### INTRODUCTION

#### OVERVIEW

#### Search and Collect Discoverable Documents and Lists

SPC allows you to quickly export document libraries, as well as perform targeted collections when needed, dramatically reducing the collection size and overall project costs. Common electronically stored information (ESI) relevant to litigation is often stored in SharePoint sites, but companies struggle in meeting their production requests. They find the built-in search and retrieval features don't provide a means to satisfy their requirements and don't know where to turn.

#### Easy Data Export with Metadata

Once a user selects relevant items, SPC exports those items to the location of choice. Files can be stored on a portable drive or saved to server locations (SANS/NAS). The resulting files include the associated metadata and detailed chain of custody that lists the date/time, hash value and other details that ensure a fully defensible ESI collection.

#### **No Local Installation Required**

Like other Pinpoint Labs products, SPC can be run from a flash drive or external hard drive without any local installation. In fact, remote collections have been completed where users only need access to the SharePoint website link and can collect data from a secure location. This significantly reduces hurdles often encountered by the IT staff in trying to service many requests. Pinpoint Labs ESI collection products are relied on every day by many Fortune 500 companies, government agencies, and legal departments worldwide.

#### With SharePoint Collector:

- ✓ Retrieve Contents From All Sites (intranet portals, extranet sites, Internet and cloud locations)
- ✓ Collect Everything (documents, lists, calendar, contacts, announcements, attachments, Wiki, blogs)
- ✓ Extract File Metadata (embedded information that traces history, access or usage)
- ✓ Maintain Chain of Custody (validation that evidence not altered or changed from the time it was collected)
- ✓ Collect Relevant User Data (ID, name, email address, personal profile, etc.)
- ✓ Retain Folder/File Structure and Display File Lists
- ✓ Run from Flash/USB Drive and Resume Incomplete Jobs

### INSTALLATION

SharePoint Collector can be licensed to a variety of media (USB flash drives, external and internal hard drives).

ShareP	oint Collector Registration 🛛 – 🗖	X
SH/ CO	AREPOINT	
Enter the actival button. An activation ke Number to Pivot email to <u>suppor</u> Activation can a "Type of Acticat "Register" butto	tion key and Account ID below and click the "Regis y can be obtained by providing the Account ID and al Guidance Inc by calling 888-304-1096 or sendir t@pinpointlabs.com. Iso be done online by selecting "Online Activation" ion" drop down box, entering the Accout ID and clion.	ster" ISerial ng an 'in the cking the
Phone or Email A	Activation	~
Serial Number: Account ID: Activation Kev:	8F1F3309E5B8F94A4F4F391CAACFD8E6	
	Cancel Reg	gister .:

The license can easily be deactivated and reactivated on a different device when needed.

#### **ONLINE REGISTRATION**

To install and activate SharePoint Collector online, follow these steps:

- 1) Download SharePoint Collector
- 2) Extract the .zip file contents to desired location.
- 3) Run SharePoint Collector.exe
- 4) Choose Online Activation
- 5) Enter your Account ID
- 6) Click Register

### **OFFLINE REGISTRATION**

To install and activate SharePoint Collector offline, follow these steps:

- 1) Download SharePoint Collector
- 2) Extract the .zip file contents to desired location.
- 3) Run SharePoint Collector.exe
- 4) Enter your Account ID
- 5) A serial number will be generated. Send this serial number and your account ID to <a href="mailto:support@pinpointlabs.com">support@pinpointlabs.com</a> or call 1-888-304-1096.
- 6) Pinpoint Labs will provide you with the activation key. Enter this in the space provided and click Register.

### **OPENING A SHAREPOINT SITE**

To start using SharePoint Collector:

#### Click on the 'File' tab and choose 'Open Site'

4					PinPoint SharePoint Collector
F	ile Options	Actions	Help		
1	Open Site				
	Export Man	ager		Summary	
	Exit				
-					

The 'Open Site' window will open. Click 'Add' to set up the sites you wish to collect.

These sites can later be modified or deleted as needed from this menu. Select the site in the drop-down menu, click on the '**Edit**' tab and choose '**Modify'** or '**Delete'**.

5		PinPoint SharePoint Collector
File Options Actions Help		
Site Collection Site Contents		
	Summary	
	\$	SPC Open Site – 🗖 🗙
	Edit	
	Add	site from the list below.
	Dele	ecting add in the edit menu
	-Delete th	lify on by selecting modify in the edit menu is site by selecting deleted in the edit menu.
	Site URL:	http://Sample(Administrator)
	Type of Cr	edentials
	Curren	nt Windows user
	Claim:	s Based Authentication
	Share	Point
	Credentials	
	User Na	me: Administrator
	Pagewar	PAIrin Instructor
	Passwor	u
		Cancel OK

After clicking add or edit, the 'Site Management' window will open.

Enter the same URL address used to open the site with a Web browser.

Enter a User Name and Password, and then click 'OK'.

5	SPC Site Management -	
Enter the site URL an	d login credentials.	
Site URL: Type of Credential		
SharePoint (V)	/indows authentication)	
O Current user ( Office 365 (Fe	Nindows authentication using current logged on us derated authentication)	ər)
Credentials		
User Name:		
Password:		
Verify Password:		
	Cancel	OK .:

**NOTE:** SharePoint Collector uses Triple DES encryption standard as approved by the National Institute of Standards and Technology (NIST) to encrypt stored passwords.

### **Credential Types:**

<u>Current Windows User</u>: Windows authentication using current logged on user. Current user is the same as SharePoint credentials except the credentials used are those of the user currently logged onto the system running SPC. The network must support Integrated Windows Authentication to use this feature.

<u>Office 365:</u> Federated authentication. Enter the SharePoint URL and click the Office 365 radio button. The user id and password fields are used for documentation only and not used to log in. After the site data is entered, the site can be selected and the SharePoint Collector will connect to SharePoint. Since SharePoint is using Office 365, the connection will be redirected to the Federated authentication server. The user will be presented with an authentication page. A token is returned to SPC and this is used for all requests to SharePoint. Tokens can have an expiration date.

