

# SharePoint 2013 End User Training

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# End User Tutorial Sharepoint 2013

**Reza Alirezai, Brendon Schwartz, Matt  
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Fried, Paul Swider**

## **End User Tutorial Sharepoint 2013:**

**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 centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

**SharePoint 2013 User's Guide** Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

**SharePoint 2013 How-To** Ishai Sagi, 2013-05-30 SharePoint 2013 How To Need fast reliable easy to implement solutions for SharePoint 2013 This book delivers exactly what you re looking for step by step help and guidance with the tasks that users authors content managers and site managers perform most often Fully updated to reflect SharePoint 2013 s latest improvements and fluid new design it covers everything from lists and views to

social networking workflows and security The industry's most focused SharePoint resource SharePoint 2013 How To provides all the answers you need now Ishai Sagi is a SharePoint developer and architect who provides solutions through his company Extelligent Design which is Canberra Australia's leading SharePoint consultancy Sagi has worked with SharePoint since it was introduced in 2001 Honored four times by Microsoft as a Microsoft Office SharePoint Server MVP he has trained many end users administrators and developers in using SharePoint or developing solutions for it He leads Canberra's SharePoint user group and has spoken at Microsoft conferences around the world He hosts the popular blog Sharepoint Tips and Tricks [www.sharepointtips.com](http://www.sharepointtips.com) and authored SharePoint 2010 How To Fast Accurate and Easy to Use Quickly review essential SharePoint terminology and concepts Master SharePoint 2013's revamped interface for Windows PCs Surface and smartphones Run SharePoint in the cloud with Microsoft Office 365 and SkyDrive Find log on to and navigate SharePoint sites Create manage and use list items documents and forms Alert yourself to new or changed content Use views to work with content more efficiently Leverage SharePoint 2013's revamped search capabilities Organize content with lists document libraries and templates Use powerful social networking features including tagging NewsFeed updates and microblogging Author and edit each type of SharePoint page Build flexible navigation hierarchies with Managed Metadata Systematically manage site security and content access Control permissions more effectively with the Permissions Page Create and track workflows and integrate them with lists or libraries Customize a site's appearance settings and behavior Create new Office 365 private and public site collections

*Practical SharePoint 2013 Governance* Steve Goodyear, 2013-04-26 Practical SharePoint 2013 Governance is the first book to offer practical and action focused SharePoint governance guidance based on consulting experiences with real organizations in the field It provides the quintessential governance reference guide for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real world governance challenges Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides real world examples that apply each governance concept to an actual scenario What you'll learn Define a scope to offer SharePoint as a service to an organization Specify roles and responsibilities involved in a SharePoint service Envision and strategize a SharePoint roadmap Plan for growing and upgrading a SharePoint environment Measure and report on performance metrics Set boundaries for development standards and testing processes Who this book is for Practical SharePoint 2013 Governance is for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance It is an excellent choice for people who like action focused concepts or who want to go beyond documentation and theory This book is a fantastic choice for anyone looking for agile ideas to put into practice without necessarily embarking on a lengthy governance exercise upfront Table of ContentsPart I Orientating SharePoint Governance 1 Understanding SharePoint

Governance Part II Defining the SharePoint Service 2 Defining Your SharePoint Service and Service Tiers 3 Determining Your SharePoint Features and Functionality 4 Establishing Your Team's Roles and Responsibilities 5 Shaping Your User Readiness and Training 6 Measuring and Reporting on Your SharePoint Service Performance Part III Expanding the SharePoint Service 7 Creating Your SharePoint Roadmap 8 Promoting a Feedback Process 9 Managing Your SharePoint Demand Funnel 10 Growing Your SharePoint Service 11 Preparing for SharePoint Upgrades and Patches Part IV Customizing the SharePoint Service 12 Committing Sponsorship and Ownership of Customizations 13 Facilitating and Isolating End User Customizations 14 Designing Your Development Standards and Testing Processes 15 Framing Your Information Architecture and UI Standards 16 Coordinating Your Code Promotion and Release Processes 17 Rapid Concepts *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 Errin O'Connor, 2014 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 centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

**Microsoft SharePoint 2013 Disaster Recovery Guide** Peter Ward, Peter Abreu, Pavlo Andrushkiw, Pat Esposito, Jeff Gellman, Joel Plaut, 2013-09-25 The style and approach of the book is an easy to read SharePoint admin guide This is not a step by step instruction book but rather a guide on how to implement and execute a disaster recovery plan to your SharePoint environment This book is great for both SharePoint and SQL administrators new to the SharePoint 2013 architecture and who are looking to get a good grounding in how to use implement a solid disaster recovery plan It is assumed that you have some experience in SharePoint and Windows Server and as well be familiar with SQL

