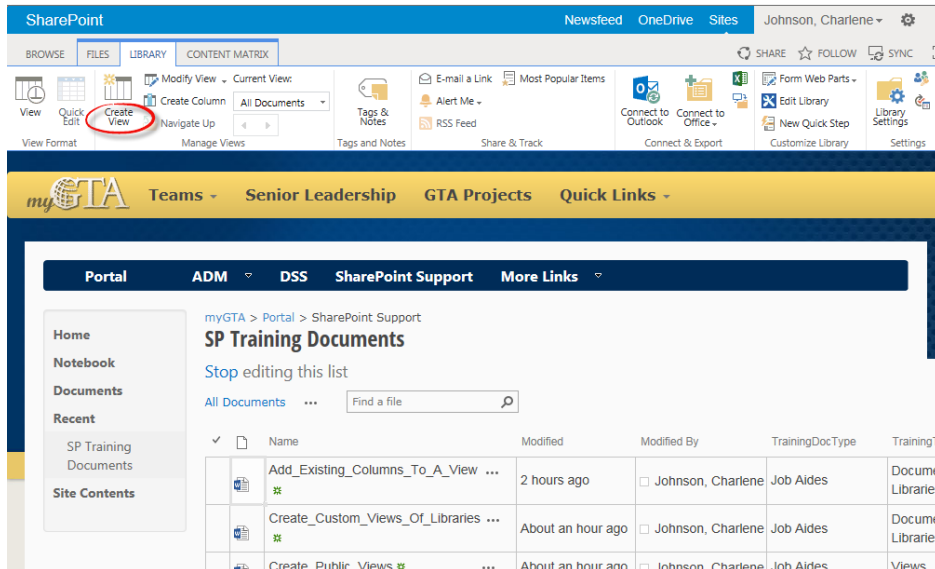


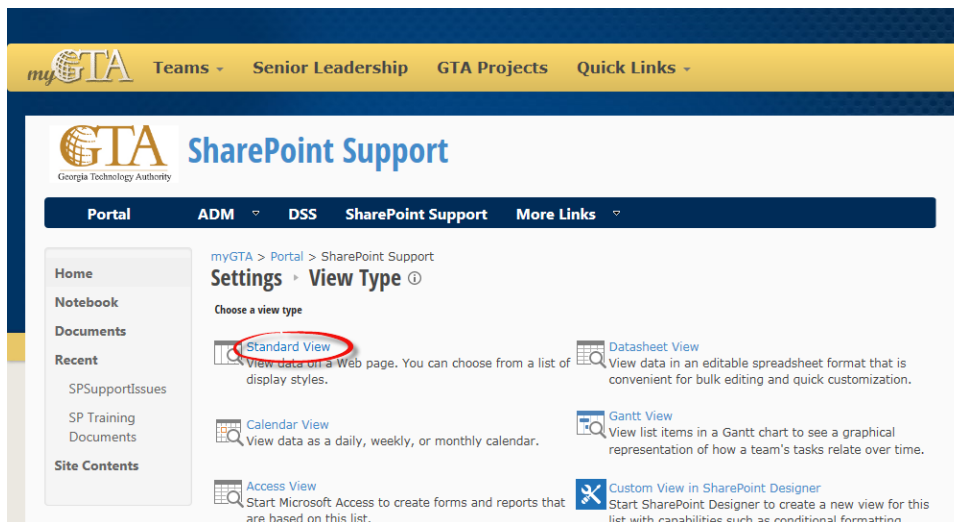
# Create a Custom View Of a Library

## 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. Choose the type of view e.g. **Standard view**.



4. Name the view and select the options for the view, e.g. ActiveJobAides

myGTA Teams - Senior Leadership GTA Projects Quick Links -

**SharePoint Support**

Portal ADM DSS SharePoint Support More Links

myGTA > Portal > SharePoint Support

**Settings · Edit View**

Name

View Name: ActiveJobAides

Web address of this view: [https://t-mygtga.gov/portal/spsupport/SP Training Documents/Forms/ActiveJobAides.aspx](https://t-mygtga.gov/portal/spsupport/SP%20Training%20Documents/Forms/ActiveJobAides.aspx)

Make this the default view (Applies to public views only)

