

KNOWLEDGE BASE ARTICLE

Auto-populate Title column with a filename



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This article describes how to enable auto-population of the Title column with a filename on document uploading or editing.

Introduction

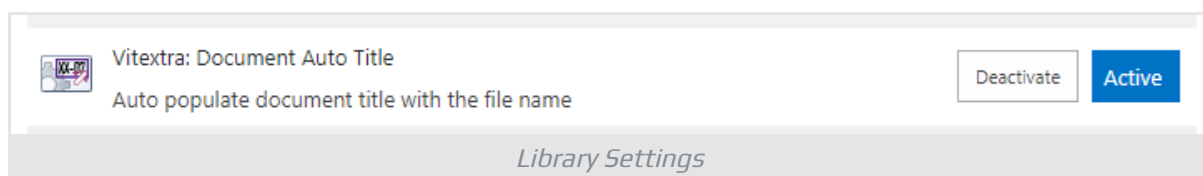
Vitextra [Document Auto Title](#) allows you to enable auto-population of the Title field in SharePoint Document Library.

Note

Auto-population can be enabled only for Document Library.

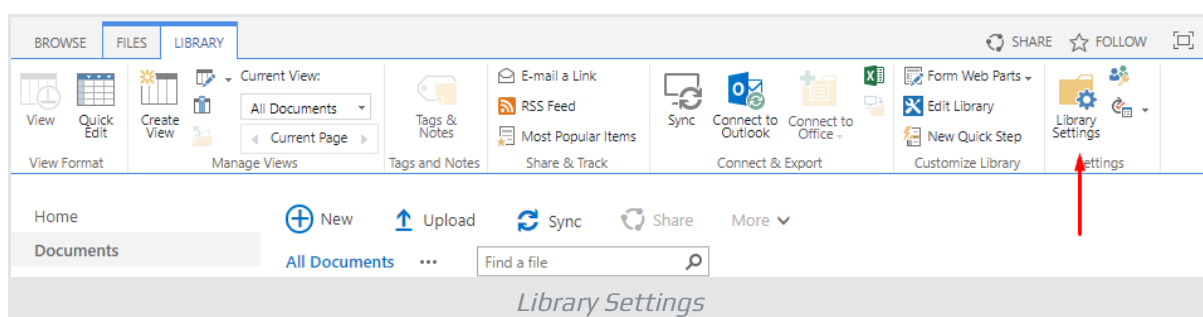
Preconditions

To apply auto-population to Document Library you need to activate **Vitextra: Document Auto Title** site feature. Go to **Site Settings - Manage site features** and click **Activate** next to the feature to enable it:

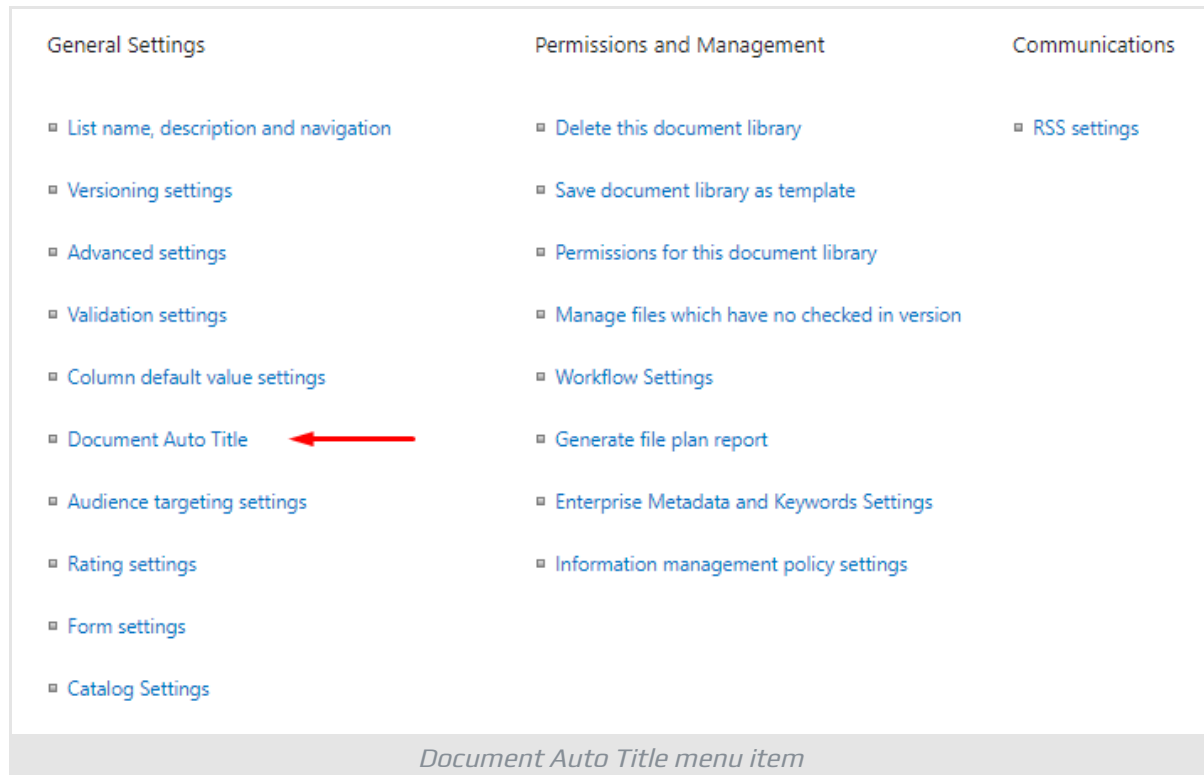


Activate Auto-Population

Open Document Library, go to **Library - Settings**:



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



Settings

Check **Enable** to enable auto-population. Also you can choose additional options such excluding file extension and update Title column on document updating:

A dialog box titled 'Document Auto Title' with the following content:

Enable ☒ Enable

Enable auto population title field with the file name

Settings ☒ Exclude file extension ☐ Auto update title

Choose additional options. You may exclude file extension from the title and update the title automatically once the file updated or checked in.

Save Cancel

Document Auto Title Settings

Note

Document Auto Title based on SharePoint event receivers and does not depend on the workflow engine. It allows to increase performance and avoid creating needless artifacts such as workflow tasks and history list items.

If Document Auto Title is enabled Title column is populated automatically once the document is uploaded:

