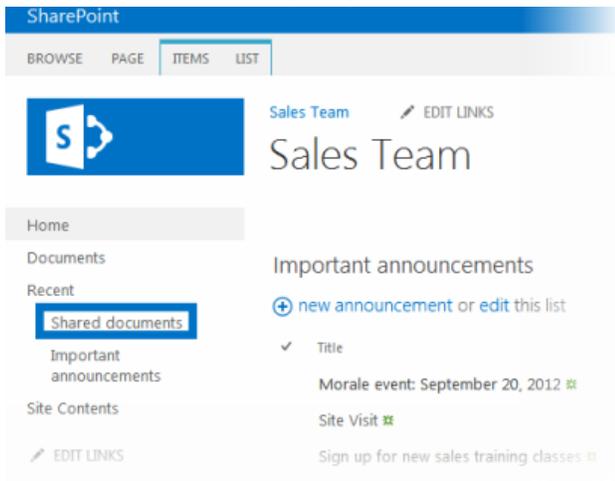


INTRODUCTION TO LIBRARIES

A document library is a place on a SharePoint site where you can share files, such as Word documents and Excel spreadsheets, with other people.

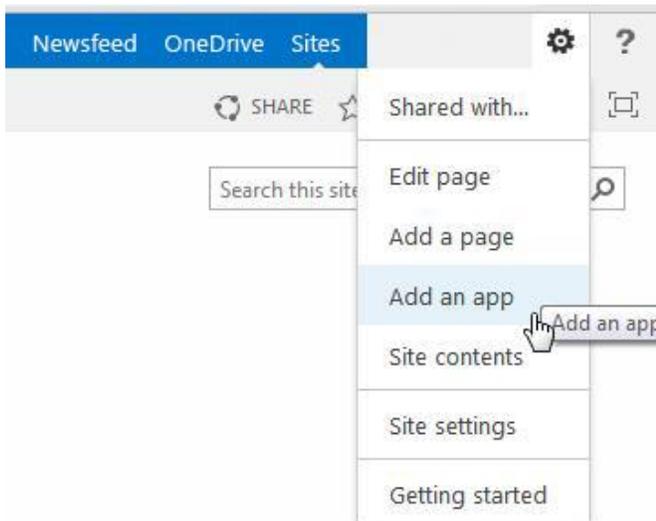
HOW DO I FIND A DOCUMENT LIBRARY?

1. If your department has a team site, look for Shared documents or a similar name, typically on the left side.
2. Click the name of the library to open it.

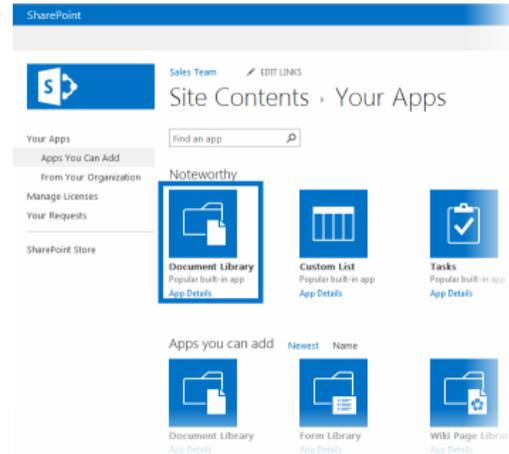


HOW DO I CREATE A LIBRARY?

1. On the **Settings** menu, click **Add an app**.



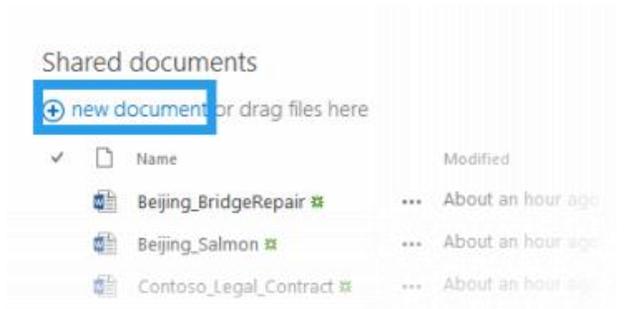
2. Click the library you want to add, in this case **Document Library**.



