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## Sharepoint 2010 Document Sets Tutorial

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Document Sets part2

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To do so, go to Site Settings -> Site Administration -> Site Collection Features and Activate Document Sets feature. In the document library, we need to add the

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Document Set content type. To do so, go to Library -> Library Settings -> Advanced Settings.

~~How to Create and Use Document Sets in  
SharePoint 2010~~

Sharepoint 2010 Document Sets Tutorial In  
SharePoint 2010, there is a new feature called

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document sets which allows users to group different kind of documents under a single set. It also allows the defining of metadata, attributes and workflows on a document set.

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bill of materials, engineering specs, and so on - and store them as the Contoso sale

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Document Set. Sharepoint 2010 Document Sets Tutorial In SharePoint 2010, there is a new feature called document sets which allows users to group different kind of documents under a single set. It also allows the defining of metadata, attributes

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Tutorial

Open the Document Library in which you want to enable Document Sets. Go to Document Library Settings > Advanced Settings page for the library. Change the Allow management of content types setting to Yes. On the Document Library Settings page, click on Add from existing site content

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types link.

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upload original content, and share it all with friends, family, and the world on YouTube.

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Start workflows on the whole document set or individual items within the Document Set to manage common tasks such as review



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and approval. E-mail a link to the Document Set. Use the Send To command to move or copy the Document Set to another location (the destination must be configured within Central Administration).

~~Introduction to Document Sets - SharePoint~~  
Working with Document Sets in SharePoint

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2010 Intranet - Using Document Sets  
Increasing the Accuracy of SharePoint 2010  
Search Refiners Customizing search refiners  
in SharePoint 2010 - Part 1 Document Sets-  
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Learn common SharePoint Online tasks with these videos and tutorials, and get links to more training for SharePoint and Office 365.

~~SharePoint video training - SharePoint~~

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Do one of the following: To add a new file to the Document Set, click New Document, and then click the type of document you want to create. To upload a document to the Document Set, click Upload Document and then browse to the location of the file you want. Select the file, click Open and then click OK.

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~~Create and manage Document Sets—  
SharePoint~~

Document sets in SharePoint Server 2010 enable users to incorporate real-world processes. With document sets, users can compile multiple work items into a single work product. Although each work item can

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have its own version, workflow, and metadata, the entire document set can have a single version, workflow, metadata, and permissions applied to it.

~~Creating and Customizing Document Sets  
in SharePoint ...~~

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~~Sharepoint 2010 Document Sets Tutorial~~  
Document Set is a new feature introduced in  
SharePoint 2010 as part of  
content/document management. Document  
set helps to manage group of documents as a

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single entity. Actually Document set is a content type that can be attached to any document library and make use of it's features. Advantages of Document Sets

~~What is Document Sets in SharePoint 2010?~~

There are the following steps to create a document set - Step 1: Enable Document

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Sets. By default, a document set content type is not enabled in the SharePoint. So to create the document set, the first step is to enable the document sets. i. Go to the Setting icon at the top right corner of the screen and select site information. ii.

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~~Sharepoint  
Tutorial~~

This Mobile MOUSE Training Tutorial will show you how to setup Document Set Content Types in Microsoft SharePoint.

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- YouTube~~

Click New from the Document Library

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Tutorial  
main page, then choose the document set (you will probably have one type, but you can have multiple content types to choose from) On the next screen, just fill in the blanks (all the folder level metadata you created in previous steps). Click OK; Your Document Set (Welcome Page) will now be created.

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Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve

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all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses, how do you find the time to build the expertise necessary to reach these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide



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that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. Office and SharePoint 2010 User ' s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010, users can achieve goals like

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web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we ' ve been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced

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power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today ' s increasingly electronic-based office environment.

Presents a guide to preparing for certification exams for four Microsoft Office

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programs, which includes overviews, step-by-step instructions, and practice projects for each program.

Taking the basics to the business with no-coding solutions for SharePoint 2010 using this book and eBook.

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Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision – making processes. In order to get the most out of SharePoint 2010, you need to understand

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Tutorial

How to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn

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Tutorial  
How to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they

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need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage



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them. As a reader, you 'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this

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Information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

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SharePoint experts focus on SharePoint 2010 as a platform for Enterprise Content Management. SharePoint allows all users in an organization to manage and share their content reliably and securely. If you're interested in building Web sites using the new capabilities of enterprise content

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management (ECM) in SharePoint 2010, then this book is for you. You'll discover how SharePoint 2010 spans rich document management, records management, business process management and web content management in a seamless way to manage and share content. The team of SharePoint experts discusses the ECM

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capabilities included in SharePoint Server 2010 that will assist with your workflow and content management. They cover Web content management (WCM) features and discuss accessibility and extensibility as well as scale and compliance. Shows how to use the capabilities of enterprise content management (ECM) to build Web sites

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Covers SharePoint 2010 ECM features and WCM (Web Content Management) features Reviews workflow and content management, master pages and layouts, scale and compliance, and accessibility and extensibility Features real-world examples and code samples to help with your learning process Packed with code examples and real-

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world scenarios, this comprehensive book provides you with the information you need to get started using ECM with SharePoint 2010 today.

The SharePoint 2010 Wrox 10-Pack Digital Library contains these ten books, priced at a considerable savings off of the combined list

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9780470584651 SharePoint 2010 Field

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Simplify SharePoint with this  
comprehensive, understandable guide  
SharePoint is a Microsoft technology that

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Tutorials enables project collaboration through a single portal. It can be complex, but not when approached the Dummies way! This guide offers eight self-contained minibooks that examine each aspect of SharePoint 2010. Whether you're an experienced administrator or developer or you're just getting your feet wet, you'll find it's easy to

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Locate what you need and learn to install, configure, and manage a SharePoint portal. You can dig as deeply into SharePoint as you want or need to. SharePoint 2010 is the newest version of collaboration technology that allows you to aggregate SharePoint sites, information, and applications into a single portal Administrators, page producers, and

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developers will be able to get SharePoint installed, configured, and running with the advice in this guide Eight minibooks address the Microsoft Office SharePoint system, SharePoint services, collaboration, SharePoint Server, enterprise content management, managing users, architecting SharePoint, and SharePoint deployment

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Tutorial  
Covers planning, installation, configuration, performance, troubleshooting, data structure, and more If you work with SharePoint, you'll find Microsoft SharePoint 2010 All-in-One For Dummies provides what you need to get starting and keep going with SharePoint 2010.

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Tutorial  
Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and

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Tutorial sites) and services (such as search, workflow, and social) that make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these



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Tutorial, as well as recommendations for how to get the best out of them. What You Will Learn Create and use common SharePoint resources like lists, libraries, sites, pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take

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advantage of records retention,  
management, and disposition Make the  
most of SharePoint search services Take  
advantage of social capabilities to create  
social solutions Who This Book Is For  
Whether you have not yet used SharePoint  
at all, have used previous versions, have just  
started using the basic features, or have been

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Using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

Provides an examination of the next generation of Microsoft SharePoint technologies, explaining how to use the technologies to extend the information

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sharing and collaboration capabilities to  
develop enterprise information  
management, sharing and collaboration  
solutions.

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