

# SharePoint® win

## Share and update content with a Document Workspace

A Document Workspace is a Microsoft® SharePoint® 2010 site created for document sharing. The site enables you to share files, update them and keep people informed about their status. When you open your copy of a document that is stored in a Document Workspace, you can get updated versions of the document with the click of a button, eliminating the need to manage document revisions manually.

You can create a Document Workspace from a document, or create an empty site and add documents to it later.

*Note: If the Create Document Workspace option is not available, ask the site owner to give this permission to you or to create the workspace site for you.*

### To create a Document Workspace site based on a document:

1. Open the document library where the document is stored.
2. Point to the name of the document, click the arrow that appears, point to Send To, and then click **Create Document Workspace**.
3. Click **OK**.

### To create an empty Document Workspace site:

1. Go to the Web site where you want to add the Document Workspace site. Click **View All Site Content**, and then click **Create** on the All Site Content page.
2. Under Filter By: Site, click on **Document Workspace**.

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3. Enter the information about the Document Workspace site that you want to create, such as the title and the last part of the Web site address.
4. Select **More Options** if you would like to add a description, edit the permissions of the site, or edit the top link bar of the new site.
5. Click **Create**.

## 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:*

**ROWK**

**UTHLSE**

**MCMOTICAOUNIN**

COMMUNICATION

SLEUTH

WORK

ANSWERS