 2003 x64 or Windows Small Business Server 2003; and the .NET Framework 3.0

 Software. Microsoft Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007

Note The CD for this book does not contain the Windows Server 2003 operating system, or the Windows SharePoint Services or SharePoint Server software. You must have access to a working site before using this book. Windows SharePoint Services 3.0 can be downloaded from the Microsoft Download Center for no cost.

Installing the Practice Files

A shole You must install the practice files on your hard disk before you can use them in the chapters' exercises. Follow these steps to prepare the CD's files for your use.

Important Installing the practice files requires the privileges of a local system administrator.

To install the files from the CD:

1. Remove the companion CD from the envelope at the back of the book, and insert it into the CD drive of your computer.

The Step By Step Companion CD License Terms appear. Follow the on-screen directions. To use the practice files, you must accept the terms of the license agreement. After you accept the license agreement, a menu screen appears.

VB of available hard disk space for the practice files

Important If the menu screen does not appear, click the Start button and then click Computer. Display the Folders list in the Navigation Pane, click the icon for your CD drive, and then in the right pane, double-click the StartCD executable file.

2. Click Install Practice Files.

If you are installing the practice files on a computer running Windows Vista, a File Download – Security Warning dialog box opens.

3. Click Run, and when an Internet Explorer – Security dialog box opens, click Run.

The Microsoft Office SharePoint Designer Step By Step dialog box opens.

- **4.** Click Next on the first screen, click I accept the terms in the license agreement, and then click Next.
- **5.** If you want to install the practice files to a location other than the default folder (*Documents\Microsoft Press\SPD2007_SBS*), click the **Change** button, select the new drive and path, and then click **OK**.

Important If you install the practice files to a location other than the default, you will need to substitute that path within the exercises.

- 6. Click Next on the Choose Destination Location screen, and then click Install on the Ready to Install the Program screen to install the selected practice files. If a User Account dialog box opens stating that an unidentified program wants to access your computer, click Allow.
 - 7. After the practice files have been installed, click Finish.
- **8.** Close the **Step by Step Companion CD** window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

Using the Practice Files

When you install the practice files and sample sites from the companion CD, the files are stored on your hard disk in chapter-specific subfolders under *Documents\Microsoft Press\SPD2007_SBS*.

Wherever possible, we start each chapter with a standard Windows SharePoint Services team site. It doesn't mean that if you follow all exercises in all chapters in sequence, you have to start with a new team site for every chapter—you can use the same site throughout the whole book. You should be a site owner of this site. During the exercises, you will be creating child sites below this team site and, for some chapters, you will be provided with a starter site template .stp file to use to create the child site.

The site template .stp files provided on the CD contain lists, libraries, files, and pages that you will use during the exercises. For chapters that require the creation of a site based on a site template, a Housekeeping segment in the beginning of each chapter lists the site template .stp files needed for that chapter. The text also explains any preparation you need to take before you start working through the chapter.

Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Book's CD." You will need to create a practice site for this chapter based on site template *DataSources_Starter.stp* in the practice file folder for this chapter.

If the chapter requires you to create a practice site, please refer to "Using the .stp Site Templates" later in this section for instructions to create a practice site.

Each exercise within a chapter is preceded by a Housekeeping segment that lists the practice files needed for that exercise. The text also explains any preparation you need to take before you start working through the exercise, as shown here:

> **USE** the *Shipments.xml* file. This practice file is located in the *Documents\Microsoft Press\ SPD2007_SBS\DataSources* folder. Also, use your own SharePoint site, instead of the *teams. consolidatedmessenger.com/DataSources* team site.

BE SURE TO start SharePoint Designer before beginning this exercise.

OPEN the Shipments.xml file.

You can browse to the practice files in Windows Explorer by following these steps:



- **1.** On the Windows taskbar, click the **Start** button, and then click **Documents**.
- **2.** In your *Documents* folder, double-click **Microsoft Press**, double-click *SPD2007_SBS*, and then double-click a specific chapter folder.

Removing the Practice Files

You can free up hard disk space by uninstalling the practice files that were installed from the companion CD. The uninstall process deletes any files that you created in the *Documents\Microsoft Press\SPD2007_SBS* folder while working through the exercises.

