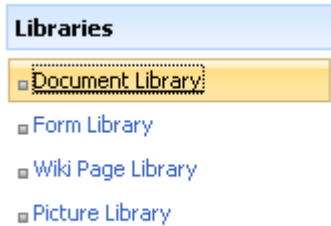


How to Create a Document Library in Sharepoint



Step 1:

Browse to the **Site Actions** and the Site Settings section on the right hand side of the page.



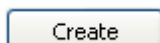
Step 2:

Next, give your Document section a name and a description if you wish (we will look at the other sections in more advanced tutorials so lets leave them as default for now.

New

Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	Name: <input type="text" value="My Documents"/> Description: <input type="text" value="This is the place where I shall keep my documents"/>
Navigation Specify whether a link to this document library appears in the Quick Launch.	Display this document library on the Quick Launch? <input checked="" type="radio"/> Yes <input type="radio"/> No
Document Version History Specify whether a version is created each time you edit a file in this document library. Learn about versions.	Create a version each time you edit a file in this document library? <input type="radio"/> Yes <input checked="" type="radio"/> No
Document Template Select a document template to determine the default for all new files created in this document library.	Document Template: <input type="text" value="Microsoft Office Word 97-2003 document"/>

Click Create...



And there you have it! Your very own document library!