Solution

# Creating a Document Library

## Creating a Document Library

* From the Home page, click **New**.
* Select **Add an app**.
* Choose **Document Library**.
* Type a name for the library e.g. TrainingDocuments.
* Click **Create**.
* From **Site Contents**, click the **three dots** next to the library.
* Click **Settings**.
* Click **List name, description and navigation**.
* Check **Yes** to display this document library on the Quick Launch.
* Click **Save**.

## Re-arrange the Quick Launch Menu

* From the Quick Launch Menu, click the **three dots** next to the library.
* Select **Move Up**.
* Repeat this process until the library is in the desired position in the menu.

## Creating sub links

We can make menu items sub links of other menu items to add structure and organise our menu items.

* Click the three dots next to the library.
* Select **Make sub link.**

## Adding Columns to the Document Library

* From the Quick Launch Menu, click on the library.
* Click the drop-down arrow next to **All Documents** and select **Edit the current view**.
* Check the box next to **File Size** to add the column to the view.
* Click **OK**.