**NOTE:** If a token expires while data collection or data export is active, a new request will be made to the security provider for a new token. This request may result in a new log in page being shown which will require the user to re-enter the sign on data.

<u>SharePoint:</u> Windows authentication. SharePoint credentials are the credentials of a valid windows user, on the host system running SharePoint. The credentials used are the user name and password provided in the site management dialog. If the user name and/or password are not provided in the site list, the SPC Site Credentials prompt will be shown to get the missing credential.

**NOTE:** If no credentials are provided, the user's credentials given when logging into the computer will be used.

To open a SharePoint site after it is set up, highlight the site you wish to open in the drop-down menu and click 'OK'.

•	SPC Open Site 🗧 🗖	×
Edit		
Select the Share	Point site from the list below.	
- Add a new site I - Modify site infor - Delete this site I	by selecting add in the edit menu mation by selecting modify in the edit menu by selecting deleted in the edit menu.	
Site URL:	http://ppl2007sp	~
- Type of Credentia	http://Sample(Administrator) http://ppl2007sp	
Current Wind	ows user	
Claims Based	Authentication	
SharePoint		
Credentials		
User Name:	administrator	
Password:	******	
	Cancel	ОК

After clicking '**OK'**, a confirmation window will open for review of the current settings. After reviewing these setting click '**YES**' if they are correct and the job will be ready to start. Clicking '**NO**' will cancel, allowing you to go back and change settings.

<b>5</b>	Confirm Collection Optons – 🗖 🗡
Please confrim the se Correct any incorrect 'File->Open site' menu	ettings for this collection. If these settings are incorrect, click the 'No'' button. settings using the 'Options' menu. If the site or user name is incorrect, use u to modify or create a new site entry.
If the settings are cor	rect click 'Yes' to continue.
Site and sub-site ide	entificaiton options
Site URL:	http://ppl2007sp
User name:	administrator
Use URL as root:	No
Content Options	
Document libraries:	Yes
Lists:	No
Attachments:	No
Revison history:	Get all versions
User list:	No
Hidden content:	No
Export options	
Export path:	$\verb C:UsersAdminDesktopSharePointCollectorSHAREPOINT_COLLECTOR_2   \\$
Prefix:	PGI
Workers:	2
Filters:	None
	No Yes

SharePoint Collector will then open the site. On the bottom corners of the window, SharePoint Collector will post current actions.



In the left window under the 'Site Collection' tab, the root site, followed by its sub sites, will be listed.

Check the sites you wish to collect.

Checking or unchecking a site will automatically check or uncheck all of the sub sites below it.

	5								
	File	Optio	ns	Actions	Help				
ľ	Site Col	lection	Site	Contents					
		ShareP	oint 2	2007 Test C	ollection	] [	Su	mmary	1
		🗹 Pini	Point	2007 Blog					Title
							Þ		SharePoint 20
									PinPoint 2007
1									

After checking off which sites to collect, click on the 'Actions' tab and choose 'Get repository contents'.

\$	Pin	Point Share
File Options	Actions Help	
Site Collection Site	Get repository contents	
BarePoint 2	Create a file list for the selected items Export documents for selected items Write manifest file	Lite Collection
	Deactivate License	

SharePoint Collector will then get a list of the contents of the checked sites.



In the left window, click on the '**Site Contents**' tab and the pages of the selected sites will appear in a tree view. The pages are color coded.

Sites	Red
Document Libraries	Blue
Folders	Green
Lists, Issues and Surveys	Purple
All others	Black

Click on the box in front of the page to select it. Clicking on a page will also select/deselect its subpages.

The number behind the page name is the number of items the page contains. To get an estimate of the number of files in the set of checked items, right click on the '**Site Contents**' window and select '**Get estimated file count**'.

### SHAREPOINT COLLECTOR OPTIONS

**NOTE:** While waiting for SharePoint Collector to gather information from a site, the '**Options**' page may be opened and options may be set.

#### SITE

Under the 'Site' tab, you are able to set whether the URL address provided is for the root of a site, or is used to locate the site root.

$\Delta =$	Sharepoint Collector Options -		x
Site	Contents Versioning Export Filter		
Site	root identification		
0	Use the url provided as the site root		
L			
	ОК С	ancel	

### CONTENTS

Under the '**Contents**' tab the following options can be set off or on:

- 1) Show Document Libraries
  - ✓ Turns on/off content collection from SharePoint libraries
- 2) Show Lists Contents
  - ✓ Turns on/off content collection from SharePoint lists
- 3) Include Attachments
  - ✓ Turns on/off content collection of SharePoint attachments
- 4) Create a User List
  - ✓ Turn on/off whether to view content as a whole, or separated by user
- 5) Show hidden content
  - ✓ Turn on/off hidden content detection and collection.

NOTE: When this option is selected, ONLY hidden content will be found and collected

	versioning	Export Filter		
- Select the typ	es of information	n to access		
Show	Document Librar	ies	<ul> <li>Include Attachments</li> </ul>	
<ul> <li>Show</li> </ul>	Lists content.		<ul> <li>Create a user list.</li> </ul>	
- Select only h Libraries a This optio be restrict note that t	dden content nd list may be m n will show only o ed to Document he presentaion p	arked hidden by th content that is mark Libraries or Lists by pages are also hidd	e site administrator to prevent viewing by user ked hidden. It will not show normal content bu y checking those options above. It is importan len content and many may not be exportable.	s. tmay tto
Select only h Libraries a This optio be restrict note that t Show	dden content nd list may be m n will show only ed to Document he presentaion p nidden content.	arked hidden by th content that is mari Libraries or Lists by pages are also hidd	e site administrator to prevent viewing by user ked hidden. It will not show normal content bu y checking those options above. It is importan len content and many may not be exportable.	rs. tmay tto

