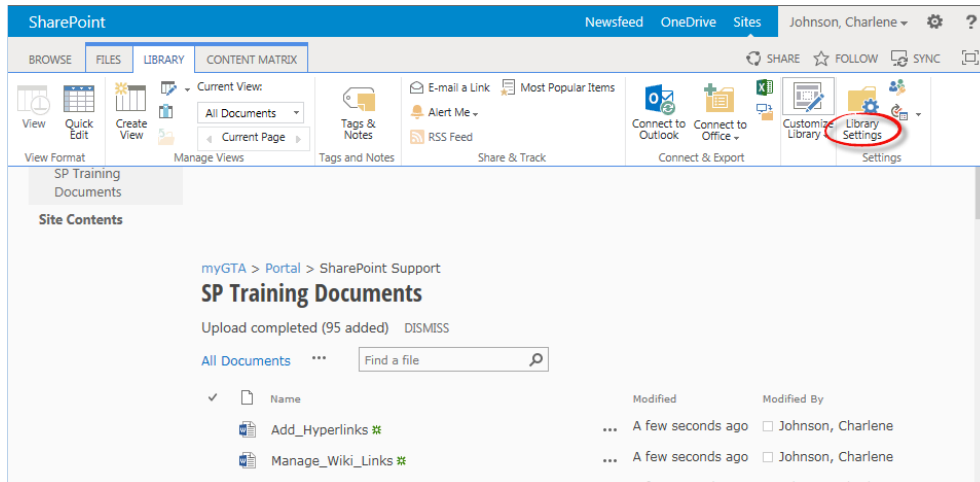


Add Columns To A Library

ADD COLUMNS TO A LIBRARY

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



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

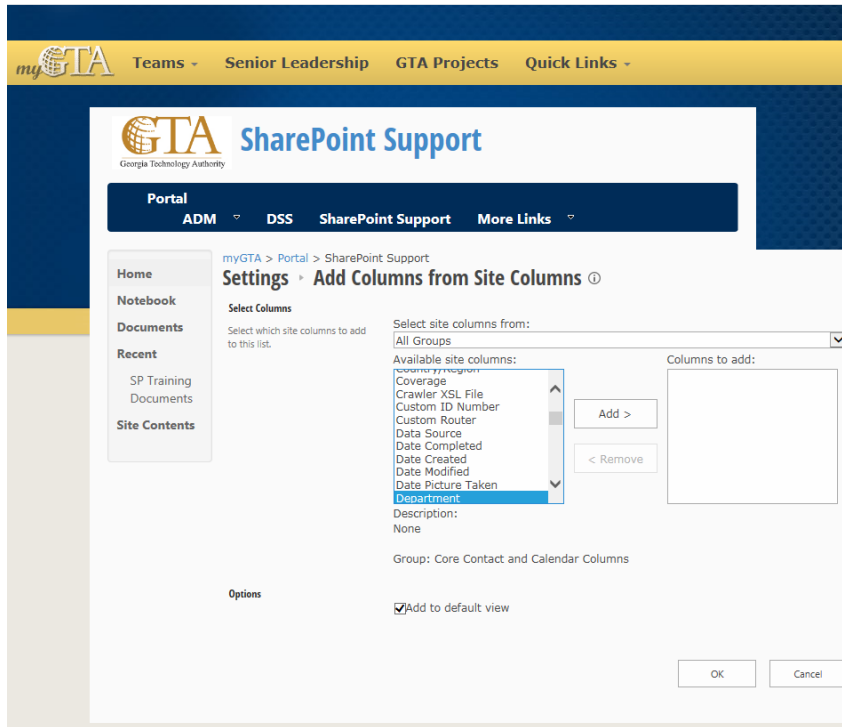
Add from existing site columns

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.

