

Add Columns To A Library

ADD COLUMNS TO A LIBRARY

1. Navigate to the library you want to add columns to, e.g. SP Training Documents.

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2. Click the Library tab, and choose Library Settings.



Add from existing site columns

3. Scroll down to the **Columns** section and choose **Add from existing site columns**.

This will allow you to select an existing column and use it in the document library.

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4. Under Available site columns, choose and add the columns you want in your library, and then choose OK.

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Create column

5. Scroll down to the **Columns** section and choose **Create column**.

This will allow you to create a new column and use it in the document library.

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6. Name the column and select the information, e.g. create a Choice column named TrainingDocType with valid values of Job Aides, Presentations.

Then choose **OK**.

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		a country variation		
				OK Cancel



7. The new column is added to the library



8. Note. When documents exist in the library before a new column is added, the new column will not be automatically populated. You will be required to populate the new column for each of the existing documents.

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