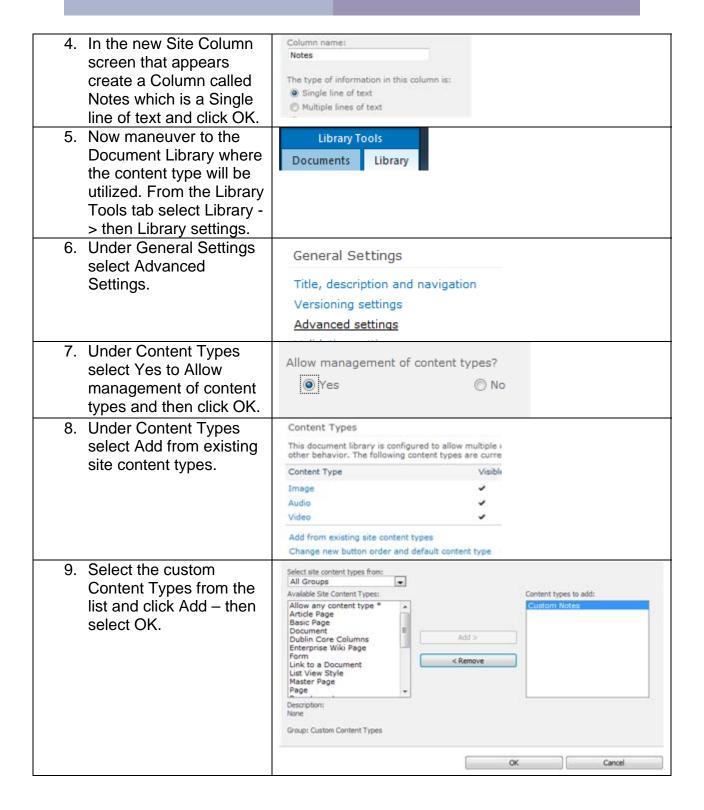


#### SharePoint 2010 Content Types

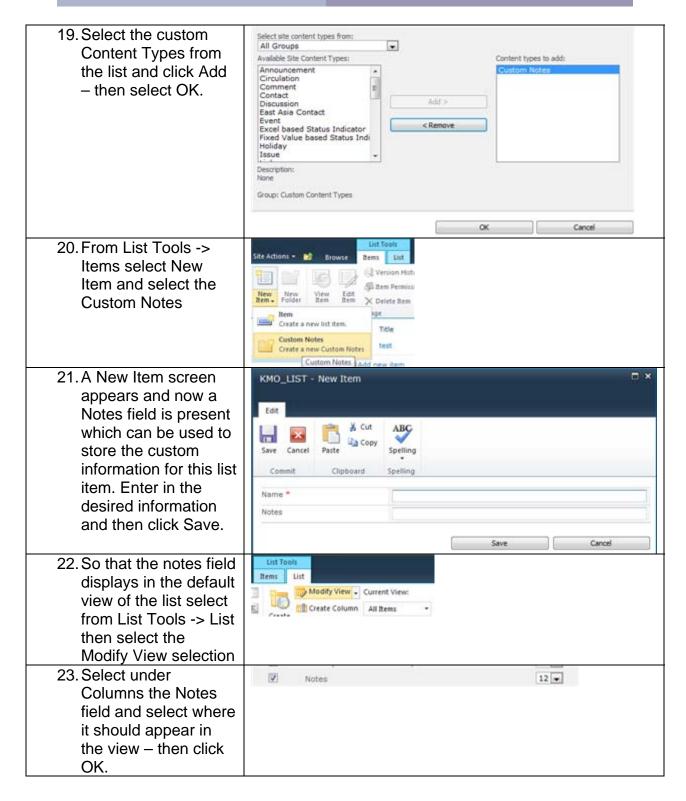
A content type essentially defines the attributes of a list item, a document, or a folder. SharePoint 2010 has several built in content types and site columns that may meet your needs. The below steps show how to best use content types – note there are essentially two kinds of content types – Site content types which are available to the root site and all its parents (subsites) and List content types which are essentially Site content types that are added to a list and then customized just for that lists purpose.

To create a custom Site content type – from Site Actions -> Site Settings – under Galleries select Site content type	Galleries Site columns Site content types Web parts List templates Master pages and page layouts Themes Solutions
2. Click Create and enter in the desired data – in this example I will create a custom content type to be used with Folders so that a notes field is added. In this case I have named the item Custom Notes and selected Folder Content Types as the Parent Content Type and Folder as the second Parent Content Type. The item will be placed into an existing group called Custom Content Types. When done with selections click OK.	Name: Custom Notes Description:  Parent Content Type: Select parent content type from: Folder Content Types Parent Content Type: Folder Description: Create a new folder.  Put this site content type into:  Existing group: Custom Content Types  New group:  OK  Cancel
3. On the page that displays under the Columns section click Add from the new site column.	Columns  Name Type  Title Single line of text.  Name File  ### Add from existing site columns  ### Add from new site column  #### Column order



10. Maneuver to the document library and Check ! from Library Tools -> Check ! Edit Document Discard Document – under New Document will now be Open & Check Upload an image. the Custom Notes Field. Audio Thus select this option. Upload an audio file. Video Upload a video file. **Custom Notes** Create a new Custom Notes 11.A New Folder screen New Folder appears and now a Edit Notes field is present & Cut which can be used to Copy store the custom Save Cancel Paste information for this Clipboard folder. Enter in the desired information and Notes then click Save. Notes 12. So that the notes field Documents Library displays in the default Modify View - Current Views view of the document library select from Library Tools -> Library then select the Modify View selection

13. Select under Columns the Notes field and select where it should appear in the view – then click OK.	▼ Notes	12 🕶
14. The folder is now displayed with the entered Title and Notes (in this example it is Test)	Title Test	Notes Test
15. To add the same Custom Content Type to a list – maneuver to that list and select from the List Tools tab – List -> List Settings	List Tools  Items List	
16. Under General Settings select Advanced Settings	General Settings  Title, description and r  Versioning settings  Advanced settings	navigation
17. Under Content Types select Yes to Allow management of content types and then click OK.	Allow management of c	ontent types?
18. Under Content Types select Add from existing site content types	Content Types This list is configured to allow multhe following content types are content Type Item Add from existing site content type	urreni



24. The list item is now displayed with the	⊚ Title test	Notes
entered Title and	Test	Test
Notes (in this		
example it is Test)		
Therefore, this same		
process can be		
utilized to create a		
variety of custom		
information items.		