

A

Active Directory 63, 148
 administrative interfaces 55
 Advanced Search. *See also* searches: advanced
 alerts 33, 44
 anchor text 106
 approvals 31, 44, 35
 archiving 44, 45
 audiences 44, 51, 71, 209
 and permissions 215
 authentication 28
 authorities 8
 authors 14, 160
 A - Z indexes 5, 8, 127, 179, 198

B

Best Bets 20, 106
 creating automatically 108
 custom Web part 127, 140, 201
 how to create 107
 in people search 155
 two approaches 106
 blogs 11
 bookmarks 6
 boundary spanners 3
 breadcrumb trails 18, 181, 193
 broken links 53
 browsing 177
 Business Connectivity Services 45, 92
 business process analysis 31
 business research 8

C

card catalogs 45
 checkin/checkout 35
 classification
 schemes 15
 tools 8
 click-through 106
 collaboration 8, 44
 profiling 236
 color schemes 128
 columns 81
 adding to a list or library 81
 calculation 160
 choices in 171
 custom 83
 in sites 164
 managed metadata 83, 98
 in sites 171
 compliance 8, 9
 confidentiality 90
 consistency 175
 content 11
 creation tools 8
 databases 76
 external 14, 46
 highly recommended 177
 migrating 11, 13, 31, 47
 promoting 15
 quality 14
 sources 66, 71

 storing 11, 13, 41, 44
 content management systems 11
 Content Query Web part 17, 51, 207, 213, 225
 vs scopes 209
 content types 61, 90, 92, 169
 defined 159
 Dublin Core 166
 hubs 90
 kinds 165
 sharing 159, 175
 context 47
 controlled vocabularies 28, 87
 crawled properties 78, 152. *See also* managed properties
 crawling 224
 rules 69
 schedules 33
 crawl logs 68
 customer service performance 9
 customization 4
 preparing for 153
 rationale 103

D

databases vs. SharePoint lists 45
 dates 112. *See also* publication dates
 definitions 20, 21, 106
 extracting 224
 derivational processing. *See* morphological processing
 desktop integration 220
 diacritics 224
 dictionaries 224
 Did you mean? 224
 display groups 76, 115
 Document ID 45, 53, 191
 custom prefixes 54
 document management systems 11
 documents
 duplicates 14
 libraries 169
 properties 14
 templates 18
 document sets 84
 domains 177, 178
 drafts 14

E

Edit in Datasheet 218
 email 41
 end user development 3
 Enterprise Keywords 88, 98, 150. *See also* managed prop-
 erties

F

FAST Search 22
 Filemaker 3, 205
 file shares 46
 Fill Down 218
 findability 10, 90, 229
 folksonomies 89, 90. *See also* tagging

G

glossaries 28

INDEX |

- Google 5, 14
- governance 35
 - IT approach 36
 - models 36
 - questions to ask 36

H

- hierarchies 87, 178
- hierarchy view 181
- HTTP queries 45, 195
- hyperlink click distance 106

I

- iFilters 56, 80
- implementation 38
- indexes 51
- indexing 24, 28, 33
 - methods 14
- inflectional processing 101. *See also* morphological processing
- information
 - architecture 178
 - behaviors 5
 - ecologies 3, 90
 - gaps 90
 - infrastructure 29
 - lifecycles 5, 28
 - policy 15
 - quality 6
- inheritance 45, 183
- Internet 3
- intranets 5

K

- keywords 106. *See also* Best Bets; Enterprise Keywords, system keywords
- knowledge base publishing 4
- knowledge managers 3
- knowledge stewards 15, 107
- Krug, Steve 234

L

- labeling 178
- Language Auto Detection 224
- languages 98, 106, 224, 225
- LDAP 63, 148
- libraries 11, 13, 45, 213
 - personal 6
 - pictures 216
- linguistic variations 103
- link bars 181
- lists 11, 13, 213
 - vs. databases 45
- logos 128

M

- managed keywords 87
- Managed Metadata Service 87, 190
 - architecture 89
 - permissions 99
- managed properties 32, 78

- mapping to crawled properties 79
 - using 80
- mapping. *See* managed properties
- McKinsey 236
- metadata 14, 21, 28, 44, 47, 58, 160
 - correcting errors 90
 - creation 91
 - custom 20
 - external repositories 4, 205
 - integration 203
 - list of values 172
 - management 195, 205
 - management software 195
 - mapping 47, 129
 - multi-lingual 98
 - repositories 3, 21, 90, 103, 195
 - Filemaker 201
 - storage 77
- metatags. *See* tagging
- Microsoft Office 11, 18
 - Word 220
- Montague Institute 3
- Montague Institute Review 4
- morphological processing 205
- multi-lingual sites 225
- My Profile 148
- My Sites 11, 148

N

- navigation 18, 45, 58, 61, 177
 - customizing 80, 185
 - horizontal 178
 - inheritance 183
 - in lists & libraries 190
 - in site collections 184
 - multi-lingual 223
- New document command 159
- noise words 224

O

- observations 234
- OmniPage 39
- ontologies. *See* thesauri
- optical character recognition 39
- orphaned terms 87

