



# VisualSP 2016 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 – 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

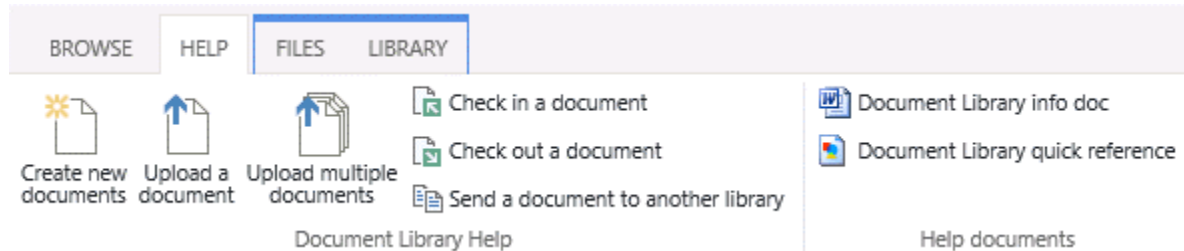
This document shows you what each help ribbon looks like for each of these contexts and indicates the type of help media for each help item.



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

# VisualSP 2016 Help Ribbon Details

## Document Libraries

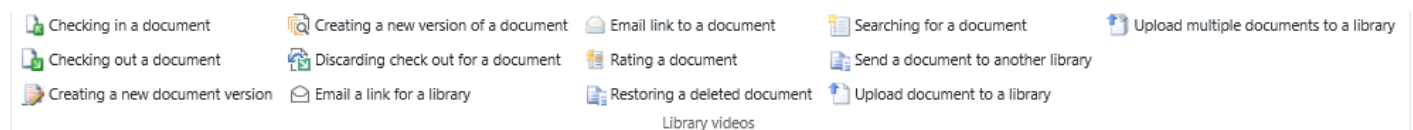


### Document Library Help

- 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

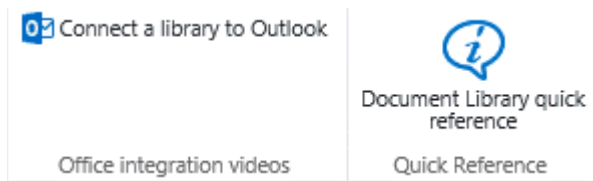


### Library videos

- 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



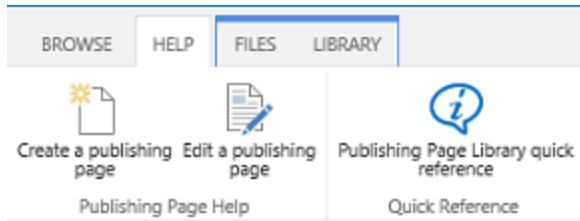
### Office Integration Videos

- Connect a library to Outlook – Video

### Quick Reference

- Document Library quick reference – Quick Reference Screenshot Card

## Publishing Pages Library



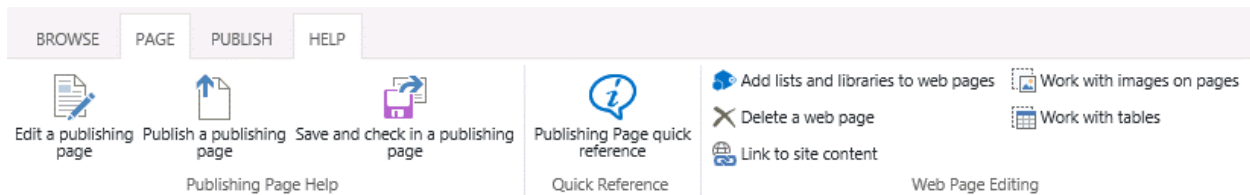
### Publishing Page Help

- 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](#)