The screenshot shows the SharePoint Support interface for the 'SP Training Documents' library. The navigation bar includes 'Portal', 'ADM', 'DSS', 'SharePoint Support', and 'More Links'. The left sidebar shows 'Home', 'Notebook', 'Documents', 'Recent' (with 'SP Training Documents'), and 'Site Contents'. The main content area shows the breadcrumb 'myGTA > Portal > SharePoint Support' and the title 'SP Training Documents > Settings'. Under 'List Information', the 'Name' is 'SP Training Documents', the 'Web Address' is 'https://t-mygtga.ga.gov/portal/spssupport/SP Training Documents/Forms/AllItems.aspx', and the 'Description' is empty. There are three tabs: 'General Settings', 'Permissions and Management', and 'Communications'. The 'General Settings' tab is active, showing a list of settings such as 'List name, description and navigation', 'Versioning settings', 'Advanced settings', 'Validation settings', 'Column default value settings', 'Audience targeting settings', 'Rating settings', 'Content Matrix settings', and 'Form settings'. The 'Permissions and Management' tab shows options like 'Delete this document library', 'Save document library as template', 'Permissions for this document library', 'Manage files which have no checked in version', 'Workflow Settings', 'Generate file plan report', 'Enterprise Metadata and Keywords Settings', and 'Information management policy settings'. The 'Communications' tab is empty. Below these tabs is the 'Columns' section, which states 'A column stores information about each document in the document library. The following columns are currently available in this document library:'. A table lists columns: 'Created' (Date and Time, Required), 'Modified' (Date and Time), 'Title' (Single line of text), 'Created By' (Person or Group), 'Modified By' (Person or Group), and 'Checked Out To' (Person or Group). Below the table is a list of actions: 'Create column', 'Add from existing site columns' (circled in red), 'Column ordering', and 'Indexed columns'. The 'Views' section states 'A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this document library:'. A table shows views: 'All Documents' (Default View, Mobile View, Default Mobile View, all checked), and 'Create view'.

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



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.

The screenshot shows the SharePoint Support interface for the 'SP Training Documents' library. The breadcrumb trail is 'myGTA > Portal > SharePoint Support'. The page title is 'SP Training Documents > Settings'. The left sidebar contains navigation options: Home, Notebook, Documents, Recent (with 'SP Training Documents' selected), and Site Contents. The main content area is divided into three columns: General Settings, Permissions and Management, and Communications. The 'Columns' section is expanded, showing a table of existing columns and a list of actions. The 'Create column' link is circled in red.

myGTA > Portal > SharePoint Support
SP Training Documents > Settings

List Information
Name: SP Training Documents
Web Address: https://t-mygta.ga.gov/portal/spssupport/SP Training Documents/Forms/AllItems.aspx
Description:

General Settings **Permissions and Management** **Communications**

- List name, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Audience targeting settings
- Rating settings
- Content Matrix settings
- Form settings

Columns
A column stores information about each document in the document library. The following columns are currently available in this document library.

Column (click to edit)	Type	Required
Created	Date and Time	
Modified	Date and Time	
Title	Single line of text	
Created By	Person or Group	
Modified By	Person or Group	
Checked Out To	Person or Group	

- Create column**
- Add from existing site columns
- Column ordering
- Indexed columns

