VisualSP 2010
Help Items
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Introduction

VisualSP is a SharePoint Help System that provides in-context and on-demand help to SharePoint users when and where they need it most. VisualSP adds a Help ribbon to the following contexts:

- **Libraries**
  - Document Libraries – 11 Help items
  - Publishing Pages Library – 5 Help items
  - Publishing Page – 12 Help items
  - Wiki Page Library – 11 Help items
  - Wiki Page – 14 Help items

- **Lists**
  - Announcements List – 8 Help items
  - Calendar (Events) List – 10 Help items
  - Contacts List – 8 Help items
  - Custom List – 7 Help items
  - Discussion Board – 8 Help items
  - Issue Tracking List – 7 Help items
  - Links List – 7 Help items
  - Survey List – 8 Help items
  - Tasks List and Project Tasks List – 7 Help items

- **Settings**
  - Library Settings – 14 Help items
  - List Settings – 10 Help items
  - Site Settings – 20 Help items

This document shows you what each help ribbon looks like for each of these contexts and indicates the type of help media for each help item.

*Note: For more details, watch the VisualSP Help System Videos at:*

VisualSP 2010 Help Ribbon Details

Document Libraries

Document Library Help
- Create new documents – Step-by-step PDF
- Upload document to a library – Video
- Upload multiple documents to a library – Video
- Checking in a document – Video
- Checking out a document – Video
- Creating a new document version – Video
- Email a link to a document or a library - Video
- Send a document to another library – Video
- Document Library info doc – Editable Word Document

Office Integration Videos
- Connecting the library to Outlook – Video

Quick Reference
- Document Library quick reference – Quick Reference Screenshot Card
### Publishing Pages Library

<table>
<thead>
<tr>
<th>Site Actions</th>
<th>Browse</th>
<th>Help</th>
<th>Library Tools</th>
<th>Documents</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Check out a page" /></td>
<td><img src="image" alt="Create Publishing Pages" /></td>
<td><img src="image" alt="Use the Approval Workflow" /></td>
<td><img src="image" alt="Publishing Pages library quick reference" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages Library</td>
<td>Quick Reference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Pages Library
- Check out a page - Video
- Create publishing pages – Video
- Use the Approval Workflow - Video

#### Quick Reference
- Publishing Pages Library quick reference – Quick Reference Screenshot Card

#### Web Page Editing
- Check out a page - Video
Publishing Page

Quick Reference
- Publishing Page quick reference – Quick Reference Screenshot Card

Page Help
- Adding lists and libraries to web pages
- Changing the page layout of a publishing page
- Checking out a page for editing – Video
- Creating a web page - Video
- Editing a web page – Video
- Governance Plan – Editable Word Document
- Linking to other site content – Video
- Page info doc – Editable Word Document
- Page quick reference – Quick Reference Screenshot Card
- Working with images on pages - Video
- Working with tables on pages - Video
Wiki Page Library

Document Library Help
- Create new documents – PDF

Help Documents
- Document library info doc – Editable Word Document
- Document library quick reference – Quick Reference Screenshot Card

Library Videos
- Checking in a document – Video
- Checking out a document – Video
- Creating a new document version – Video
- Email a link to a document or a library – Video
- Send a document to another library – Video
- Upload document to a library – Video
- Upload multiple documents to a library - Video

Office Integration Videos
- Connecting the library to Outlook
Wiki Page

Overview
- SharePoint in Plain English – Video
- SharePoint Site Navigation – Video

Quick Reference
- Wiki Page quick reference – Quick Reference Screenshot Card

Page Help
- Adding lists and libraries to web pages - Video
- Change the layout of a web page - Video
- Checking out a page for editing - Video
- Creating a web page – Video
- Editing a web page – Video
- Governance plan – Editable Word Document
- Linking to other site content – Video
- Page info doc – Editable Word Document
- Page quick reference – Quick Reference Screenshot Card
- Working with images – Video
- Working with tables – Video
Announcements List

<table>
<thead>
<tr>
<th>Site Actions</th>
<th>Browse</th>
<th>Help</th>
<th>Items</th>
<th>List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement info doc</td>
<td>Creating a list Item</td>
<td>Export list data to Excel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List quick reference</td>
<td>Creating an Announcements list</td>
<td>Open list data with Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help documents</td>
<td>Editing an item in a list</td>
<td>Announcements quick reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List videos</td>
<td>Office integration videos</td>
<td>Quick Reference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Help Documents
- Announcement info doc – Editable Word Document
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a list Item – Video
- Creating an Announcements list – Video
- Editing an item in a list – Video

