Create or change a list view in SharePoint

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Views are used to see items in a list or document library that are most important to you or that best fit a purpose. For example, you can create views of: files that were created most recently; list items that apply to a specific department; or the files created by a specific person. If you expect to view information in a certain way frequently, you can create a view.

Each list or library already has at least one view, based on its type and settings. For example, a task list has several views:

The View menu groups the views in sections, including the default view, any personal views, any additional public views, and views related to content approval, in addition to commands for modifying and creating views.

You can create personal and public views. To create a public view (which you can then set as the default view), you must have permission to change the design of the list or library. You can link to different views created by you or someone else, or you can design pages with Web Parts that make use of the different views. After you create a view, it is always available from the View menu when you look at a list or library.

Create a view

1. Navigate to your list or library. If the name of your list or library does not appear, click View All Site Content, and then click the name of your list or library.
2. On the View menu, click Create View. Alternatively, you can select Create View from the Settings menu.
3. Under Choose a view format, click the type of view that you want to create. Standard View will work for most situations, but you can choose other views for specific situations. You can also select an existing view under the Start from an existing view heading.
**Standard:** displays list items or files like a traditional list on a web page. Standard view is the default for most types of lists and libraries, and you can customize it in several ways.

**Calendar:** displays your calendar items in a visual format that is similar to a desk or wall calendar. You can apply daily, weekly, or monthly views in this format. Use this view to track deadlines or holidays. All-day events will appear at the top of a calendar according to date; other events according to date and time.

**Datasheet:** provides data in a format that you can edit, such as a table in a database or spreadsheet. This view can be helpful if you need to perform large editing/customization tasks or export your data to a spreadsheet/database program. Datasheet view requires a control or program that is compatible with Windows SharePoint Services, such as *Office Access 2007* and *ActiveX control*.

**Gantt:** provides a visual view of data, with bars that track progress (if your data is based on a time interval). A Gantt view can help you manage projects and see a quick overview of your data. Use this view, for example, to see which tasks overlap and to visualize overall progress.

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4. In the **View Name** box, type an intuitive name for your view, such as *Sorted by Last Name*.

5. If you want to make this the default view, select the **Make this the default view** check box. You can make this the default view only if it is a public view and you have permission to change the design of a list.

6. In the **Audience** section, select whether you want to create a personal view or a public view that others can use.

7. In the **Columns** section, you can show or hide columns by selecting the appropriate check box under **Display**. Next to the column name, enter the number for the order of your column in the view.
   - Columns are useful for making libraries more versatile and organized. If your list or library is large or complex—for example, your group works on multiple projects—columns can help contributors see the data that is most meaningful for their situations. For more information on creating and editing columns, see the **Add columns** section, below, in this tutorial.

8. In the **Sort** section, choose whether and how you want the information to be sorted (i.e. display the most recent items first). You can use two columns for the sort, such as first by author and second by file name.

9. In the **Filter** section, choose whether and how you want to filter the files. A filtered view shows you a smaller selection, such as items created by a specific department or person.

10. In the **Group By** section, you can group items with the same value in their own section, such as an expandable section for documents by a specific author. (You may have to click the (+) sign next to the **Group By** heading in order to expand this and subsequent sections.)

11. In the **Totals** section, you can count the number of items in a column, such as the total number of issues. In some cases, you can summarize or distill additional information, such as averages.

12. In the **Style** section, select the style that you want for the view, such as a **Shaded** list in which every other row is shaded.

13. If your list or library has folders, you can create a view that doesn’t include the folders—this is sometimes called a “flat view.” To view all your list items at the same level, click **Show all items without folders**.
14. If your list or library is large, you can limit how many files can be viewed in the list or library, or how many files can be viewed on the same page. In the Item Limit section, enter the number of items that you want displayed. A large number may slow down loading times (especially on mobile devices) but provide easier navigation.