The 'Versioning' tab contains settings options for exporting document versions. These options allow you to export:

- 1) The most recent version:
  - ✓ Export only the current file version
- 2) The most recent version and version history:
  - Export only the current file version and create a version history file
- 3) All versions:

VERSIONING

 $\checkmark$  Every version of the file will be exported

**NOTE**: Estimated counts do not include file versioning counts

4	Sharepoint Collector Options		-		×
Site Contents Version	ing Export Filter				
Select the type of version	n information to collect				
Export most recent	version				
Export most recent     Export all versions	version and version history				
		ок		Canc	el

### EXPORT

Sharepoint Collector Options – 🗖 🗙
Site Contents Versioning Export Filter
Root folder:
Manifest file prefix: PGI
Maximum number of concurrent file downloads: 2
This will allow multiple downloads to run at the same time. Your system and network connection must be able to support the extra demands for each additional download. You can use the Export Manager Option menu to increase or decrease this limit.
Retry file download on error.
Set this option if there are a large number of connection failure or connection timeout errors.
OK Cancel

Under the '**Export**' tab a destination path for the root folder of the exported items can be set. The path can either be typed in or can be set by clicking on the folder icon and browsing to the desired location.

Sharepoint Collector Options -	x
Site Contents Versioning Export Filter	
Root folder:	
Maximum number of concurrent file downloads: 2	rt ,
Retry file download on error.	
Set this option if there are a large number of connection failure or connection timeout errors.	
OK Cancel	

A manifest file name consists of a prefix followed by the date and time, for example PGI 2012.10.15 12.26.47. The manifest file prefix may be set to customize the name of the manifest.

**NOTE:** The characters used in the prefix must be legal file name characters.

The maximum number of concurrent downloads can be set by clicking the up or down buttons to the right of the setting. This will allow multiple downloads to run at the same time. Your system and network connection must be able to support the extra demands for each additional download.

•	Sharepoint Collector Options 🛛 – 🗖 🗙
Site Contents	Versioning Export Filter
Root folder:	
Manifest file prefi	x: PGI
Maximum number This will allow mu must be able to s Manager Option r	of concurrent file downloads:
Retry file dov	vnload on error.
Set this option if	there are a large number of connection failure or connection timeout errors.
	OK Cancel

### FILTERING

The data exported can be limited by use of filters. The '**Filter**' tab allows the selection of a file to be used as a filter. The filter file can be created with any text editor and has the following format:

[string<equal>] Filter string one Filter string two Filter string three

For example:

[string <equal>]</equal>	
John Smith	
Jane Doe	
Josh Frank	

1) Simply open a text document (such as NotePad) and enter the above format



2) Save the file as Example.ini (Any file name you wish to use is acceptable, but .ini must be used to allow SharePoint Collector to use the file as a configuration setting).

File name:	Filter.ini				~
Save as type:	Text Documents (*.txt	t)			¥
le Folders	Encoding:	ANSI	~	Save	Cancel

3) Select the saved .ini file and click '**OK**' to save filter options.

\$		9	Sharep	oint Co	ollector	Optio	ons	-		×
Site	Contents	Versioning	Export	Filter						
🖌 Ena	able filter									
Cur	rent Filter	C:\Users\A	dmin\De:	sktop\Filt	er.ini					
[str Joł Jar Jos	ing <equal> nn Smith ne Doe sh Frank</equal>	•]								
<										>
							ОК		Cano	el

The filter example above limits the exported data to items that have John Smith, Jane Doe, and Josh Frank in the metadata fields.

### SHAREPOINT COLLECTOR ACTIONS

Clicking on the 'Actions' menu will open a set of actions that are available during the collection. The options will be usable at various times depending on the current step of the collection

#### **Get Repository Contents**

Get the contents for each site checked in the site collection. The site collection must be complete to enable this action

\$		PinPoint Share
File Options	Actions Help	
Site Collection Site	Get repository contents	
SharePoint 2 Dan≈ Form Te Shared I Filte Filte Filte Filte Mark	Create a file list for the selected items Export documents for selected items Write manifest file Deactivate License	st

# **Creating File List**

Get a list of the files for the selected content item. The site contents ('**Get repository contents**' action) must be complete to enable this action.

\$		PinPoint SharePoint Col
File Options	Actions Help	
Site Collection Site	Get repository contents	
	Create a file list for the selected items	st
Uan≈(`	Export documents for selected items	
⊡ Shared I	Write manifest file	
Filter	Deactivate License	
- Mark	eting ( 0 )	
	Jones (21)	
	Tingle (74)	

### **Export Documents**

Start the export for the selected content items. The site contents ('**Get repository contents**' action) must be complete to enable this action

\$		PinPoint SharePoint Co
File Options A	ctions Help	
Site Collection Site	Get repository contents	
SharePoint 2	Create a file list for the selected items	st
Dan≈	Export documents for selected items	
⊡ ⊡ Shared I	Write manifest file	
Filter	Deactivate License	
	ig (0)	
	nes (21) Igle (74) hers (41)	

### Create a Manifest

Create a manifest file that can be used to export content items at a later time. The site contents ('**Get repository** contents' action) must be complete to enable this action

\$		PinPoint SharePoint C
File Options Ac	tions Help	
Site Collection Site	Get repository contents	
SharePoint 2	Create a file list for the selected items	st
Dan≈	Export documents for selected items	
Shared I	Write manifest file	
Filte	Deactivate License	
⊡ Marketin BJon	g(0) Jes(21)	_
ETin	gle (74)	

Using the 'File' menu 'Export Manager' option the manifest may be opened and run. This feature allows the creation of a set of exports while looking at the site and content collection lists

#### Deactivate a License

Deactivate the license allowing the SharePoint Collector program to be moved to another computer:

5			F	inPoint SharePoint Co
File Option	s Actions	Help		
Site Collection	Site Get	repository contents		
□·□ SharePoir □ Dan8 □·□ Form □·□ Share □·□ F □·□ F □·□ F □·□ F □·□ F	nt 2 Crea kap Te Exp ed Writ litter Dea Marketing (0) BJones (21 ETingle (74 HSlithers (4	ate a file list for the select ort documents for select te manifest file ctivate License ) ) 1)	ted items	x
		Confirm De-acti	vation	×
? Du ar Du	e-activating S nd allow SPC t o you want to	PC (SharePoint Collecto to be activated on a diff continue?	or) disables use erent machine	on this machine
			ОК	Cancel

# SITE COLLECTION

The 'Site Collection' tab contains the view of the site and sub-sites of the repository.