**Column**

Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the **Position from Left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Type (icon linked to document)	1
<input checked="" type="checkbox"/>	Name (linked to document with edit menu)	2
<input checked="" type="checkbox"/>	TrainingTopic	3
<input type="checkbox"/>	App Created By	4
<input type="checkbox"/>	App Modified By	5
<input type="checkbox"/>	Check In Comment	6
<input type="checkbox"/>	Checked Out To	7
<input type="checkbox"/>	Content Type	8
<input type="checkbox"/>	Copy Source	9
<input type="checkbox"/>	Created	10
<input type="checkbox"/>	Created By	11
<input type="checkbox"/>	Edit (link to edit item)	12
<input type="checkbox"/>	File Size	13
<input type="checkbox"/>	Folder Child Count	14
<input type="checkbox"/>	ID	15
<input type="checkbox"/>	Item Child Count	16
<input type="checkbox"/>	Modified	17
<input type="checkbox"/>	Modified By	18
<input type="checkbox"/>	Name (for use in forms)	19
<input type="checkbox"/>	Name (linked to document)	20
<input type="checkbox"/>	Title	21
<input type="checkbox"/>	TrainingDocType	22
<input type="checkbox"/>	Version	23

**Sort**

Select up to two columns to determine the order in which the items in the view are displayed. Learn about sorting items.

First sort by the column: Name (linked to document with edit menu)

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

Then sort by the column: None

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

**Filter**

Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site type **(Today)** or **(Me)** as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 3,000 or more items because they allow you to work with larger lists more efficiently. Learn about filtering items.

Show all items in this view

Show items only when the following is true:

Show the items when column TrainingDocType is equal to Job Aides

And  Or

When column None is equal to

**Tabular View**

**Group By**

**Layout**

**Style**

**Folders**

**Item Limit**

**Mobile**

Adjust mobile settings for this view:

Enable this view for mobile access (Applies to public views only)

Make this view the default view for mobile access (Applies to public views only)

Number of items to display in list view web part for this view: 3

Field to display in mobile list simple view: Name (linked to document with edit menu)

Web address for this mobile view: [https://t-mygtga.gov/portal/spsupport/\\_layouts/15/mobile/view.aspx?List=0deac5d7%2D9d92%2D45c3%2D99fe%2D0b40dc5800a3&View=c25e246b%2D6f51%2D4572%2D60ee%2D19e4249d0d3](https://t-mygtga.gov/portal/spsupport/_layouts/15/mobile/view.aspx?List=0deac5d7%2D9d92%2D45c3%2D99fe%2D0b40dc5800a3&View=c25e246b%2D6f51%2D4572%2D60ee%2D19e4249d0d3)

Delete OK Cancel

5. Choose **Create a Personal View** in the **Audience** section if you don't want others to use this view.
6. Under the Filter section, choose **Show items only when the following is true**.
7. In the field drop down box, select the column you want to add, **TrainingDocType** for example.
8. In the next field, choose a condition such as **is equal to**, for example.
9. In the next field, enter a date you will later filter by, such as **JobAides**, for example.
10. Finally, in the **Folders** section of the page, choose **Show all items without folders**. This option enables you to look at files across folders in a library.

- ▣ Tabular View
- ▣ Group By
- ▣ Totals
- ▣ Style
- ▣ Folders

Specify whether to navigate through folders to view items, or to view all items at once.

**Folders or Flat:**

Show items inside folders

Show all items without folders

11. Choose **OK** and the view is created.
12. The new view appears displaying all files having **TrainingDocType** equal to **JobAides**, regardless of what folder they are in, with only the selected columns in the selected order, e.g. **Modified** and **Modified By** columns are not displayed.

The screenshot shows the SharePoint interface for the 'SP Training Documents' library. The breadcrumb path is 'myGTA > Portal > SharePoint Support'. The library title is 'SP Training Documents'. Below the title, there is a '+ new document or drag files here' button and a search box for 'All Documents'. The document list is filtered to show only documents with 'TrainingDocType' equal to 'JobAides'. The first document in the list is 'ActiveJobAides', which is circled in red. The table below shows the columns 'Name' and 'TrainingTopic'.

Name	TrainingTopic
About_Wikis	Info & Links, Wikis
Add_Approval_Workflow	Workflows
Add_Categories_To_Blogs	Blogs
Add_Columns_To_Libraries	Document Libraries
Add_Conversations_To_Project_Sites	Project Sites