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.

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## 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.