

## How to Create a Document Library

- Document libraries allow you to create consistency for the types of documents being uploaded by your organizations. Organization leaders are also able to categorize their documents in ways specific to their organization using folders.
- To create a document library, click on the *Admin* view and click on *Organizations* at the top of the page.
- From there, click on *Document Libraries*. All existing document library types will be displayed on the page, including a few that are put into your site by default.
- To create a new library type, click *Create Document Library Type* and give it a name and a brief description. Examples could include Meeting Minutes, Mission Statements or Organization Resources, or any way you might like your organizations to organize their documents.
- Click *Save* to create your document library type. Organization leaders will then have the ability to categorize their documents using these types when they upload files to their organizations.

For questions, please contact the Student Leadership and Involvement Center at [clubs@creighton.edu](mailto:clubs@creighton.edu) or 402-280-1715.