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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 – 23 Help items
  - Publishing Pages Library – 3 Help items
  - Publishing Page – 9 Help items
  - Wiki Page Library – 21 Help items
  - Wiki Pages – 21 Help items (identical to those provided for Wiki Page Library)

- **Lists**
  - Announcements List – 9 Help items
  - Calendar (Events) List – 12 Help items
  - Contacts List – 10 Help items
  - Custom List – 10 Help items
  - Discussion Board – 5 Help items
  - Issues List – 9 Help items
  - Links List – 10 Help items
  - Survey List – 4 Help items
  - Tasks List – 10 Help items

- **Settings**
  - Library Settings – 10 Help items
  - List Settings – 8 Help items
  - Site Settings – 12 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/](https://www.visualsp.com/products/visualsp/)*
VisualSP 2016 Help Ribbon Details

Document Libraries

<table>
<thead>
<tr>
<th>BROWSE</th>
<th>HELP</th>
<th>FILES</th>
<th>LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Create new documents" /></td>
<td><img src="image2.png" alt="Upload a document" /></td>
<td><img src="image3.png" alt="Upload multiple documents" /></td>
<td><img src="image4.png" alt="Check in a document" /></td>
</tr>
<tr>
<td><img src="image5.png" alt="Check out a document" /></td>
<td><img src="image6.png" alt="Send a document to another library" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document Library Help

- Create new documents – Step-by-step PDF
- Upload a document – Video
- Upload multiple documents – Video
- Check in a document – video
- Check out a document – video
- Send a document to another library – Video

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
- Creating a new version of a document - Video
- Discarding check out for a document - Video
- Email a link for a library - Video
- Email link to a document - Video
- Rating a document – Video
- Restoring a deleted document – Video
- Searching for a document – Video
- Send a document to another library – Video
- Upload document to a library
Document Libraries, continued

- Upload multiple documents to a library – Video

Office Integration Videos

- Connect a library to Outlook – Video

Quick Reference

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
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<td><img src="image1" alt="Create a publishing page" /></td>
<td><img src="image2" alt="Edit a publishing page" /></td>
<td><img src="image3" alt="Publishing Page Library quick reference" /></td>
<td>Quick Reference</td>
</tr>
</tbody>
</table>

**Publishing Page Help**
- Create a publishing page - Video
- Edit a publishing page - Video

**Quick Reference**
- Publishing Page Library Quick Reference – Quick Reference Screenshot Card
Publishing Page

Publishing Page Help
• Edit a publishing page - Video
• Publish a publishing page - Video
• Save and check in a publishing page - Video

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

Web Page Editing
• Add lists and libraries to web pages - Video
• Delete a web page - Video
• Link to site content - Video
• Work with images on pages - Video
• Work with tables – Video
Wiki Page Library and Wiki Pages

Overview
- SharePoint in Plain English – Video

Page Help
- 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

Quick Reference
- Wiki Page Library quick reference – Quick Reference Screenshot Card
- Team Site home page quick reference – Quick Reference Screenshot Card

Site Look and Feel
- Customize Top Navigation – Video
Wiki Page Library and Wiki Pages, continued

VisualSP Training
- Change look and feel – Live link to video served from VisualSP Training site

Web Page Creation
- Create a web page – Video

Web Page Editing
- Add lists and libraries to web pages - Video
- Change the layout of a web page - Video
- Delete a web page - Video
- Link to site content - Video
- Work with images on pages – Video
- Work with tables - Video
Announcements List

Announcements List Management
- Create an Announcements list – Video

General List Videos
- Copy from a spreadsheet to a list – Video
- Create a list item – Video
- Delete list items – Video
- Edit a list item – Video
- Sort and filter items in a list – Video

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

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

Calendar Help
- Overlay multiple calendars – Video
- Use a group calendar – Step-by-step PDF

Calendar Management
- Create a calendar – Video

General List Videos
- Copy from a spreadsheet to a list – Video
- Create a list item – Video
- Delete list items – Video
- Edit a list item – Video
- Sort and filter items in a list – Video

