



## Division of Information Technology

### Microsoft SharePoint 2010 End User Quick Reference Card

Microsoft SharePoint 2010 brings together the people, documents, information, and ideas of the community into a centralized workspace where everyone can collaborate. With new features like calendar viewing, better blogging utility, and an improved interface, employees can keep on top of their projects, better understand coworkers and customers within the same central information platform as your team. With a new improved mobile functionality, SharePoint 2010 can bring the future on the go.

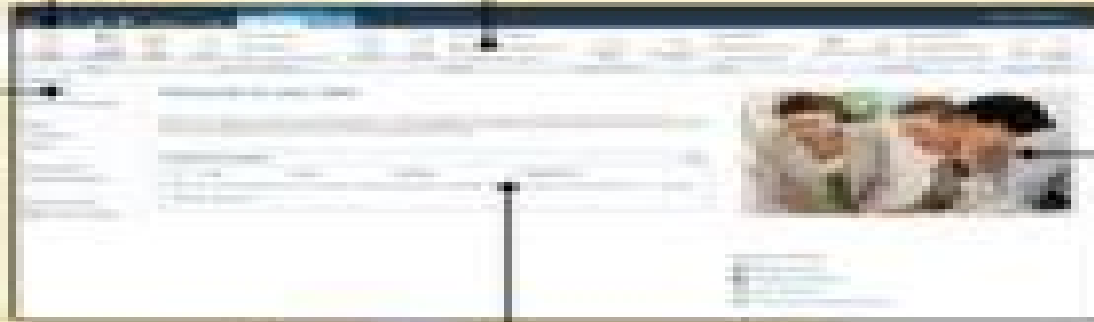
#### Open Document Explorer

Open document explorer to view and manage documents and folders.

#### The Ribbon

The ribbon contains all the commands for the application. Click on the ribbon to see the commands for the current view.

SharePoint 2010 is a powerful collaboration platform that can help you and your team work more effectively. It provides a central location for documents, information, and ideas, and it makes it easy to share and collaborate on work.



#### SharePoint Home

SharePoint Home is the central location for documents, information, and ideas.

SharePoint 2010 is a powerful collaboration platform that can help you and your team work more effectively. It provides a central location for documents, information, and ideas, and it makes it easy to share and collaborate on work.

Microsoft SharePoint is a highly customizable collaboration tool that can help you and your team work more effectively. It provides a central location for documents, information, and ideas, and it makes it easy to share and collaborate on work.

# Sharepoint 2010 End User Quick Guide

**Winsmarts LLC, Sahil Malik, Brian Farnhill, Razi bin Rais, Ed Richard, Ed Musters, Darrin Bishop, Matthew McDermott, Mark Orange, Cory R. Lorient, Matt Eddinger, Doug Ortiz, Tahir Naveed, Karthick Sethunarayanan, Barry Ralston, Steve Wright, Ed Hild, Joerg Krause, Dave Milner, Dan Bakmand-Mikalski**

## **Sharepoint 2010 End User Quick Guide:**

*Visio Services Quick Guide* Sahil Malik, Srini Sistla, 2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide

**SharePoint 2010 Site Owner's Manual** Yvonne M. Harryman, 2012-02-12 Summary SharePoint 2010 Site Owner's Manual teaches you what SharePoint 2010 is all about and how to get started using it The book also includes step by step scenarios for implementing real world scenarios You will learn how to build powerful sites leveraging SharePoint's out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites With it you ll learn how to set up document sharing trackable workflows and many other business applications You ll go step by step through real world scenarios like content management business intelligence sharing information on the web and search Along the way you ll learn how to interact with other business tools like Access InfoPath and SharePoint Designer This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint's out of the box functionality No programming or system administration experience is required Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning Also available is all code from the book What's Inside Go from user to power user Build on out of the box features Customize your SharePoint site Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint A deeper dive into SharePoint capabilities Creating sites using site and list templates PART 2 IMPLEMENTATIONS USING REAL WORLD SCENARIOS Setting up a document collaboration site Leveraging enterprise content management features Publishing information to the web Empowering users with business intelligence Creating application sites with SharePoint Designer Collecting and managing data by integrating with InfoPath Reporting and web applications using Access Pulling it all together with search My Sites and cross site functionality