**SharePoint 2013 - First Look for Power Users** Asif Rehmani, 2012-11 This book is designed to be a practical guide to jump start your learning about the specifics of SharePoint 2013 The focus is on Team Sites and MySite not Publishing Sites and specifically the visual elements of the sites Topics covered are Overview of SharePoint 2013 Team Site Security access management Branding sites using Themes Understanding SharePoint Apps Managing documents in Team Sites and MySite List management Searching within site collection Social features of SharePoint 2013 This book's target audience is the Power User of SharePoint End users developers and IT professionals can also greatly benefit from the knowledge in this book to prepare themselves for the next version of SharePoint Purchase of this book entitles the purchaser to 1 free month of access to all of the video tutorials at the SharePoint Videos.com site Please email books.sharepoint@elearning.com with the proof of purchase and you will be setup with your free 1 month access to the site

Microsoft Exchange Server 2013 Unleashed Rand Morimoto, 2013 Presents information on the design implementation migration and administration of a Microsoft Exchange Server environment

Professional SharePoint 2013 Development eBook and SharePoint-videos.com Bundle Reza Alirezadei, Brendon Schwartz, Matt Ranlett, Scot Hillier, Brian Wilson, Jeff Fried, Paul Swider, Asif Rehmani, 2014-03-10 Beginning SharePoint 2013 Development eBook and SharePoint videos.com Bundle

Visio Services Quick Guide Sahil Malik, Srini Sistla, 2014-12-29 In this fast paced 100 page guide you will 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 Office and SharePoint 2010 User's Guide Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment *Beginning PowerShell for SharePoint 2016* Nikolas Charlebois-Laprade,John Edward Naguib,2017-05-23 Use the latest tools to manage and automate tasks on Microsoft s SharePoint platform You will achieve time and cost savings increase reliability of deployments and learn how to safely and efficiently migrate from a previous version all while gaining valuable skills in PowerShell scripting Authors Nik Charlebois Laprade and John Edward Naguib begin by explaining the fundamental concepts behind the PowerShell language Then with copious real world examples and scripts they introduce PowerShell operations in the context of deploying migrating managing and monitoring SharePoint 2016 What You ll Learn What s New in this Edition Learn about the new SharePoint 2016 capabilities and min role Extend the default set of available PowerShell cmdlets for SharePoint 2016 by creating your own reusable Cmdlet functions with PowerShell 5 0 Upgrade your on premises SharePoint 2013 environment to SharePoint 2016using PowerShell Who This Book Is For Administrators developers and DevOps engineers working with SharePoint 2016 No experience with PowerShell is required **Microsoft Lync 2013 Unified Communications: From Telephony to Real-Time Communication in the Digital Age** Daniel Jonathan Valik,2013-04-25 This is a tutorial guide to gain in depth knowledge such as realizing projects to migrate traditional telephony to Unified Communications inside an organization This book is targeted at three audiences business decision makers technical advocates and IT decision makers As this is also a fundamental book on real time collaboration technology it is also suitable for anyone who is interested in the future of communications SharePoint 2016 For Dummies Rosemarie Withee,Ken Withee,2016-07-25 Learn all the ins and outs of

SharePoint 2016 launch your site collaborate with coworkers and go mobile There s no doubt about it SharePoint is a complex creature But when broken down into easily digestible chunks it s not quite the beast it appears to be right out of the gate that s where SharePoint 2016 For Dummies comes in Written in plain English and free of intimidating jargon this friendly accessible guide starts out by showing you just what SharePoint 2016 is translating the terminology and explaining the tools Then it helps you create a site work with apps and master basic SharePoint administration Next you ll learn to use SharePoint 2016 to get social go mobile manage content and connect with others through working with Office 365 archiving documents developing workflows and so much more SharePoint is truly one of Microsoft s crown jewels Launched in 2001 it offers organizations a secure place to store organize share and access information under the Microsoft Office system umbrella all in a single portal Whether you re new to SharePoint 2016 or new to SharePoint altogether SharePoint 2016 For Dummies is the fast and painless way to get a site up and running branded and populated with content Plus this new edition adds the need to know information for administrators techsumers and page admins who want to leverage the cloud based features online either as a standalone product or in conjunction with an existing SharePoint infrastructure Get up to speed with SharePoint 2016 and take advantage of new features Set up and effectively manage your SharePoint site Use SharePoint 2016 in the Cloud with SharePoint Online Leverage SharePoint 2016 capabilities to drive business value If you want to learn SharePoint from the ground up get your site going and start collaborating SharePoint 2016 For Dummies will be the dog eared reference you ll turn to again and again

*Office 365 User Guide* Nikkia Carter, 2019-04-30 Work with the powerful subscription software Office 365 to increase your organization s efficiency by managing file sharing email exchange and much more Key Features Become well versed with Office 365 and leverage its capabilities for your business Speed up your workflow and effectively collaborate using Office Web Apps Learn to set audio and web conferences and seamlessly access your workspace

