

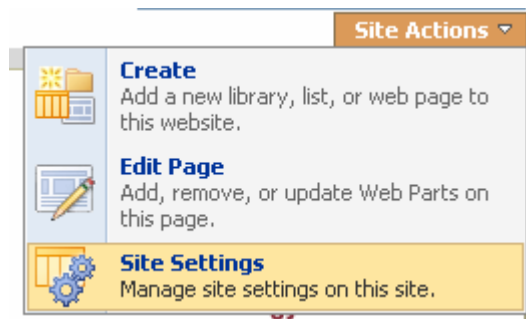
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To Add a Custom Content Type in Sharepoint 2007 with Additional Field

The case in point here was that the request was to have the ability for the users to be able to create custom folders that while in the document repository view also displayed a note field about that folder:

Thus, to create the following was done:

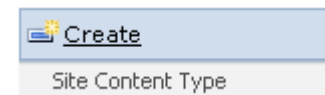
Site Actions -> Site Settings



Under Galleries -> Site content types



Click Create



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Name the item as desired – then make the following selections as below and click OK:

New Site Content Type

Use this page to create a new site content type. Settings on this content type are initially copied from the parent content type, and future updates to the parent may overwrite settings on this type.

Name and Description

Type a name and description for this content type. The description will be shown on the new button.

Name:

Description:

Parent Content Type:

Select parent content type from:

Parent Content Type:

Description:

Create a new folder.

Group

Specify a site content type group. Categorizing content types into groups will make it easier for users to find them.

Put this site content type into:

Existing group:

New group:

Click Add from new site column:

Columns

Name	Type	Status	Source
Title	Single line of text	Hidden	Item
Name	File	Required	Folder

- [Add from existing site columns](#)
- [Add from new site column](#)
- [Column order](#)

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Create the item as desired and click Ok:

Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

Notes

The type of information in this column is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Hyperlink or Picture
- Calculated (calculation based on other columns)
- Full HTML content with formatting and constraints for publishing
- Image with formatting and constraints for publishing
- Hyperlink with formatting and constraints for publishing
- Summary Links data
- KDW Sub Sites List (with Calendar), show all sub sites with calendar list

Group

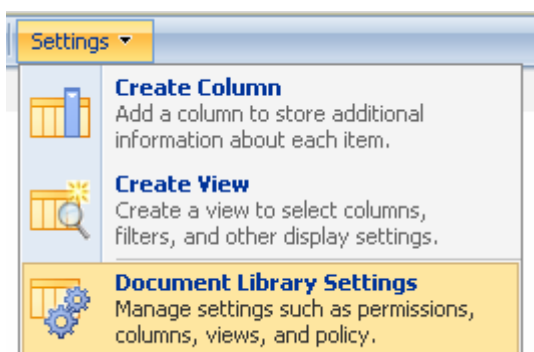
Specify a site column group. Categorizing columns into groups will make it easier for users to find them.

Put this site column into:

Existing group:

Custom Columns

Go to the document library where the item should be added and select Settings -> Document Library Settings:



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Click Advanced Settings:

General Settings

- [Title, description and navigation](#)
- [Versioning settings](#)
- [Advanced settings](#)
- [Audience targeting settings](#)

Select Allow management of content types to Yes and click OK:

Content Types

Specify whether to allow the management of content types on this document library. Each content type will appear on the new button and can have a unique set of columns, workflows and other behaviors.

Allow management of content types?

Yes

No

Click Add from existing site content types:

Content Types

This document library is configured to allow multiple content types. Use policies, workflows, or other behavior. The following content types are

Content Type	Visible on New Button
Document	✓

- [Add from existing site content types](#)
- [Change new button order and default content type](#)

Select the desired item and click Add then OK:

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Use this page to add new content types to this list.

Select Content Types

Select from the list of available site content types to add them to this list.

Select site content types from:

All Groups

Available Site Content Types:

Allow any content type *
Basic Page
Dublin Core Columns
Form
Link to a Document
Master Page
Picture
Test Folder Content Type
Web Part Page

Add >

< Remove

Content types to add:

Custom Notes

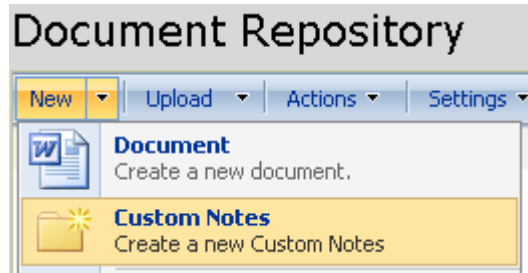
Description:
None

Group: Custom Content Types

OK

Cancel

Maneuver to the desired document repository and select New -> and in this case Custom Notes:



The Name as well as in this case the Notes can be entered – then click Ok:

New Folder: Document Repository

OK Cancel

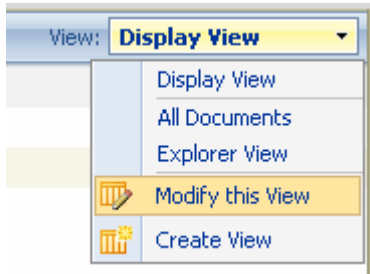
ABC Spelling... * indicates a required field

Name *	Test
Notes	Great Notes

OK Cancel

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So that in this case the notes field shows up select from the right hand side -> Display View -> Modify this View:




Select the item to be added and click OK:

Columns

Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the **Position from left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Type (icon linked to document)	1
<input checked="" type="checkbox"/>	Name (linked to document)	2
<input checked="" type="checkbox"/>	Modified	3
<input type="checkbox"/>	Check In Comment	4
<input type="checkbox"/>	Checked Out To	5
<input type="checkbox"/>	Content Type	6
<input type="checkbox"/>	Copy Source	7
<input type="checkbox"/>	Created	8
<input type="checkbox"/>	Created By	9
<input type="checkbox"/>	Description	10
<input type="checkbox"/>	Edit (link to edit item)	11
<input type="checkbox"/>	File Size	12
<input type="checkbox"/>	ID	13
<input type="checkbox"/>	Modified By	14
<input type="checkbox"/>	Name (for use in forms)	15
<input type="checkbox"/>	Name (linked to document with edit menu)	16
<input checked="" type="checkbox"/>	Notes	17
<input type="checkbox"/>	Title	18
<input type="checkbox"/>	Version	19

In this case the folder is now displayed with the notes:

Type	Name	Modified	Notes
	Test	1/21/2011 3:22 PM	Great Notes

Therefore, this same process can be utilized to create a variety of custom information items.