5		P	inPoint Shar	ePoint
File Options Actions Help				
Site Collection Site Contents				
SharePoint 2007 Test Collection	Summar	/		
······ [♥] PinPoint 2007 Blog		Title	lt	ems
	•	SharePoint 2007 T	est Collection	
		PinPoint 2007 Blog	)	

### SITE CONTENTS

The 'Site Contents' tab contains the view of the 'Lists' (SharePoint containers) contained in each of the sites that where selected in the site collection view.

8	PinPoint SharePoint Collector - http://ppl2007sp -	. 🗇 🗙
File Options Actions Help		
Site Collection Site Contents		
Survey SharePoint 2007 Test Collection	immary File List	
Dan's Wiki Library Test (3)	File Name	^
Porm Templates (0) ⊟-✓ Shared Documents (0)	Dans Wiki Library Test/How To Use This Wiki Library.aspx	
Filteed By Extension (43)	Dans Wiki Library Test/Home.aspx	
	Dans Wiki Library Test/Another Dam Wiki.aspx	
BJones (21)	Shared Documents/Filteed By Extension/20070607162736.docx	
ETingle (74)	Shared Documents/Filteed By Extension/20070607162736_001.docx	
⊡	Shared Documents/Filteed By Extension/ACHAVEDOSGRANDESMISTRIOS.docx	
Danc_Docs (3)	Shared Documents/Filteed By Extension/Enterprise_Search_White_Paper_001.docx	
Filtered By Extension (42)	Shared Documents/Filteed By Extension/erasmus.docx	
·····································	Shared Documents/Filteed By Extension/erasmus_001.docx	
▼Jdoe (15)	Shared Documents/Filteed By Extension/Examendecomputacion.docx	
TMathews (36)	Shared Documents/Filteed By Extension/Examendecomputacion_001.docx	
VersionTestDocs (2)	Shared Documents/Filteed By Extension/please_ignore_thisfile_106_001.docx	
i ✓ zips (4)	Shared Documents/Filteed By Extension/Profil_Reiner_Block_Word_2007.docx	
✓ OtherPictures (17)	Shared Documents/Filteed By Extension/Profil_Reiner_Block_Word_2007_001.docx	
Temp & Test (1)	Shared Documents/Filteed By Extension/Resume.docx	
□····································	Shared Documents/Filteed By Extension/Resume_001.docx	
Photos (0)	Shared Documents/Filteed By Extension/ResumewithnoReferencesdocx.docx	
	Shared Documents/Filteed By Extension/ResumewithnoReferencesdocx_001.docx	
	Shared Documents/Filteed By Extension/SalwinCRM_v3_ProductOverview.docx	
	Shared Documents/Filteed By Extension/SalwinCRM_v3_ProductOverview_001.docx	
	Shared Documents/Filteed By Extension/Scholarship_Application2.docx	
	Shared Documents/Filteed By Extension/Scholarship_Application2_001.docx	
	Shared Documents/Filteed By Extension/Scholarship_Cover_Letter07.docx	
	Shared Documents/Filteed By Extension/Scholarship_Cover_Letter07_001.docx	
	Shared Documents/Filteed By Extension/Services.docx	~
<		>
Ready	Ta	sk complete.

### SUMMARY

The '**Summary**' tab displays information for the immediate child items of either the collection or contents, dependent on which tab is active. This tab is a list form of all files within the '**Site Collection**' tab.

5	PinPoint SharePoint Colle	
File Options Actions Help		
Site Collection Site Contents		
SharePoint 2007 Test Collection		
····· ✓ Dan's Wiki Library Test (3) ···· ✓ Form Templates (0)	Title Items	
Shared Documents (0)	Dan's Wiki Library Test 3	
Filteed By Extension (43)	Form Templates 0	
	Shared Documents 0	
BJones (21)	SP 2007 Picture Library 2	
II : : :l. IFTinda (74)		

### USERS

The 'Users' tab is available only when viewing the 'Site Collection' view. It contains the SharePoint users list for a site. Use the left mouse button to click a site to see the user list. The 'Users' tab only show when 'Create a user list' is checked in the options.

4	PinPoint SharePoint Collector -
File Options Actions Help	
Site Collection Site Contents	
Generation SharePoint 2007 Test Collection	Summary Users

### FILE LISTS

Summary File List		
	File Name	
•	Dans Wiki Library Tast / How Ta Llas This Wiki Library.aspx	
-	Dans Wiki Save to File	
Dans Wiki Library Test/Another Dam Wiki.aspx		

NOTE: The 'File' tab is available only when viewing the 'Site Contents' view

### To get a list of files for later use and/or reference:

- 1) Check the desired Document Libraries under the 'Site Contents' tab.
- 2) Click on the 'Actions' tab at the top and choose 'Create a file list for the selected items'.
- 3) The list may be saved to a CSV file by right clicking on the file list and clicking the Save to file button that pops up. You can name the file and path in the resulting window and then click '**OK**'.

\$	Export File List	- 🗆 🗙
Export File		
File name:	FileListExport.csv	
Folder:	C:\Users\Admin\Desktop\SharePoint Collector \SHAREPOINT_COLLECTOR_2_19_0_41\Exports	
CSV file	e (Comma delimeter)	
⊖ Text file	e (Tab delimeter)	
Export Option	ıs	
<ul> <li>Include</li> </ul>	e Headings	
	Hidden Columns	
	Cancel	ОК!

