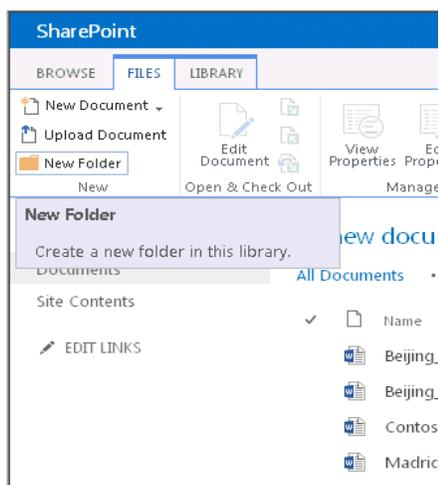


## Organize And Configure A Sharepoint Library

There are several ways to organize and manage your SharePoint libraries.

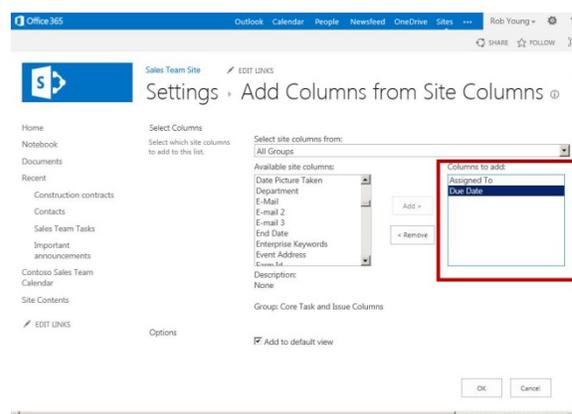
### CREATE FOLDERS IN A LIBRARY

1. Navigate to the library you want to create a folder in
2. **[Files], New Folder**
3. Enter a name for the folder and choose **Save**.



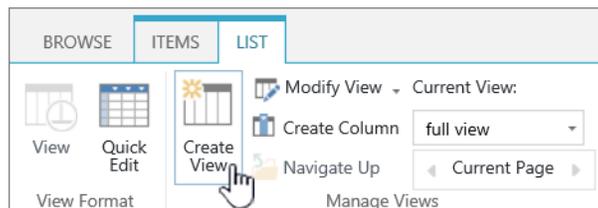
### ADD COLUMNS TO A LIBRARY

1. Navigate to the library you want to add columns to.
2. On the Library tab, choose **Library Settings**
3. Scroll down to the **Columns** section and choose **Add from existing site columns**
4. Under **Available site columns**, choose and add the columns you want in your library, and then choose **OK**.



### CREATE A CUSTOM LIBRARY VIEW

1. Navigate to the library you want to create a view for, click the **List** or **Library** tab, and then click **Create View**.



2. On the **Settings** page, choose a view type from: **Standard, Calendar, Datasheet, Gantt, Access, Custom, Existing**.
3. In the **View Name** box, type the name for your view. Select **Make this the default view** if you want to make this the default view for the list or library. Only a public view can be the default view for a list or library.

View Name:

Make this the default view  
(Applies to public views only)

View Audience:

- Create a Personal View  
Personal views are intended for your use only.
- Create a Public View  
Public views can be visited by anyone using the site.

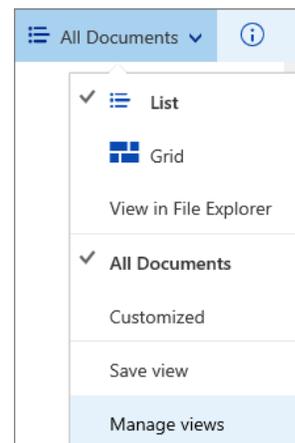
Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Type (icon linked to document)	1
<input checked="" type="checkbox"/>	Name (linked to document with edit menu)	2
<input checked="" type="checkbox"/>	Modified	3
<input checked="" type="checkbox"/>	Modified By	4
<input type="checkbox"/>	App Created By	5
<input type="checkbox"/>	App Modified By	6
<input type="checkbox"/>	Check In Comment	7

4. In the **Audience** section, under **View Audience**, select **Create a Personal view** or **Create a Public view** (personal when you want a view just for yourself, public when you want everyone who uses the list to see it).

5. In the **Columns** section, tick the columns that you want in the view and. Next to the column numbers, select the order that you want to columns to appear
6. Configure the other settings for your view, such as **Sort** and **Filter**, and click **OK** at the bottom of the page. For descriptions of all of the settings you can choose, see [Settings for views](#) below.

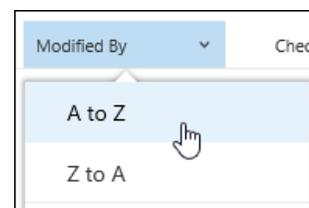
### DELETE A CUSTOM VIEW

1. For a document library, go to the library for which you want to delete a view.
2. Click the drop-down arrow for **All Documents**, and then select **Manage Views**.
3. Scroll down the settings page to the **Views** section, and click the view you want to delete.
4. In the top area of the view, click **Delete**.
5. When prompted, click **OK**.



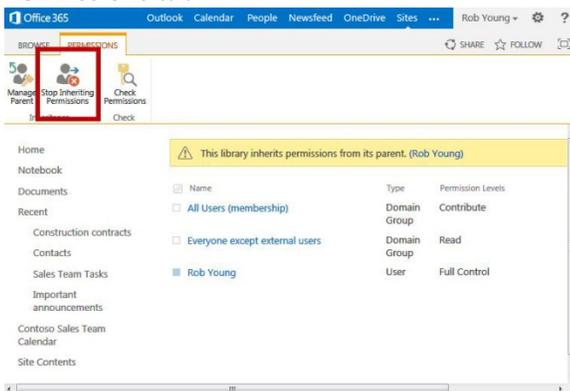
### SORT ITEMS IN VIEW

1. On the document library page, place your mouse pointer over the **name** of the column that you want to sort by
2. click the down arrow next to the column name.
3. Chose ascending or descending order.



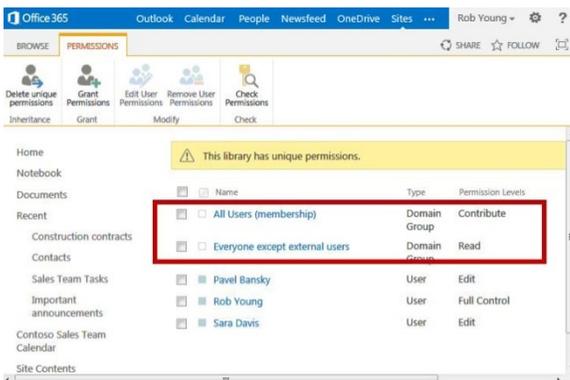
## CONTROL WHO HAS ACCESS TO YOUR LIBRARY

1. Navigate to the library you want to share
2. On the **Library** tab, choose **Library Settings**
3. On the **Settings** page choose the **Permissions for this document library** link
4. If the library inherits permissions from a parent site, choose **Stop Inheriting Permissions** on the **Permissions** tab.



5. Click **OK** on the message that appears
6. In the **Share** dialog box, type the names or email addresses of those who will have access to the library
7. *Optional:* Add a short message to tell them about the library, and then select **Share**
8. To remove permissions that existed before you stopped inheriting permissions, select those groups or users and then choose **Remove User Permissions**.

**NOTE:** Ensure you have permissions to your own library.



Now, only the people that you added in the Share dialog have access to the documents in the library.