

Document Auto Title

User Guide

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1. Introduction

Document Auto Title makes it possible to auto-populate the Title column with the filename once the document is uploaded, modified or checked-in.

The plugin is based on the Microsoft SharePoint platform and is compatible with SharePoint Foundation 2013 and SharePoint Server 2013/2016/2019.

This document contains all the necessary to assist you using the plugin.

2. Features

2.1 Auto-populate the Title column

Vitextra Document Auto Title allows to auto-populate Title column with the filename on document upload, edit, and check-in.

The Auto-name feature is not provided by default SharePoint.

Enable Auto Title

To enable the auto-name feature open the Document Library, go to **Library – Library Settings**:

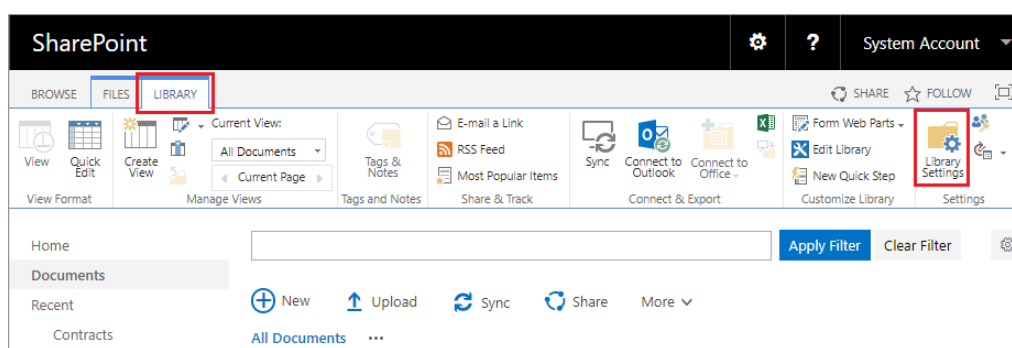


Figure 1. Document Library Tab on the Ribbon

Another way to open Document Library settings in case you are using modern UI is go to **Site Settings – Library Settings**.

Note

The Document Auto Title can only be applied to Document Library.

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

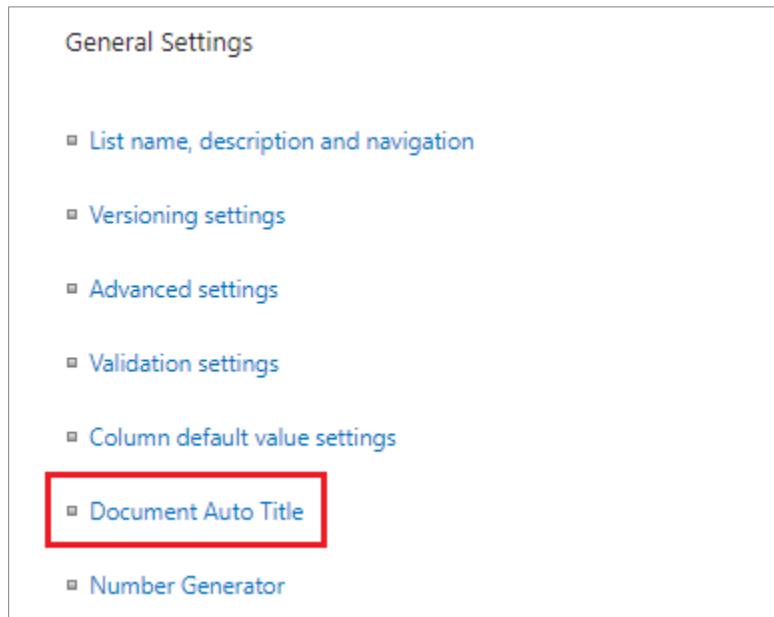


Figure 2. Document Library General Settings

Mark **Enable** to turn on Auto Title for the Document Library.

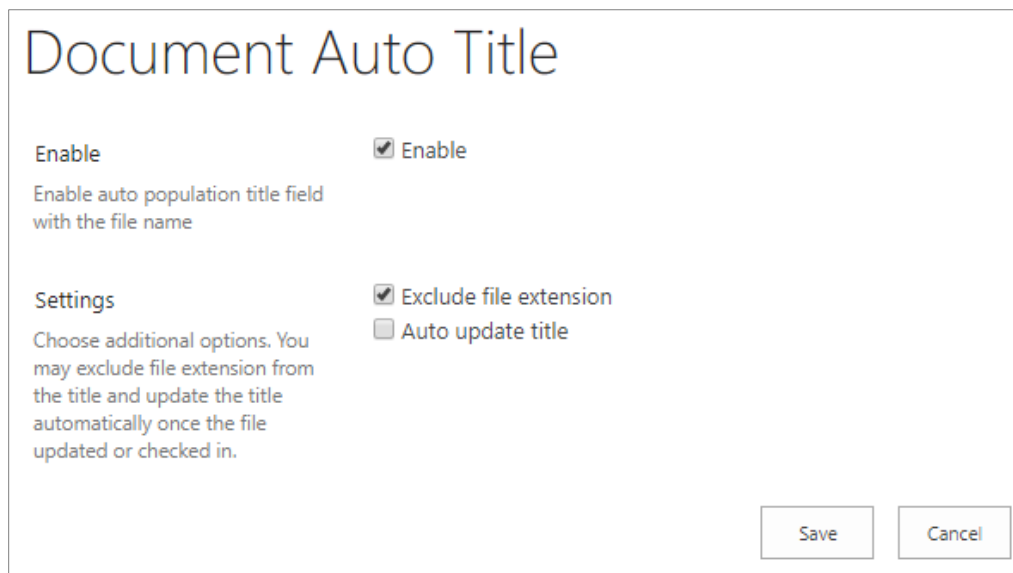


Figure 3. Document Auto Title Settings Page

Settings

You can use additional options of the auto-population functionality.

Exclude file extension. To use filename without the extension to populate the Title column. For example, if you upload the “Document.docx” file the Title column will be “Document”.

Auto update title. To update the Title column on the following events:

- document properties updated
- document modified
- document checked in.

To save settings click the **Save** button.

Once the new document is uploaded the Title column is populated automatically.

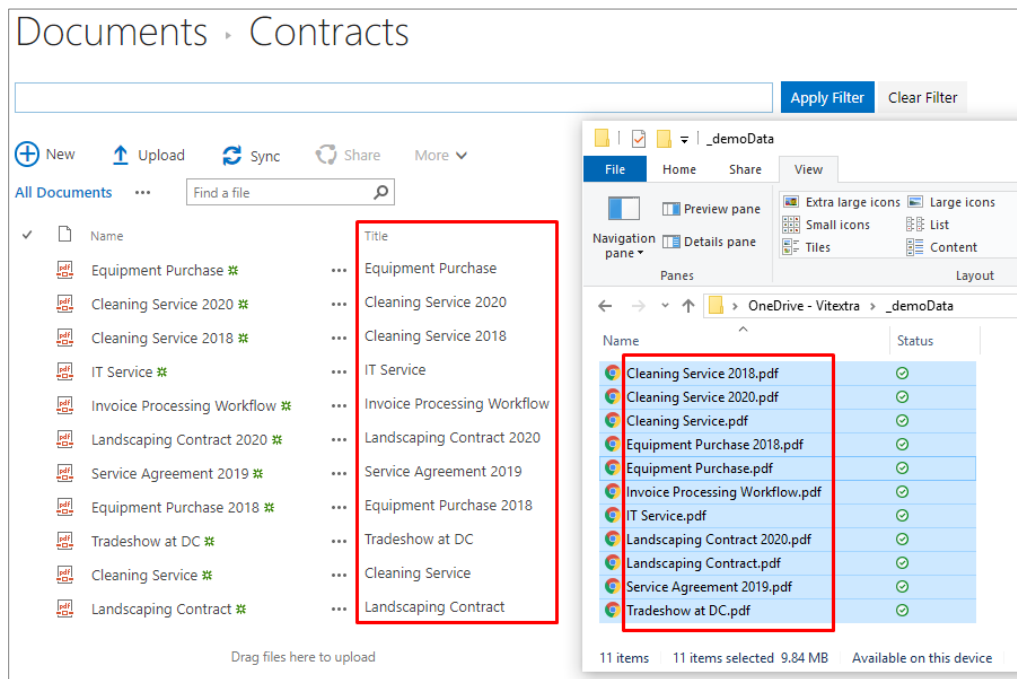


Figure 4. Title column is populated automatically on document upload

3. Frequently asked questions

Does Document Auto Title require SharePoint Workflow engine?

No. Document Auto Title does not require any special SharePoint Service. It's based on Event Receivers functionality.

How to apply auto-population to existing documents in a Library?

There is no functionality to apply auto-population for existing items. You need to update document properties and the document itself to raise the Title update.

Is it possible to exclude file extension from the Title?

Yes. Mark Exclude file extension checkbox on the settings page.