**Access 2010: The Missing Manual** Matthew MacDonald, 2010-06-18 Unlock the secrets of this powerful database program and discover how to use your data in creative ways With this book's easy step by step process you ll quickly learn how to build and maintain a complete Access database using Access 2013's new simpler user interface and templates You also get practices and tips from the pros for good database design ideal whether you're using Access for school business or at home The important stuff you need to know Build a database with ease Store information to track numbers products

documents and more Customize the interface Build your own forms to make data entry a snap Find what you need fast Search sort and summarize huge amounts of information Put your data to use Turn raw info into printed reports with attractive formatting Share your data Collaborate online with SharePoint and the Access web database Dive into Access programming Get tricks and techniques to automate common tasks Create rich data connections Build dynamic links with SQL Server SharePoint and other systems

*Microsoft SharePoint 2013 Pocket Guide* Ben Curry, 2013-08-16 This is your most concise practical reference to deploying configuring and running SharePoint 2013 Perfect for admins at all levels it covers both technical topics and business solutions SharePoint MVP Ben Curry focuses on the crucial step by step information for performing day to day tasks quickly reliably and well No obscure settings abstract theory or hype just help you can really trust and really use Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools including microblogging Back up and restore

[SharePoint 2013 Field Guide](#) Errin O'Connor, 2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In *SharePoint 2013 Field Guide* top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud *SharePoint 2013 Field Guide* will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data

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### **SharePoint 2010 Enterprise Architect's Guidebook**

Brian Wilson, Reza Alirezai, Bill Baer, Martin Kearn, 2012-03-06 Tips and techniques for becoming a successful SharePoint architect If you're eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect's Guidebook you'll quickly discover the requirements for designing a successful SharePoint 2010 deployment

[Access 2013: The Missing Manual](#) Matthew MacDonald, 2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book's easy step by step instructions you'll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you're using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

### **Beginning PowerShell for SharePoint 2013**

Nikolas Charlebois-Laprade, 2014-03-05 Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell Microsoft's vastly flexible and versatile object oriented scripting language PowerShell is the future of Microsoft administration and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts This book helps bridge the gap introducing PowerShell fundamentals and operations in the context of deploying migrating managing and monitoring SharePoint 2013

Author Nik Charlebois Laprade begins by explaining the fundamental concepts behind the PowerShell language. Then with copious real world examples and scripts he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform. For SharePoint administrators wanting to do more with the technology or for SharePoint developers trying to build their skills on the administration side, *Beginning PowerShell for SharePoint 2013* is the perfect book to kick off your PowerShell journey.

**Wrox SharePoint 2010 SharePoint911 Three-Pack** Todd Klindt, Shane Young, Jennifer Mason, Laura Rogers, Randy Drisgill, John Ross, Larry Riemann, Amanda Perran, Shane Perran, Jacob J. Sanford, Paul Stubbs, Steve Caravajal, 2012-02-25. The Wrox SharePoint 2010 SharePoint911 Three Pack combines the contents of three full e-books written by the experts from SharePoint911. That's over 1800 pages of hands-on advice from Todd Klindt, Shane Young, Laura Rogers, Randy Drisgill, Jennifer Mason, John Ross, and Larry Riemann among others. In *Beginning SharePoint 2010: Building Business Solutions with SharePoint* (ISBN 978 0 470 61789 2) by Amanda Perran, Shane Perran, Jennifer Mason, and Laura Rogers, readers learn the core concepts, terminology, and features of SharePoint 2010. In *Professional SharePoint 2010: Branding and User Interface Design* (ISBN 978 0 470 58464 4) by Randy Drisgill, John Ross, Jacob J. Sanford, Paul Stubbs, and Larry Riemann, the reader gets a deep dive into branding a SharePoint site. In the third book of the set, the SharePoint bestseller *Professional SharePoint 2010: Administration* (ISBN 978 0 470 53333 8) by Todd Klindt, Shane Young, and Steve Caravajal, the authors provide a detailed look at the administration tools available in SharePoint 2010.