**Book Description** Microsoft Office 365 combines the popular Office suite with next generation cloud computing capabilities With this user guide you ll be able to implement its software features for effective business communication and collaboration This book begins by providing you with a quick introduction to the user interface UI and the most commonly used features of Office 365 After covering the core aspects of this suite you ll learn how to perform various email functions via Exchange Next you will learn how to communicate using Skype for Business and Microsoft Teams To boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location In the final chapters you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint By the end of this book you ll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization s productivity What you will learn Understand the UI of Office 365 Perform a variety of email functions through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for



BusinessCollaborate using SharePointUnderstand how to leverage Office 365 in your daily tasksWho this book is for If you are an IT professional who wants to upgrade your traditional Office suite this book is for you Users looking to learn configure manage and maintain an Office 365 environment in their organization will also find this book useful Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial SharePoint 2016 User's Guide Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides **Implementing Microsoft SharePoint 2019** Lewin Wanzer,Angel Wood,2020-12-30 Bring on premise and cloud collaboration features to life with Microsoft s enterprise content management platform SharePoint Server Key FeaturesGet up to speed with the latest version of SharePoint and make the most of its featuresSet up and effectively manage your SharePoint Farm in the cloud or on premiseLearn how to align your development tools and cloud infrastructure to support collaborationBook Description Microsoft s latest addition to their product range SharePoint Server 2019 is a new enterprise content management platform that brings on premise collaboration features to life It can be used as an isolated platform or in a hybrid connected configuration providing management and connectivity to Office 365 You can use the SharePoint framework to host sites information data and applications in a robust CMS that centralizes collaborative content for enterprises SharePoint 2019 enables new integrations and features that will allow you to work seamlessly with new and old Office products such as Microsoft Power Apps and other Microsoft Office applications Implementing Microsoft SharePoint 2019 will help you understand the challenges planning migration steps installation concepts and configuration involved in providing this platform for your enterprise The book will also show you what the platform brings to the table from an on premise server perspective If you re new to SharePoint 2019 you ll also be guided through how to get servers up and running so that you and your user community can become productive with this powerful new platform By the end of this book you ll be well

versed in Microsoft SharePoint 2019 and have the knowledge you need to apply your skills in the real world What you will learn Understand changes to the platform and how to migrate from other versions of SharePoint Explore infrastructure planning and governance relating to collaborative environments Install and configure network components servers and desktops Use SharePoint services and other Microsoft product servers and apps Monitor and troubleshoot SharePoint after it is implemented Discover the tools that can be used with SharePoint 2019 for BI and reporting Delve into social features and collaboration Maintain monitor and support the rollout of the platform in your enterprise Who this book is for The book is for SharePoint administrators developers and architects who have some experience in designing planning implementing and managing SharePoint Farms

Professional SharePoint 2013 Development Reza Alirezai, 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

Microsoft Lync Server 2013 Unleashed Alex Lewis, Tom Pacyk, Randy Wintle, 2013 The most comprehensive realistic and useful guide to Microsoft Lync Server 2013 today s leading Unified Communications system Four expert Lync consultants and implementers bring together in the trenches guidance for all facets of planning integration deployment and administration The authors introduce Microsoft Lync Server 2013 outline what it can do and review the key improvements Microsoft has made in this version They cover every form of communication Lync Server can manage including IP voice instant messaging audio video conferencing web conferencing and more You ll find expert guidance on planning infrastructure managing day to day operations server roles multi platform clients security troubleshooting and much more Microsoft Lync Server 2013 Unleashed contains a new section on Office 365 and Lync Online a chapter covering coexistence between on premise and Office 365 Lync deployments and another introducing Lync online configuration and administration Throughout the authors combine theory step by step configuration instructions and best practices from real enterprise environments They identify common mistakes and present proven solutions and workarounds Simply put they tell you what works and show how it s done Detailed information on how to Plan for any type of deployment from simple to highly complex including virtualized environments Walk step by step through installation and understand important new changes in the installation process Overcome obstacles to successful migration from older versions of Lync or Microsoft Office Communications Server Manage server roles including Front End Edge Monitoring Archiving and Director roles Efficiently administer Lync Server 2013 through the Lync Server Management Shell

Leverage Lync Server 2013's significantly improved capabilities as a PBX replacement and videoconferencing solution  
Integrate Lync with third party video platforms voice video gateways and cloud services Evaluate the option of providing  
Lync services through Microsoft Office 365 hosting Make the most of Lync Server 2013's dramatically upgraded web mobile  
and desktop clients

The Top Books of the Year End User Tutorial Sharepoint 2013 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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