

Lab B (Module 5)



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In this lab, you import a term set and terms into a term store.

# Task 1: Create the Import File

In this task you create an import file for the term set.

1. Click **Start > Run**.
2. Enter **notepad** and click **OK**.
3. Enter the following text on the first line:

"Term Set Name","Term Set Description","LCID","Available for Tagging","TermDescription","Level 1 Term","Level 2

Term","Level 3 Term","Level 4 Term","Level 5 Term","Level 6 Term","Level 7 Term"

1. Enter the following text on the second line:

"Sites","Locations where the organization has offices",,TRUE,,,,,,,,

1. Enter the following text on lines 3–8:

**,,1033,TRUE,,"North America",,,,,,**

**,,1033,TRUE,,"North America","Washington",,,,,**

**,,1033,TRUE,,"North America","Washington","Redmond",,,,**

**,,1033,TRUE,,"North America","Washington","Seattle",,,,**

**,,1033,TRUE,,"North America","Washington","Tacoma",,,,**

**,,1033,TRUE,,"North America","Massachusetts","Cambridge",,,,**

1. Save the file as **TermSet.csv**.

# Task 2: Import the Term Set

In this task, you import a term set into the term store.

1. In **Central Administration**, under **Application Management**, select **Manage service applications**.
2. Click **Managed Metadata Service 1**.
3. Locate the **Managed Metadata Service 1** term store, click the drop-down list, and select **New Group**.
4. Enter **Imported Terms** as the group name.
5. Select the **Imported Terms** group and click **Import Term Set**.
6. Browse and select the **TermSet.csv** file.
7. Click **OK**.
8. Expand the **Sites** node and ensure that the terms have been imported into the term store.



# Task 3: Apply Imported Terms to a List Item

In this task, you use the imported terms to add a location to a contact list item.

1. Open **http://intranet.contoso.com** in **Internet Explorer**.
2. From the **Site Actions** menu, select **More Options**.
3. Click **Contacts** and enter **Company Contacts** in the **Name** field.
4. Click **Create**.
5. Select the **List** tab and click the **List Settings** option in the **Ribbon**.
6. Click **Create Column**.
7. Enter **Employee Location** in the **Column name** field and select **Managed Metadata** as the column type.
8. In the **Term Set Settings** section, expand the **Managed Metadata Services 1** node, expand **Imported Terms**, and select **Sites**.
9. Click **OK**.
10. Return to the **Company Contacts** list default view, select the **Items** tab, and click **New Item**.
11. Enter a name in the **Title** field and click the tag icon next to the **Employee Location** field.



1. Expand the terms, click **Redmond**, and click **Select**.
2. Click **Save**.
3. The contact item is created using the imported term.



# Lab Summary

