

# Common Feature Comparison – Modern vs. Classic Document Libraries

Feature	Classic	Modern
<b>Library Settings</b>	Ribbon > LIBRARY Tab > Library Settings	Site Contents > Click the ellipsis next to the list or library OR  Right click on the list or library name Select Settings
<b>Open in Explorer</b>	Ribbon > LIBRARY > in Connect & Export group, Open with Explorer	Dropdown next to the information icon. View in File Explorer
<b>Get an Alert on a Document</b>	Select Document > FILES in the Ribbon > in Share & Track Group, Alert Me	Select Document > Command bar > Ellipsis > Alert me OR  Select Document > Ellipsis > Alert me OR  Right click on Document Name > Alert me
<b>Get a link (simple link)</b>	Select document > Ellipsis > Copy link	Select document > Command bar > Get a link > Select Restricted link > Click Copy  OR  Select document > Ellipsis > Get a link > Select Restricted link > Click Copy OR  Select document > SHIFT Right Click > Copy Shortcut
<b>Change View</b>	Look above the first document, below the library actions. Click view name. Click ellipsis if you don't see the view you are looking for (only three views show – in alpha order).	Make sure no document is selected Upper right next to the information icon > Choose view from dropdown

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<b>Edit Document Properties</b>	Select document > Ellipsis > Ellipsis > Properties OR  Select document > More from document actions > Properties OR  Select document > FILES tab in the Ribbon > in Manage group, Edit Properties	Select document > Click Information icon in the upper right > Double click to edit an individual property or click Edit all to edit all properties
<b>Quick Edit</b>	LIBRARY tab in Ribbon > in View Format > Quick Edit	Quick edit in command bar
<b>Delete a Document</b>	Select document > Ellipsis > Ellipsis > Delete OR  Select document > FILES tab in the Ribbon > in Manage group, Delete Document	Right click on document name > Select Delete OR  Select document > Delete in command bar OR  Select document > Ellipsis > Delete
<b>Document Preview</b>	Select document > Ellipsis	Select document > click information icon  (Note: the icon is “sticky,” once activated, you can change the document context and you will still see previews and properties.)
<b>Manage My Alerts</b>	Ribbon > Manage My Alerts	Ellipsis on the command bar > Manage my alerts