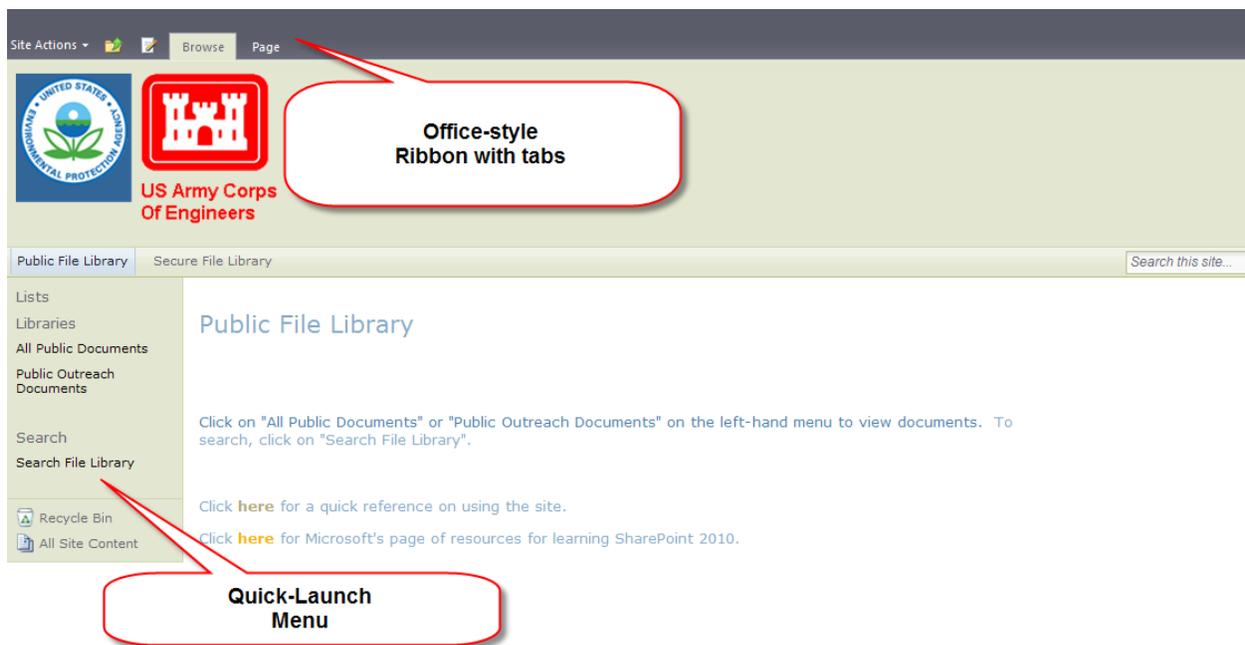


Quick Guide to the Passaic/Newark Bay Digital Library.

Introduction

The new digital library is based on SharePoint 2010. SharePoint offers advanced capabilities for sorting, filtering and searching files. The file library is no longer folder-based, but allows the files to be viewed in different ways.

When you first browse to the site, you will see the Welcome Page (exact text may vary):



The Office-style ribbon menu is a new feature of SharePoint 2010. If you have used Microsoft Office 2007 or later, this will be familiar. Clicking on tabs presents a different menu. This will be shown below in the discussion on viewing documents. The tab below the logos marked “Public File Library” is the Home page tab. Clicking on this will always return you to this Welcome page.

Click on “All Public Documents” or Public Outreach Documents” on the left-hand menu to view documents in the digital library.

Viewing Documents

When you first load the “All Public Documents” page, it will appear like the following:

The screenshot shows a web interface for the Passaic River Public Digital Library. At the top, there is a navigation bar with tabs for "Browse", "Documents", and "Library". A red callout box points to the "Browse" tab, stating "Note, the 'Browse' tab is active." Below the navigation bar, there are logos for the United States Environmental Protection Agency and the US Army Corps of Engineers. The breadcrumb trail reads "Passaic River Public Digital Library > Public Documents > Grouped By Path". A sidebar on the left contains a "Public File Library" section with a search bar and a list of site content. The main content area displays a table of documents grouped by path. The table has columns for Name, File Size, PublicTitle, Path, and OriginalDateC. The documents are listed in a hierarchical manner, with expandable/collapsible icons (+/-) to the left of each path label.

Name	File Size	PublicTitle	Path	OriginalDateC
<input type="checkbox"/>			Path : Background Documents and Previous Sampling (186)	
<input type="checkbox"/>			Path : Background Documents and Previous Sampling\Newark Bay ADCP Data\Trip 1 May 8 1994 (23)	
<input type="checkbox"/>			Path : Background Documents and Previous Sampling\Newark Bay ADCP Data\Trip 2 May 22 1994 (36)	
<input type="checkbox"/>			Path : Background Documents and Previous Sampling\Newark Bay ADCP Data\Trip 3 June 25 1994 (35)	
<input type="checkbox"/>			Path : Commercial Analysis (1)	
<input type="checkbox"/>			Path : Conceptual Site Model (3)	
<input type="checkbox"/>			Path : Current NB Sampling Activities (3)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A (3)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix C (26)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix D (35)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix E (43)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix F (27)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix G (24)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix H (38)	
<input type="checkbox"/>			Path : Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix I (13)	

Documents are grouped by “Path”. These correspond to folders in the previous version of the digital library, but these are not folders. You will see below how to get an alternative view of the documents. For now, click on the “+” sign to the left of a group label to view all of the files in that group.

