

# Microsoft SharePoint

## Owner: Manage and Maintain Your Document Library



### Introduction

You can manage and maintain your document library area by adding folders, changing uploaded file names, viewing and restoring versions, using the Check In/Check Out feature, deleting files, sending files via email and moving files to other areas of your documents library

#### Process Summary

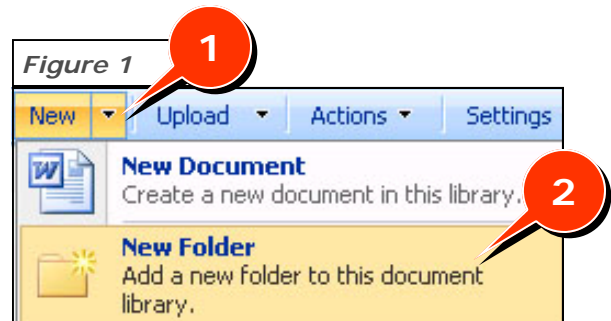
##### Document Library

1. Create folder
2. Change File Names
3. Delete Files
4. Send Via Email

### Creating Folders

You can organize your files by creating folders

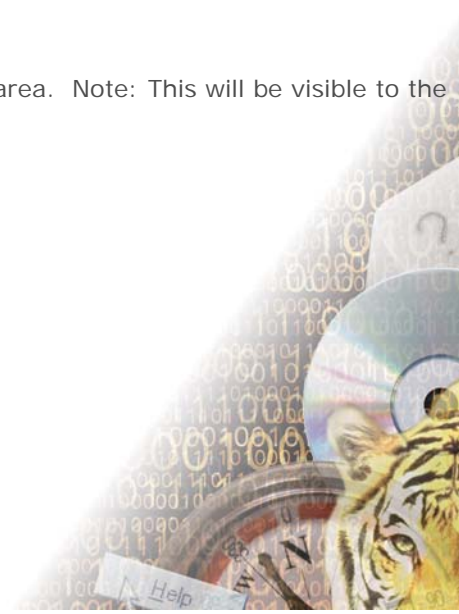
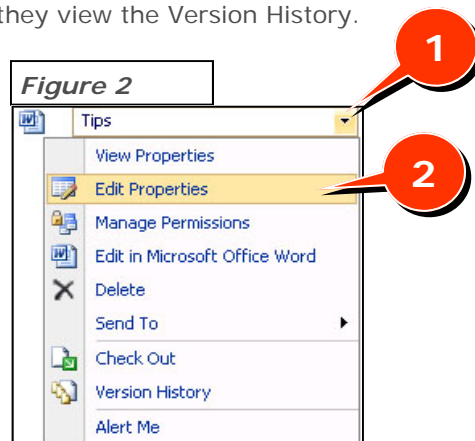
1. Open your **SharePoint** site.
2. Click on **Project Documents** or **any another documents link**.
3. Click the **Drop down arrow** (Fig 1, 1) next to the **New** button.
4. Select **New Folder** (Fig 1, 2).
5. In the **Name** field give you folder a name.
6. Click **Ok**.



### Change File Names

After you have uploaded a document to your document library you can change the file name.

1. Open your **SharePoint** site.
2. Click on **Project Documents** or **any other documents link**.
3. **Hover** your mouse over the document and click on the **Drop down arrow** (Fig 2, 1).
4. Select **Edit Properties** (Fig 2, 2).
5. In the **Name** field give your file a new name.
6. You can give your document a title by completing the **Title** area. Note: This will be visible to the users when they view the Version History.
7. Click **Ok**.



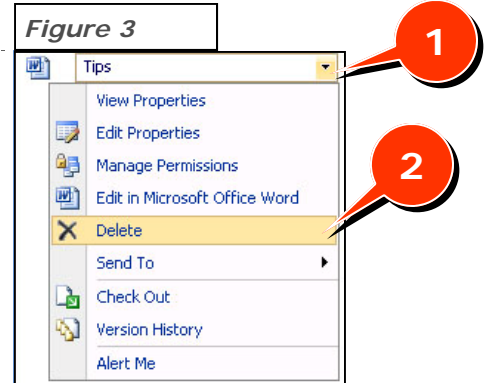
## Deleting Files



You can delete files that have been added to your document library.

Keep in mind that all files go to the Recycle Bin of your SharePoint site.

1. Open your **SharePoint** site.
2. Click on **Project Documents** or **any other documents link**.
3. **Hover** your mouse over the document and click on the **Drop down arrow** (Fig 3, 1).
4. Select **Delete** (Fig 3, 2).
5. Click **OK** to the pop up that asks if you are sure you want to send the item to the Recycle Bin.



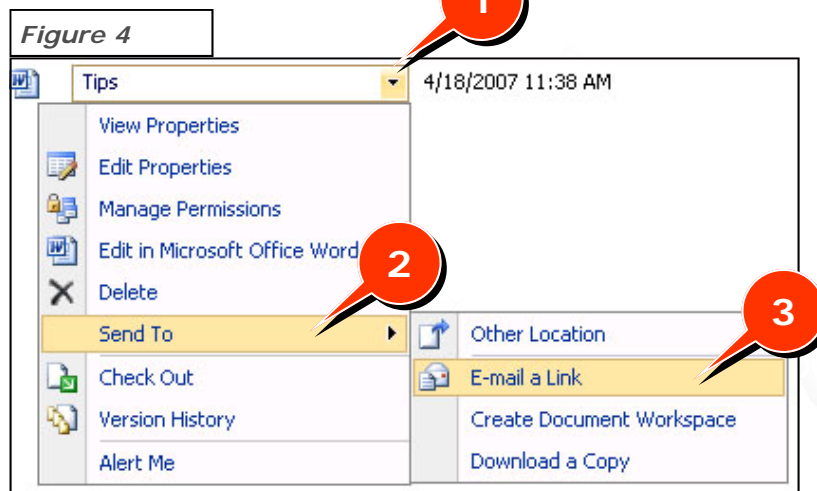
## Send files Via E-mail

You can send files via email within your SharePoint site.

1. Open your **SharePoint** site.
2. Click on **Project Documents** or **any other documents link**.
3. **Hover** your mouse over the document and click on the **Drop down arrow** (Fig 4, 1).
4. **Hover** your mouse over **Send To** (Fig 4, 2).
5. Select **E-mail a link** (Fig 4, 3).
6. Your Outlook new e-mail message window will pop up. Type in the e-mail address and a subject and click Send.



The file will be read only.



## Moving a document

To move a document to another area in your SharePoint site you will want to download the file and save it to your computer, delete the file and then upload the file to the new area.