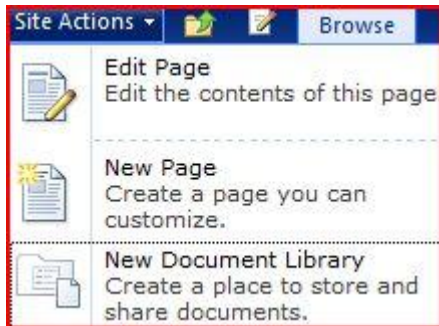


Adding a Library

There are four most common types of Library Templates are:

1. **Document Library** – This stores documents and files to be shared.
2. **Form Library** – Where you can manage forms
3. **Picture Library** – This stores pictures and images
4. **Slide Library** - Manage and store PowerPoint Slides

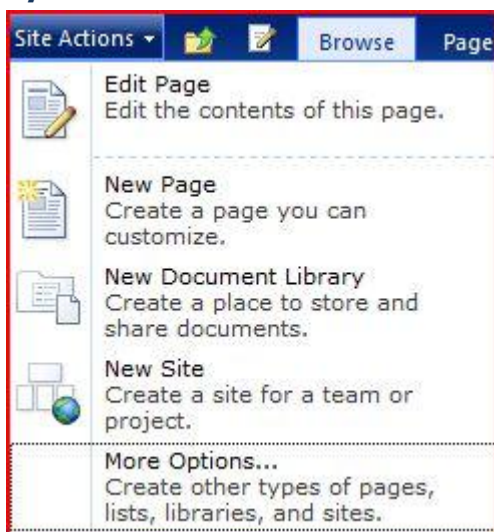
1. The simplest method to add a basic document Library is to go to *Site Actions* and click on *New Document Library*.



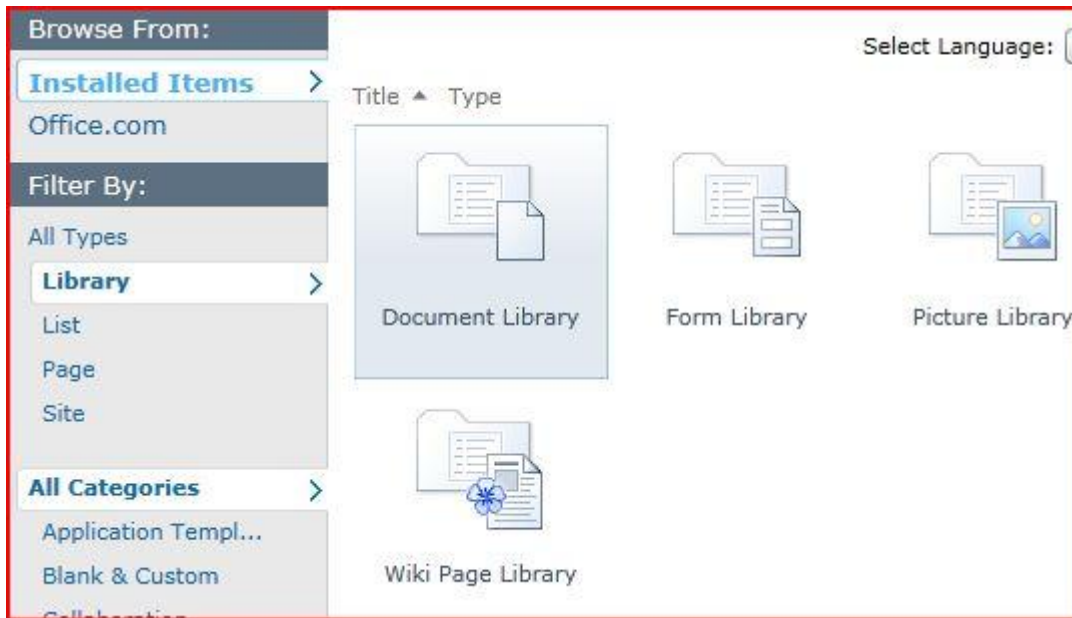
2. This will bring up the *Create* page. From here, you enter the name of the document library, choose whether you want the library shown on the Quick Launch and whether a new document version is created each time the document is edited.
3. When you are ready, click *Create*.

To add another type of Library you would use:

1. From the site where you want the library, click *Site Actions*, and then click *More Options*.



Click on **Library** to display the templates, click on the template that you want. Then Click on **Create**.



Once you have created you Library, you can upload documents to that library by using the Library Tool bar located on the top of the page.