**Pro SharePoint Designer 2010** Steve Wright, David Petersen, 2011-10-09. SharePoint 2010 offers developers, designers, and users a sophisticated intranet web application and Internet site platform. But until now, SharePoint users have had to painfully edit code or seek developer assistance to customize more than just the most minor parts of their sites. All of that has changed with *SharePoint Designer 2010*. Gain complete control and enhance your SharePoint sites with a depth not previously possible using this book. *Pro SharePoint Designer 2010* is your soup-to-nuts reference for unlocking the power of SharePoint Designer. Covering everything you'll need to know to create custom, rich SharePoint experiences, *Pro SharePoint Designer 2010* is a masterful guide to getting the most from this powerful application quickly and easily. This book starts with a fast-paced introduction to the 2010 version of the SharePoint Designer solution, including an overview of its features and capabilities. Then the authors demonstrate those tools in action in a practical, results-oriented way, showing you how to vastly improve the functionality, fit, and finish of your SharePoint sites. With *Pro SharePoint Designer 2010* at hand, you'll master the customization of the end user's complete SharePoint 2010 experience and be on your way to enhancing your sites in no time.

**Professional SharePoint 2010 Administration** Todd Klindt, Shane Young, Steve Caravajal, 2010-06-15. Thorough coverage of the improvements and changes to SharePoint 2010. SharePoint 2010 boasts a variety of incredible new features that will challenge even the most experienced administrator who is upgrading from SharePoint 2007. Written by a team of SharePoint experts, this book places a special aim at showing you how to make these new features work right for you.

Offering an in depth look at SharePoint 2010 the authors focus on how SharePoint functionality has changed from its earliest version to its newest and they provide you with detailed coverage of all the new features and capabilities Presents in depth coverage of the new features and functions of SharePoint 2010 Demonstrates installation configuration and upgrading existing SharePoint 2007 servers Discusses architecture and capacity planning securing and managing site content and integrating Office clients Details the protocol for handling monitoring creating backups and executing disaster recovery Addresses shared service applications navigation and governance and business intelligence and reporting services Professional SharePoint 2010 presents a solid understanding of the functionality that SharePoint 2010 provides which will allow you to see what it can do for you     [SharePoint 2010 Wrox 10-Pack Digital Library](#) Todd Klindt,2012-03-07 The SharePoint 2010 Wrox 10 Pack Digital Library contains these ten books priced at a considerable savings off of the combined list prices to give you a complete SharePoint 2010 e book library Professional SharePoint 2010 Administration ISBN 9780470533338 Professional SharePoint 2010 Development 2nd edition ISBN 9781118131688 Real World SharePoint 2010 Indispensable Experiences from 22 MVPs ISBN 9780470597132 Professional Business Connectivity Services in SharePoint 2010 ISBN 9781118043790 Professional SharePoint 2010 Cloud Based Solutions ISBN 9781118076576 SharePoint 2010 Enterprise Architect s Guidebook ISBN 9780470643198 SharePoint Server 2010 Enterprise Content Management ISBN 9780470584651 SharePoint 2010 Field Guide ISBN 9781118105054 SharePoint 2010 Six in One ISBN 9780470877272 Professional SharePoint 2010 Branding and User Interface Design ISBN 9780470584644     **Securing Cloud and Mobility** Ian Lim,E. Coleen Coolidge,Paul Hourani,2013-02-11 A practitioners handbook on securing virtualization cloud computing and mobility this book bridges academic theory with real world implementation It provides pragmatic guidance on securing the multi faceted layers of private and public cloud deployments as well as mobility infrastructures The book offers in depth coverage of implementation plans workflows process consideration points and project planning Topics covered include physical and virtual segregation orchestration security threat intelligence identity management cloud security assessments cloud encryption services audit and compliance certifications secure mobile architecture and secure mobile coding standards

