

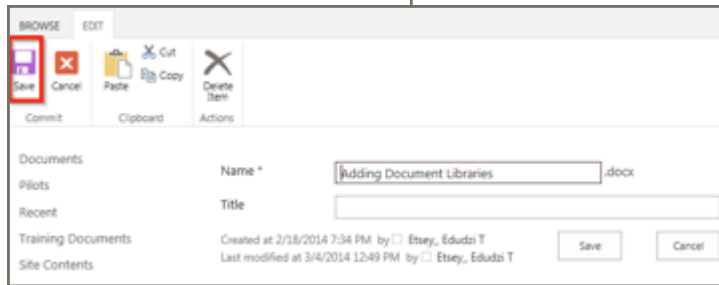
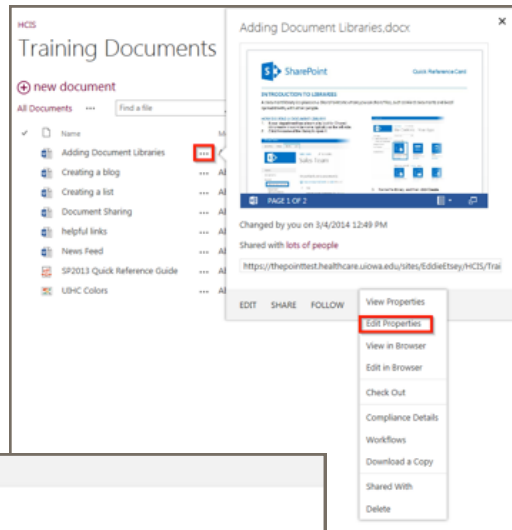
Document Libraries

SharePoint 2013

UI Health Care Information Systems

How do I rename a file in a document library?

1. Go to the library where the file is located. Click on the ellipses (...) next to the file you want to rename, and then click the ellipses (...) in the popup window.
2. Click **Edit Properties**.
3. Rename the file in the **Name** field and click **Save**.




Other Features

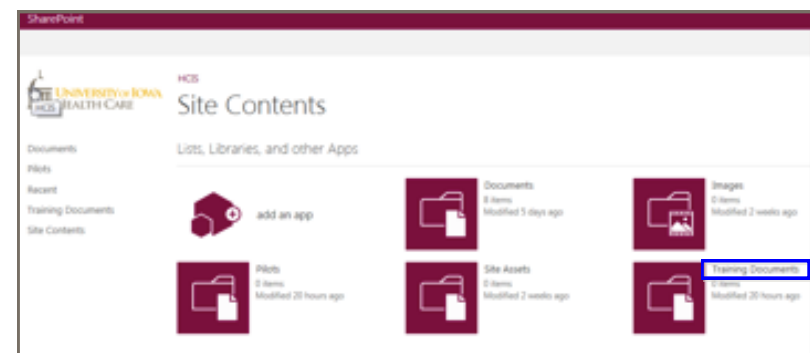
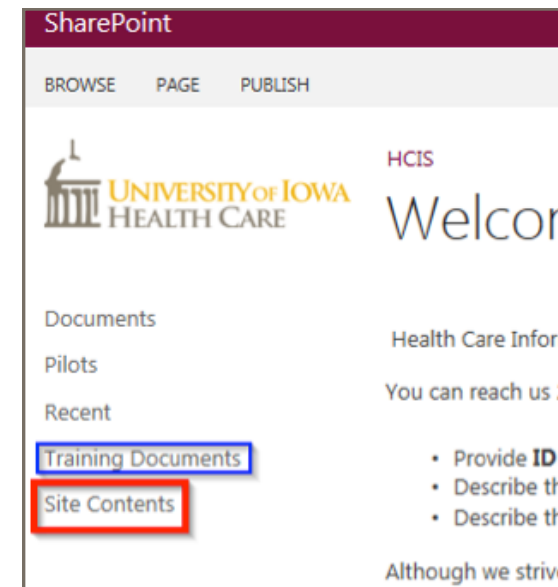
- **Versioning** lets you to track versions of files, so you can see a history of changes made, and restore an old version if needed.
- **Alerts** let you know by mail or text if a file has been changed. You can set an alert for one file or a whole library and control how often you get alerted.
- **Co-authoring** lets you and other co-workers to edit files at the same time in certain Office programs in your browser, such as Word, PowerPoint, and Excel.




*A **document library** is a place on a SharePoint site where you can store and share files, such as Word documents, Excel spreadsheets, and PDFs.*

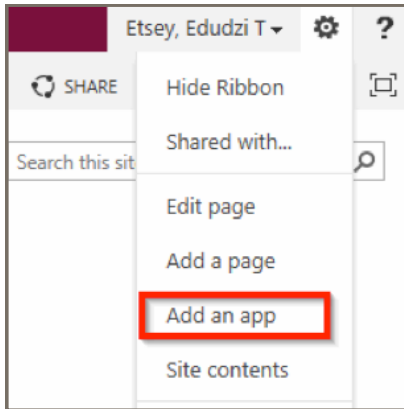
How do I find a document library?

1. Go to your department Intranet site.
2. Click on the document library name on the left column. If it's not there, click on **Site Contents** (also found in the **Settings menu** )
3. If you clicked on Site Contents, then click the name of the document library to open it.

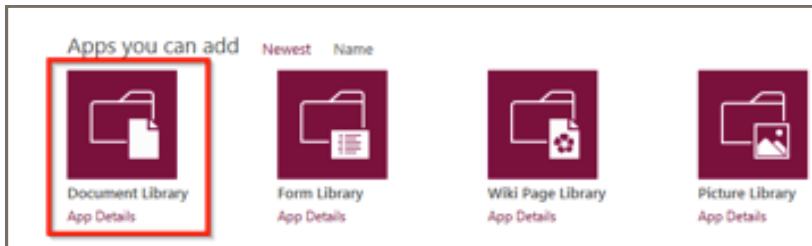


How do I create a document library?

1. If your permission gives you access to create document library, in the **Settings** menu , click **Add an app**.



2. Click the type of app you want to add, in this case **Document Library**.

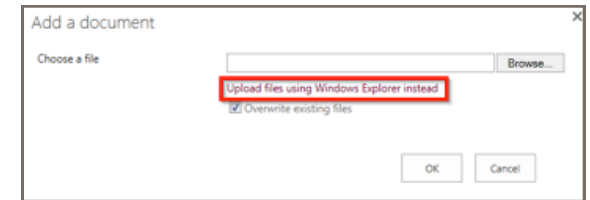
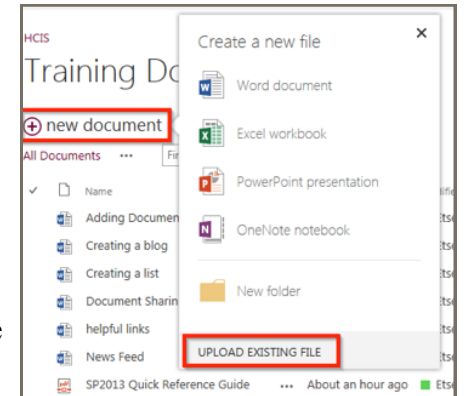


3. Name the library, and then click **Create**. You can also click on **Advanced Options** to choose other settings for the document library or add a description.



How do I add files to a document library?

1. There are different ways to do this, but the quickest way is to click the **new document** link from the document library.
2. You can either create a new document with Microsoft Online Apps (See the **What's New** guide for more information) or upload an existing document.
3. You can also add more than one document at a time by selecting the **Windows Explorer** option.



How do I delete a document from a library?

1. Go to the library where the file is located. Click on the ellipses (...) next to a file you want to delete, and then click the ellipses (...) in the popup window.
2. Click **Delete**.
3. Click **OK** to confirm.