Follow these steps:



- **1.** On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
- 2. Under Programs, click Uninstall a program.
- **3.** Click **Microsoft Office SharePoint Designer 2007 Step by Step**, and then click **Uninstall**.

The Programs And Features dialog box opens.

4. Click Yes.

The User Account Control dialog box opens.

Click Allow. reference of repuerid prohow field up expland exist of been

Important Microsoft Product Support Services does not provide support for this book or its companion CD.

Using the .stp Site Templates and some dew rebot

To create a practice site for a chapter based on a site template .stp file provided on the CD, perform the following steps.

BE SURE TO verify that you have sufficient rights to upload a site template to a top-level site and to create a site in the site collection.

OPEN in the browser the top-level SharePoint site to which you'd like to upload the site template .stp file. If prompted, type your user name and password, and then click OK.

1. Click Site Action, and then click Site Settings to display the Site Settings page.

Tip If you are using the .stp files on a SharePoint Server installation, clicking Site Settings will display a secondary menu. Click Modify All Site Settings to display the Site Settings page.

2. Under Galleries, click Site templates to display the Site Template Gallery page.

Tip If you see a Go To Top-level Site Settings link under Site Collection Administration, you are not on the top-level site administration page. A site template can only be uploaded to the Site Template Gallery on a top-level site. Click Go To Top-level Site Settings, and then repeat the previous step.

3. Click Upload to display the Upload Template: Site Template Gallery page.

- **4.** Click the **Browse** button to open the **Choose File** dialog box.
- 5. Navigate to *Documents\Microsoft Press\SPD2007_SBS\XXX* where XXX is the folder associated with the chapter, click the .stp file that you want to use to create the new site, and then click the **Open** button.
- 6. Click OK.

The Site Template Gallery: XXX page is displayed.

7. Click OK to redisplay the Site Template Gallery page.

You can now create a new child site based upon the uploaded template.

- 8. Open in the browser the SharePoint site that you'd like to create the new practice site within.
 - 9. Click Site Actions, and then click Create to display the Create page.

- **10.** Under **Web Pages**, click **Sites and Workspaces** to display the New SharePoint Site page.
- **11.** In the **Title** text box, type a logical name for the new site; you could simply provide the chapter name, for example DataViews.
- Optionally, in the Description text box, type a description, for example SharePoint Designer SBS Chapter 6 Data Views.
- **13.** In the URL name text box, repeat the same name as you typed in the Title text box.
- **14.** In the **Template Selection** section, click the **Custom** tab, and then click the name of space space the template that you just uploaded, for example **DataViews Starter**.
 - **15.** In the **Permissions**, **Navigation**, and **Navigation Inheritance** sections, leave the
 - 16. Click Create.

The home page of the new practice site is displayed.

CLOSE the browser.

Removing the .stp Site Templates

To remove the chapter starter templates from the Site Template Gallery, perform the following steps.

BE SURE TO verify that you have sufficient rights to delete a site template from the toplevel Site Template Gallery.

OPEN the top-level SharePoint site where you previously uploaded the site template STP files. If prompted, type your user name and password, and then click OK.

- 1. Click Site Action, and then click Site Settings to display the Site Settings page.
- 2. Under Galleries, click Site templates to display the Site Template Gallery page.

Note If you see a Go To Top-level Site Settings link under Site Collection Administration, you are not on the top-level site administration page. A site template can only be uploaded to the Site Template Gallery on a top-level site. Click Go To Top-level Site Settings, and then repeat the previous step.



- **3.** Click the **Edit** icon to display the details for the site template.
- **4.** Click **Delete item** to remove the site template. You will be prompted to confirm your request. Click **OK** to complete the deletion and redisplay the Site Template Gallery.
- **5.** Repeat the edit-and-delete steps to remove each site template that you no longer want available for the creation of practice sites.

CLOSE the browser.

Deleting a Practice Site

If you created a practice site that you no longer want, you can delete it. Perform the following steps to delete a practice site:

> **BE SURE TO** verify that you have sufficient rights to delete a site.

OPEN in the browser the SharePoint site you want to delete. If prompted, type your user name and password, and then click OK.

- 1. On the Site Actions menu, click Site Settings to display the Site Settings page.
- **2.** In the **Site Administration** section, click **Delete this site** to display the Delete This Site confirmation page.
- Click the Delete button to delete the site.

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