

# Microsoft SharePoint

## FAQ (Frequently Asked Questions)



### Searching

SharePoint sites have a search feature that allows you to search the whole site or a particular list. These searches find results within Office documents and .PDFs.

**Summary**

**Searching**

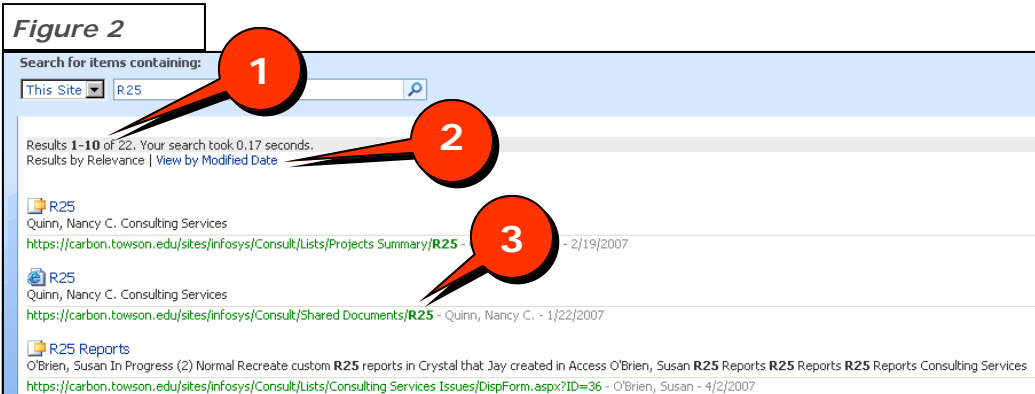
1. This Site
2. This List

**Recycle Bin**

**Editing Your Site**

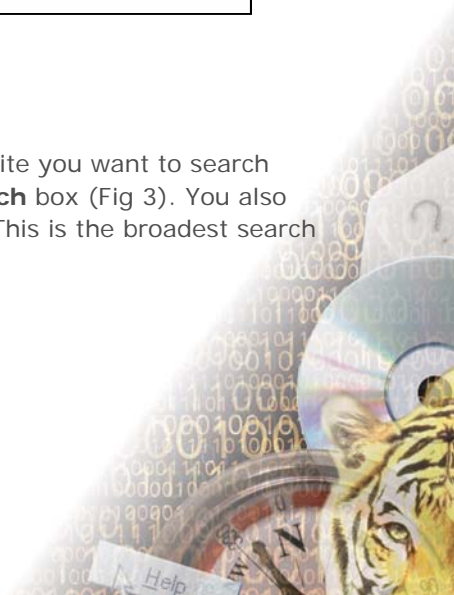
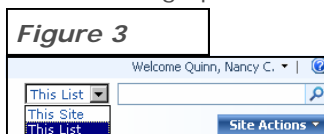
#### "This Site" Searching

1. From your Home page make sure the search drop down is on **This Site** (Fig 1, 1).
2. Type in the word you want to search on (Fig 1, 2).
3. Click the **Magnifying Glass** icon ( Fig 1, 3).
4. The total amount of results will be recorded at the top (Fig 2, 1).
5. To view by date click on the **View by Modified Date** link (Fig 2, 2).
6. The word you searched on will be highlighted in your results.
7. The path to where your search result is found will be displayed (Fig 2, 3).



#### "This List" Searching

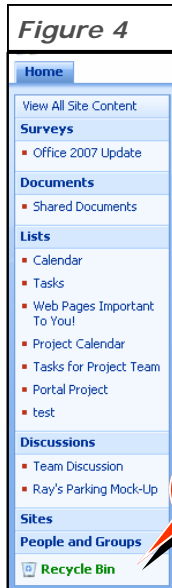
To narrow down your search results navigate to the part of the site you want to search and select **This List** from the drop down arrow next to the **Search** box (Fig 3). You also have the option to choose **All Sites** from the drop down arrow. This is the broadest search which will bring up the most results.



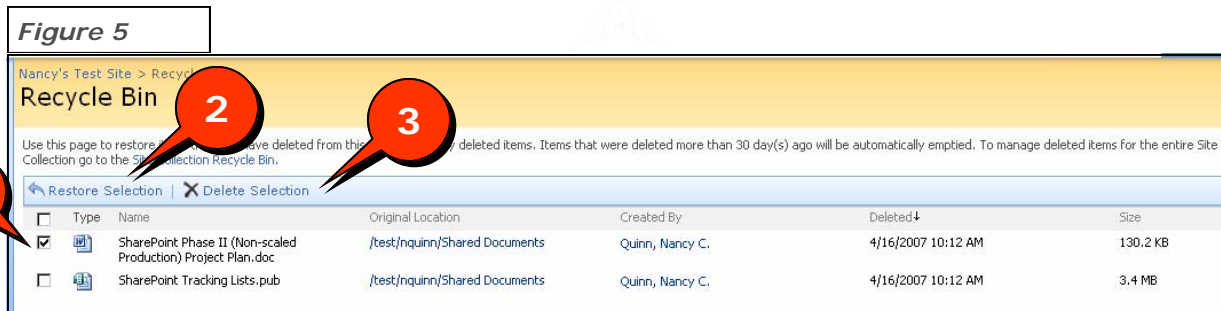
## Recycle Bin

- ★ When you delete items on your SharePoint site they go to the **Recycle Bin** and can be restored for up to 30 days.

Note: They will be restored back to their original location.



1. Click on the **Recycle Bin** icon (Fig 4, 1).
2. Check the item or items you want to restore (Fig 5, 1).
3. Select **Restore Selection** (Fig 5, 2).
4. If you would like to delete items from the Recycle Bin click on **Delete Selection** (Fig 5, 3).



- ★ Site owners also have the ability to view the **Recycle Bins** of other users.

## Editing Your Site

It is highly recommended that you do not use SharePoint Designer to edit your SharePoint site and subsites. There is a high risk that you could accidentally cause irreversible damage to your site. You should do all of your editing offline and then upload the completed files to your site.

- ★ If for some reason your site is damaged or deleted files are not in the recycle bin, backups are made by the [Office of Technology Services](#), and you should contact them to see if your information can be recovered.