

- SharePoint 2010 Folders and Make "New Folder"

1. In this section the notion of lists and libraries being divided into folders similar to that of windows explorer is reviewed. Thus, in this example, from the KMO_DOCS document library select from the Library tools -> Library tab under Settings the Library Settings selection then under General Settings select Advanced settings and under Folders select Yes and click OK.

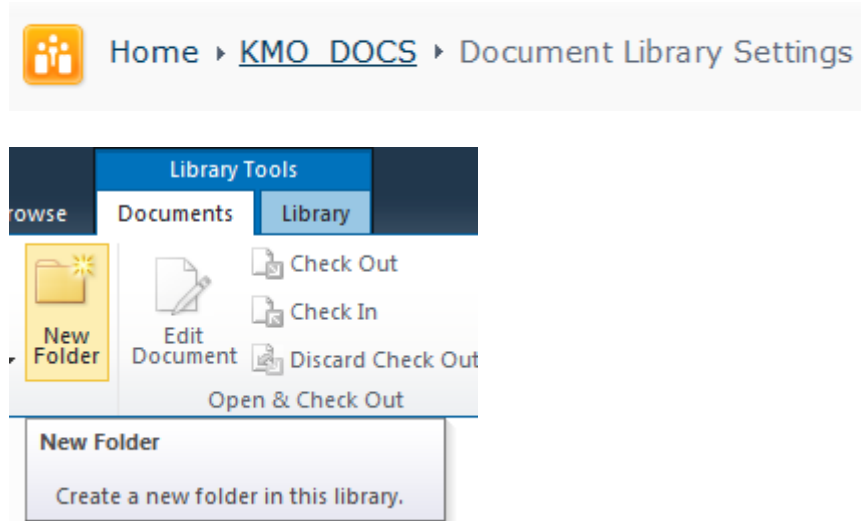
Make "New Folder" command available?

Yes

No

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2. From the breadcrumb – select the document library in this case it's KMO_DOCS then from the Library Tools tab -> Documents -> the New Folder option should now be available if it wasn't previously.



NOTE: This option can be utilized with Calendars, Discussions, Surveys or Wikis.