

# SharePoint® win

## Keep related documents together with Document Sets

Document Sets provide a way to manage a group of related content as a single entity. Each Document Set has its own version history, workflow and shared metadata, while each item within it retains its own specific properties.

You need permission to create a Document Set content type. But once the Site Collection Administrator or Site Owner has created a content type, you can create a new Document Set.

### To create a new Document Set:

1. Go to the document library that has been configured to support Document Sets.
2. Click the Documents tab of the Library Tools ribbon.
3. Click New Document, and then click Document Set or the name of the Document Set you want to create (if your organization has created customized Document Set content types they may have unique names).
4. In the New Document Set dialog box, type a name and description for the Document Set you are creating, and then click OK. When the Document Set is created, the browser displays the Welcome Page for the Document Set.

**Note:** *If this Document Set is configured to automatically create documents when you create a new instance of it, these documents appear in a Web Part on the Welcome Page. If no default content has been specified for this Document Set, an empty Document Set folder is created, and you can add or upload files to the folder to make them part of the Document Set. You can add only files that are of the same content types as those allowed within the Document Set.*

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## Life win

### WORD SCRAMBLIN'

*Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:*

MFRIMAF

GHTSTREN

CEFNESIVEFEST

EFFEVTIVENESS

HTNRETS

MFRIMAF

ANSWERS