



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

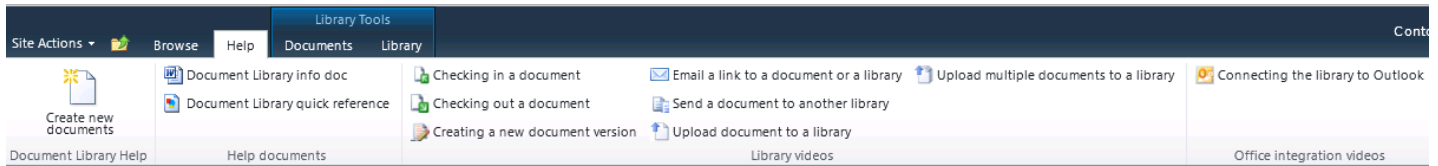
This document shows you what each help ribbon looks like for each of these contexts and indicates the type of help media for each help item.



Note: For more details, watch the VisualSP Help System Videos at:
<https://www.visualsp.com/products/visualsp/>

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

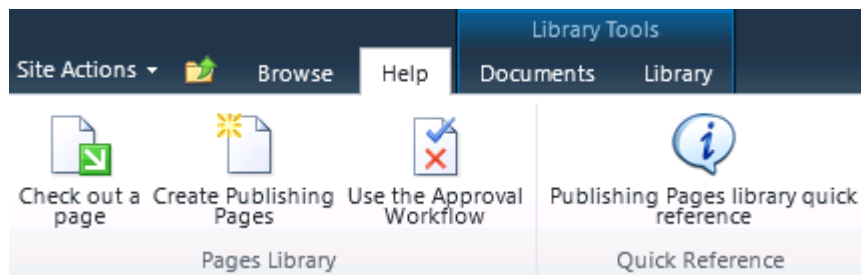
Office Integration Videos

- Connecting the library to Outlook – Video

Quick Reference

- Document Library quick reference – Quick Reference Screenshot Card

Publishing Pages Library



Pages Library

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

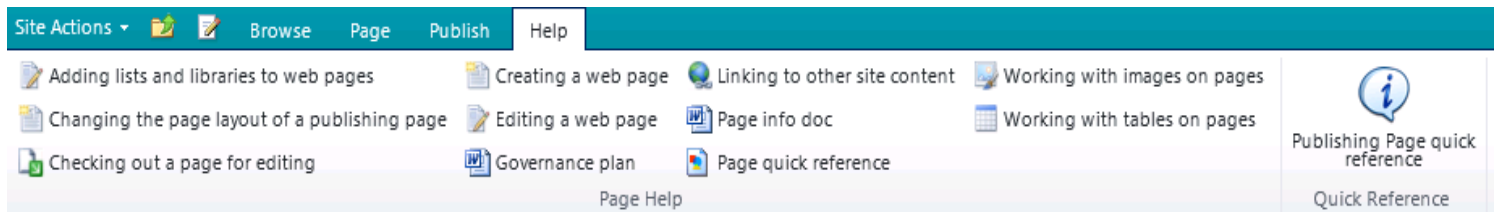
Quick Reference

- Publishing Pages Library quick reference – Quick Reference Screenshot Card

Web Page Editing

- Check out a page - Video

Publishing Page



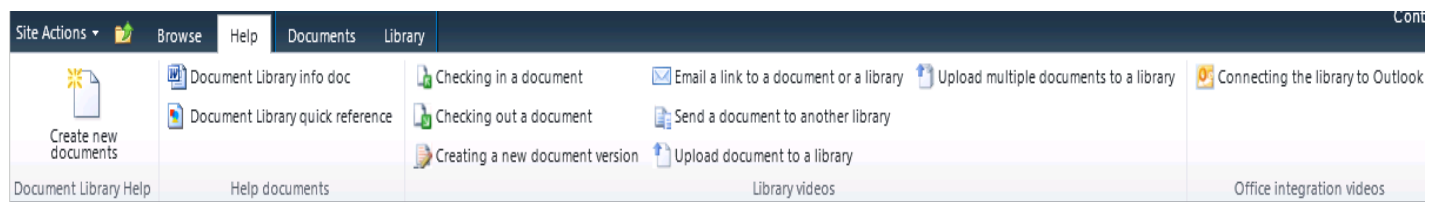
Quick Reference

- 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

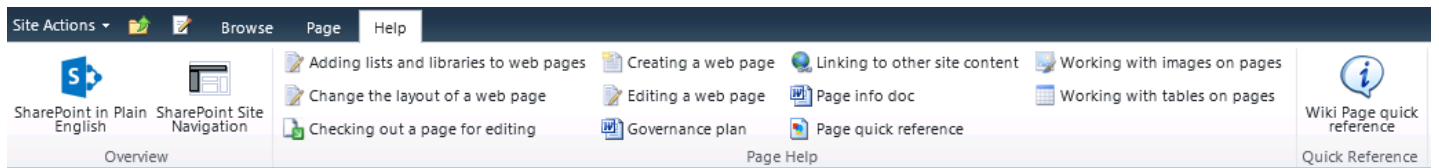
Library Videos

- 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](#)