**Professional SharePoint 2013 Development** Reza Alirezaei,Brendon Schwartz,Matt Ranlett,Scot Hillier,Brian Wilson,Jeff Fried,Paul Swider,2013-02-22 Thorough coverage of development in SharePoint 2013 A team of well known Microsoft MVPs joins forces in this fully updated resource providing you with in depth coverage of development tools in the latest iteration of the immensely popular SharePoint From building solutions to building custom workflow and content management applications this book shares field tested best practices on all aspect of SharePoint 2013 development Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters on Application Life Cycle Management developing apps in SharePoint and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an essential SharePoint developer title     [How to Do Everything Microsoft SharePoint 2013](#) Stephen

Cawood,2013-03-26 Maximize Microsoft SharePoint 2013 Written by a former member of the SharePoint development team How to Do Everything Microsoft SharePoint 2013 shows you how to get the most out of the latest release of this dynamic business collaboration platform You ll learn to set up SharePoint sites and use document management wikis taxonomy blogs social features and more to organize manage and share content Real world examples help you accomplish tasks quickly and easily Basic information on SharePoint development and administration is also included in this practical guide Work with sites apps lists libraries and items Upload documents manage files with document libraries and use document versioning and content approval features Collaborate via discussion boards blogs wikis events surveys calendars and newsfeeds Use social tagging enable a folksonomy and use enterprise keywords Create a taxonomy hierarchy using enterprise managed metadata Build publishing sites personal sites and websites Display data on pages using web and app parts Customize apps lists forms and navigation Use SharePoint with client applications including Microsoft Office Outlook InfoPath SharePoint Designer and third party applications Learn the basics of SharePoint administration and development      **Microsoft SharePoint 2010 Administrator's Pocket Consultant** Ben Curry,2010-06-24 Portable and precise this pocket sized guide delivers ready answers for the day to day administration of SharePoint 2010 Featuring easy to scan tables step by step instructions and handy lists this book offers the streamlined straightforward information you need to solve problems and get the job done whether at your desk or in the field Topics include deployment site configuration enterprise content management search and indexing workflows shared service providers information management policies scalability availability security logging and processing analysis and backup and recovery      *Pro SharePoint 2010 Search* Josh Noble,Robert Piddocke,Dan Bakmand-Mikalski,2011-08-06 Pro SharePoint 2010 Search gives you expert advice on planning deploying and customizing searches in SharePoint 2010 Drawing on the authors extensive experience of working with real world SharePoint deployments this book teaches everything you ll need to know to create well designed SharePoint solutions that always keep the end user s experience in mind Increase your search efficiency with SharePoint 2010 s search functionality extend the search user interface using third party tools and utilize analytics to improve relevancy This practical hands on book is a must have resource for anyone looking to unlock the full potential of their SharePoint server s search capabilities Pro SharePoint 2010 Search empowers you to customize a SharePoint 2010 search deployment and maximize the platform s potential for your organization      Expert SharePoint 2010 Practices Winsmarts LLC,Sahil Malik,Brian Farnhill,Razi bin Rais,Ed Richard,Ed Musters,Darrin Bishop,Matthew McDermott,Mark Orange,Cory R. Loriot,Matt Eddinger,Doug Ortiz,Tahir Naveed,Karthick Sethunarayanan,Barry Ralston,Steve Wright,Ed Hild,Joerg Krause,Dave Milner,Dan Bakmand-Mikalski,2012-02-25 Expert SharePoint 2010 Practices is a valuable compendium of best practices tips and secrets straight from the most knowledgeable SharePoint gurus in the industry Learn from the experts as you dive into topics like multitenancy solution deployment business intelligence and administration Our team of carefully chosen contributors most



