


Share information within work items and social tools

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Using work items to track your work provides a host of benefits, including the ability to easily share information. You can capture most information within the work item *Description* or other rich-text formatted fields. If you need to maintain the information in a different format, you can easily link to or attach a file.

Additional ways to share information include using dashboards, README files, and project Wikis.

Using work items, you can share information in the following ways:

- Add information to the Description or other rich-text field
- Link to a web site or file, or attach files
- Link to a storyboard file

Dica

If you have stakeholders who don't contribute code but want to contribute to the discussion and review progress, make sure you provide them [stakeholder access](#) so that they can view work items and dashboards.

Rich text fields

To convey detailed information, you can format text and insert images inline within any HTML field type. By default, the following fields are HTML fields (as well as many others not listed here for the CMMI process).

- *Acceptance Criteria*
- *Description*
- *Steps*
- *System Info*

In addition, you can add custom HTML fields to support your business processes. To learn more about each field, look it up in the [Work item field index](#)

The specific set of formatting features differs depending on the client you use. In all clients, you can bold, italicize, and underline text. You can also add and remove hyperlinks, format text as ordered or unordered lists, and add images.


Browser

Visual Studio

Team Explorer Everywhere


The rich text formatting toolbar appears above each text box that can be formatted. It only becomes active when you click within the text box.

Description



You can use the following shortcut keys to format your text:

- **Bold:** **Ctrl+B**
- *Italic:* **Ctrl+I**
- Underscore: **Ctrl+U**

You can copy and paste HTML text or an image from another application directly into the text box using **Ctrl+C** and **Ctrl+V** shortcuts. You can also use the  icon or **CTRL+Spacebar** to remove formatting from highlighted text.

Link items

To support traceability and add context to work items, you can link items to other work items or objects. From a links control tab, you can choose from various link types to based on the objects you want to link to.

Again, your link options will differ depending on the client you use. For specific guidance, see these resources:

- [Add link to work items](#)
- [Link items to support traceability and manage dependencies](#)

Attach files


You and your team can centralize reference materials by attaching files to your work items. That way they are always readily accessible when you need them. For example, you can attach a screen image that illustrates a problem, a line of code in a text file, a log, an e-mail thread, or a product feature's specification.

Choose the  or **Attachments** tab to attach a file with supplemental information.

Browser




Visual Studio

Team Explorer Everywhere

Choose the  Attachment tab icon to attach a file to the work item.

You can drag and drop a file onto the tab or anywhere on the work item form.

Details



Attachments

Drag and drop attachments or [click here to browse](#).




Name ↑	Size	Date Attached	Comments
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Dica

You can drag and drop files into the attachment area. From the browse menu, you can multi-select several files and attach within a single action. Also, you can add attachments to your pull request comments. You can also add attachments in pull request comments by drag-and-drop or by browsing. For details, see [Syntax support for Markdown files, widgets, and pull request comments, Attachments](#).








You can edit, open, save, or delete an attachment by clicking an attachment and opening its ... actions menu.

Details

 (1) (19)

Attachments

Drag and drop attachments or [click here to browse](#).

Name ↑	Size	Date Attached	Comments
 10.png	 9K	Tuesday, August 2, 2016 4:51:57 PM	
 7.png		August 2, 2016 4:51:57 PM	
 8.png		August 2, 2016 4:51:57 PM	
 9.png		August 2, 2016 4:51:57 PM	
 added-date-fields-OneView-Project.png		August 2, 2016 4:13:35 PM	
 ALM_00080 Aug. 02 11.23.bmp	2054K	Tuesday, August 2, 2016 4:13:35 PM	

Attachment size


By default, the size of work item attachments is limited to 4 MB. You can use the TFS web service to [increase the size of files you attach up to 2GB](#).

Storyboard

Storyboarding your ideas and goals increases visual understanding. With [PowerPoint Storyboarding](#) you can bring your ideas to life with storyboard shapes, text, animation, and all the other features that PowerPoint provides.