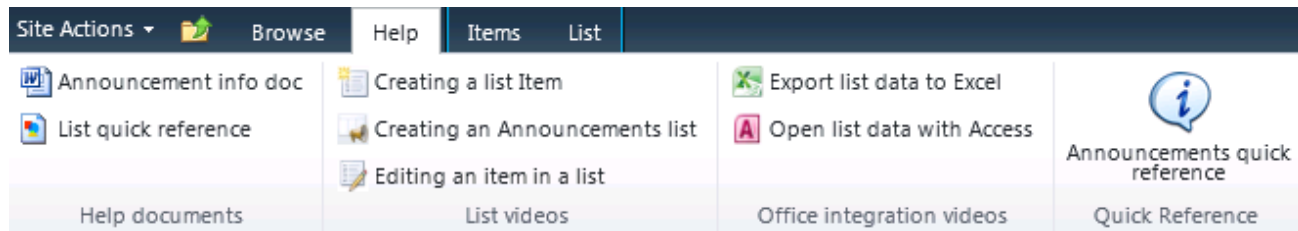
Quick Reference

- [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



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

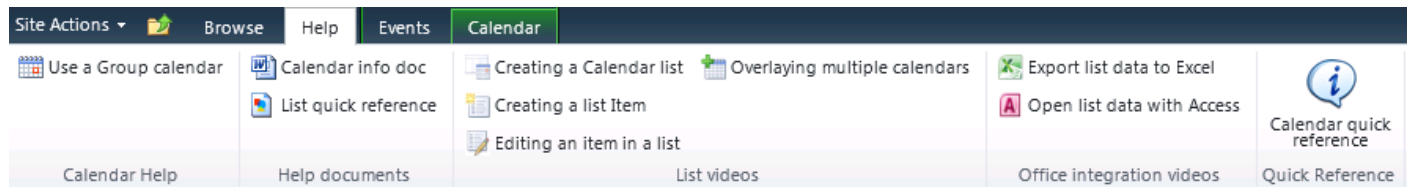
Office Integration Videos

- 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

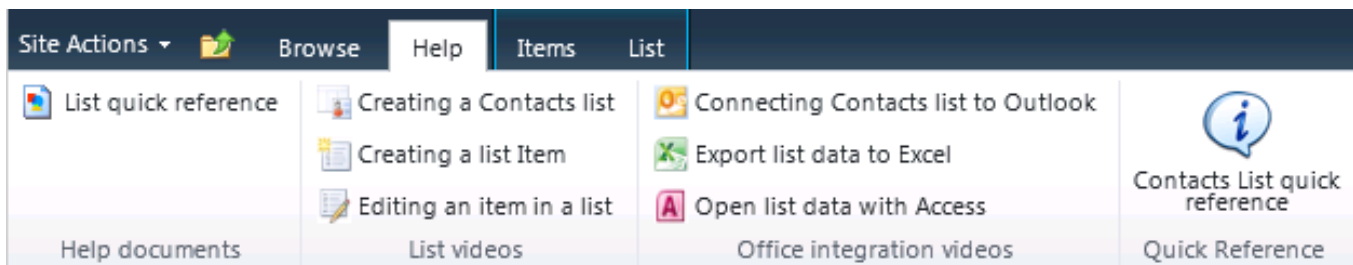
Office Integration Videos

- 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

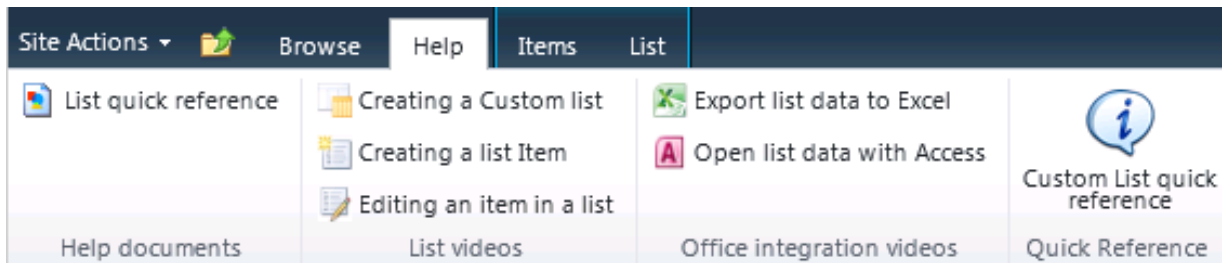
Office Integration Videos

- 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

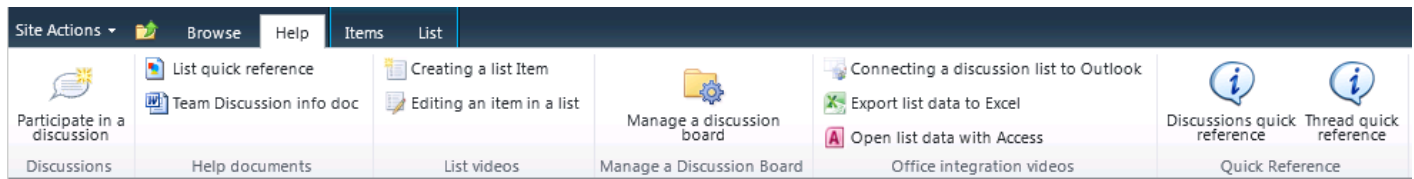
