
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

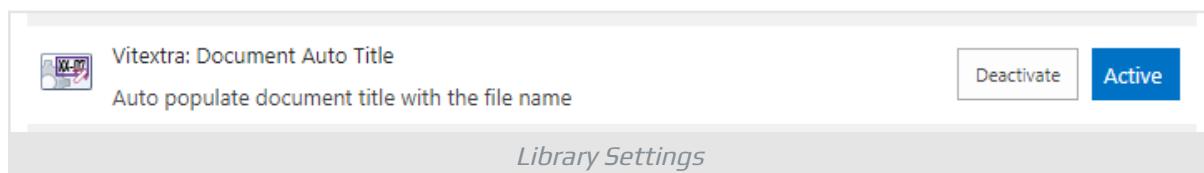
Vitextra [Document Auto Title](#) allows you to enable auto-population of the Title field in SharePoint Document Library.

Note

Auto-population can be enabled only for Document Library.

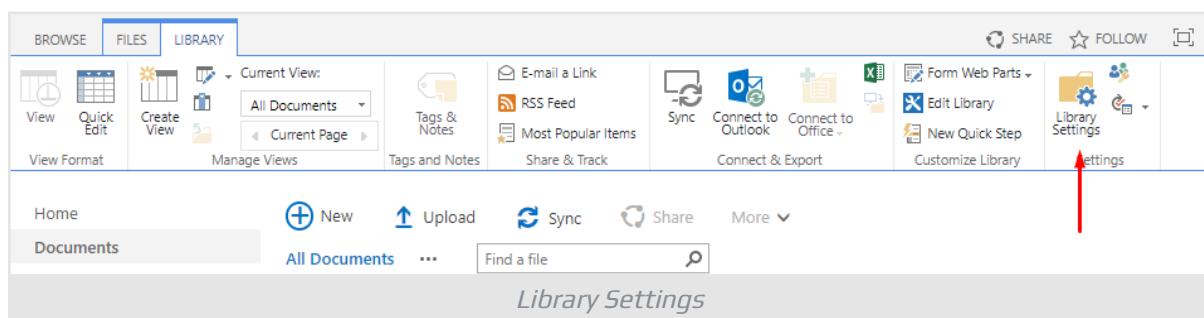
Preconditions

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:

General Settings	Permissions and Management	Communications
<ul style="list-style-type: none">List name, description and navigationVersioning settingsAdvanced settingsValidation settingsColumn default value settingsDocument Auto TitleAudience targeting settingsRating settingsForm settingsCatalog Settings	<ul style="list-style-type: none">Delete this document librarySave document library as templatePermissions for this document libraryManage files which have no checked in versionWorkflow SettingsGenerate file plan reportEnterprise Metadata and Keywords SettingsInformation management policy settings	<ul style="list-style-type: none">RSS settings

Document Auto Title menu item

Settings

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

Document Auto Title

Enable **Enable**
Enable auto population title field with the file name

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

Exclude file extension
 Auto update title

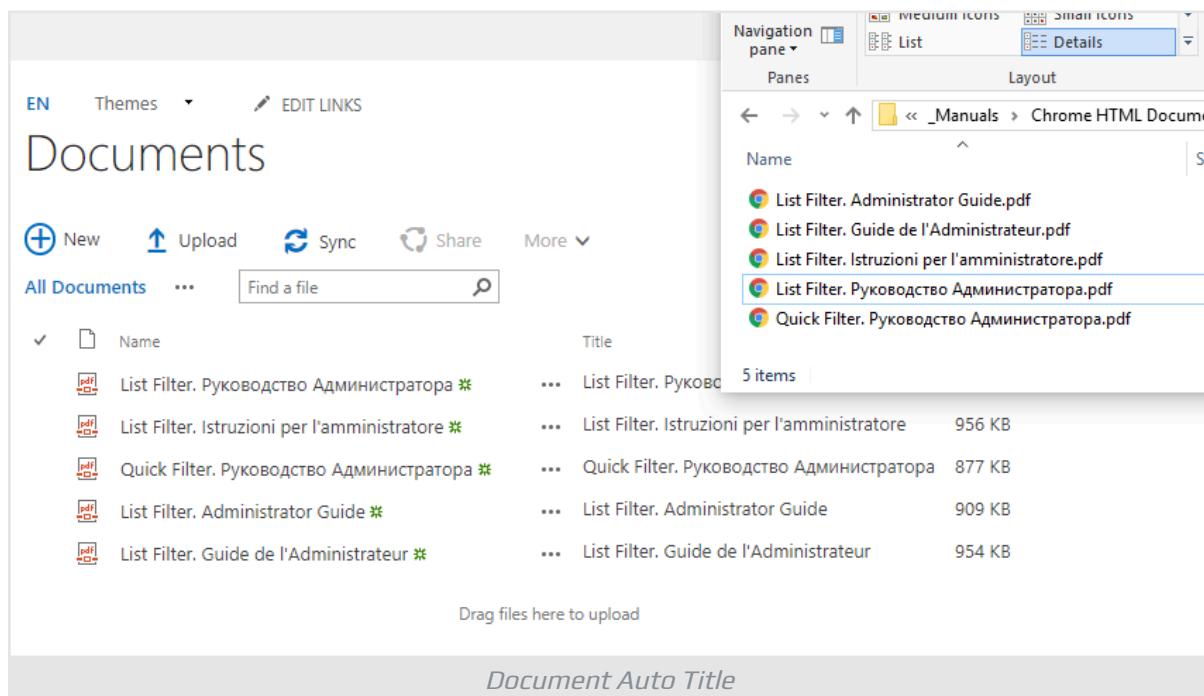
Save **Cancel**

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:



The screenshot shows a SharePoint 'Documents' library. The list view displays five PDF files, each with a title that matches its name. The titles are: 'List Filter. Руководство Администратора', 'List Filter. Istruzioni per l'amministratore', 'Quick Filter. Руководство Администратора', 'List Filter. Administrator Guide', and 'List Filter. Guide de l'Administrateur'. The 'Document Auto Title' feature is highlighted in the footer of the list view.

Name	Title	Size
List Filter. Руководство Администратора	List Filter. Руководство Администратора	5 items
List Filter. Istruzioni per l'amministratore	List Filter. Istruzioni per l'amministratore	956 KB
Quick Filter. Руководство Администратора	Quick Filter. Руководство Администратора	877 KB
List Filter. Administrator Guide	List Filter. Administrator Guide	909 KB
List Filter. Guide de l'Administrateur	List Filter. Guide de l'Administrateur	954 KB