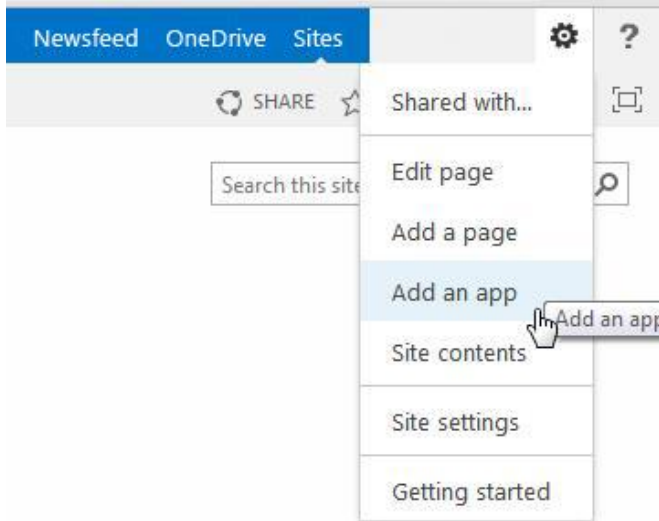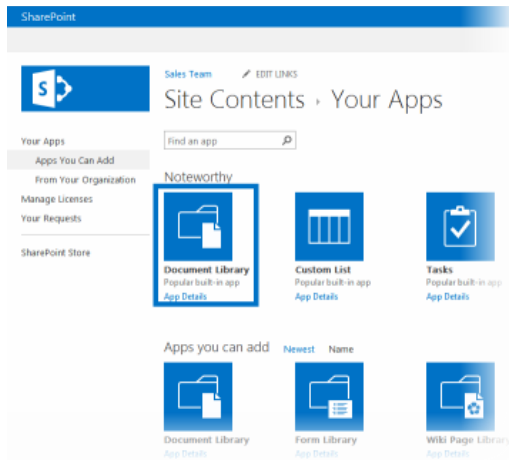# Create a Document Library

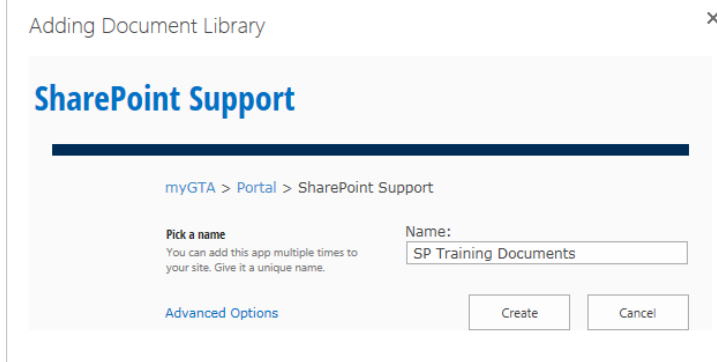## HOW DO I CREATE A LIBRARY?

1. On the **Settings** menu gear, click **Add an app**.

2. Click the library you want to add, in this case **Document Library**.

3. Name the library, e.g. SP Training Documents, and then click **Create**.

4. The new library is created