

Creating a Document Library

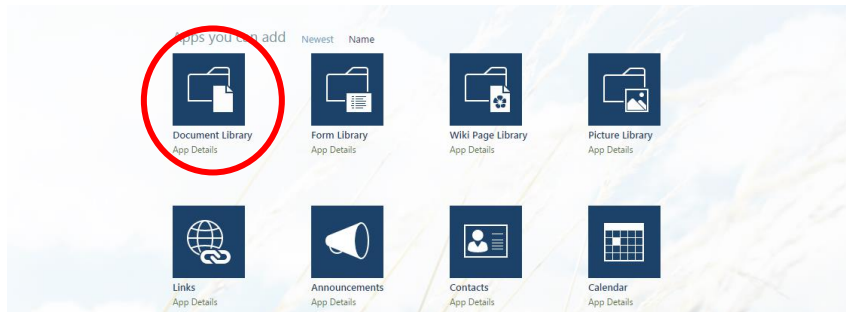
SharePoint Libraries are for storing files. Each site is created with a default Documents library. Any person with the **Owner** role can create additional libraries.

To create additional libraries:

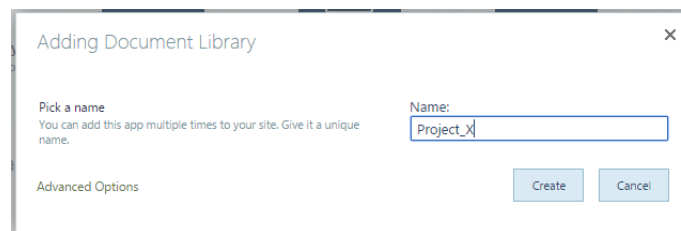
1. Click on the **Settings** (Gear icon) button at the top right.



2. Select **Add an app**.
3. From the App tiles, choose **Document Library**.



4. Enter a name for the document library. For example Project_X (do not use spaces in the name).



Adding Document Library

Pick a name
You can add this app multiple times to your site. Give it a unique name.

Name:

Advanced Options

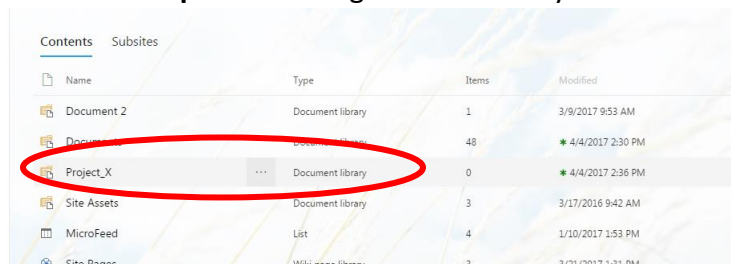
Create Cancel

5. Click **Create**.

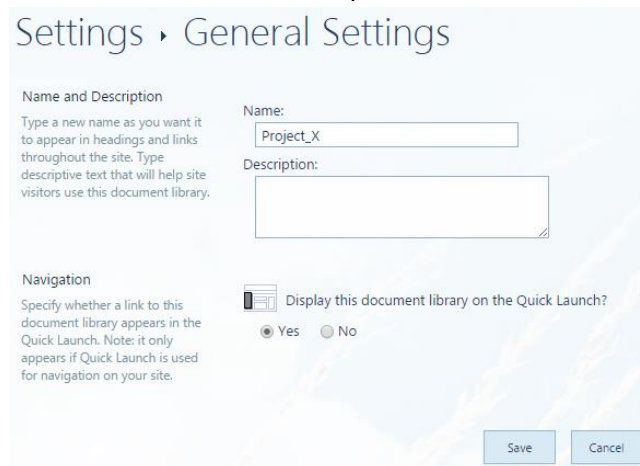
To modify the new document library:

Modifications include changing the name, adding a description and adding the library to the Quick Launch Bar.

1. From the **Quick Launch Bar** to the left, select **Site Contents**.
2. Click on the **ellipses** to the right of the library name.



3. Select **Settings**. Select the **List, Name, Description and Navigation** link.
4. To modify the name, click in the field and enter the name the way you would like it to appear in the Quick Launch bar. You can use spaces here.



The screenshot shows the 'Settings > General Settings' page for a document library. It is divided into two sections: 'Name and Description' and 'Navigation'. In the 'Name and Description' section, the 'Name' field contains 'Project_X' and the 'Description' field is empty. In the 'Navigation' section, there is a checkbox labeled 'Display this document library on the Quick Launch?' which is checked, with radio buttons for 'Yes' (selected) and 'No'. At the bottom right, there are 'Save' and 'Cancel' buttons.

5. Enter a description (optional).
6. If you would like to change the navigation options, for instance, you may or may not want the library to appear in the quick launch bar. Select the preferred option here.
7. Click **Save**.

The library will now appear in the Quick Launch Bar with a more descriptive name:

