KNOWLEDGE BASE ARTICLE

Auto-Populate the Title Column with the File Name

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Table Of Contents

Introduction 4

Prerequisites 4

Activate Auto-Population 4

  Settings 5

This article describes how to automatically populate the Title column with the file name when a document is uploaded or edited.

Introduction

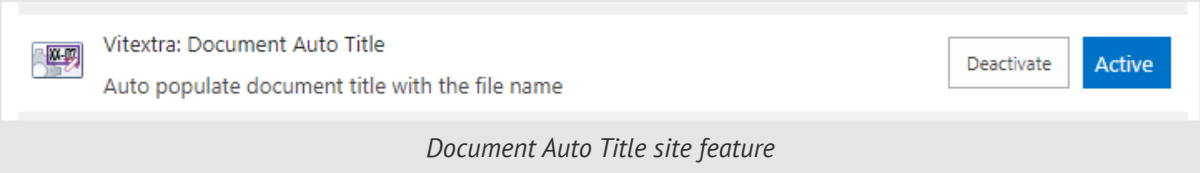
The Vitextra Document Auto Title product automatically populates the Title field in a SharePoint document library.

Note

Auto-population can be enabled only for a document library.

Prerequisites

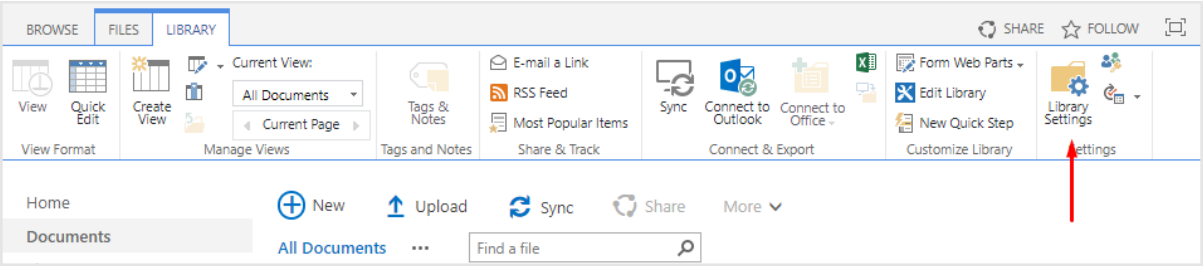
To use auto-population in a document library, activate the **Vitextra: Document Auto Title** site feature. Go to **Site Settings** → **Manage site features** and click **Activate** next to the feature:



Document Auto Title site feature

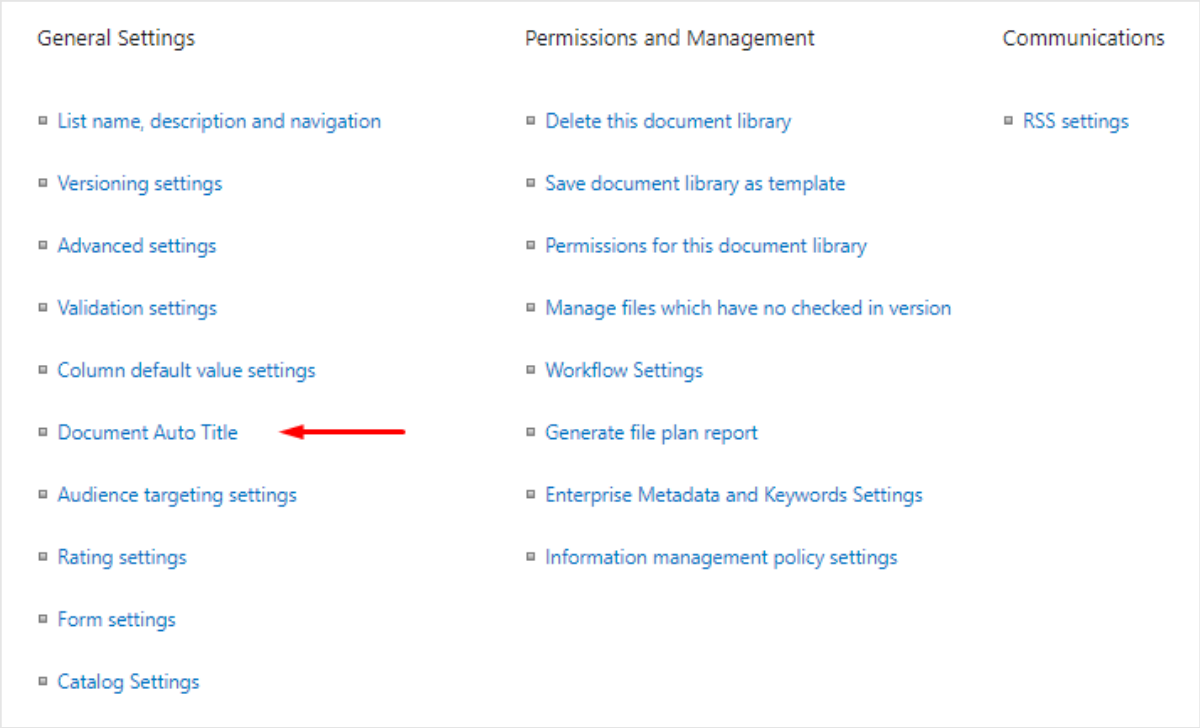
Activate Auto-Population

Open the document library and go to **Library** → **Settings**:



Library Settings

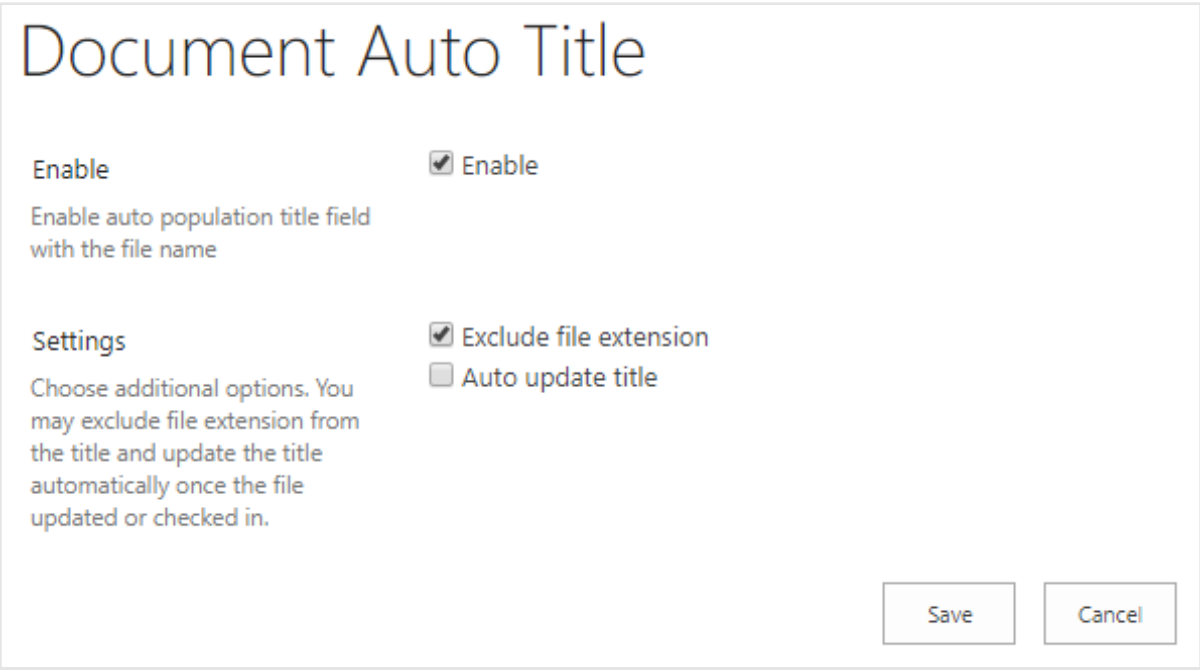
Click **Document Auto Title** under the **General Settings** heading:



Document Auto Title menu item

Settings

Select **Enable** to turn on auto-population. You can also choose additional options, such as excluding the file extension and updating the Title column when a document is edited:

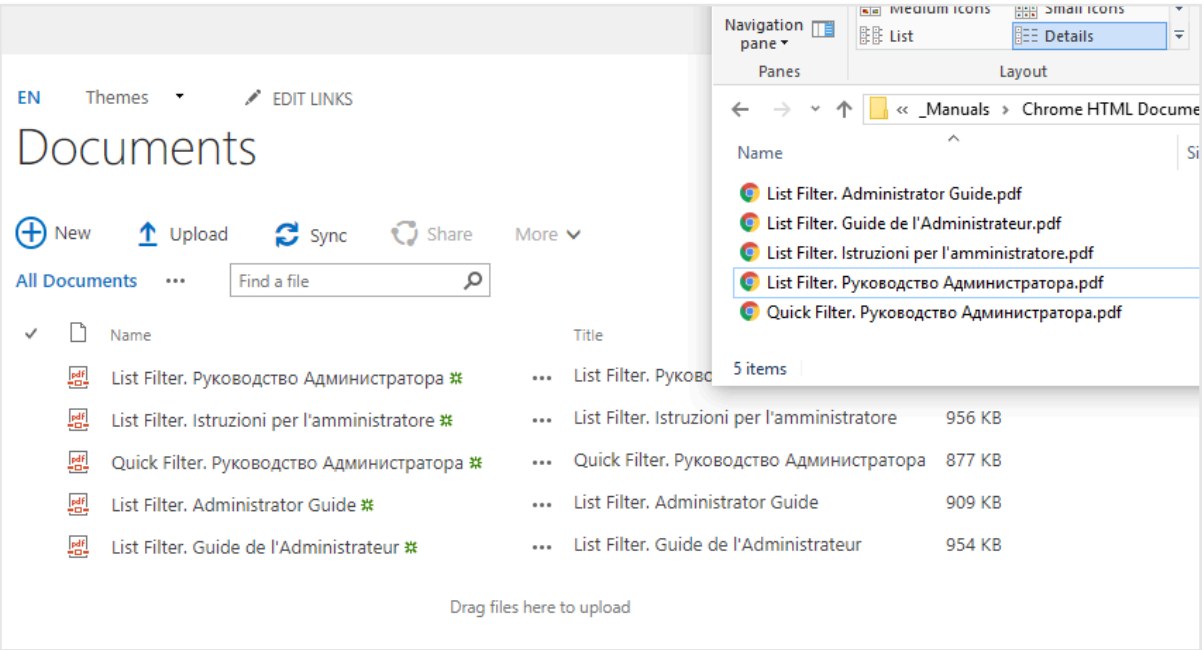


Document Auto Title Settings

Note

Document Auto Title is based on SharePoint event receivers and doesn't rely on the workflow engine. This improves performance and avoids creating unnecessary artifacts such as workflow tasks and history list items.

When Document Auto Title is enabled, the Title column is populated automatically as soon as a document is uploaded:



Document Auto Title