

Adding Metadata to a Document in a List View

Upload the desired file to the Documents Library. Click "Site Actions=>View All Site Content".

The screenshot shows the homepage of the Mohnton Borough website. The browser is Windows Internet Explorer. The page title is "Welcome islschne - | Change My Password | Site Actions". The main content area includes a "Welcome to Mohnton Borough" section with a photograph of a brick building. To the right, there is an "Event Calendar" for October. A "Site Actions" menu is open on the right side, with the "View All Site Content" option highlighted in yellow.

Click "Documents".

The screenshot shows the "All Site Content" page of the Mohnton Borough website. The page displays a table of site content libraries. The "Documents" library is highlighted in yellow. The table lists the following libraries:

Name	Description	Items	Last Modified
Document Libraries			
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	118	2 hours ago
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	23	3 months ago
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	34	27 minutes ago
SharePoint Documentation	PDF documents to assist in the use of the SharePoint produce	11	6 minutes ago
Picture Libraries	There are no picture libraries. To create one, click Create above.		
Lists			
Event Calendar		16	2 days ago
News and Events		1	6 days ago
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	0	11 months ago
Discussion Boards	There are no discussion boards. To create one, click Create above.		
Surveys	There are no surveys. To create one, click Create above.		

When Documents library opens, click the arrow next to "Upload" and choose either "Upload Document" or "Upload Multiple Documents".

The screenshot shows the SharePoint 'Documents' library interface. The breadcrumb path is 'Berks County > Municipalities > Mohnton Borough'. The left sidebar contains a 'SharePoint Documentation Library' and various service links. The main content area displays a table of documents with columns for Type, Name, Checked Out To, Category, Year, Order, Modified, and Title. The 'Upload' button is highlighted, and a dropdown menu is open, showing 'Upload Document' and 'Upload Multiple Documents' options. The table lists several meeting minutes and attachments.

Type	Name	Checked Out To	Category	Year	Order	Modified	Title
	2010_budget					8/12/2010 11:46 AM	
	2010_residence_letter					8/31/2010 10:38 AM	
	2011_nav-summer					9/26/2011 3:19 PM	
	April 12, 2007		Meeting Minutes	2007	04	10/3/2011 8:51 AM	
	April 13, 2011		Meeting Minutes	2011	04	10/3/2011 8:51 AM	
	April 14, 2010		Meeting Minutes	2010	04	10/3/2011 8:52 AM	
	April 8, 2009		Meeting Minutes	2009	04	10/3/2011 8:52 AM	
	April 9, 2008		Meeting Minutes	2008	04	10/3/2011 8:52 AM	
	Attachment 1 - Determination of Floodplains (appendix_1)		Code of Ordinances		23	9/26/2011 2:48 PM	
	Attachment 1 - Summary of Zoning Regulations (table)		Code of Ordinances		30	9/26/2011 2:49 PM	
	Attachment 2 - Design of Storm Drainage Systems (appendix_2)		Code of Ordinances		24	9/26/2011 2:49 PM	
	August 10, 2011		Meeting Minutes	2011	08	10/3/2011 8:51 AM	

After the document is uploaded, find it in the library. Hover over the document name until the drop-down arrow appears. Click on the arrow and choose "Edit Properties".

The screenshot shows the SharePoint 'Documents' library interface. The breadcrumb path is 'Berks County > Municipalities > Mohnton Borough'. The left sidebar contains a 'SharePoint Documentation Library' and various service links. The main content area displays a table of documents with columns for Type, Name, Checked Out To, Category, Year, Order, Modified, and Title. The 'April 12, 2007' document is selected, and a context menu is open, showing options like 'View Properties', 'Edit Properties', 'Manage Permissions', 'Edit Document', 'Delete', 'Send To', 'Check Out', 'Version History', 'Workflows', and 'Alert Me'. The 'Edit Properties' option is highlighted.

Type	Name	Checked Out To	Category	Year	Order	Modified	Title
	2010_budget					8/12/2010 11:46 AM	
	2010_residence_letter					8/31/2010 10:38 AM	
	2011_nav-summer					9/26/2011 3:19 PM	
	April 12, 2007		Meeting Minutes	2007	04	10/3/2011 8:51 AM	
	April 13, 2011		Meeting Minutes	2011	04	10/3/2011 8:51 AM	
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	August 10, 2011		Meeting Minutes	2011	08	10/3/2011 8:51 AM	

A fill-in form will open. Make the appropriate additions to the document, i.e., Category is a drop down box where “Meeting Minutes” was chosen, Year is also a drop down box. Order is what is used to determine where this document falls in the list. For example, “01” is January, “02” is February, and so on, when Meeting Minutes are referred to. If the correct information is posted to this form, the information will populate the appropriate list in the specific order requested. Click “OK” to finish the screen.

Documents: April 12, 2007

OK Cancel

Delete Item Spelling... indicates a required field

Name * April 12, 2007 .pdf

Title

Category

- Meeting Minutes
- Specify your own value

 Category: Choice Drop Down

Year 2007

Order 04

Version: 7.0
 Created at 8/31/2010 2:06 PM by CCAPAdmin
 Last modified at 10/3/2011 8:51 AM by islschne

OK Cancel

The “metadata” will appear in your documents library as additional columns.

Documents

New Upload Actions Settings 1 - 100 View: All Documents

Type	Name	Checked Out To	Category	Year	Order	Modified	Title
	2010_budget					8/12/2010 11:46 AM	
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Navigate to the list and review how the list looks. The metadata used should now have affected how the documents are viewed.

The screenshot shows a web browser window with the title "Meeting Minutes - Windows Internet Explorer". The address bar shows the URL "co.berks.pa.us/Muni/Mohnton/Pages/MeetingMinutes.aspx". The browser interface includes a search bar, a "Tools" menu, and a "Web Slice Gallery" dropdown. On the left side, there is a navigation menu with the following items: SharePoint Documentation Library, Emergency Services, Borough Code of Ordinances, Local Government, Fire Department, Parks & Recreation, Meeting Minutes (highlighted), Planning & Zoning, Police Department, Road Services, Waste Management, and Permits. The main content area is titled "Mohnton Borough Council Meeting Minutes" and contains a table with the following data:

Type	Name
Year : 2011 (9)	
	August 10, 2011
	July 13 2011
	June 8, 2011
	June 8 2011
	May 11, 2011
	April 13, 2011
	March 9, 2011
	February 9, 2011
	January 12, 2011
Year : 2010 (5)	
	July 14, 2010
	June 9, 2010
	April 14, 2010
	March 10, 2010
	January 13, 2010
Year : 2009 (12)	
	December 9, 2009
	November 11, 2009
	October 14, 2009
	September 9, 2009
	August 12, 2009
	July 8, 2009