

Lab B (Module 4)



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In this lab, you enable the Document Sets feature, configure a Document Library to use the feature, and create a new document set with sample documents.

# Task 1: Enable Document Sets

In this task, you enable the Document Sets feature and configure a document library to use a document set.

1. Open the http://intranet.contoso.com site in **Internet Explorer**.
2. From the **Site Actions** menu, choose **Site Settings**.
3. In the **Site Collection Administration** section, click **Site Collection Features**.
4. Locate the **Document Sets** feature, and click **Activate**.
5. In the **Quick Launch** navigation on the left, click **Shared Documents**.
6. Click the **Library** tab; on the **Ribbon**, select Library **Settings**.
7. If the **Content Types** section is not displayed, click **Advanced Settings**, set **Allow management of content types** to **Yes**, and then click **OK**.
8. In the **Content Types** section, click **Add** from existing site content types.
9. Add the **Document Set** content type, and then click **OK**.

# Task 2: Create a New Document Set

In this task, you create a new document set, configure its settings, and upload documents.

1. Open **http://intranet.contoso.com**in **Internet Explorer**.
2. In the **Quick Launch** navigation pane on the left, click **Shared Documents**.
3. Select the **Documents** tab; then, on the **New Document** drop-down menu, click **Document Set**.
4. Enter **Loan Application** in the **Name** field.



1. On the document set welcome page, click **Edit Properties**. Enter a sample description for the document set, and click **Save**.



1. From the **Upload Document** drop-down menu in the **Ribbon**, click **Upload Multiple Documents**.
2. In the Multiple Document Upload dialog window, click **Browse for files instead**.
3. Locate the Module 04 folder at the root of the directory structure, open it, and select all the documents in it. Then, click **OK** to add the documents to the upload list. Click **OK** again to upload them into the document set. Click **Done** when complete.

# Lab Summary