Office Integration Videos
- Connect a calendar to Outlook – Video
- Export list data to Excel – Video
- Open list data with Access - Video

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

Contacts List Management
  • Create a Contacts list – Video

General List Videos
  • Copy from a spreadsheet to a list – Video
  • Create a list item – Video
  • Delete list items – Video
  • Edit a list item – Video
  • Sort and filter items in a list – Video

Office Integration Videos
  • Connect a 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

Custom List Management
- Create a Custom list – Video
- Import a spreadsheet – Video

General List Videos
- Copy from a spreadsheet to a list – Video
- Create a list item – Video
- Delete list items – Video
- Edit a list item – Video
- Sort and filter items in a list – 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
- Manage a discussion board – Step-by-step PDF
- Participate in a discussion – Step-by-step PDF

Office Integration Videos
- Participate in a discussion via Outlook – Video

Quick Reference
- Discussions quick reference – Quick Reference Screenshot Card
- Thread quick reference – Quick Reference Screenshot Card
Issues List

General List Videos
- Copy from a spreadsheet to a list – Video
- Create a list item – Video
- Delete list items – Video
- Edit a list item – Video
- Sort and filter items in a list – Video

Issues List Management
- Create an Issues 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

General List Videos
- Copy from a spreadsheet to a list – Video
- Create a list item – Video
- Delete list items – Video
- Edit a list item – Video
- Sort and filter items in a list – Video

Links List Management
- Create a Links list – Video
- Create a Promoted Links 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

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

General List Videos
- Copy from a spreadsheet to a list – Video
- Create a list item – Video
- Delete list items – Video
- Edit a list item – Video
- Sort and filter items 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

Quick Reference
- Tasks List quick reference – Quick Reference Screenshot Card

Tasks List Management
- Create a Tasks List – Video
Site Settings

Site Access and Security
- Add users to a site – Video
- Remove users from a site – Video
- Create a SharePoint group – Video
- Edit a group’s permissions – Video

Site Look and Feel
- Change the site logo – Video
- Change look and feel – Video
- Customize Top Navigation – Video
- Enable the tree view – Video

Site Management
- Work with Site Columns – Video

Site Management – Advanced
- Create a subsite – Video
- Delete a site – Video
- Save a site as a template – Video
Library Settings

<table>
<thead>
<tr>
<th>Columns and Views</th>
<th>Library Look and Feel</th>
<th>Library Settings</th>
<th>Library Settings Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a column – Video</td>
<td>Add to the Quick Launch</td>
<td>Set up versioning</td>
<td>Delete a library – Video</td>
</tr>
<tr>
<td>Create a view – Video</td>
<td>Change title and description</td>
<td>Set up ratings</td>
<td>Enable content types – Video</td>
</tr>
<tr>
<td>Change a column type – Video</td>
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<td></td>
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</tr>
<tr>
<td>Set up validation</td>
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<td></td>
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</tr>
</tbody>
</table>

Library Look and Feel

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

Library Settings

- Set up versioning – Video
- Set up ratings – Video

Library Settings Advanced

- Delete a library – Video
- Enable content types – Video
List Settings

<table>
<thead>
<tr>
<th>BROWSE</th>
<th>HELP</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Create a column" /></td>
<td><img src="image" alt="Create a view" /></td>
</tr>
<tr>
<td><img src="image" alt="Enable list folders" /></td>
<td><img src="image" alt="Delete a column" /></td>
</tr>
<tr>
<td><img src="image" alt="Set up ratings" /></td>
<td><img src="image" alt="Enable content types" /></td>
</tr>
</tbody>
</table>

Columns and Views
- Create a column – Video
- Create a view – Video

List Settings
- Enable list folders – Video
- Change title and description – Video
- Delete a column – Video
- Set up ratings – Video

List Settings Advanced
- Delete a list – Video
- Enable content types – 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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