Passaic River Public Digital Library > Public Documents > Grouped By Path >

US Army Corps Of Engineers

Libraries	Name	File Size	PublicTitle
Public Documents	Path : Background Documents and Previous Sampling (186)		
Search	1987 USACE Flood Protection Feasibility	12527 KB	1987 USACE Flood Protection Feasibility
Search File Library	1997-08 USFWS dioxin in cormorant-night heron eggs	2790 KB	1997-08 USFWS dioxin in cormorant-night heron eggs.pdf
All Site Content	2000-04 USFWS impact of dioxins-PCBs on fish-birds in Newark Bay	4177 KB	2000-04 USFWS impact of dioxins-PCBs on fish-birds in Newark Bay.pdf
	2000-07 USFWS dietary transfer of dioxins	3465 KB	2000-07 USFWS dietary transfer of dioxins.pdf
	A Characterization of Sites in the Hackensack Meadowlands District Experiencing Unexplained Decline of <i>Spartina Alterniflora</i>	570 KB	A Characterization of Sites in the Hackensack Meadowlands District Experiencing Unexplained Decline of <i>Spartina Alterniflora</i>
	Accumulation of Chromium in Blue Crab (<i>Callinectes Sapidus</i>) From the Hackensack River, Hudson County NJ	200 KB	Accumulation of Chromium in Blue Crab (<i>Callinectes Sapidus</i>) From the Hackensack River, Hudson County NJ
	Accumulation of Chromium in Blue Crabs (<i>Callinectes sapidus</i>) From the Hackensack River, Hudson Co, NJ Final Report	2749 KB	Accumulation of Chromium in Blue Crabs (<i>Callinectes sapidus</i>) From the Hackensack River, Hudson Co, NJ Final Report
	Agency Review Draft Geophysical Investigation Report	1035 KB	Agency Review Draft Geophysical Investigation Report
	Agency Review Draft Phase I Remedial Investigation Report Ventron Velsicol Site, Wood-Ridge Carlstadt, NJ Vol 2 of 3 Append	5951 KB	Agency Review Draft Phase I Remedial Investigation Report: Ventron Velsicol Site, Wood-Ridge Carlstadt, NJ Vol 2 of 3: Append
	Agency Review Draft Phase IA Technical Memorandum Ventron Velsicol Site Wood-Ridge Carlstadt, NJ	2771 KB	Agency Review Draft Phase IA Technical Memorandum Ventron Velsicol Site Wood-Ridge Carlstadt, NJ
	Agency Review Draft Phase IA Workplan Ventron Velsicol Site Wood-Ridge Carlstadt, New Jersey	1018 KB	Agency Review Draft Phase IA Workplan Ventron Velsicol Site Wood-Ridge Carlstadt, New Jersey
	Altered CYP1A Expression in <i>Fundulus Heteroclitus</i> Adults and Larvae a Sign of Pollutant Resistance	364 KB	Altered CYP1A Expression in <i>Fundulus Heteroclitus</i>
	An Evaluation of a Study of Emissions of Volatile Organic Compounds From Sanitary Landfills In Richard W. Dekorte Park	1390 KB	An Evaluation of a Study of Emissions of Volatile Organic Compounds From Sanitary Landfills In Richard W. Dekorte Park

The above shows a single group expanded. You can click on the headers (Name, File Size, etc) to sort the documents in ascending or descending order.

If you want to see a different view of the files, click on the "Library" tab. That opens up the Library ribbon toolbar. Look for a drop-down list of views. You can choose the one called "All Documents Together". Choose "Public Outreach Files" view to see just those documents categorized under "Public Outreach" (site administrators may be adding additional useful views to the list in the future).

Library Tools

Documents Library

Show Task Pane Show Totals Refresh Data Datasheet

Create View Create Column Navigate Up Manage View

Modify View Current View: Grouped By Path

Default Grouped By Path Public All Documents Together GroupedByAuthorName Public Outreach Files

Public Outreach Files

The easiest way to view a document is to click on its name. Be aware that some documents are very large (the files size is shown) and will take a long time to download to your computer.

If you hover your cursor over a filename, it should appear with a checkbox to the left and a down-arrow on the right. The down-arrow calls up a menu from which you can view the “properties” of the document. These include such things as the author, waterbodies associated with the document, etc. Clciking the checkbox selects the document and automatically selects the “Document” tab on the top ribbon menu. However, most of the choices on that menu will be grayed-out and inaccessible to public users, because they have read-only access.

