

# Using Content Types in Windows SharePoint Services (version 3) and SharePoint Server 2007

In Microsoft® Windows® SharePoint® Services (version 3) and Microsoft® Office® SharePoint® Server 2007, content types enable you to define and organize your items in a more meaningful way. A content type is a reusable collection of settings you want to apply to a certain category of content. Use content types to define and manage the metadata and behaviors of your documents and list items in a centralized, reusable way. Content types also enable you to store different types of content in the same document libraries and lists.

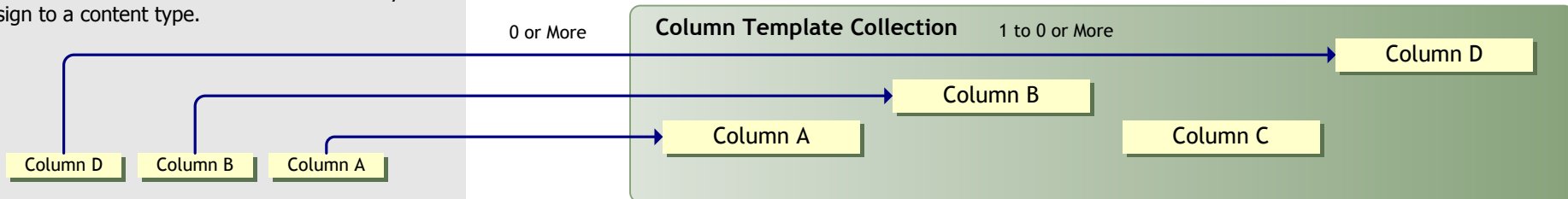
## Site

### Site Content Type

Use a site content type to encapsulate the settings and metadata requirements you want to apply to a certain category of content, including:

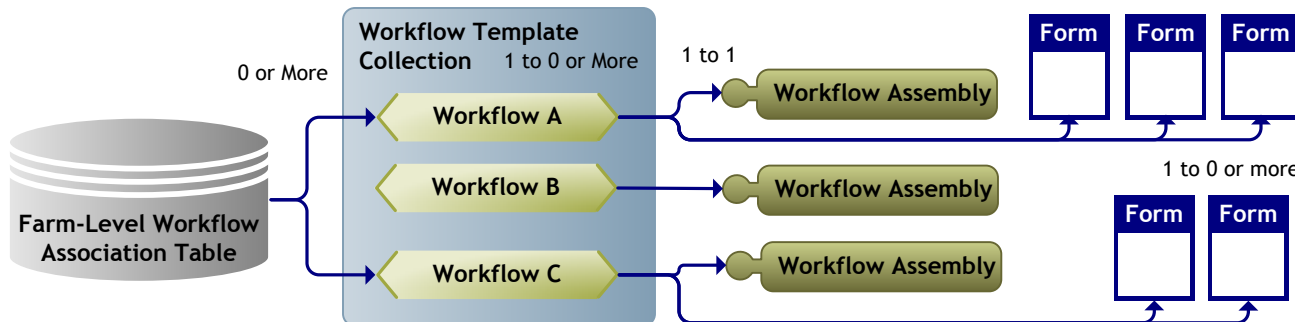
- Metadata (Columns)

You can store item metadata in columns that you assign to a content type.



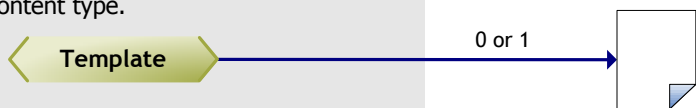
- Workflows

Workflows allow you to attach business processes to an item. Windows SharePoint Services uses a farm-level association table to track which workflows are associated with which content types.



- Document Template

Specify the file on which you want to base new items of this content type.



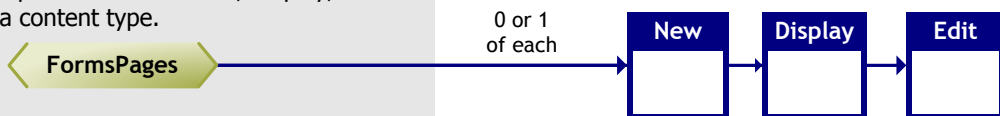
- Custom Solution Information

Store information necessary for custom solutions as XMLDocument nodes. For example, specify custom forms or policies, as discussed below, or create your own custom solutions.