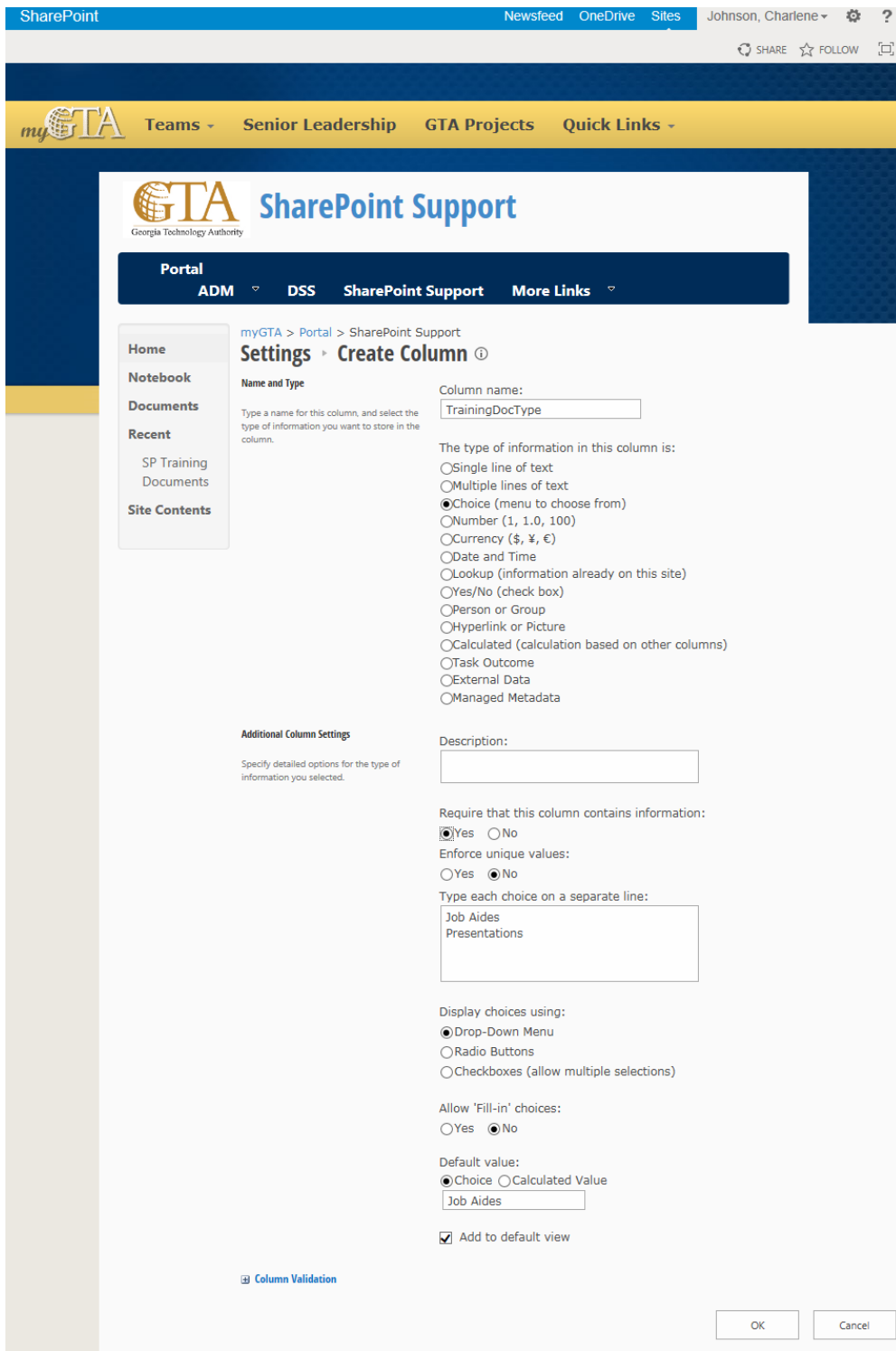
Views
A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this document library:

View (click to edit)	Default View	Mobile View	Default Mobile View
All Documents	✓	✓	✓

- Create view

- 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**.



The screenshot shows the SharePoint 'Create Column' dialog box. The breadcrumb path is 'myGTA > Portal > SharePoint Support'. The dialog is titled 'Settings > Create Column'. The 'Name and Type' section has 'Column name:' set to 'TrainingDocType'. The 'The type of information in this column is:' section has 'Choice (menu to choose from)' selected. The 'Additional Column Settings' section has 'Require that this column contains information:' set to 'Yes', 'Enforce unique values:' set to 'No', 'Type each choice on a separate line:' checked, and 'Display choices using:' set to 'Drop-Down Menu'. The 'Default value:' is set to 'Job Aides'. The 'Add to default view' checkbox is checked. There are 'OK' and 'Cancel' buttons at the bottom right.