Office Integration Videos
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Announcements quick reference – Quick Reference Screenshot Card
Calendar (Events) List

Calendar Help
- Use a group calendar – Step-by-step PDF

Help Documents
- Calendar info doc – Editable Word Document
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a Calendar list – Video
- Creating a list item – Video
- Editing an item in a list – Video
- Overlaying multiple calendars - Video

Office Integration Videos
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Calendar quick reference – Quick Reference Screenshot Card
Contacts List

Help Documents
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a Contacts list - Video
- Creating a list item – Video
- Editing a list item – Video

Office Integration Videos
- Connecting Contacts list to Outlook – Video
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Contacts List quick reference – Quick Reference Screenshot Card
Custom List

Help Documents
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a Custom list - Video
- Creating a list item – Video
- Editing a list item – Video

Office Integration Videos
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Custom List quick reference – Quick Reference Screenshot Card
# Discussion Board

## Discussions
- Participate in a discussion – Step-by-step PDF

## Help Documents
- List quick reference – Quick Reference Screenshot Card
- Team Discussion info doc – Editable Word Document

## List Videos
- Creating a list item – Video
- Editing a list item – Video

## Manage a discussion board
- Manage a discussion board – Step-by-step PDF

## Quick Reference
- Discussions quick reference – Quick Reference Screenshot Card
- Thread quick reference – Quick Reference Screenshot Card
Issue Tracking List

Help Documents
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a list item – Video
- Creating an Issues list – Video
- Editing an item in a list – Video

Office Integration Videos
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Issues List quick reference – Quick Reference Screenshot Card
Links List

Help Documents
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a Links list – Video
- Creating a list Item - Video
- Editing an item in a list – Video

Office Integration Videos
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Links List quick reference – Quick Reference Screenshot Card
Survey List

List Videos
- Creating a Links list – Video
- Editing an item in a list – Video

Office Integration Videos
- Export list data to Excel – Video
- Open list data with Access - Video

Quick Reference
- Surveys quick reference – Quick Reference Screenshot Card

Survey Help
- Respond to a survey – Step-by-step PDF
- View survey results – Step-by-step PDF
- Work with survey lists – Step-by-step PDF
Tasks List

Help Documents
- List quick reference – Quick Reference Screenshot Card

List Videos
- Creating a list item – Video
- Creating a Project Tasks List – Video
- Editing an item in a list – Video

Office Integration Videos
- Connecting task list to Outlook – Video
- Export list data to Excel – Video
- Open list data with Access - Video
Site Settings

Site Access and Security
- Add users to a site – Video
- Create a SharePoint group – Video
- Edit a group’s permissions – Video
- Sign in as a different user - Video

Site Look and Feel
- Change the site logo – Video
- Create a custom theme – Video
- Customize Top Navigation – Video
- Enable the tree view – Video

Site Management
- Manage User Alerts - Video
- Set up RSS – Video
- View usage statistics - Video

Site Management – Advanced
- Create a subsite – Video
- Save a site as a template – Video
- Work with Site Columns – Video

Site Settings Videos
- Configuring the top link bar - Video
- Configuring tree view navigation - Video
- Creating a SharePoint theme - Video
- Creating a subsite - Video
- Deleting a site - Video
- Managing user alerts - Video
Library Settings

Columns and Views
- Create a column – Video
- Create a view – Video
- Set a default value - Video
- Set up validation – Video
- Show and hide views - Video

Library Look and Feel
- Add to the Quick Launch – Video
- Change title and description – Video

Library Settings
- Set up versioning – Video
- Disable the pop-up dialog - Video
- Open documents in the Browser - Video
- Set up ratings – Video

Library Settings Advanced
- Delete a library – Video
- Enable content types – Video
- Set up metadata navigation - Video
List Settings

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<td>Create a view</td>
<td>Show and Hide Views</td>
</tr>
<tr>
<td>Enable list folders</td>
<td>Change title and description</td>
<td>Disable the pop-up dialog</td>
</tr>
<tr>
<td>List Settings</td>
<td>Set up ratings</td>
<td>Set Up Metadata navigation</td>
</tr>
<tr>
<td>List Settings Advanced</td>
<td>Delete a list</td>
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Columns and Views
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List Settings
- Enable list folders – Video
- Change title and description – Video
- Disable the pop-up dialog - Video
- Set up ratings – Video

List Settings Advanced
- Delete a list – Video
- Enable content types – Video
- Set up metadata navigation - Video
Download VisualSP

Get stared providing your users with powerful help when they need it where they need it. Download VisualSP Trial at https://www.visualsp.com/products/visualsp/

For further assistance, please don’t hesitate to reach out to us. We are always here to help!

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