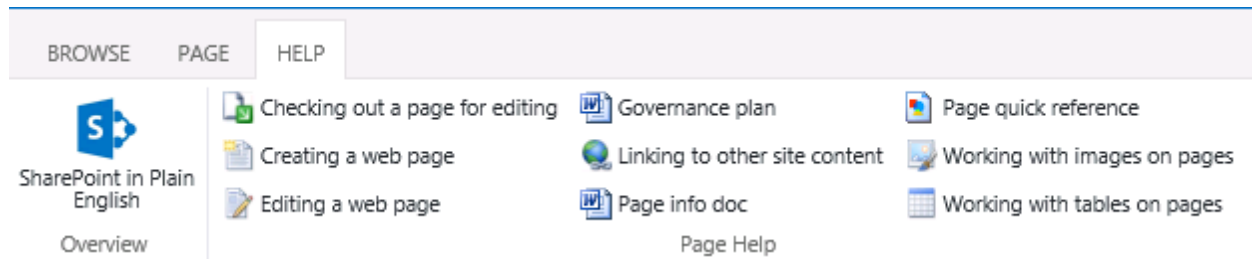
## Quick Reference

- [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

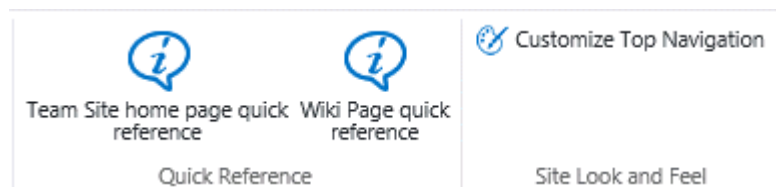


## Overview

- [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

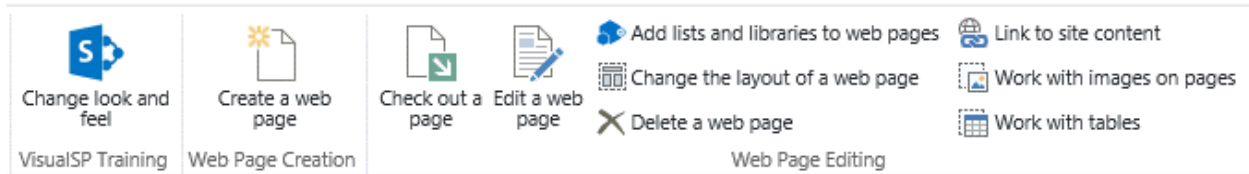
- [Wiki Page Library quick reference – Quick Reference Screenshot Card](#)
- [Team Site home page quick reference – Quick Reference Screenshot Card](#)

