

Lists and Libraries

What's the difference between a list and a library? The basic difference between a SharePoint library and a list is that a library is designed to manage files.

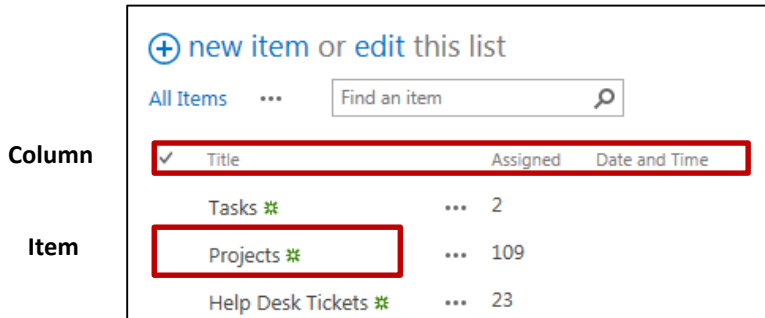
A SharePoint **library** is a place to hold **documents, files, and images** similar to a folder on a shared network drive. Libraries allow you to set up templates for common types of documents and give the option of **version control** so that you can track revisions.

Lists, are best thought of as mini-databases or spreadsheets. A list will allow you to store a number of items such as **tasks, calendar items** and **discussions** in a way to similar to an Excel spreadsheet.

Working with Lists

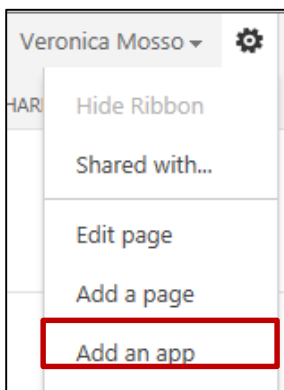
There is no need to wonder where your information is stored. Group everything together using lists. Lists are repositories that store related information and consist of **items, columns, and views**.

- Item – a row in a list
- Column – a field in a list
- View – a view displays a subset of information in a list. A list can have multiple views.

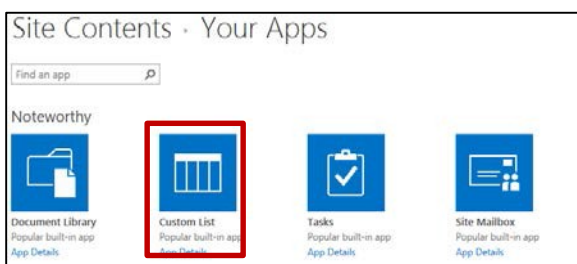


Create a List

1. On the top right of the browser click the **Gear Icon** (Settings).
2. Click on **Add an app**.



3. Click on the **Custom List** icon.



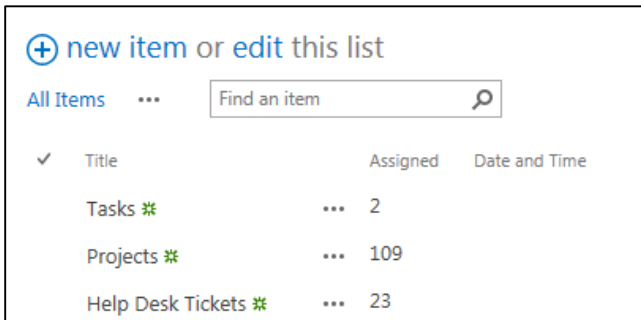
4. Type in **Name** for the custom list.



5. Click **Create**.

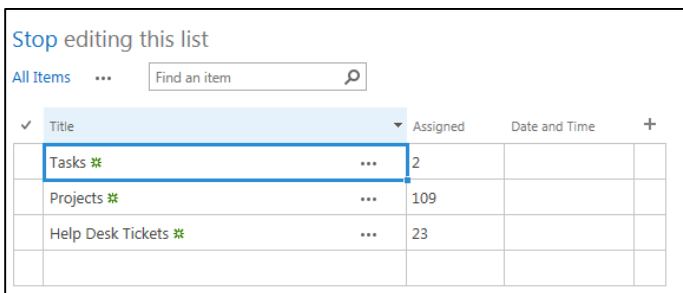
Add a List Item

1. To add an item to a list, you must be in the list.
2. Click on **the +new item** below the list name.



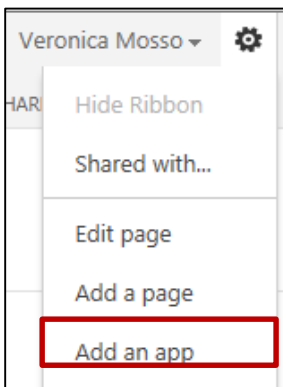
Edit a List Item

1. To add an item to a list, you must be in the list.
2. Click on **edit** below the list name.
3. The List will display grid lines and items are editable.
4. Once done, click on **Stop**.

