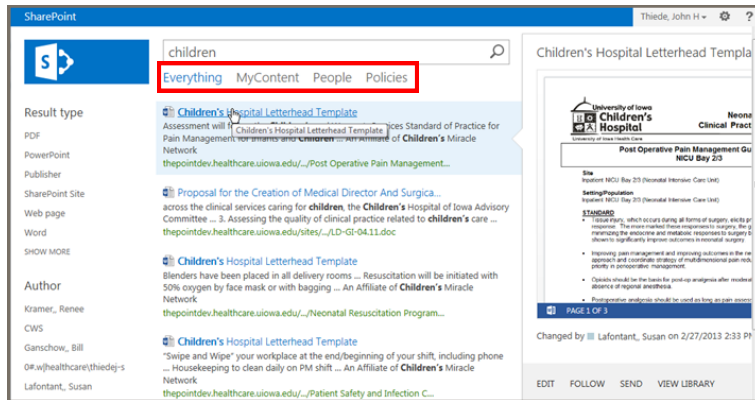


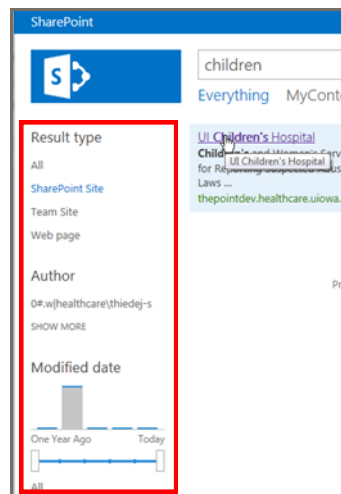
Searching

SharePoint 2013 offers a much improved search function, making it easier to find what you are looking for.

- You can preview documents, pages, and other contents in the search results before opening them.
- Includes options along the top that allow users to narrow search results by Everything, MyContent, People, and Policies



- It also includes refiners on the left, which lets you to narrow searches by:
 - result type (to show only SharePoint sites, Word docs, PDFs, etc.)
 - author
 - modified date, and more
- Search results are shown for only what you have access to
- Search gets smarter to display the content most searched for and most viewed



What's New in SharePoint 2013

Documents and Search

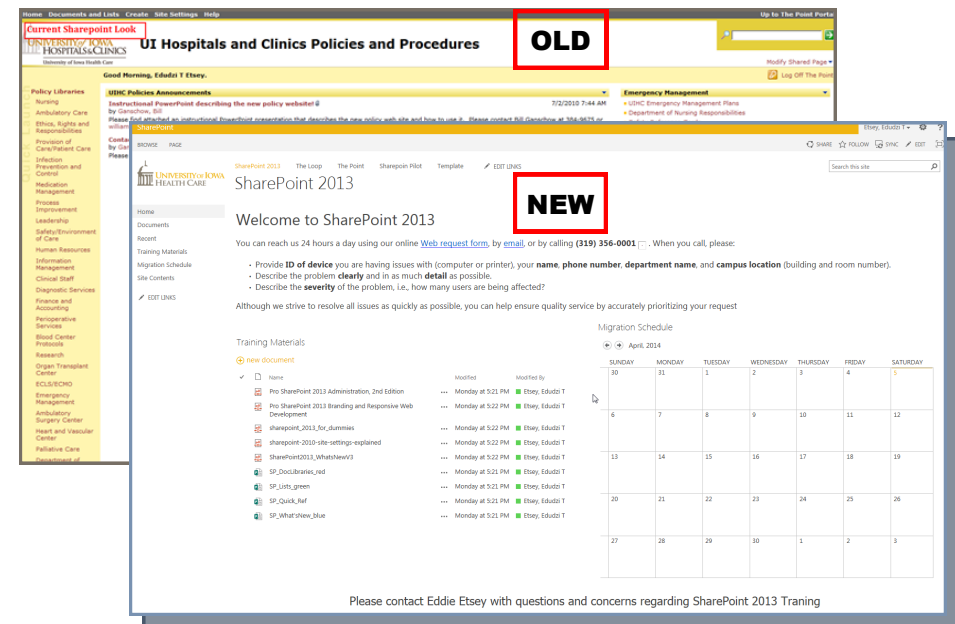
UI Health Care Information Systems

SharePoint 2013, a new and improved version of the current SharePoint (The Point), allows for better collaboration among employees, teams, and groups across UI Health Care and its surrounding community. SharePoint 2013 encourages engagement of people, sharing of ideas, and reinvention of the way teams work together. It helps you organize information, people, and projects. This guide includes high level changes and features of SharePoint 2013.