15. If you or others plan to view the list or library on a mobile device, select the option that you want under Mobile.

16. Click OK when you are finished.

Mobile list views

In SharePoint, you can view and even update some lists and libraries from a mobile device. The length and size of some parts of a list or library are limited on mobile devices (i.e. the number of characters displayed in a column may be restricted), and some types of lists (i.e. Discussion Boards) and column types (i.e. Currency, Yes/No, and Person or Group) are not available on mobile devices. If people will be viewing lists and libraries on mobile devices, you should take these mobile device limits into consideration when designing a view:

<table>
<thead>
<tr>
<th>Item</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Characters in the Web title of a list or library</td>
<td>20</td>
</tr>
<tr>
<td>Characters in a list or library name</td>
<td>20</td>
</tr>
<tr>
<td>Number of mobile views</td>
<td>10</td>
</tr>
<tr>
<td>Number of items displayed in a view</td>
<td>100</td>
</tr>
<tr>
<td>Characters in a list item title</td>
<td>20</td>
</tr>
<tr>
<td>Characters in a column name</td>
<td>20</td>
</tr>
<tr>
<td>Single-line text field type</td>
<td>256</td>
</tr>
<tr>
<td>Multiple-line text field type</td>
<td>256</td>
</tr>
<tr>
<td>add Each choice in a choice field type</td>
<td>10</td>
</tr>
<tr>
<td>Number of options in a choice field type</td>
<td>10</td>
</tr>
<tr>
<td>Characters in each item in a lookup field</td>
<td>20</td>
</tr>
<tr>
<td>Number of options in a lookup list</td>
<td>20</td>
</tr>
<tr>
<td>Characters in a hyperlink or picture field</td>
<td>20</td>
</tr>
<tr>
<td>Characters in an attachment file name</td>
<td>20</td>
</tr>
<tr>
<td>Number of attachments (to list items) displayed</td>
<td>3</td>
</tr>
<tr>
<td>Characters in a calculated field</td>
<td>20</td>
</tr>
</tbody>
</table>

Add columns

Columns help to categorize and track information, such as the department name or project number. You have several options for the type of column that you create, including a single line of text, a drop-down list of options, a number that is calculated from other columns, or even the name and picture of a person on your site.

1. Navigate to your list or library. If the name of your list or library does not appear, click View All Site Content, and then click the name of your list or library.
2. On the Settings menu, click **Create Column**. (If you cannot see this menu, you may not have the proper permissions.)

3. In the **Name and Type** section, type the name that you want to appear as the **Column name**.

4. Under the **Type of information in this column is** section, select the type of information that you want to appear in the column.

5. Type a description in the **Description** box to help people understand the purpose of the column and what data it should contain (this is optional).

6. Depending on the type of column that you selected, more options may appear in the **Additional Column Settings** section. Select the additional settings that you want.

7. To add the column to the default view—which people on your site automatically see when they first open a list or library—click **Add to default view**.

8. Click **OK**.

![Create Column dialog box](image)

### Change the settings of a column

You can change a column’s settings, such as the name of the column. Depending on the type of the column and the type of list, you can make additional changes as well, such as the type of data or the number of characters the column contains. When you change the settings, ensure that the existing data matches the new settings that you are applying.

1. Navigate to your list or library. If the name of your list or library does not appear, click **View All Site Content**.

2. On the **Settings** menu, click **List Settings** or **Document Library Settings**. If you are managing a blog site, go to **Admin Links** and click **Manage Posts** to display the posts list. Then, on the **Settings** menu, click **List Settings**.
3. Under **Columns**, click the name of the column that you want to change.

4. Change the settings that you want. Click **OK** when you are finished.

Note: You can specify that a column is indexed, which can make it faster to switch views of lists or libraries that span multiple folders. To view the settings for a list or library, click **Indexed Columns**. Select the column that you want to index, then click **OK**.

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**Delete a column**

This procedure will delete the column and any data in the column. It may be better to change the settings of the column rather than deleting the column entirely.

1. Navigate to your list or library. If the name of your list or library does not appear, click **View All Site Content**.

2. On the **Settings** menu, click **List Settings** or **Document Library Settings**. If you are managing a blog site, go to **Admin Links** and click **Manage Posts** to display the posts list. Then, on the **Settings** menu, click **List Settings**.

3. Under **Columns**, click the name of the column that you want to delete.

4. Click **Delete**. (You may need to scroll to the bottom of the page to see the **Delete** button.)

5. You will be prompted with a warning. If you are sure that you want to delete the column, click **OK**.
Note: Lists and libraries contain certain required columns that can’t be deleted, such as the **Title** or **Column Name**. If the column cannot be deleted, the **Delete** button will not be visible. Instead, you can **hide** the column by editing it.

**Select another view or change a view**

The views that are available depend on the settings for your list or library and whether someone has created additional views. Many lists and libraries have more than one default view. For example, a task list has views for the tasks that are assigned only to you and for the tasks that are due today.

1. Navigate to your list or library. If the name of your list or library does not appear, click **View All Site Content**.

2. To select a different view, select the view that you want from the **View** menu.

3. To make changes to a view, click the **View** menu and then click **Modify this View**.