## 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

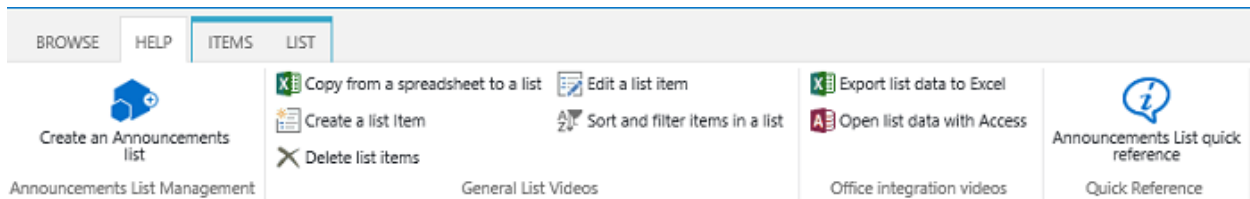
### Web Page Creation

- 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

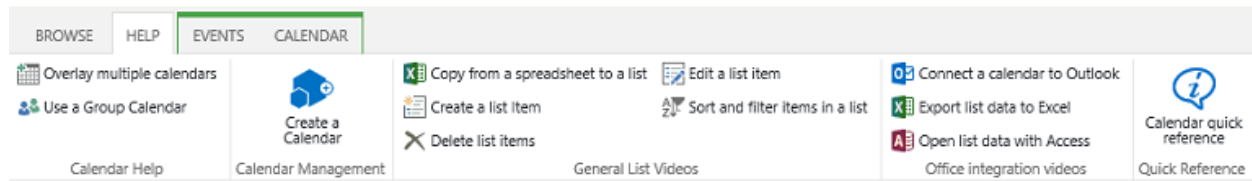
## Office Integration Videos

- 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

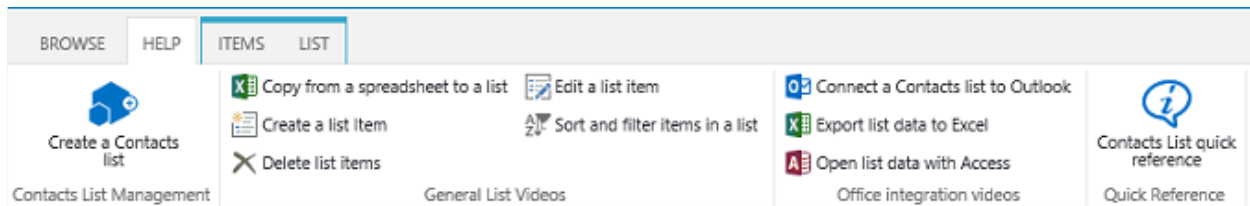
## Office Integration Videos

- 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

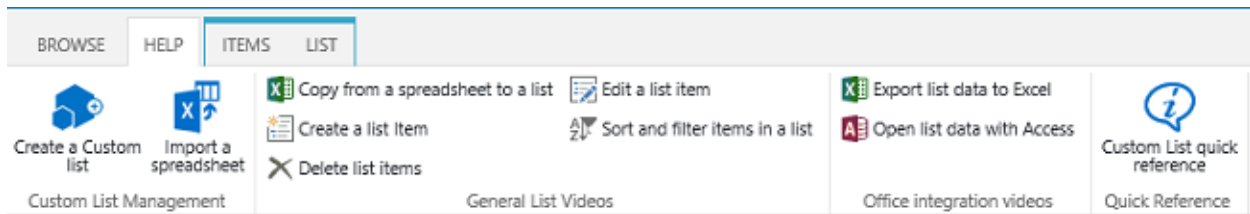
## Office Integration Videos

- 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

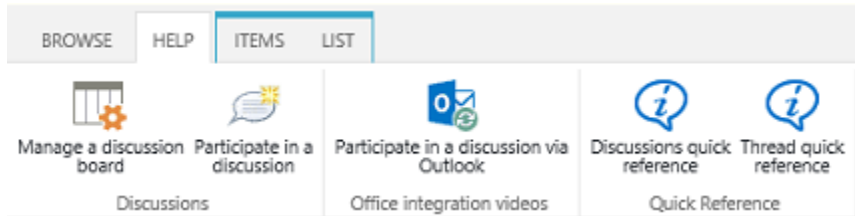
## Office Integration Videos

- 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](#)

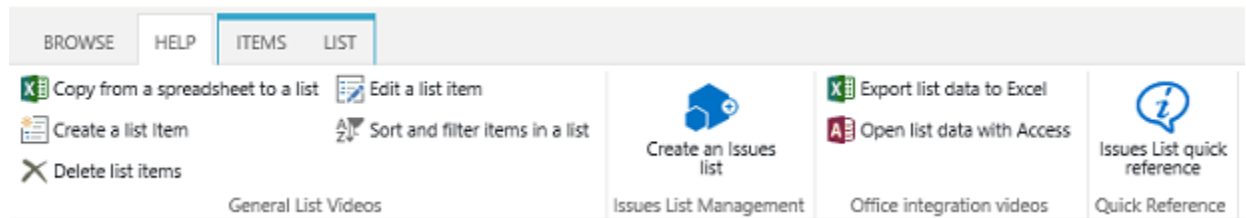
## Office Integration Videos

- [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

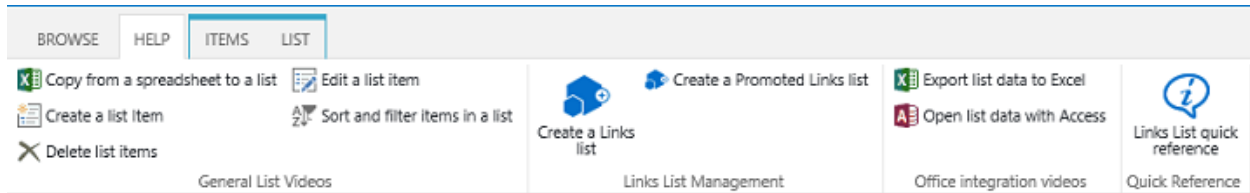
## Office Integration Videos

- 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

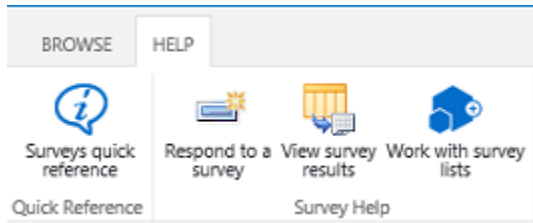
- Export list data to Excel – Video
- Open list data with Access - Video