Overall Look and Feel

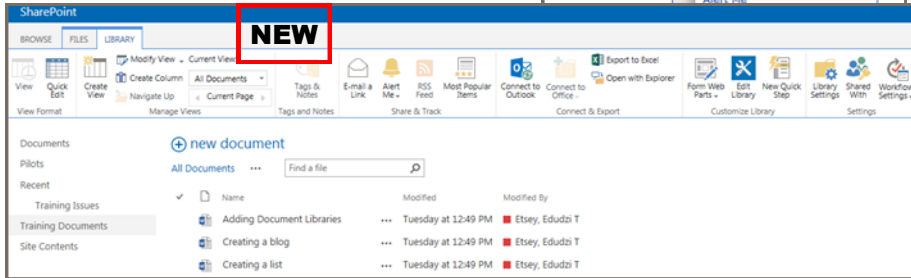
The overall look and feel of SharePoint 2013 has changed in conjunction with Microsoft's metro style. SharePoint 2013 offers a more professional and clean look to web pages, document libraries, and lists.

No greetings on main page. Your name and personal options are now in the upper-right corner of the screen.



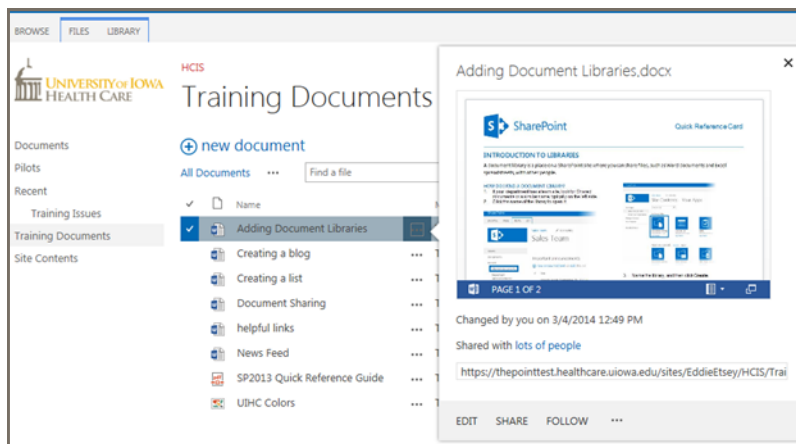
Working with Documents

SharePoint 2013 moved from using drop down menus to ribbon style menus, just like the most current version of Microsoft Office programs.



Viewing Documents

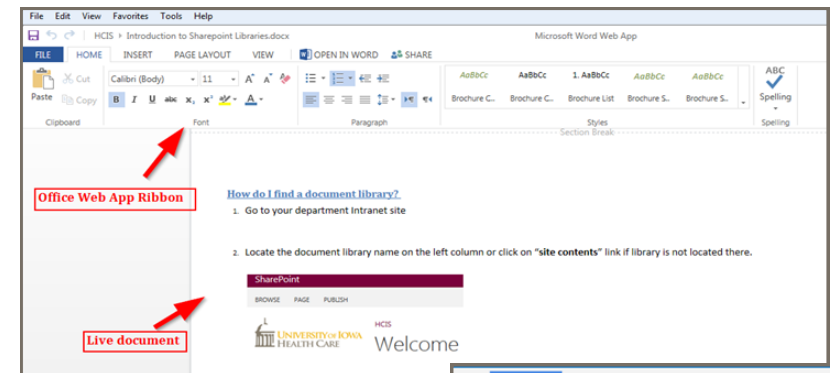
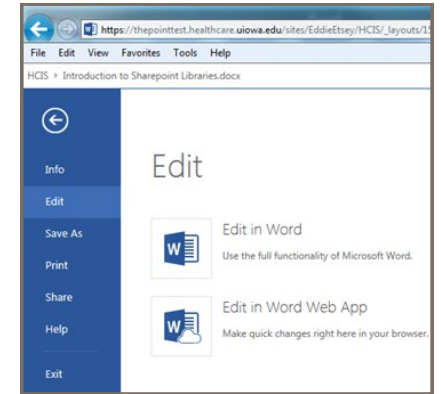
With the availability of document preview, you can see what a document looks like and view its properties before opening or editing the document.



Editing Documents

Editing documents has been made easier with Microsoft's in-browser Office applications, called **Web App**. (This does, however, lack some functions of the full Microsoft Office programs.)

For example, you can now edit a Word document in Internet Explorer instead of opening it in Microsoft Word. This allows you to view and edit documents from devices that don't have Microsoft Office installed.



You can also create **new documents** with Office Web Apps (available for Word, Excel, PowerPoint, and OneNote).

Co-Authoring allows multiple users to edit the same document at the same time while using the Web App. This can be disabled by checking out the document.