Office Integration Videos

- 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

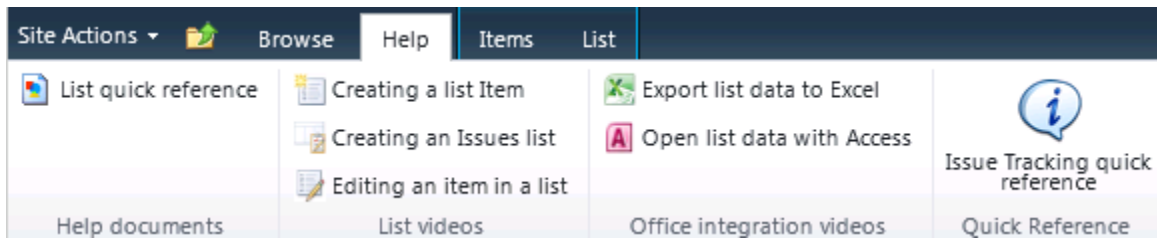
Manage a discussion board

- 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

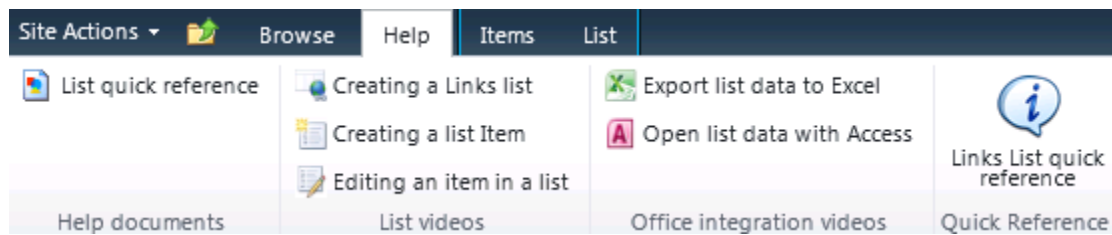
Office Integration Videos

- 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

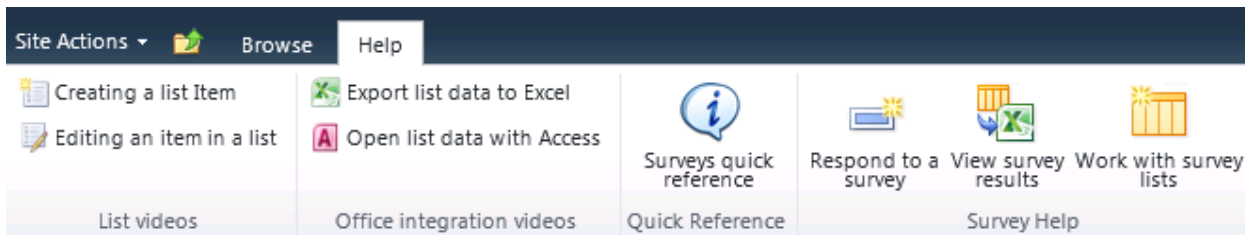
Office Integration Videos

- 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

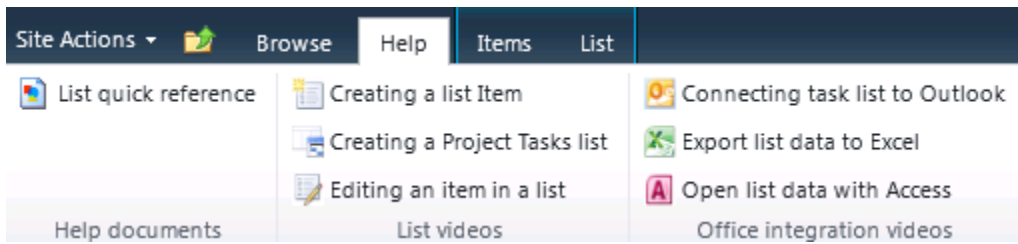
Quick Reference

- 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

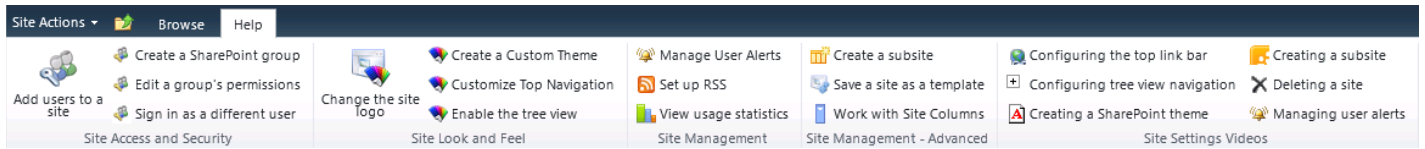