NOTE: If you get lost, click on “Public Documents” in the left-hand menu, or look for the “Browse” button at the top of the ribbon menu and click it to get the “home” tab back.

Searching

You click on Search File Library on the left-hand page to go to the search tool.

The Search component allows you to search the document metadata (property) fields to find documents of interest. For instance, you can find all documents with “Crab” in the file name.

List Search

The screenshot shows a search interface with the following elements:

- A search scope dropdown set to "Public Documents".
- A table for search criteria with columns: Field Name, Comparison, Value, and And/Or.
- One search criterion: Field Name "Name", Comparison "Contains", Value "crab", and And/Or dropdown.
- A "Display search result using this view:" dropdown set to "Grouped By Path".
- Buttons for "Group", "Ungroup", "Delete", "Find", and "Reset".

Field Name	Comparison	Value	And/Or
<input type="checkbox"/> Name	Contains	crab	

You can do the same with simple SharePoint search (see below) but what makes this more powerful is that you can create complex search criteria. For instance, to fins all documents with “Dioxin” in the “Public Title” name which were authored after 2008, you would create the first criterion and then select “And” from the And/or drop-down. That will create a new row:

List Search

Search within this list: **Public Documents**

Field Name	Comparison	Value	And/Or
<input type="checkbox"/> PublicTitle	Contains	dioxin	And
<input type="checkbox"/> OriginalDateCreated	Greater than	12/31/2008	

Display search result using this view: **Grouped By Path** [Group](#) [Ungroup](#) [Delete](#)

[Find](#) [Reset](#)

Name	File Size	PublicTitle	Path	OriginalDateCreated
1997-08 USFWS dioxin in cormorant-night heron eggs	2790 KB	1997-08 USFWS dioxin in cormorant-night heron eggs.pdf	Background Documents and Previous Sampling	4/1/2010
2000-04 USFWS impact of dioxins-PCBs on fish-birds in Newark Bay	4176 KB	2000-04 USFWS impact of dioxins-PCBs on fish-birds in Newark Bay.pdf	Background Documents and Previous Sampling	4/1/2010
2000-07 USFWS dietary transfer of dioxins	3464 KB	2000-07 USFWS dietary transfer of dioxins.pdf	Background Documents and Previous Sampling	4/1/2010

Found documents can be viewed by clicking on the names. As always, be aware of the file sizes.

With practice, you can create very complex search criteria. The “group” links allow you to combine terms as within parentheses. Familiarity with the properties of the documents (use the View Properties” link) will allow you to make more effective queries. Be aware that property values have not always been filled out.

SharePoint Search

In the upper-right portion of your screen, you will see the SharePoint standard search box. If you type a word into this box and click the magnifying glass icon, SharePoint will return a list of documents which either have that search term in their properties (metadata) or, if it is a Microsoft Access document like an Excel Spreadsheet or Word document, in the text of the document itself. All the results are presented in a single list, some of which link to the properties pages of a document and some to the document itself. Example, search for the word “heron”:



Returns the following list:

Public File Library

1-3 of 3 results

-  [1997-08 USFWS dioxin in cormorant-night heron eggs](#)
Date: 1/19/2011 Size: 3MB
<http://passaic.sharepointspace.com/Public Documents/Forms/DispForm.aspx?ID=240>
-  [Public Documents - All Documents Together](#)
Current NB Sampling Activities\Phase I Remedial Investigation Work Plan\Phase I RIWP Vol 1A\Appendix G ... 1997-08 USFWS dioxin in cormorant-night **heron** eggs ... 1999 to 2000 Sediment Sampling Locations ... 2000-04 USFWS impact of dioxins-PCBs on fish-birds in Newark Bay ...
Date: 1/19/2011
<http://passaic.sharepointspace.com/Public Documents/Forms/All Documents Together.aspx>
-  [Tierra \(2002d\) bird.xls](#)
Newark Bay\Remedial Investigation Work Plan\TSI RIWP June 2004\RIWP Volume 1a of 3\Appendix H Biological Communities Data\Tierra (2002d) ... Current NB Sampling Activities\Phase I Remedial Investigation ... Great blue **heron** ... Green **heron** ... Black-crowned night-**heron** ... Little blue **heron** ...
Authors: Jennifer Wallin Date: 1/19/2011 Size: 1MB
[http://passaic.sharepointspace.com/Public Documents/Tierra \(2002d\) bird.xls](http://passaic.sharepointspace.com/Public Documents/Tierra (2002d) bird.xls)

The first document listed is a PDF file, but clicking on the link will open up the properties of the document. From the properties page, you can click on the file name to open the document itself.

The second item in the list is actually a view of the entire list which includes one or more documents with “heron” in the listed columns.

The third result is a direct link to an XLS file. Click on the name to open the document.

Since the built-in search function is limited, we have provided the more flexible search component described in the previous section, but you might want to try both.