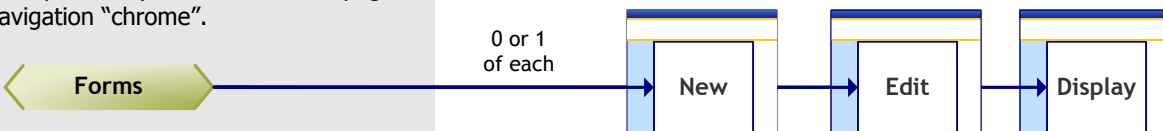
0 or More

- Custom Forms

Use an XMLDocument node to specify your own custom .aspx forms to use with this content type. These forms replace the entire New, Display, or Edit form for a content type.



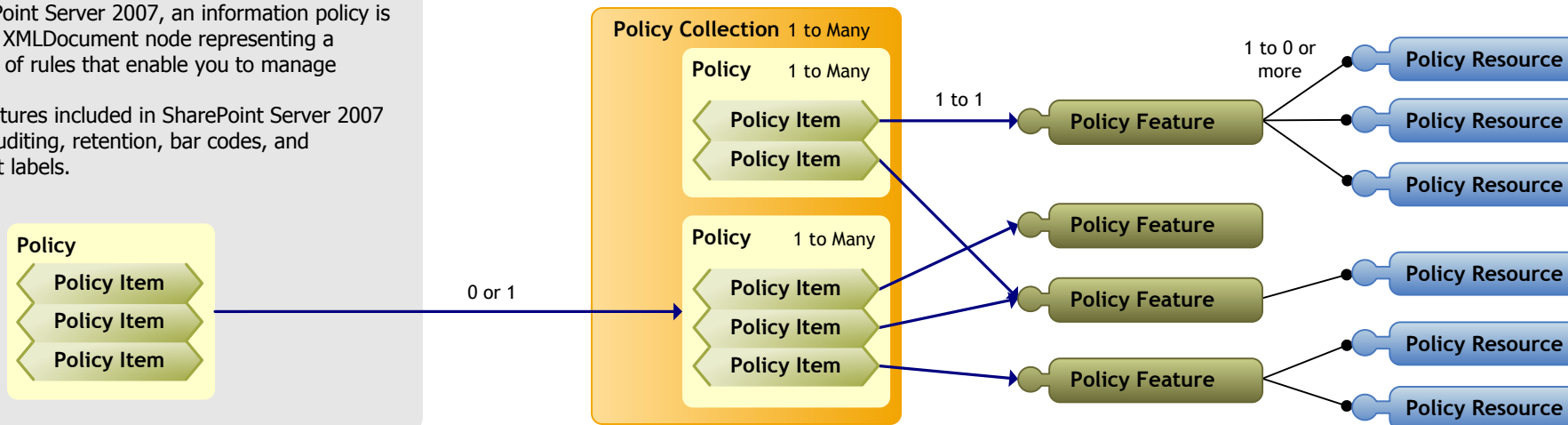
Use an XMLDocument node to specify your own custom .aspm forms to use with this content type. These controls replace only the center of the page leaving the navigation "chrome".



- Information Policy

In SharePoint Server 2007, an information policy is a custom XMLDocument node representing a collection of rules that enable you to manage content.

Policy features included in SharePoint Server 2007 include auditing, retention, bar codes, and document labels.

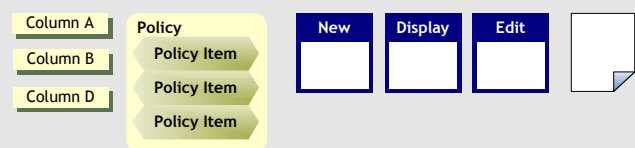


## Document Library or Other List

When you add the site content type to a list or document library, Windows SharePoint Services copies the content type locally as a list content type.

You can also create a list content type instance directly on the list. Inherit from an existing site content type, and then customize it by selecting the elements you want from those available on the site.

### Content Type Instance



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