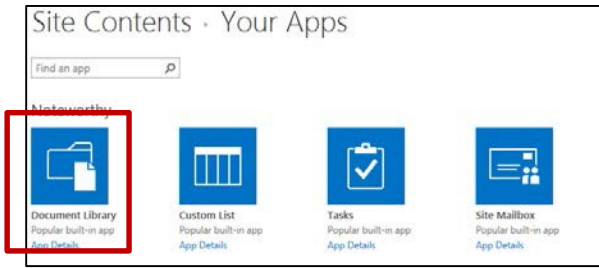


Create a Library

1. On the top right of the browser click the **Gear Icon** (Settings).
2. Click on **Add an app**



3. Click on the **Document Library** icon.



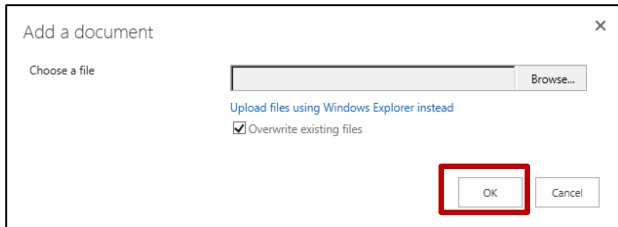
4. Type in **Name** for the custom list.



5. Click **Create**.

Add a Library Item

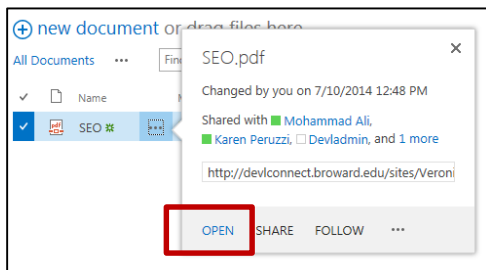
1. To add an item to a list, you must be in the Library.
2. Under the library name, click on **+new document** and browse for the document.



3. Click **Ok**.

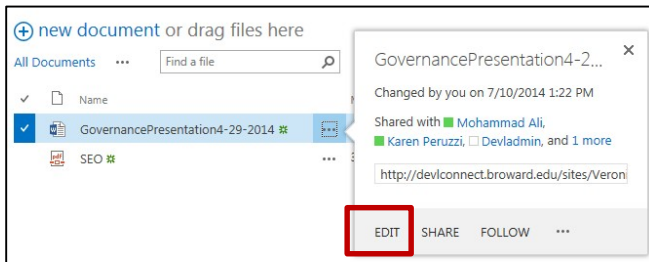
Open a Library Item

1. To open an item to a list, you must be in the Library.
2. Click on the [...] to open the options window.
3. Click **Open**.



Editing Documents

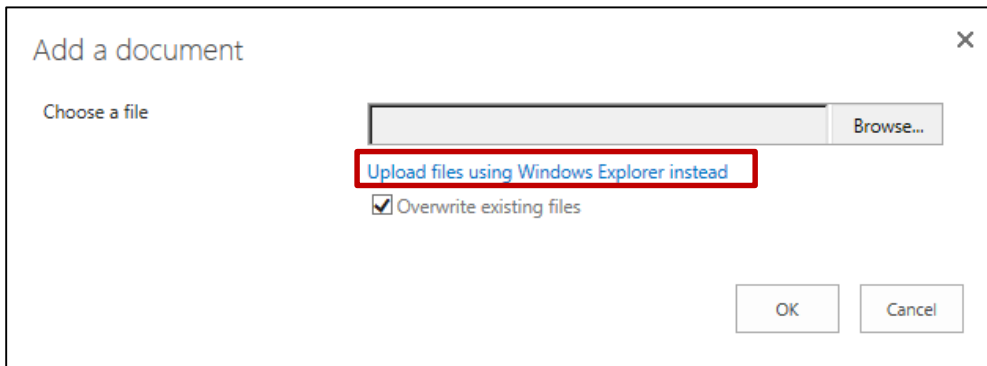
1. To open an item to a list, you must be in the Library.
2. Click on the [...] to open the options window.



3. Click **Edit**.
4. Then Click **Ok** to the **Open Document** dialog box. It will either open in Microsoft Word or Excel.
5. Edit document and click **Save**.

Uploading multiple documents

1. To upload documents, you must be in the library or list.
2. Under the library name, click on **+new document**.
3. Click on **Upload files using Windows Explorer** instead option under the **Browse** field.



4. **Windows Explorer dialog window** will open. Copy and paste any other documents into this window. Close the window and refresh your webpage. New items will appear on page.

