

ORGANIZE AND CONFIGURE A SHAREPOINT LIBRARY

There are several ways to organize and manage your SharePoint libraries. This intermediate course teaches you how to create and use folders, sort and filter with columns, create custom views of items in the library, and how to restrict access to a library.

CREATE FOLDERS IN A LIBRARY

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



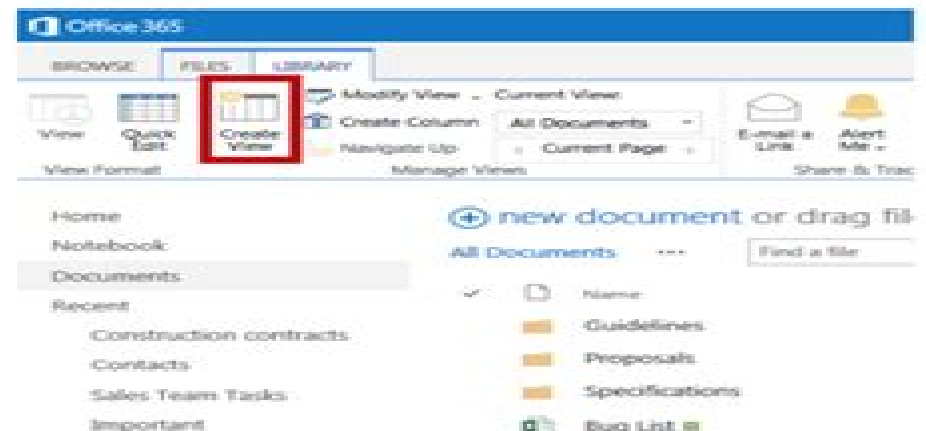
ADD COLUMNS TO A LIBRARY

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 VIEW OF ITEMS IN YOUR LIBRARY

1. Navigate to the library you want to create a view for.
2. On the **Library** tab, choose **Create View**.



3. If you want to start from an existing view, choose the view under **Start from an existing view**.
4. On the **Settings** page, type a name for the view.
5. Choose **Create a Personal View** in the **Audience** section if you don't want others to use this view.

Sharepoint Quick Reference Card 2013

SA Adler



Sharepoint Quick Reference Card 2013:

Unveiling the Power of Verbal Beauty: An Mental Sojourn through **Sharepoint Quick Reference Card 2013**

In a world inundated with displays and the cacophony of instant conversation, the profound power and emotional resonance of verbal beauty often disappear in to obscurity, eclipsed by the regular assault of noise and distractions. However, situated within the lyrical pages of **Sharepoint Quick Reference Card 2013**, a captivating perform of fictional splendor that impulses with fresh emotions, lies an remarkable journey waiting to be embarked upon. Published by a virtuoso wordsmith, that magical opus books visitors on a mental odyssey, delicately revealing the latent potential and profound affect embedded within the complicated web of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is central styles, dissect its interesting publishing type, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

https://letsgetcooking.org.uk/data/virtual-library/default.aspx/valmet_911_parts_manual.pdf

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