

# Annotated Screenshots and Step-by-Step Guides

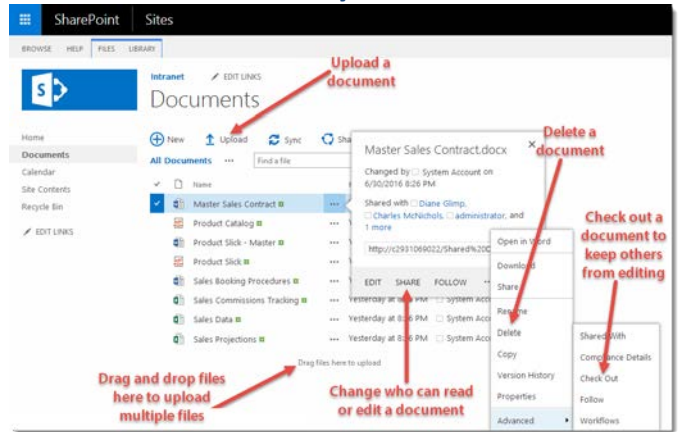


The VisualSP Help System comes with dozens of *annotated screenshots* and *step-by-step guides*. These are an excellent complement to the **more than 100 professional training videos** that are included. These **Quick References** are images and documents that are designed to be printed as a reference, or kept on the screen as a guide, while an end user is learning to use SharePoint.

Do you have images (even GIF animations), documents (including internal procedures and policies), and instructional videos that you have created in-house? Help Content Managers and SharePoint Administrators can add these to the VisualSP Help System so they are available when and where workers need them.

Here are a few examples of the Quick References provided with the VisualSP Help system.

## Document Library Quick Reference

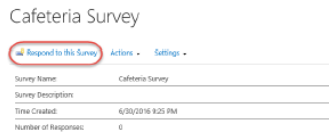


## Respond to a Survey (Step-by-step Guide)

### Respond to a Survey

#### Begin Responding

1. In the Quick Launch, click on the name of the survey to which you wish to respond.
2. Near the top of the page, click **Respond to this Survey**.



#### Navigate a Survey

Respond to the survey questions using the controls provided, just as you would fill out any other electronic form.

If the survey is split into multiple pages, click the **Next** button to advance the next page of the survey.

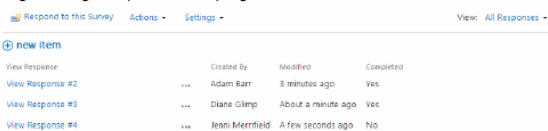
Continue answering questions. When you complete the survey, click the **Finish** button.

If you can't finish the survey at this time, click the **Save and Close** button.

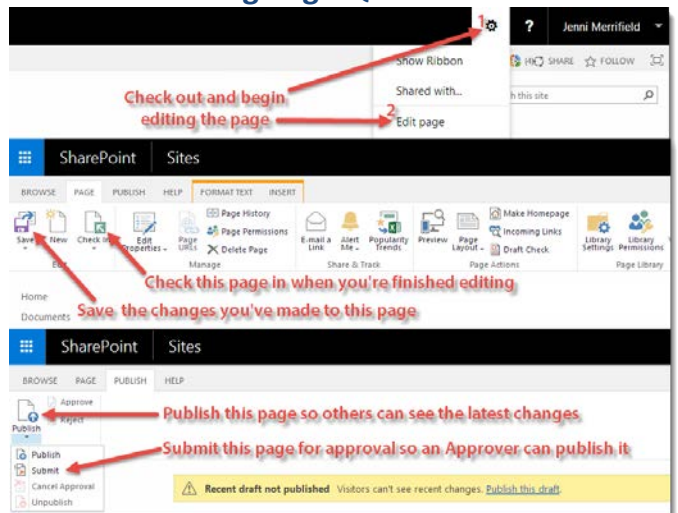


#### Finish an Incomplete Survey

1. Click **Show all responses**.
2. Locate your incomplete survey and click on **View Response #XX**.
3. Click **Edit Response**.
4. Navigate through the questions until you get the end and can click the **Finish** button.



## Publishing Page Quick Reference



Get started providing your users with powerful help when they need it where they need it. Download VisualSP Trial at <https://www.VisualSP.com>

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

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