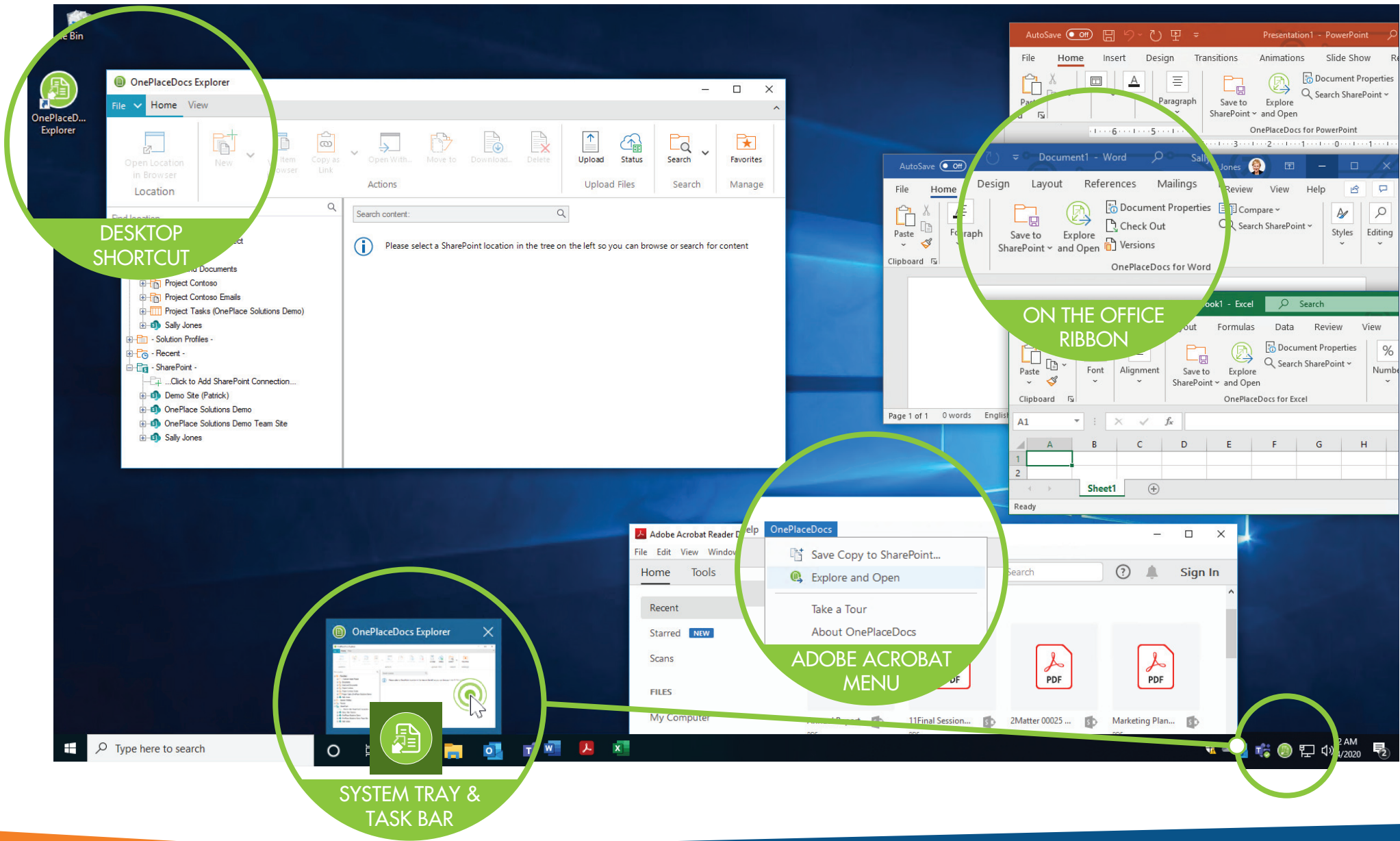


Where to find OnePlaceDocs



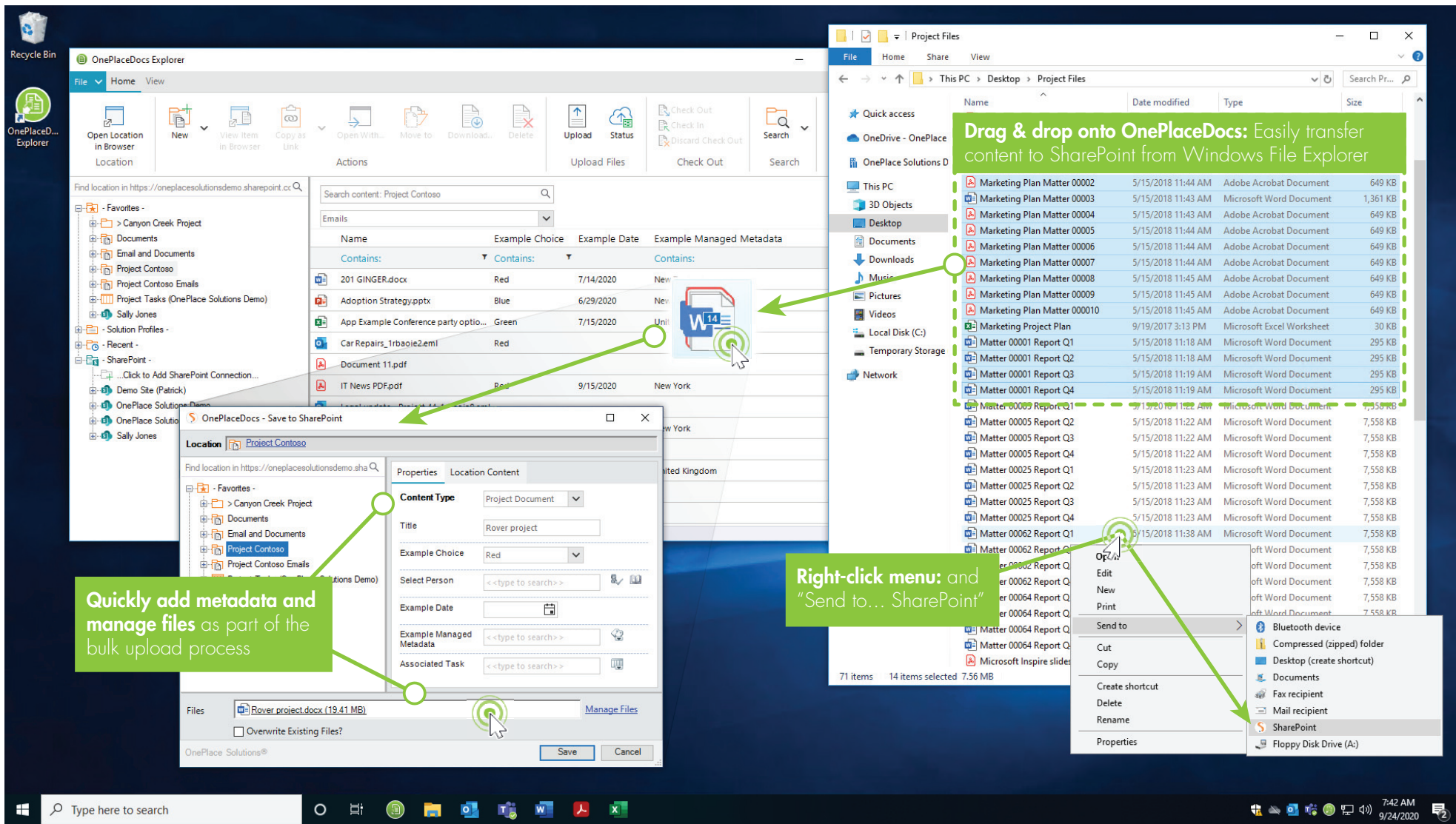
DESKTOP SHORTCUT

ON THE OFFICE RIBBON

ADOBE ACROBAT MENU

SYSTEM TRAY & TASK BAR

Saving content to SharePoint



Drag & drop onto OnePlaceDocs: Easily transfer content to SharePoint from Windows File Explorer

Quickly add metadata and manage files as part of the bulk upload process

Right-click menu: and "Send to... SharePoint"

Name	Example Choice	Example Date	Example Managed Metadata
201 GINGER.docx	Red	7/14/2020	New York
Adoption Strategy.pptx	Blue	6/29/2020	New York
App Example Conference party optio...	Green	7/15/2020	Unl
Car Repairs_1rba0ie2.eml	Red		
Document 11.pdf			
IT News PDF.pdf	Red	9/15/2020	New York



Managing SharePoint content

Create Favorite locations: Add locations you frequently save to

Manage SharePoint content: Perform actions such as Upload, Download, Move to, Delete and more...

Navigation tree: Easily access multiple locations in your SharePoint environment

Bulk edit item properties: Click and select multiple files

Check In / Check Out: Right-click on the file in OnePlaceDocs or use the ribbon / menu actions in Acrobat or Office

Heading 1

To replace the placeholder text on this page, you can just select it all and then start typing. But don't do that just yet!

First check out a few tips to help you quickly format your report. You might be amazed how easy it is.

- Need a heading? On the Home tab, in the Styles gallery, just click the heading.

Search and filter SharePoint content / locations

Search content: Efficiently locate emails and documents

Search SharePoint: Quickly find locations such as sites, libraries, lists, folders or document sets

Change view: Select different views available in the library

Filter & sort content: by column - name, email subject, document owner, location and more

Click & type to filter: Locations, libraries, lists, folders or document sets

Preview emails, attachments and item properties directly from content stored in SharePoint

The interface shows a search for "Project Contoso" in a SharePoint library. A dropdown menu is open for the "All Documents" view, showing a filter menu with options like "Contains: Tom", "No filter", "Does not contain", etc. The table below shows search results with columns for Name, Choice, Select Person, Example Manag..., and Example Date.

Name	Choice	Select Person	Example Manag...	Example Date
All Documents		Contains: Tom		
Car Repairs_1rba0ie2.eml	Red	Tom Brown		3/12/2021
Project A2.pdf	Green	Tom Brown		
Rover project.docx	Red	Tom Brown	New York	9/25/2020

The right-hand pane shows a preview of the "Rover project.docx" document, displaying a "Curiosity Rover" image and associated metadata like "Content Type: Project Document" and "Title: Rover project".