## Quick Reference

- Links List quick reference – Quick Reference Screenshot Card



# Survey List



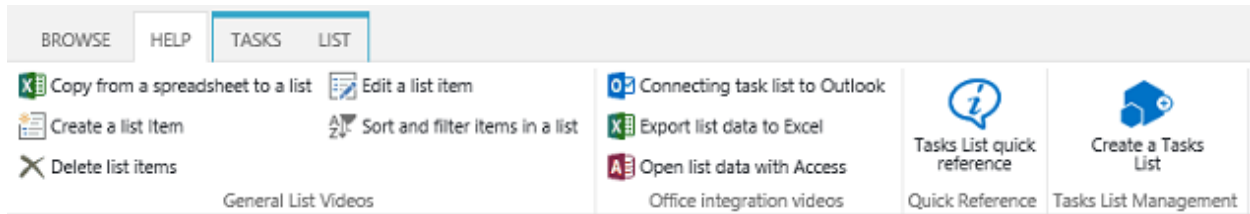
## Quick Reference

- 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

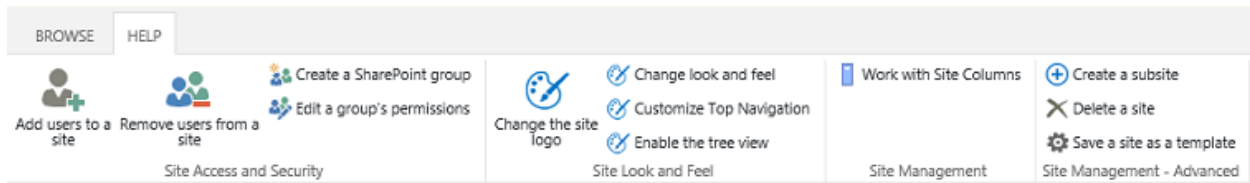
## Quick Reference

- 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

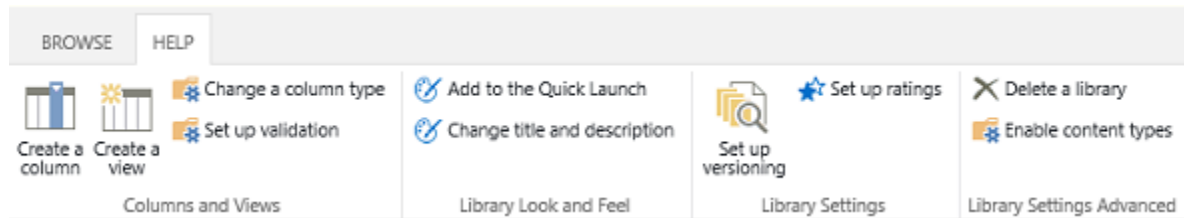
## Site Management

- 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



## Columns and Views

- Create a column – Video
- Create a view – Video
- Change a column type – Video
- Set up validation – Video

## Library Look and Feel

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

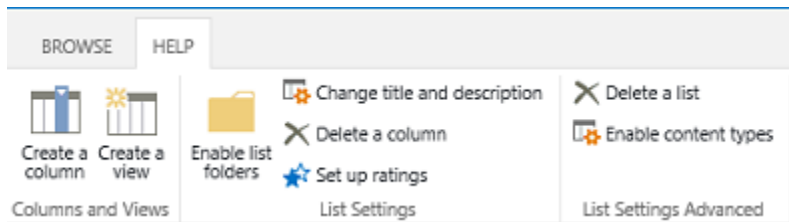
## Library Settings

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

## Library Settings Advanced

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

# List Settings



## 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 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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