List Videos

- 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

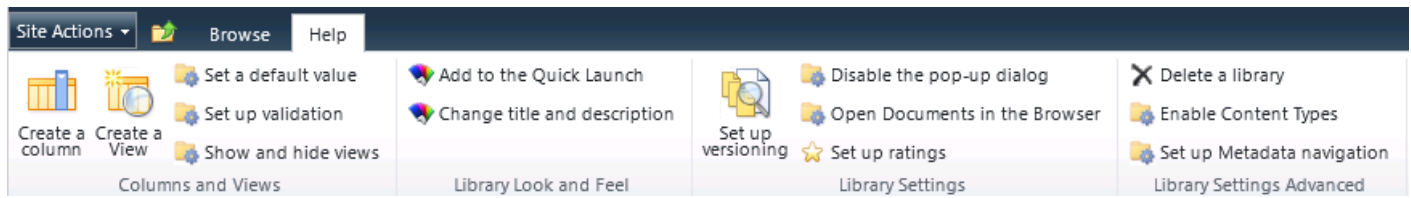
Site Management – Advanced

- 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

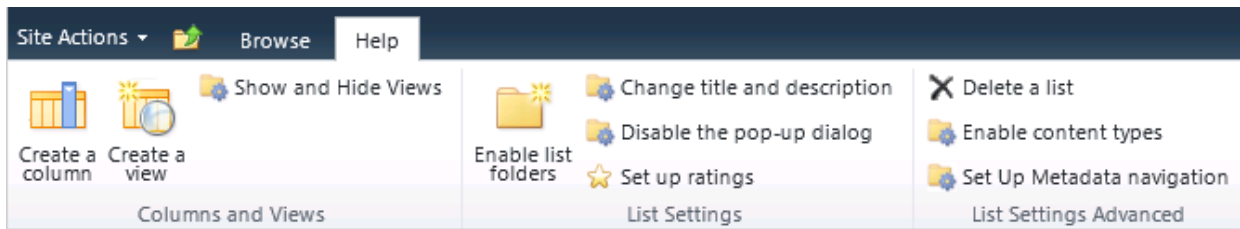
Library Settings

- 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



Columns and Views

- Create a column – Video
- Create a view – Video
- Show and Hide Views - Video

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 started 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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