# SHAREPOINT COLLECTOR EXPORT MANAGER

The Export Manager is the component that copies the requested data from the SharePoint sites to the local PC.

#### The Export Manager can be launched in two ways.

1) Clicking on the 'File' tab and choosing 'Export Manager', the Export Manager can be launched to run a previously written manifest or continue one that was interrupted.



2) The Export Manager will launch automatically and begin exporting when you click on the 'Actions' tab and choose 'Export documents for selected Items' after entering a comment.

\$		PinPoint SharePoint Col
File Options	Actions Help	
Site Collection Site	Get repository contents	
G. SharePoint 2	Create a file list for the selected items	st
	Export documents for selected items	ne
	Write manifest file	ki Library Test/How To Use
Calenda	Deactivate License	ki Library Test/Home.aspx
	ist-Events (116) Dan	is Wiki Library Test/Another Darr
Issue Tr	acking (3) Sha	red Documents/Filteed By Exten

The comment area can be used for logging or identification purposes and should be something easy to remember and/or pertinent to the collection.

4	SPC Manifest Comment	- 🗆 🗙
Enter a comment i beginning of the n	in the area below. The comment will b nanifest file to help identifier the conte	e placed at the nts.
This is a commen	t	
		ОК

# FILE TAB

۵	SharePoint Collector Export Manager
File View Export Post Processing	
Open a collection manifest	
Start collection at beginning	
Resume collection from last good item	
Pause collection	
Exit	

# Open a collection manifest

This option opens a browser window where\_you can navigate to a previously saved manifest, choose it, and click '**OK**'. Once a manifest is open, additional options are available.

-	<b>5</b> - 1		SharePoint Collector Export Manager
	File	View Export Post Processing	
Γ		Open a collection manifest	
		Start collection at beginning	
		Resume collection from last good item	
		Pause collection	
		Exit	
ľ	_		·
L.			

#### Start collection at the beginning

Choosing this option will begin an export at the beginning of the manifest. Use this option if you are starting a collection from a saved manifest. It can also be used to rerun a manifest from the beginning to refresh a collection with new items or attempt to download items that were not successfully exported in a previous run.

4	SharePoint Collector Export Manager
File View Export Post Processing	
Open a collection manifest	
Start collection at beginning	
Resume collection from last good item	
Pause collection	
Exit	

**NOTE:** When the manifest is opened, there is a check box that controls the disposition of existing files. By default it is set to skip files that have previously been retrieved but this can be changed to replace the existing files.

#### Resume collection from last good item

This option will begin an export for a manifest that was paused or interrupted, starting from the last item that was exported.

5	SharePoint Collector Export Manager
File View Export Post Processing	
Open a collection manifest	
Start collection at beginning	
Resume collection from last good item	
Pause collection	
Exit	

**NOTE:** The last item is not the last file but the last container. In a restart there may be several files that are shown as skipped. This is normal and is the SPC resynchronizing with the SharePoint server.

### Pause collection

This option will pause a running export. It is important to understand that files that are actively being exported will complete before the export will pause.

S	SharePoint Collector Export Manager
File View Export Post Processing	
Open a collection manifest	
Start collection at beginning	
Resume collection from last good item	
Pause collection	
Exit	

A message will be displayed in the export log indicating the export has been paused. A paused collection can be resumed with the '**Resume collection from last good item**' option. If the '**Start collection at beginning**' option is used, a warning message will be displayed to confirm that a check point exists and will be lost if the collection is restarted from the beginning.

Exit

This will close the Export Manager.

	SharePoint Collector Export Manager
e View Export Post Processing	
Open a collection manifest	
Start collection at beginning	
Resume collection from last good item	
Pause collection	
Exit	
	*
	View         Export         Post Processing           Open a collection manifest         Start collection at beginning           Resume collection from last good item           Pause collection           Exit

### **VIEW TAB**

5		SharePoint Collector Export Manager
File	View Export Post Process	ng
	Chain of Custody	
	Error Log	
	Exception Log	
	Manifest	

### **Chain of Custody**

This will open a view of the collections Chain of Custody file which is, by default, the Control Records window.

5 👘					SharePoint	Collecto	r Export M	anager	
File	View	Export	Post Proces	sing					
	0	Chain of Cu	istody						
	E	rror Log							
	E	xception L	og						
	Manifest								

A control record is created each time the manifest is run. The data for the control record is Chain of Custody details for any files or list that have been downloaded by running the collection manifest.

**NOTE:** If you use the replace existing files options and rerun a manifest that data following the control record will contain file download details for the same files downloaded previously.

Information contained in the Control Records is:

- 1) Family Position of selected file within a family of files
- 2) Record Type Type of record (Metadata, Posts, Categories, etc.)
- 3) Site Site exporting from
- 4) User User performing export
- 5) Time of Export (Local and UTC) Time export was performed
- 6) Differential Time

5	SPC Chain of Custody Control Records – 🗖 🗙							×
File								
	Family	Record Type	Site	User	Local Time of Export	UTC Time of Export	Differential Time	
۱.	1.0	(control record)	http://ppl2007sp	administrator	2/17/2015 10:10:25 AM	2/17/2015 4:10:25 PM	0/0/0000	
								:

Selecting 'File' will give further options regarding record type.

	5		SPC Ch	ain of Cust	ody C
	File				
		View Control Records	Site	User	Local T Export
		Exit	nttp://ppl2007sp	administrator	2/17/2
			1		
P	-				

Selecting 'View All Records' will open the 'View All Records' window, allowing users to view all records associated with collection.