P

- page depth 68
- Page Viewer Web part 198
- PDF 39, 57, 80
- people profiles 11, 146, 148
 - custom properties 150
 - managed metadata in 150
- permissions 4, 61, 76
- planning 25
 - tasks 28
 - teams 28
- policies 28
- precision 9
- productivity 10, 28, 90, 229
- publication dates 112, 129, 138, 139
- publishing 44, 45

features 185
 image libraries 217
 turnaround 9

Q

Quick Launch 18, 181, 183, 186, 213

R

recall 9
 refinement panel 51, 78, 142
 people 146
 related terms 52
 relationships 45
 custom 195
 people 148
 relevancy ranking 106
 reports 45, 48
 metadata repositories 232
 qualitative 234
 search queries 230
 search usage 229
 requirements 34
 research pane 18, 19, 220. *See also* Microsoft Office
 RSS Viewer Web part 196

S

sales closure rate 9
 Schemalogic Schemaserver 204
 scope notes 21, 24
 scope pickers 103
 scopes 28, 51, 225
 All Sites 71
 contextual 113
 custom 110, 113
 defined by metadata 114
 dropdown list 74, 113, 115
 how to create 70, 72
 how to plan 71
 local 76, 116
 people 148, 153
 rules 73, 80
 shared vs. local 114
 tab 113
 This List 45
 types of 113
 search box 103
 Search Center 11, 103, 117, 225
 adding 118
 Search Core Results Web part 101, 153
 search engine optimization 10
 search engines 5, 27
 searches
 ad hoc 6
 advanced 16, 61, 80, 110, 225
 adding properties 110
 by language 225
 content 145
 contextual 41
 desktop 19
 experts 6
 federated 17, 23, 48, 51
 fielded 78

filtered 41
 known item 6
 people 16, 145
 customizing 153
 data sources 148
 Search Options 146, 156
 redirecting 52
 self search 146
 simple 15
 wild card 100
 zero term 17, 23, 47, 61, 80, 225
 search indexes 77
 searching
 images 216
 in Word 220
 search logs 28
 search models 6
 search pages 103, 110
 custom 120
 people 146
 search results pages 103, 127
 custom 195
 format 134
 navigation 141
 people 153
 summaries 14, 80, 110, 127, 129
 dates in 138
 search scenarios 7
 search systems 3, 5, 27
 architecture 9
 components 8
 improving 229
 metrics 9
 search tabs 58
 search term density 106
 security 90, 178
 security trimming 15, 41, 50, 106, 107, 181
 see also references 21
 server hops 68
 setup tasks 56
 SharePoint Designer 4, 131
 SharePoint infrastructure 11
 SharePoint search offerings 22
 SharePoint Software Development Kit 99
 Site Collection Settings 55
 sites
 defunct 15
 how to create 62
 staffing 9
 stemming 101. *See also* morphological processing; searches:
 wild card
 software 228
 success rate 9
 Summary Links Web part 181, 186
 surveys 233
 Synaptica 203
 synonyms 20, 52, 90, 92, 93, 106
 system keywords 87

T

tables of contents 5, 177, 180
 Tag Cloud Web part 189
 tagging 47, 89, 93, 97, 160

INDEX |

- tags 106
- Tags & Notes 88
- taxonomies 20, 28, 178
- teams 3
- team studies 235
- templates 11, 45, 47, 59
 - and navigation 181
 - built-in 59
 - Competitive Analysis 59
 - document 80, 90, 161, 163
 - Document Center 92
 - Help Desk 60
 - Knowledge Base 60
 - selection criteria 61
- terms
 - copying 97
 - creating 97
 - deleting 97
 - deprecating 97
 - merging 97
 - moving 97
 - orphaned 97
 - reusing 97
 - sorting 98
- term sets
 - creating 92
 - importing 93
- Term Store Management Tool 21, 52, 87, 150
 - planning 90
- test plans 28
- thesauri 20, 28, 48, 52, 180, 195
 - databases 140
 - relationships 21, 127, 140
- time saved 9
- title extraction 106
- tool tips 93
- Top Link Bar 18, 181, 186, 213
- training 28
- transactions 48
- translations 227
- tree view 181
- triple bottom line 180, 193

U

- URLs
 - complex 45
 - depth 106
 - text matching 106
- usability 51
 - testing 234
- user interfaces 28, 33
- user profiles 63
 - how to edit 65
- users 61, 63
 - behavior 235
 - how to add 64
 - roles 179

V

- value 237
- Variations 225
- version control 15, 41, 47
- vocabularies 178. *See also* controlled vocabularies

W

- waste 238
- Web parts 107
 - custom 108, 140, 195
 - Pros & cons 202
- Web server logs 229
- white space 180, 193
- wikis 11
- Word. *See* Microsoft Office: Word
- word breaker software 228
- workflow 47, 48, 58, 61
- worksheets 30
 - applications 34
 - big picture 30
 - SharePoint parameters 32

X

- XML 4
- XML Viewer Web part 198

Z

- zero term searches. *See* searches: zero term