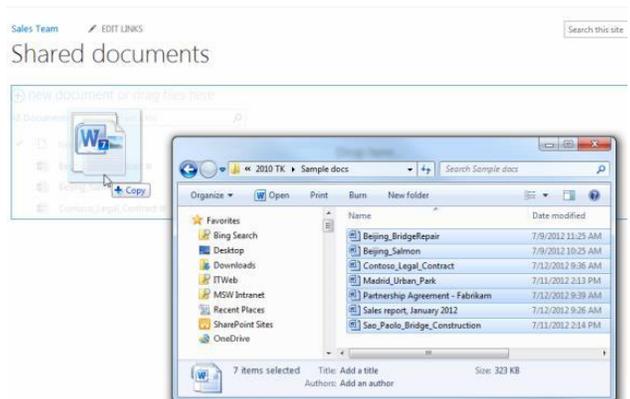
3. Name the library, and then click **Create**.

ADD FILES TO A LIBRARY

1. There are different ways to add files to a library, but the quickest way is to click the **new document** link.

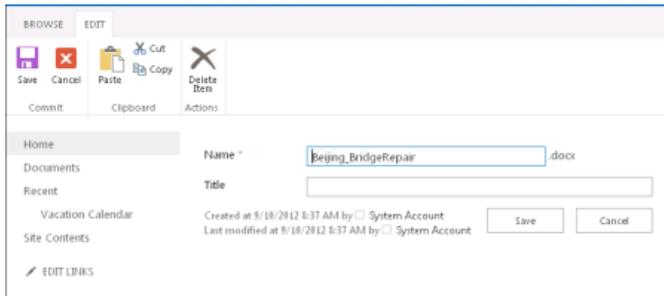


2. You can also add more than one document at a time, and even drag files from Windows Explorer.



RENAME FILES IN A LIBRARY

1. Click on the ellipses next to a file you want to rename, and then click the ellipses on the callout.
2. Click **Edit Properties**.
3. Rename the file in the **Name** field and click **Save**.



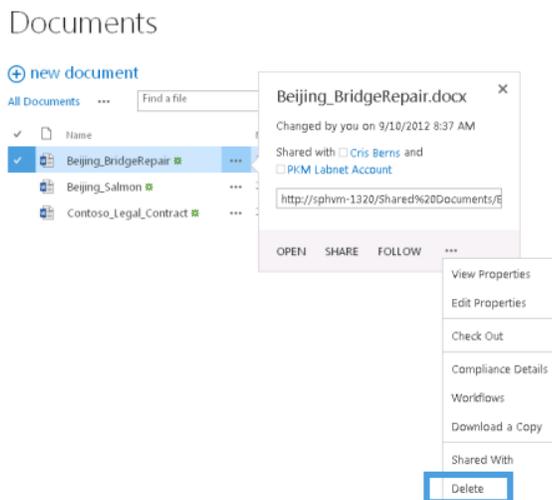
VERSIONING, ALERTS, OR CO-AUTHORING

Libraries have other features to help you be more productive, such as:

- **Versioning** enables you to track versions of files, so you can see a history of changes, and restore a version if you make a mistake.
- **Alerts** let you know by mail or text if a file has been changed. You can set an alert for one file or a whole library, and control how often you get alerted.
- **Co-authoring** enables you and other co-workers to edit files at the same time in certain Office programs, such as Word, PowerPoint, and Excel.

DELETE FILES IN A LIBRARY

1. Click on the ellipses next to a file you want to delete, and then click the ellipses on the callout.
2. Click **Delete**.
3. Click **OK** to confirm sending the file to the Recycle Bin.



SEE ALSO

- **Introduction to libraries**
<http://office.microsoft.com/en-us/sharepoint-server-help/introduction-to-libraries-HA102771924.aspx?CTT=1>
- **Add or delete files in a library**
<http://office.microsoft.com/en-us/sharepoint-server-help/add-or-delete-files-in-a-library-HA102803549.aspx?CTT=3>
- **Enable and configure versioning for a list or library**
<http://office.microsoft.com/en-us/sharepoint-server-help/enable-and-configure-versioning-for-a-list-or-library-HA102772148.aspx?CTT=3>
- **Create an alert**
<http://office.microsoft.com/en-us/sharepoint-server-help/create-an-alert-or-subscribe-to-an-rss-feed-HA102771918.aspx?CTT=1>