SharePoint Newsfeed OneDrive Sites Johnson, Charlene

myGTA Teams - Senior Leadership GTA Projects Quick Links -

Portal
ADM DSS SharePoint Support More Links

myGTA > Portal > SharePoint Support
Settings > Create Column

Name and Type
Column name: TrainingDocType

The type of information in this column is:
 Single line of text
 Multiple lines of text
 Choice (menu to choose from)
 Number (1, 1.0, 100)
 Currency (\$, ¥, €)
 Date and Time
 Lookup (information already on this site)
 Yes/No (check box)
 Person or Group
 Hyperlink or Picture
 Calculated (calculation based on other columns)
 Task Outcome
 External Data
 Managed Metadata

Additional Column Settings
Specify detailed options for the type of information you selected.

Require that this column contains information:
 Yes No

Enforce unique values:
 Yes No

Type each choice on a separate line:
Job Aides
Presentations

Display choices using:
 Drop-Down Menu
 Radio Buttons
 Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:
 Yes No

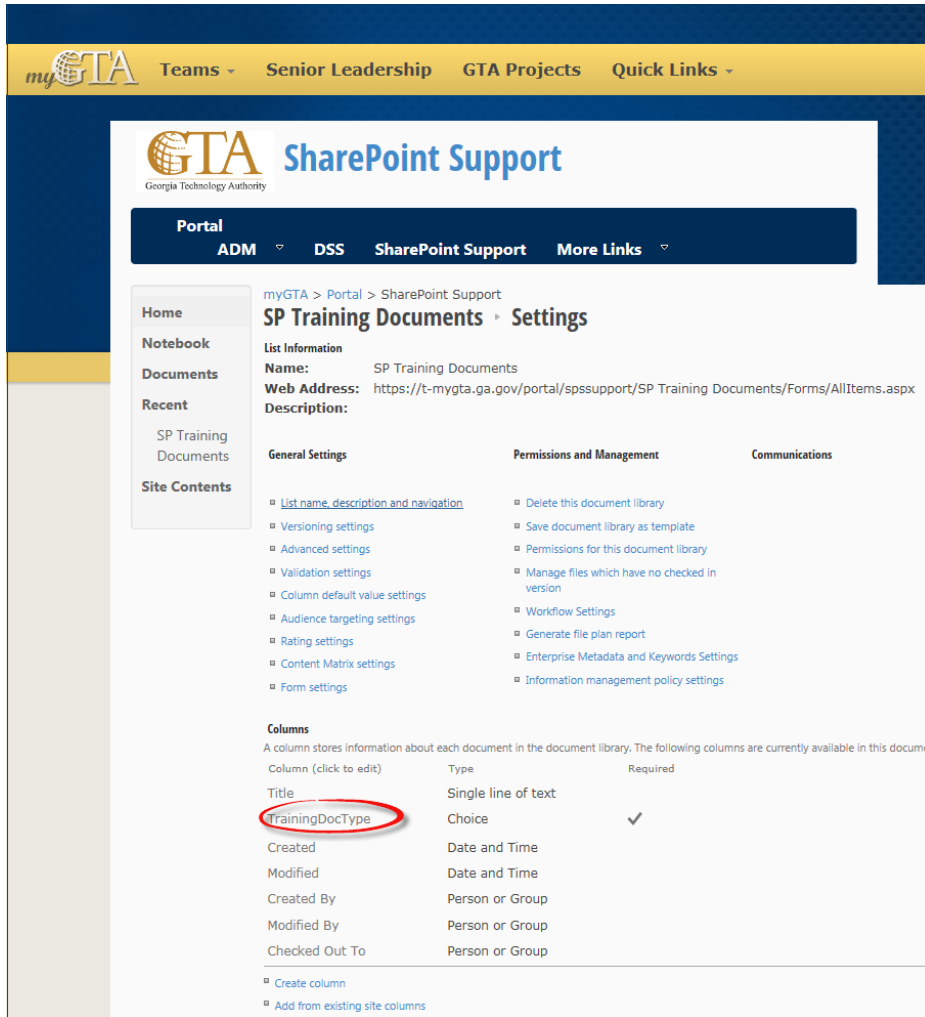
Default value:
 Choice Calculated Value
Job Aides

Add to default view

Column Validation

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.