		SPC Chain of Custody View All Records – 🗇
Family	Record Type	Target File Name
1.0	(control record)	http://ppl2007sp
2.1	File	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Home.as
2.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Home.a
1.1	File	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\How To
1.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\How To
4.1	Announcements	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\1000
4.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\1000
5.1	Announcements	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\2000
5.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\2000
6.1	Announcements	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\3000
6.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\3000
3.1	File	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Another
3.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Another
7.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\1000.html
7.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppI2007sp\lists\calendar\1000.html.me
8.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppI2007sp\lists\calendar\2000.html
8.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\2000.html.mm
9.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\3000.html
9.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppI2007sp\lists\calendar\3000.html.me
10.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppI2007sp\lists\calendar\4000.html
10.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppI2007sp\lists\calendar\4000.html.me
6.11	Attachment	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\Lists\Announcements\Attach
11.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\5000.html
11.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\5000.html.me
12.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\6000.html
12.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\ists\calendar\6000.html.mv
13.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\7000.html
12.9	Matadata	C/LIGers/Admin/Deckton/SharePoint Collector/SHAREPOINT COLLECTOR 2 19 0 41/Evonte/PGI 2015 2 17 10 10 25/nd/2007en/little/nalendar/ 7 000 html me

All chain of custody records from manifest file C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT\_COLLECTOR\_2\_19\_0\_41\Exports\PGI 2015.2.17 10.10.25\COC.txt

### Error Log

This will open a view of the Error Log.

<b>\$</b> -		SharePoint Collector Export Manager - F				
File	View Export Post Proces	sing				
Export fo	Chain of Custody	library/otherpictures/JP-wp5jpg Complete.				
Starting I	Error Log	200/sp/sp 200/ picture library/otherpictures/MX-wp6.jpg 2007sp/sp 2007 picture library/otherpictures/PL-wp4.jpg				
Export fo	Exception Log	library/otherpictures/MX-wp6jpg Complete. library/otherpictures/MX-wp4jpg Complete				
Starting I Export fo	Manifest	2007sp/sp 2007 picture library/otherpictures/TR-wp6.jpg library/otherpictures/PL-wp4.jpg Complete.				
Export fo	r http://ppl2007sp/sp 2007 picture	library/otherpictures/TR-wp6.jpg Complete.				
Starting t	background export of file http://ppl background export of file http://ppl	200/sp/sp 200/picture library/otherpictures/US-wp4.jpg 2007sp/temp test/SharePoint Collector Help28_NOV docx				
Export fo	r http://ppl2007sp/sp 2007 picture	library/otherpictures/US-wp4.jpg Complete.				
Export fo	r http://ppl2007sp/temp test/Shar	ePoint Collector Help28_NOV.docx Complete.				

# The '**Error Log**' window is a Notepad file containing any errors that occurred during collection.

	ExportLog.txt - Notepad 🗕 🗖 💌	k
File Edit Format View He	ip	
2/17/2015 10:10:25 AM	[PinPoint SharePoint Collector Export starting export at Tuesday, February 17, 2015 10:10:25 AM]	^
2/17/2015 10:10:25 AM	[Comments: This is a comment]	
2/17/2015 10:10:25 AM	[Version: 2.19.0.41]	
2/17/2015 10:10:25 AM:	[Contents: Document Libraries = yes, Generic List = yes, Include attachments = yes, Create user lists	
= yes]		
2/17/2015 10:10:25 AM:	[Version contents: Get most recent version]	
2/17/2015 10:10:25 AM:	[Collection site URL: http://pp12007sp]	
2/17/2015 10:10:25 AM	[Root site search: Locate the root site for site URL provided.]	
2/17/2015 10:10:25 AM	[Collection site log on user name: administrator]	
2/17/2015 10:10:25 AM	[Filter: None]	
2/1//2015 10:10:25 AM	[Filter file name: Not Applicable]	
2/1//2015 10:10:25 AM	[Date Collection manifest created: Luesday, February 1/, 2015 10:10:25 AM]	
2/1//2015 10:10:25 AM	[Download redirect is set to False]	
2/1//2015 10:10:25 AM	Exporting http://ppi200/sp with user administrator to C:/Users/Admin/Desktop/SnarePoint Collector	
SHAREPOINT_COLLECTOR	2_19_0_41(Exports)VGI 2015.2.17 10.10.25	
2/17/2015 10:10:25 AM	Exporting contents of site http://ppi200/sp	
2/1//2015 10:10:25 AM	[Document library http://ppi200/sp/dans wiki library test (dezoca/t-b9da-4b9o-bed/-c491b1+9a1/6)	
2/17/2015 10·10·25 AM	Document Content Details	
2/17/2015 10:10:25 AM	Title = Dans Wiki Library Test/How To Use This Wiki Library asny	
2/17/2015 10:10:25 AM	Absolute URT =	
2/17/2015 10:10:25 AM	File Ref = Dans Wiki library Test/How To Use This Wiki library.aspx	
2/17/2015 10:10:25 AM	Generate URI Details	
2/17/2015 10:10:25 AM	AbsoluteUri = http://ppl2007sp/	
2/17/2015 10:10:25 AM	uriFileRef = dans wiki library test/how to use this wiki library.aspx	
2/17/2015 10:10:25 AM	FullUri1 = http://ppl2007sp/dans wiki library test/how to use this wiki library.aspx	
2/17/2015 10:10:25 AM	RelativePath = /Dans Wiki Library Test/How To Use This Wiki Library.aspx	
2/17/2015 10:10:25 AM:	TestString = http://ppl2007sp/dans wiki library test/how to use this wiki library.aspx	
2/17/2015 10:10:25 AM	Starting background export of file http://ppl2007sp/dans wiki library test/How To Use This Wiki	
Library.aspx		
2/17/2015 10:10:25 AM	Document Content Details	
2/17/2015 10:10:25 AM	Title = Dans Wiki Library Test/Home.aspx	
2/17/2015 10:10:25 AM	Absolute URI =	
2/17/2015 10:10:25 AM	File Ref = Dans Wiki Library Test/Home.aspx	
2/17/2015 10:10:25 AM:	Generate URI Details	
2/17/2015 10:10:25 AM:	AbsoluteUri = http://ppl2007sp/	
2/17/2015 10:10:25 AM:	uriFileRef = dans wiki library test/home.aspx	
		~

# **Exception Log**

This will open a view of the Exception Log.

