CADLearning®

Collaborating in SharePoint with 4D Technologies
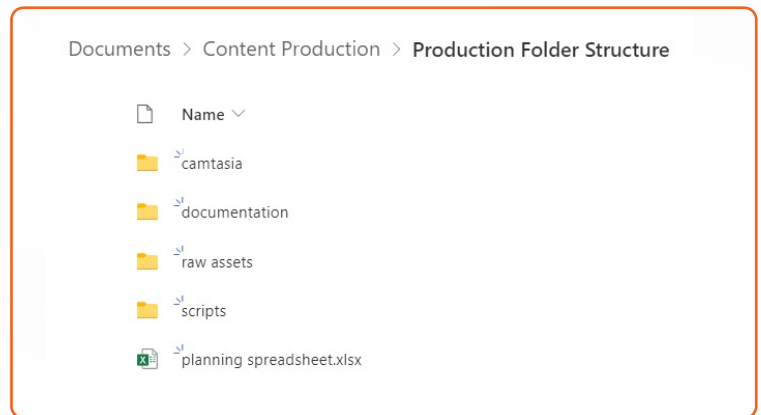
Microsoft Office 365 SharePoint keeps all your project assets in one easily accessible, central location.

Getting started

To get started, check your inbox for an email inviting you to access your SharePoint project folder. Then, follow these quick steps:

1. Open the link provided in the email
2. Sign in with your Microsoft account. If you don't have a Microsoft account, go to account.microsoft.com, select **Sign in**, and then choose **Create one**!
3. View your company's production folders and files*

* Depending on the types of assets we are producing for you, some of these folders may not appear in your project folder, or there may be additional folders.

Documents > Content Production > **Production Folder Structure**

Name ∨

📁 camtasia

📁 documentation

📁 raw assets

📁 scripts

📊 planning spreadsheet.xlsx

Understanding folders and files

Camtasia

We use Camtasia by TechSmith for video production, so the **camtasia** folder is for our internal use only. Please note that this folder is locked.

Documentation

The **documentation** folder is where you will upload your standards, documentation, instructions, and any other information that might be helpful to us as we create your content.

Raw assets

The **raw assets** folder is where you will upload all your content. Capture your raw assets, using our standards as your guide. Make sure your files have unique names that are easily understandable, or a logical naming system, such as a numeric system that increases incrementally. (You can find additional file-naming suggestions and instructions in our Customer Welcome Guide.)

Scripts

The **scripts** folder is where we save documents containing the extracted narratives we derived from your raw assets. (If you are approving your scripts, these are the same documents that are linked in your portal access.)

Planning spreadsheet

The **planning spreadsheet** contains the plan we created for your content, using your vision and our Accelerated Capture Guide. It maps out your assets and tracks our production, so you can check our progress anytime.

Have questions? Need help? We're here if you need us: customersuccess@cadlearning.com

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