**How to Create a Great Sample File to Test SharePoint Embedded Uploads**

When implementing or testing SharePoint's Embedded Uploads feature, creating an effective sample file is crucial for ensuring your SharePoint environment can handle various file types and sizes seamlessly. This functionality allows users to upload files directly into SharePoint libraries or lists through embedded forms or web parts, streamlining the process of managing documents and data. Crafting a great sample file involves understanding SharePoint's capabilities, the types of data you anticipate storing, and how users will interact with these files. Below are steps and considerations for creating such a sample file.

**Understand SharePoint's File Handling Capabilities**: Before you start, it's important to know the limits and features of SharePoint regarding file uploads. SharePoint supports a wide range of file types, but there are size limits and restrictions on certain file extensions. Review the current SharePoint documentation to understand these limitations. Knowing this will help you create a sample file that tests these boundaries without exceeding them.

**Determine the Purpose of Your Sample File**: Define what you aim to achieve with your sample file. Are you testing the upload speed, the handling of different file types, or how metadata is processed? Your goal could also include ensuring compatibility with SharePoint's search and retrieval functions. The purpose will guide the content, size, and format of your sample file.

**Include Various File Types**: To thoroughly test SharePoint's Embedded Uploads, your sample file should encompass a range of file types. This could include documents (DOCX, PDF), images (JPG, PNG), spreadsheets (XLSX), presentations (PPTX), and potentially more specialized formats like CAD drawings or video files. This diversity ensures that SharePoint's ability to handle different data formats is adequately tested.

**Test File Size Limits**: SharePoint has specific file size limits, which have increased over time but still may present challenges for large files. Create sample files that are just under the limit, at the limit, and slightly above it. This will help you understand how SharePoint handles files that approach or exceed these limits, including any error messages or performance issues that arise.

**Incorporate Metadata and Custom Properties**: A significant part of SharePoint's utility is its ability to use metadata for organization, search, and retrieval. Include custom properties and metadata in your sample files to test how well SharePoint's Embedded Uploads can handle this additional information. This could involve tagging files with specific keywords, author names, or dates that are relevant to your organizational needs.

**Simulate Real-World Usage**: To get the most out of your testing, the sample file should mimic real-world usage as closely as possible. This means including the kind of content (text, images, data) that reflects your organization's typical use case. For instance, if you're in construction, your sample files might include blueprints, project plans, and contracts.

**Utilize SharePoint's Versioning Features**: SharePoint offers powerful versioning capabilities, allowing you to keep track of changes to documents over time. Create sample files, then edit and save them multiple times to generate multiple versions. This will help you test how SharePoint handles versioning with embedded uploads, including the impact on storage and the user experience when retrieving previous versions.

**Test Security and Permissions**: Security is a critical aspect of managing files in SharePoint. When creating your sample file, consider testing various security settings and permissions. This includes setting up files that only certain users can access or edit. Testing these scenarios ensures that sensitive information remains secure and that the permissions function as expected.

By following these guidelines, you can create a comprehensive and effective sample file that will help you thoroughly test SharePoint's Embedded Uploads feature. This proactive approach ensures that when you roll out this functionality to your users, it will meet their needs and your organization's requirements for managing and sharing documents and data efficiently.

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