Observação

Storyboarding with PowerPoint requires [Office PowerPoint 2007 or later](#) and the TFS Storyboarding add-in. You install the TFS Storyboarding add-in for PowerPoint by installing one of the latest editions of [Visual Studio](#) or [Team Foundation Server Standalone Office Integration](#).

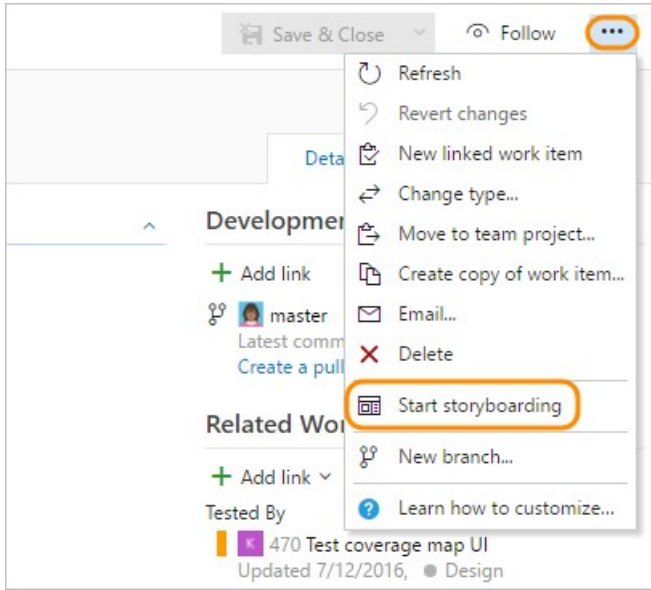
By linking your storyboard to a work item, you provide your team access to the shared file where they can add their comments. From the , **Links**, or a **Storyboards** tab, you can link storyboards that you created using PowerPoint Storyboarding or other application. When you make changes to a linked storyboard, the work item continues to link to the file with the latest changes.

Browser


Visual Studio

Team Explorer Everywhere

You can open Storyboarding with PowerPoint from the **...** actions menu within a work item form.



The screenshot shows a work item form with tabs for 'Save & Close', 'Follow', and an actions menu (three dots). The actions menu is open, showing options like 'Refresh', 'Revert changes', 'New linked work item', 'Change type...', 'Move to team project...', 'Create copy of work item...', 'Email...', 'Delete', 'Start storyboarding' (highlighted with an orange box), 'New branch...', and 'Learn how to customize...'. The background shows a work item for 'Development' with a 'master' branch and a '470 Test coverage map UI' work item.

To link to an existing storyboard, click the  **Links** tab and add a storyboard link.

To open PowerPoint with storyboarding, see [Storyboard your ideas using PowerPoint](#).

Email a work item query list

A common way teams share information is through a list of work items. You can quickly generate a formatted list using the **Copy as HTML** or **Copy to clipboard** options. See [Copy list](#).

Importante

If you use the built-in email feature, you can only send the email to individual address for a project member that is recognized by the system. Adding a team group or security group to the to line isn't supported. If you add an email account that the system doesn't recognize, you receive a message that one or more recipients of your email don't have permissions to read the mailed work items.

Team dashboards

You can share progress and status with your team using configurable team dashboards. Dashboards provide easy-to-read, easy access, real-time information. You can add widgets to provide markdown information, query charts, and more.

For details, see [Manage dashboards](#).

Project wiki

You can use your project wiki to share information with other team members. Each wiki corresponds to its own git repository and supports collaborative editing of its content and structure.

To learn more, see [Create a wiki for your project](#).

Related articles

As you can see, there are many ways to share information using work items alone. See these additional tools and features to support planning, tracking, and sharing information with your team.

- [Dashboards](#)
- [Add and edit a wiki](#)

Marketplace extensions

You may find additional ways to share information and collaborate as a team by adding a [Marketplace extension](#).