

Task: Remove a Document Workspace

Purpose: Once a project is completed, you will want to back up the relevant documents. You can also shift documents to another location on your SharePoint site for archival purposes. Either one of these methods is very important, because you never know when you will need to retrieve a document.

Example: After backing up/archiving your documents, you may also want to remove the document workspace, as shown in this task.

Steps:

1. Start Internet Explorer and type the URL for your organization's SharePoint server. The Start Page will open.
2. Navigate to the document workspace you want to remove. The Document Workspace home page will open.
3. Click the **Site Actions** menu and select **Site Settings**. The Site Settings page will open.

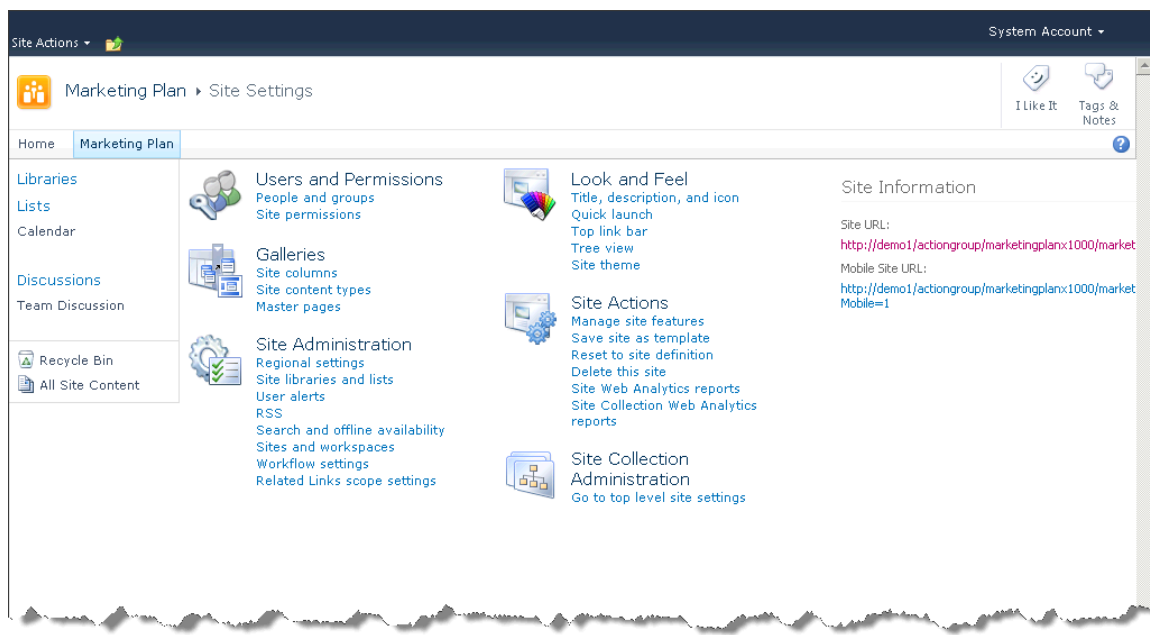


Figure 1: The Site Settings Page

4. Click the **Delete this site** link in the **Site Actions** section. The Delete This Site page will open.

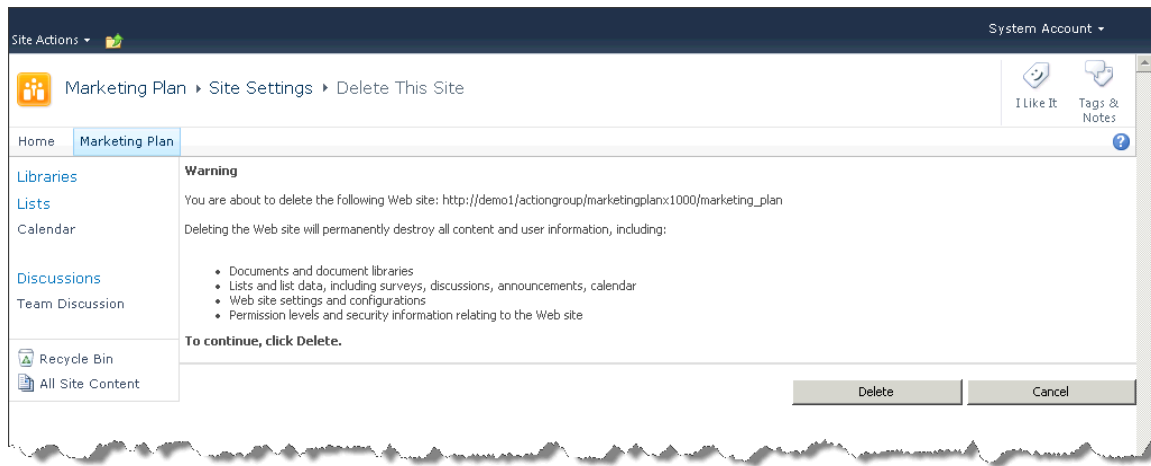


Figure 2: The Delete This Site Page

5. Click **Delete**. A confirmation dialog box will appear.
6. Click **OK**. The document workspace and all of the documents stored within it will be removed from the SharePoint site.

Note: You will receive an error if sub sites or workspaces exist on the site or document workspace you are trying to delete. Be sure all sub sites and workspaces are deleted before removing the workspace.

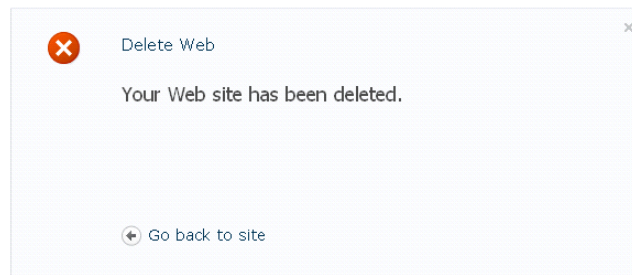


Figure 3: The Document Workspace is Deleted

7. Click the **Go back to site** link. The root site for the site collection will open.