Create a New Item

Each item has standard properties, such as name and title, and may have custom properties, such as district or department. When you add a new item, some properties may be required. You also have options to check spelling and to attach files; see the help file for Attach a File to an Item.

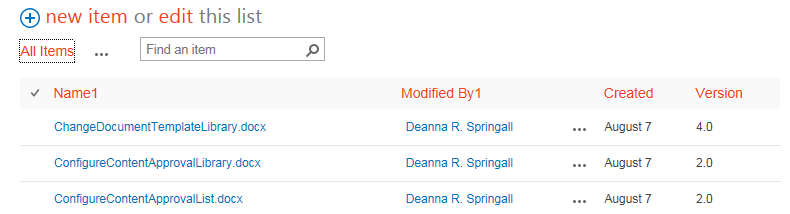
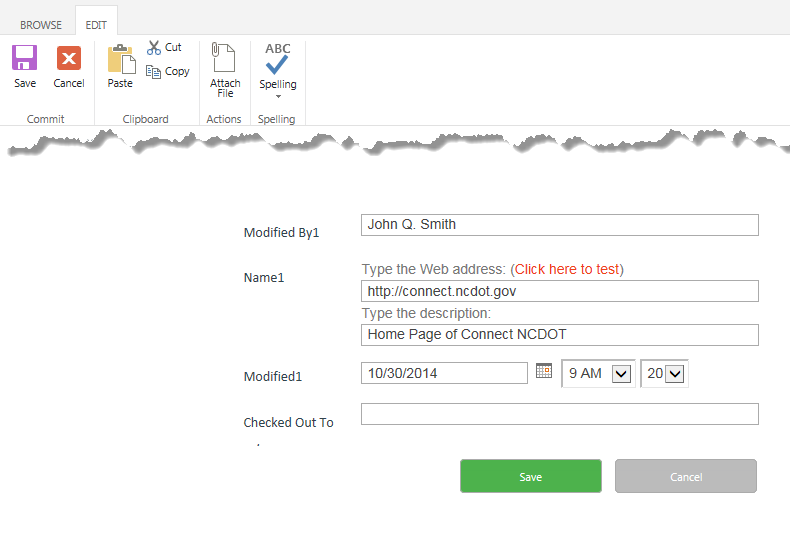
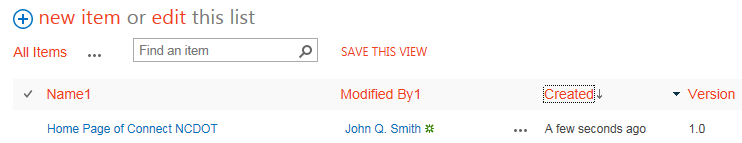
Methods in this help file describe how to add individual items one at a time. The Quick Edit feature is a much more efficient way to add multiple items at the same time; see the help file for Quick Edit.

## Contents

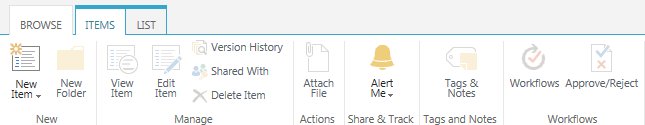
[Add an Item – Method 1](#_Toc402957973)

[Add an Item – Method 2](#_Toc402957974)

## Add an Item – Method 1

1. Navigate to the list.
2. Click **+** **new item** at the top of the list.  
   
3. Complete the details for the new item. In some cases, you may need to click **Show More**. When you complete your work, click **Save** at the bottom of the page or in the ribbon.  
     
   The item has a green star to indicate it is new.  
   

## Add an Item – Method 2

1. Navigate to the list.
2. On the ribbon, click the **ITEMS** tab. In the **New** group, click **New Item**.   
   
3. Continue with Step 3 in the previous section.