

Types of Site Content

There are two basic types of content in a SharePoint site: lists and libraries.

Libraries

- **Documents** - Document libraries are the most general form of libraries, being able to store virtually any type of Microsoft Office document.
NOTE: Storing Access databases on a SharePoint site is not supported.
- **Pictures** - These libraries are customized for storing pictures. This includes the **All Pictures** view, which provides thumbnails of the pictures in the library.
- **Wikis** - Wiki documents are collaborative pages where team members can add content and edit content that others have posted.

Lists

- **Announcements** - An announcements list is used for posting general messages for site users. It is suggested that users sign up for alerts to receive an e-mail each time an announcement is posted.
- **Contacts** - Use a contacts list for sharing common contact information with your group. This can include vendors, consultants, team members, etc.
- **Discussion Boards** - Discussion Boards (also known as forums) are a good way to have online conversations between site members on any number of topics.
- **Links** - Use a links list to share common web site links, such as support sites, reference material, and other sites relevant to your group.
- **Calendar** - Use a calendar to post important dates/schedules for your group. Examples include maintenance schedules, duty rotations, etc.
- **Tasks** - Tasks lists are used to track responsibilities and assignments throughout your site membership.
- **Project Tasks** - Similar to normal task lists, project task lists provide a Gantt chart view by default.
- **Issue Tracking** - Issue Tracking lists are helpful for keeping track of problems. Items in these lists can be related to each other, if appropriate, and used to monitor recurring problems.
- **Survey** - Surveys can be created to poll your group for their opinion. Survey lists are used to display the information gathered by your surveys.