

Create a Public View

CREATE A PUBLIC VIEW

1. Navigate to the list or library. Click List or Library



2. If you want to create a new view that will be public, click **Create View**, as shown in the example below.

If you want to make an existing view public, click Modify View.

SharePoint		News	feed OneDrive Sites	Johnson, Charle	ne - 🍄 📫		
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Recent			-				
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3. Choose a view type or start from an existing view. In the example below, the existing view: **All Documents** was selected.





4. On the **Create View** page, type a name for the view, e.g. UserTestingView. Then select the **Create a Public View** check box. You can also select the public view to be the default view.

Select the columns you want to appear, and use the position numbers to set the order of the columns.

Set the sorting, filter, and other options.

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Home	myGTA > Portal > SharePoint Supp Settings • Edit View ③	ort			
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Recent	Name	View Nam	0:		
SP_Site_Owners SPSupportIssues	Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that she visitors will know what to expect when they click this link.	UserTestingView Web address of this view:			
SP Training	what to expect when they click this link.	https://t-mygta.ga.gov/portal/spssupport/SP Training Documents/Forms/			
Documents		UserTestingViewaspx 🔂 This view appears by default when visitors follow a link to this document library. If			
Site Contents		you want t	o delete this view, first make another view t	the default.	
	🗃 Columns				
	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 column, select a number in the Positien from left box.	Display 2	Column Name Type (icon linked to document)	Position from Left	
	a number in the Position from left box.	2	Name (linked to document with edit men	u) 2 💌	
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			Modified	19	
			Modified By Name (for use in forms)	20 🛩	
			Name (linked to document)	22 🗸	
			Title Version	23	
			Version	24 💌	
	G Sort Select up to two columns to determine the	2			
	Select up to two columns to determine the order in which the items in the view are displayed. Learn about sorting items.		by the column: (for use in forms)		
		• 1	Show items in ascending order (A, B, C, or 1, 2, 3)		
		oE	(A, B, C, or 1, 2, 3) Show items in descending order (C, B, A, or 3, 2, 1)		
		Then sort None	by the column:		
			Show items in ascending order (A, B, C, or 1, 2, 3)		
		* <u>11</u>	(A, B, C, or 1, 2, 3) Show items in descending order		
			Show items in descending order (C, B, A, or 3, 2, 1) ly by specified criteria (folders may not app	uar hafora itame)	
	g filter		y by specific citeria (loters fing for app	and before nerroy.	
	Show all of the heres in this sizes or display	0.000	Show all items in this view		
	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, the indexed columns in the first clause in order to speed up your view. Filters are particularly		Show items only when the following is true	e.	
	up your view. Filters are particularly important for lists containing 5,000 or more		Show the items when column		
	important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. Lewin about		is equal to		
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	Adjust mobile settings for this view.	(Applie	this view for mobile access s to public views only) big view the default view for mobile access		
		Applie	his view the default view for mobile access s to public views only)		
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				OK Carcel	



5. Then click **OK** and the public view is displayed e.g. UserTestingView.

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