

Lists and Libraries

60-90 Minutes

Audience:

Website authors who have some experience using SharePoint for Oregon.gov websites. The links offered are to Service Desk Knowledge Base articles supporting the subject matter listed.

Goal:

- Recognize the importance of the Pages library and use of libraries
- Recognize the difference between libraries and lists
- The ability to create and work in libraries and lists
- An understanding of page versioning and how to use it

What's Covered:

- Library and Lists
- Libraries document centered – to be downloaded by visitors
- Lists data centered – to be displayed in web parts (mostly)
- Quick review of uploading to libraries
- Adding columns – specifically a review date for docs and a y/n toggle
- Create views of library/list for preparation of use with web part

What's next?

Website Author Introduction Session 3: Simple web parts

There are more resources for Oregon.gov website authors in the Oregon E-Government Service Desk knowledge base. [Knowledge Base articles for website authors](#)

<https://servicedesk.oregon.gov>

