



QUICK START GUIDE

Systems Supported

- Microsoft® Windows® XP Home or Professional
- Microsoft® Windows® 2000 Service Pack 2 or greater
- Microsoft® Windows® Vista
- Microsoft Office 2000 – 2007 (Office 2003 SP2 or later for InfoPath forms)
- Internet Explorer 6.0 or later
- Microsoft® .NET framework 2.0
- WSS (2.0 or 3.0) and SPS 2003 and MOSS 2007
- Consumes roughly 20MB of disk space, not including content

Installing Colligo Contributor

- If you have a previous version installed, the new version can be installed “over top” of the old version without needing to uninstall. This will also preserve all of the offline content. (Note: If you are using Beta 2.0, you will need to uninstall it first.)
 - For XP or 2000, please ensure the .NET Framework 2.0 is installed first (included with Vista). You can check in the Control Panel > Add/Remove Program. To download it from Microsoft [Click HERE](#) .
1. Download the Colligo Contributor MSI installation file to your local computer.
 2. Double-click on the installation file to install Colligo Contributor.
 3. Enter your license key.
 4. Colligo Contributor can be set to launch at Windows Start Up. This will enable the background synchronization to start automatically.

Downloading Your First Site

1. Launch Colligo Contributor
2. Select “Download New Site”

Either from the Main Menu:

[Site > Download New Site](#)

Or from the Toolbar drop-down:

[<No Sites>](#)

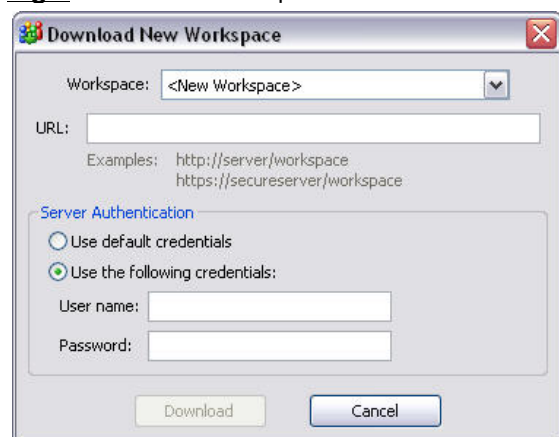
3. Enter **Site address** and **credentials**.

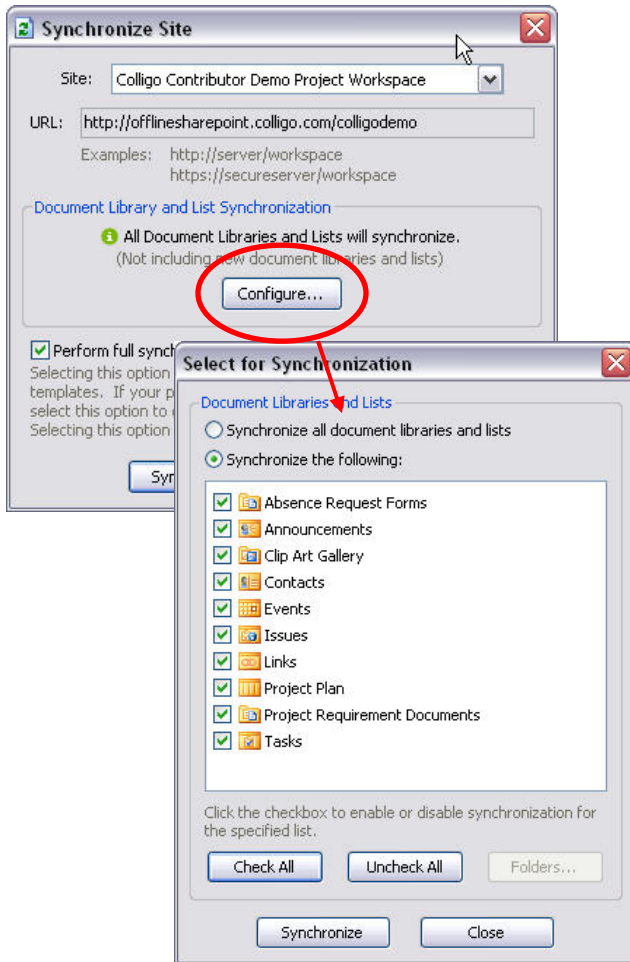
Examples: <http://server/Site>
<https://secureserver/Site>

Entering the User Name may require the use of the Domain as well as the user name.

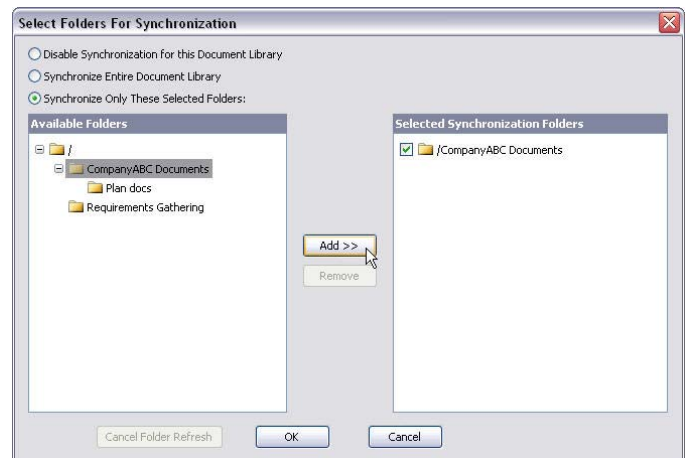
Example: [DOMAIN/username](#)

Fig.1 – Download Workspace - Credentials



**Fig.2 – Download/Sync Selection**

4. Click “Download” and Colligo Contributor will begin by opening the “Synchronize Site” window. Click “Configure” to see a list of available Document Libraries and List that are available for download.
5. Select the Libraries and Lists you wish to download or click “Check all”
6. If you highlight a Document Library with folders you may select the “Folders” button to select the sub-folders to be synchronized.
7. Click “Synchronize” to begin the download.

Fig.3 – Choose Folders in a Document Library

Editing Content Offline

- Navigation of lists, libraries, and views is virtually the same as with SharePoint 2007. If you are familiar with SharePoint 2003, please note the views are now in the drop-down on the far right.
- Documents or forms can be launched simply by double-clicking on them.
- Metadata on documents and list items can be edited by right-clicking on the item to bring up the Edit Properties dialog.

This Quick Start Guide is designed to serve as a very brief overview to help you get started. If you would like further instructions, please consult the Features list at <http://support.colligo.com/Lists/Features/AllItems.aspx> - where you will find a complete list of features by product along with instructions for use. You will also find a number of [screencasts](#) on the support site that walk you through the main product features. The SharePoint support site can be synchronized with Colligo Contributor for anytime access, online or offline. Please follow the instructions on the home page at <http://support.colligo.com/>. We hope you enjoy using the product, and please don't hesitate to send us questions or provide feedback at support@colligo.com. Thank You.