The LIBRARY Tab

The **LIBRARY** tab in the SharePoint ribbon offers options to work with a SharePoint library.

1. Navigate to the library.
2. On the ribbon, click the **LIBRARY** tab.

Note: The options available to you vary with your permissions.



## View Format Group

* **View**: If you are in Quick Edit, this option returns you to the standard list format.
* **Quick Edit**: With this feature, you can quickly edit many file properties at one time in a datasheet view.

## Manage Views Group

* **Create View**: The default view is generally all files in the library, but you can create other views to sort, filter and display the files for a particular purpose. You can also create a personal view that only you can see.
* **Modify View**: Change the display settings of the current view. Use only the **Modify** option; do not use the **Modify in SharePoint Designer (Advanced)** option.
* **Create Column**: Add a column to the library so you can add additional properties for the files.
* **Navigate Up**: If you are in a folder in a library, use this feature to navigate up to the parent folder.
* **Current View**: Select another view from the drop-down menu.
* **Current Page**: If the library contains a lot of documents, use this control to page through the library. You can also use the arrows at the bottom of the page to move among the pages.

## Tags and Notes Group

* **Tags & Notes**: Not supported.

## Share & Track Group

* **E-mail a Link**: This option opens Outlook so you can send co-workers a link to the library.
* **Alert Me**: You can create an alert if you want to be emailed when changes are made to the library or you can manage all of your alerts.
* **RSS Feed**: If you are familiar with RSS and have an RSS reader, you can subscribe to this feed and be notified of changes.
* **Most Popular Items**: SharePoint tracks and reports library usage. Review which files have the most views and the most unique views, and which files are most recommended.

## Connect & Export Group

* **Connect to Outlook**: You can connect a library to Outlook if you wish to use Outlook to view files in the library. This lets you avoid opening a browser to go to the SharePoint site.
* **Connect to Office**: In Microsoft Office applications, you can add a shortcut to a SharePoint library so you can easily create, open and save documents in the library from within Office. Options to **Add to SharePoint Sites**, **Remove from SharePoint Sites**, **Manage SharePoint Sites**.
* **Export to Excel**: This option lets you save file information in an Excel spreadsheet. The file names are a link to the library.
* **Open with Explorer**: You can display the contents of the library in the traditional Windows Explorer view.

## Customize Library Group

This group contains commands for creating forms, doing advanced editing, and creating custom actions. Call or email the Help Desk to request assistance from Web Services.

## Settings Group

* **Library Settings**: Manage settings (such as versioning and validation) that apply to the entire library.
* **Shared With**: Not supported.
* **Workflow Settings**: Manage the settings for workflows associated with this library or add a new workflow. Call or email the Help Desk to request assistance from Web Services.

Detailed help files are available for many of these commands and tools.