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**Custom SharePoint Solutions with HTML and JavaScript** Brandon Atkinson, 2015-03-16 The content and screenshots in this book are based on SharePoint 2013. The techniques shown can also be applied to SharePoint 2016. Custom SharePoint Solutions with HTML and JavaScript shows you how to build and customize SharePoint solutions to suit a wide range of business needs. You don't need a background in Microsoft technologies; you'll learn how to rapidly build and customize sites entirely on the front end starting with out-of-the-box features and extending them with HTML and JavaScript code. The book starts with an introduction to working with SharePoint on the front end and how this can help you avoid common pitfalls associated with deploying custom code on the server. You'll start by using SharePoint's browser-based tools to place and manipulate out-of-the-box web parts on a page. Then learn to inject some simple HTML and JavaScript to manipulate these web parts and use JSLink to rapidly style and manipulate data in the List web part. You'll also see examples of how to build your own custom web parts using HTML, JavaScript, and CSS. For those who want to dive deeper into JavaScript on SharePoint, chapters cover working directly with built-in JavaScript methods and properties and the JavaScript object model JSOM and how to work with the powerful new REST API which gives you the ultimate flexibility over what you do with your data. Whatever your background, whether it's web development working with SharePoint on the server side or if you're a SharePoint user looking to learn new skills, Custom SharePoint Solutions with HTML and JavaScript will show you how to get what you want from SharePoint quickly and reliably.

Professional Microsoft SQL Server 2012 Analysis Services with MDX and DAX Sivakumar Harinath, Ronald Pihlgren, Denny Guang-Yeu Lee, John Sirmon, Robert M. Bruckner, 2012-10-06 Understand Microsoft's dramatically updated new release of its premier toolset for business intelligence. The first major update to Microsoft's state-of-the-art complex toolset for business intelligence BI in years is now available and what better way to master it than with this detailed book from key members of the product's development team. If you're a database or data warehouse developer, this is the expert resource you need to build full-scale multi-dimensional database applications using Microsoft's new SQL Server 2012 Analysis Services and related tools. Discover how to solve real-world BI problems by leveraging a slew of powerful new Analysis Services features and capabilities. These include the new DAX language which is a more user-friendly version of MDX, PowerPivot, a new tool for performing simplified analysis of data, BISM, Microsoft's new Business Intelligence Semantic Model, and much more. Serves as an authoritative guide to Microsoft's new SQL Server 2012 Analysis Services BI product and is written by key members of the Microsoft

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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sharepoint 2010 End User Quick Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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### **Table of Contents Sharepoint 2010 End User Quick Guide**

1. Understanding the eBook Sharepoint 2010 End User Quick Guide
  - The Rise of Digital Reading Sharepoint 2010 End User Quick Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint 2010 End User Quick Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sharepoint 2010 End User Quick Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint 2010 End User Quick Guide
  - Personalized Recommendations
  - Sharepoint 2010 End User Quick Guide User Reviews and Ratings
  - Sharepoint 2010 End User Quick Guide and Bestseller Lists

5. Accessing Sharepoint 2010 End User Quick Guide Free and Paid eBooks
  - Sharepoint 2010 End User Quick Guide Public Domain eBooks
  - Sharepoint 2010 End User Quick Guide eBook Subscription Services
  - Sharepoint 2010 End User Quick Guide Budget-Friendly Options
6. Navigating Sharepoint 2010 End User Quick Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Sharepoint 2010 End User Quick Guide Compatibility with Devices
  - Sharepoint 2010 End User Quick Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sharepoint 2010 End User Quick Guide
  - Highlighting and Note-Taking Sharepoint 2010 End User Quick Guide
  - Interactive Elements Sharepoint 2010 End User Quick Guide
8. Staying Engaged with Sharepoint 2010 End User Quick Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sharepoint 2010 End User Quick Guide
9. Balancing eBooks and Physical Books Sharepoint 2010 End User Quick Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sharepoint 2010 End User Quick Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sharepoint 2010 End User Quick Guide
  - Setting Reading Goals Sharepoint 2010 End User Quick Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sharepoint 2010 End User Quick Guide
  - Fact-Checking eBook Content of Sharepoint 2010 End User Quick Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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