

## KNOWLEDGE BASE ARTICLE

---

# Auto-populate Title column with a filename

# Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

## Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

## Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

## Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

## "Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

## Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: [support@vitextra.com](mailto:support@vitextra.com).

# Table of Contents

<b>Introduction</b>	4
<b>Preconditions</b>	4
<b>Activate Auto-Population</b>	4
<b>Settings</b>	5

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

## Introduction

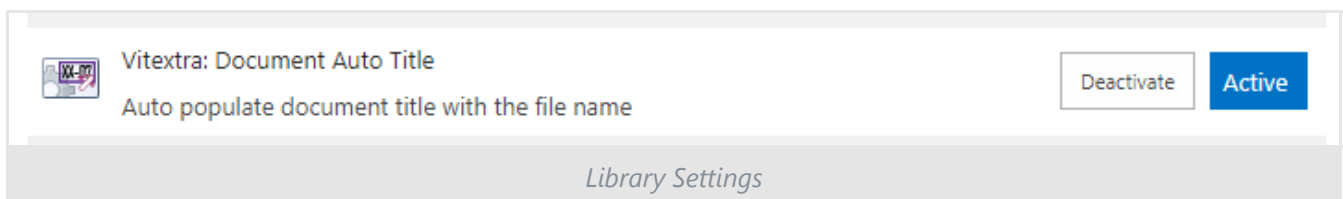
Vitextra [Document Auto Title](#) allows you to enable auto-population of the Title field in SharePoint Document Library.

### Note

Auto-population can be enabled only for Document Library.

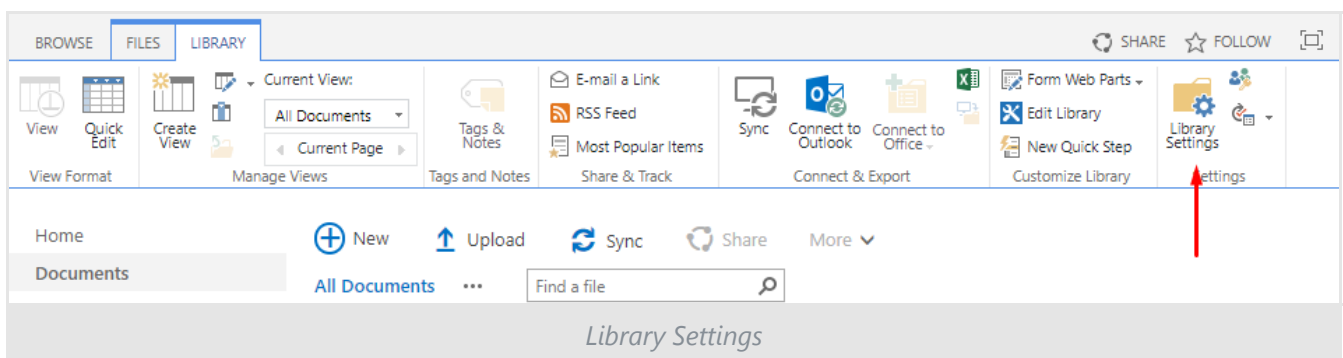
## Preconditions

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:

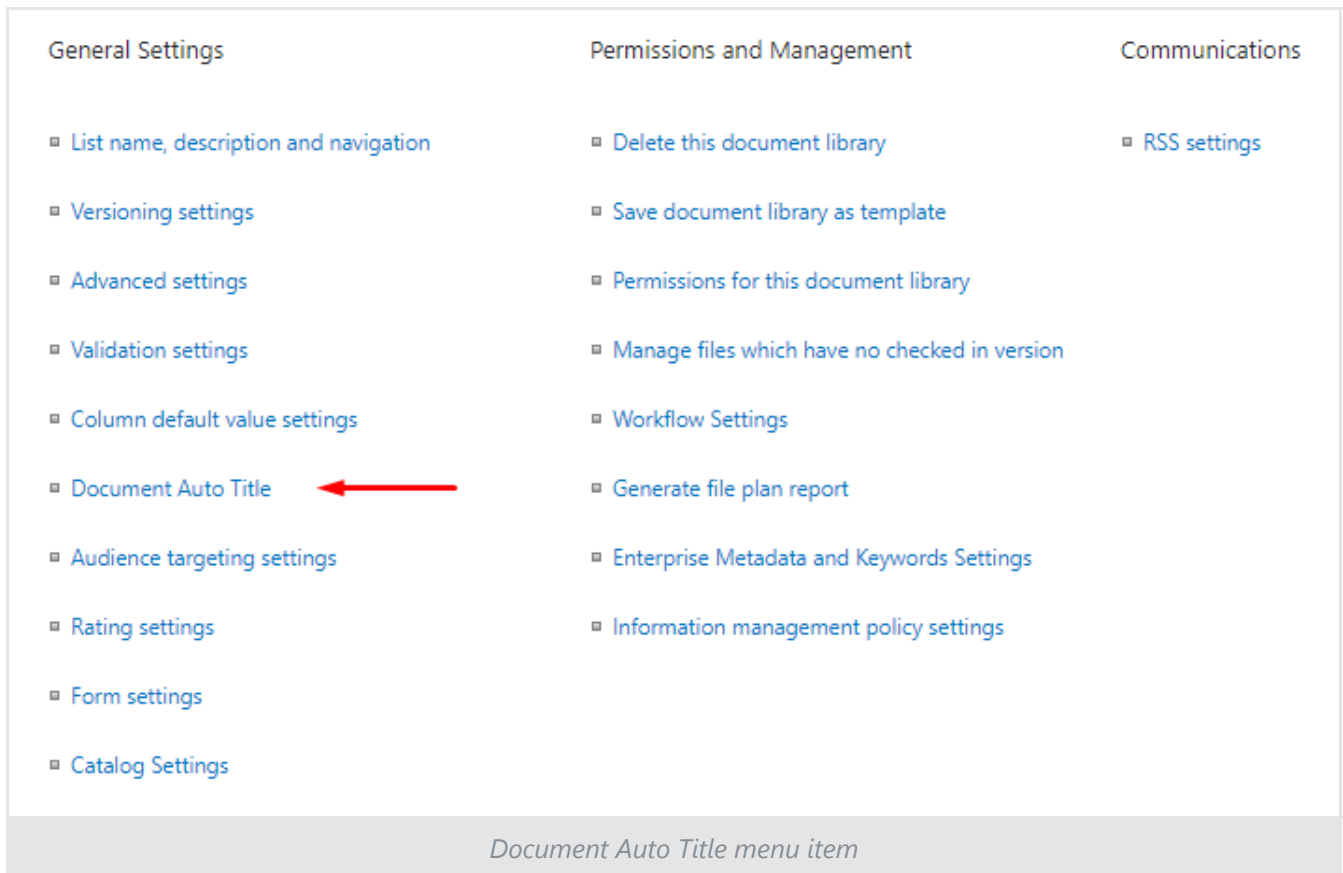


## Activate Auto-Population

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:

# Document Auto Title

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

☒ Enable

**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:

EN Themes EDIT LINKS

# Documents

New Upload Sync Share More

All Documents Find a file

Name	Title
List Filter. Руководство Администратора	...
List Filter. Istruzioni per l'amministratore	...
Quick Filter. Руководство Администратора	...
List Filter. Administrator Guide	...
List Filter. Guide de l'Administrateur	...

Drag files here to upload

Navigation pane

Medium icons Small icons

List Details

Layout

< > << >> << \_Manuals > Chrome HTML Document

Name

List Filter. Administrator Guide.pdf

List Filter. Guide de l'Administrateur.pdf

List Filter. Istruzioni per l'amministratore.pdf

List Filter. Руководство Администратора.pdf

Quick Filter. Руководство Администратора.pdf

5 items

Document Auto Title