<b>\$</b> -			SharePoint Collector Export Manager					
File	View	Export Post Pr	ocessing					
Export fo		Chain of Custody	library/otherpictures/JP-wp5.jpg Complete.					
Starting I Starting I		Error Log	200/sp/sp 200/ picture library/otherpictures/MX-wp6.jpg 2007sp/sp 2007 picture library/otherpictures/PL-wp4.jpg					
Export fo		Exception Log	library/otherpictures/MX-wp6.jpg Complete. library/otherpictures/MX-wp4.ipg Complete					
Starting I		Manifest	2007sp/sp 2007 picture library/otherpictures/TR-wp6.jpg					
Export fo Starting to Starting to Export fo Export fo Starting e	r http:// backgro backgro r http:// r http:// export o	/ppl2007sp/sp 2007 pi pound export of file http:// ound export of file http:// ppl2007sp/sp 2007 pi /ppl2007sp/temp test/ f http://ppl2007sp/blo	<pre>statementalary/otherpictures/TR-wp6.jpg Complete. /ppl2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg /ppl2007sp/temp test/SharePoint Collector Help28_NOV.docx :ture library/otherpictures/US-wp4.jpg Complete. SharePoint Collector Help28_NOV.docx Complete. g/lists/categories/1_000</pre>					

The '**Exception Log**' window simply contains any exceptions, or files/file types not matching md5 hash values, during the collection process.

4	View Exception Log	- 🗆 ×
2/17/2015 10:10:25 AM: [PinPoint Shar Count Error	ePoint Collector Export starting export at Tuesday, Fe	ebruary 17, 2015 10:10:25 AM]
		.::

### Manifest

This option will open a view of the export manifest.

5			SharePoint Collector Export Manage				
File	View	Export Post Proces	sing				
Export fo	(	Chain of Custody	library/otherpictures/JP-wp5.jpg Complete.				
Starting I Starting I	E	Frror Log	2007sp/sp 2007 picture library/otherpictures/MX-wp6.jpg 2007sp/sp 2007 picture library/otherpictures/PL-wp4.jpg				
Export fo	Exception Log		library/otherpictures/MX-wp6.jpg Complete.				
Starting I	1	Manifest	2007sp/sp 2007 picture library/otherpictures/TR-wp6.jpg				
Export fo	r http://	ppl2007sp/sp 2007 picture	library/otherpictures/TR-wp6.jpg Complete.				
Starting b	oackgrou	und export of file http://ppl	2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg				
Starting b	Starting background export of file http://ppl2007sp/temp test/SharePoint Collector Help28_NOV.docx						
Export for	r http://	ppl2007sp/sp 2007 picture	library/otherpictures/US-wp4.jpg Complete.				
Export for	r http://	ppl2007sp/temp test/Shar	ePoint Collector Help28_NOV.docx Complete.				
Starting e	export of	http://ppl2007sp/blog/list	s/categories/1000				

### The 'Manifest' window contains a WordPad file of the manifest as a text document

PGI 2015.2.17 10.10.25.man - Notepad	- 0	2	×
File Edit Format View Help			
<pre>[Comments: This is a comment] [Version: 2.19.0.41] [Contents: Document Libraries = yes, Generic List = yes, Include attachments = yes, Create user lists = yes] [Version contents: Get most recent version] [Collection site URL: http://ppl2007sp] [Root site search: Locate the root site for site URL provided.] [Collection site log on user name: administrator] [Filter: None] [Filter file name: Not Applicable] [Date Collection manifest created: Tuesday, February 17, 2015 10:10:25 AM] http://ppl2007sp</pre>			<
SharePoint administrator D323DB5ACA608514A42467E31C08D0E2 C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports PGI 2015.2.17 10.10.25 2 True 1			
0/0/0000 I Site http://ppl2007sp SharePoint 2007 Test Collection 0 d3721413-e662-4898-b289-4e02c78558e0 http://ppl2007sp 0000000-0000-0000-0000-0000000000 <root <br="" description="PPL_Collection Collection for Testing" items=" " title="SharePoint 2007 Test Collection">Modifed="10/21/2014 2:45:34 PM" URL="http://ppl2007sp" ServerTemplate="Site" /&gt; I DocumentLibrary http://ppl2007sp/dans wiki library test</root>			

### **EXPORT TAB**

5			SharePoint Collector Export Manager - P		
File View	Export	Post Processing			
Export for http://p Starting backgrou	Co	ncordance	y/otherpictures/JP-wp5.jpg Complete. sp/sp 2007 picture library/otherpictures/MX-wp6.ipg		
Starting backgrour	nd export o	f file http://ppl2007	sp/sp 2007 picture library/otherpictures/PL-wp4.jpg		
Export for http://p	pl2007sp/s	p 2007 picture libra	ny/otherpictures/MX-wp4.jpg Complete.		
Export for http://ppl2007sp.sp 2007 picture library/otherpictures/PL-wp4.jpg Complete.					
Starting backgrour	nd export o	f file http://ppl2007	sp/sp 2007 picture library/otherpictures/US-wp4.jpg		
Export for http://ppl2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg Complete.					
Export for http://p	pi200/sp/t	emp test/SharePoin	t Collector Help28_NUV.docx Complete.		

Another key feature SharePoint Collector has is exporting to concordance files. A concordance file is a list of words to include an index. By using concordance export, you are allowing for the creation of a searchable index.

#### Concordance:

4		SharePoint Collector Export Manager - PGI				
File View	Export Post Processing	]				
Export for http://p Starting backgrou Starting backgrou Export for http://p Export for http://p Starting backgrou Export for http://p Export for http://p	Concordance ind export of file http://ppl2007 ppl2007sp/sp 2007 picture libra ppl2007sp/sp 2007 picture libra ind export of file http://ppl2007 ppl2007sp/sp 2007 picture libra ppl2007sp/sp 2007 picture libra	v/otherpictures/JP-wp5.jpg Complete. sp/sp 2007 picture library/otherpictures/MX-wp6.jpg 7sp/sp 2007 picture library/otherpictures/PL-wp4.jpg any/otherpictures/MX-wp6.jpg Complete. any/otherpictures/MX-wp4.jpg Complete. 7sp/sp 2007 picture library/otherpictures/TR-wp6.jpg any/otherpictures/PL-wp4.jpg Complete. any/otherpictures/TR-wp6.jpg Complete.				
Starting background export of file http://ppl2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg Starting background export of file http://ppl2007sp/temp test/SharePoint Collector Help28 NOV.docx						
Export for http://p Export for http://p	Export for http://ppl2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg Complete. Export for http://ppl2007sp/temp test/SharePoint Collector Help28 NOV.docx Complete.					

Opens a window to options such as '**Delimiters**', (A sequence of characters used to specify boundaries between separate regions in text or data).

<b>A</b>	SPC Con	cordanc	e Expor	t	-		×
Options	Numbering	Output					
Select th	ne export del	imited form	at:				
Field D	)elimeter (Co	mma) —					
Hexad	Hexadecimal Decimal Character						
NewLi	ne						
Hexad	decimal	Decimal		Charact	er		
AE	AE 🜩 174 🌩 🛛						
	Do not replace line breaks.						
The Quote delimiter is not used and should be imported with the default value of 254.							
✓ First line is field names.							
✓ Suppress SharePoint ID# Prefix.							
			Cano	el		OK	

**'Numbering**', or number padding, allows for more files to be copied. The "number padding" can be set with number of digits, for example, using the NHE prefix and 6 digits, you are allowing NHE000001, or up to NHE9999999.

<b>A</b> - 1	SPC Cond	cordance Export 🛛 🗖 🗖	×
Options	Numbering	Output	
Enterth	ne elements fo	or the Doc ID format and starting number.	
Forma	ıt		
Prefo	с	NHE	
Num	ber of digits:	6	
Exam	nple:	NHE848757	
Starting	number:	1	
		Cancel OK	

'Path and Name' ('Output'), the name and location of the export.

\$	SPC Cond	ordan	ce Expor	t	-		x
Options	Numbering	Output					
ShareP charact other pi and the	oint Collector ters. To help l rograms, the e paths will be	supports keep the export will relative t	path names path name I be created o this locatio	longert engh sha in the di on.	han 2 ort en rector	255 ough f y shov	or vn
C:\Use \SHAR 2015.2	rs\Admin\De EPOINT_CO .17 10.10.25	sktop\Sh LLECTO	arePoint Col R_2_19_0_4	lector 41\Expo	rts\P(	<u>a</u> l	
File Nan	ne: NHE20	15_2_17	_10_19_3.E	)AT			
			Canc	el		OK	

Concordance files will be sent to the location of your choice in the form of a .DAT file.

#### POST PROCESSING TAB

5		SharePoint Collector Export Mar	nager - PGI 2
File	View Export	Post Processing	
Export for Starting ba Starting ba Export for Export for Starting ba Export for	http://ppl2007sp/s ackground export or ackground export of http://ppl2007sp/sp http://ppl2007sp/sp ackground export of http://pol2007so/sg	Create Full Blog Page wp5.jpg Complete. The full state of the picture s	
Export for Starting ba Starting ba	http://ppl2007sp/sp ackground export of ackground export of	) 2007 picture library/otherpictures/TR-wp6.jpg Complete. file http://ppl2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg file http://ppl2007sp/temp test/SharePoint Collector Help28_NOV.docx	

#### Create Full Blog Page:

'Create Full Page Blog' will reassemble the items into an html page that resembles the blog as seen in SharePoint. When a blog is saved, SharePoint saves each post as a single item. SharePoint Collector simply recreates the blog by collecting each item, and putting them back in place in HTML format.

5			SharePoint Collector Export Manager - PG
File	View	Export	Post Processing
Export fo Starting & Starting & Export fo Export fo Starting & Export fo	r http://p backgrou packgrou r http://p r http://p backgrou r http://p	pl2007sp/s nd export o pl2007sp/s pl2007sp/s nd export o pl2007sp/s nd export o	Create Full Blog Page wp5.jpg Complete. Internet://ppl2007sp/sp zoor-picture ibrary/otherpictures/MX-wp6.jpg file http://ppl2007sp/sp 2007 picture ibrary/otherpictures/PL-wp4.jpg p 2007 picture library/otherpictures/MX-wp6.jpg Complete. p 2007 picture library/otherpictures/MX-wp4.jpg Complete. file http://ppl2007sp/sp 2007 picture library/otherpictures/TR-wp6.jpg p 2007 picture library/otherpictures/PL-wp4.jpg Complete. p 2007 picture library/otherpictures/FL-wp4.jpg Complete. p 2007 picture library/otherpictures/TR-wp6.jpg p 2007 picture library/otherpictures/TR-wp6.jpg Complete. p 2007 picture library/otherpict
Starting & Starting & Export fo	oackgrou oackgrou r http://p	nd export o nd export o pl2007sp/s	file http://ppl2007sp/sp 2007 picture library/otherpictures/US-wp4.jpg file http://ppl2007sp/temp test/SharePoint Collector Help28_NOV.docx p 2007 picture library/otherpictures/US-wp4.jpg Complete.

A SharePoint site may contain several blogs. To create the HTML view of a blog, select the exported folder that contains the blog and the location to save the HTML.

👃 SPC Blog Builder 🗧	×
Select a Blog folder:	
Select blog folder	
Select location for reconstructed Blog	
Select target folder	
Cancel	OK:

**NOTE:** The blog file name is automatically generated.

# **CONTACT INFORMATION**

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