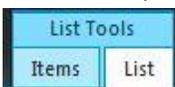


Procedure to remove a field from a SharePoint list or library “Add” form

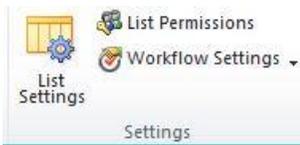
The following procedure enables Owners or Designers to restrict columns, one at a time, from appearing in the form that contributors fill out whenever they enter a new list item or upload a new document to a document library. Any fields that are hidden from the form will still appear in the original list or library; however, contributors will not see them when they fill out the “Add” form. This can be useful if Owners wish to restrict contributors from populating these fields or if they want to reduce the number of choices contributors are given whenever they update a particular list or upload a document to a particular library.

The procedure to restrict a column from appearing in an “Add” form follows:

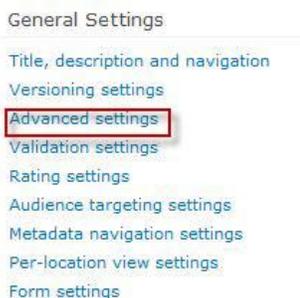
1. From the top menu, select the **List** tab (or Library- depending on the form you want to update.)



2. From the ribbon, select **List Settings** (or Library Settings- depending on the form you want to update.)



3. From the List Settings (or Library Settings) form that appears, in the General Settings area, click **Advanced settings**.



4. From the Content Types area of the Advanced Settings form that appears, click **Allow management of content types** and click **OK**.



- The List Settings (Or Library Settings) form re-appears. Scroll down to the Content Types area and select the appropriate content type.
(NOTE: This depends on the type of list or library that you are working with. For lists, "Issue" or "Announcement" may be applicable and for Document Library's, "Document.")

Content Types

This list is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its policies, workflows, or other behavior. The following content types are currently available in this list:

Content Type	Visible on New Button	Default Content Type
Announcement	✓	✓

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

- Select the column you want to hide (i.e. "Expires.")
- On the Change Content Type Column form that appears, from the Column Settings area, select the **hidden (Will not appear in forms)** radio button and click **OK**.

Site Column Information

This section contains information about this content type column and a link to edit the site or list column it refers to.

Column Name: Expires ([Edit column](#))
 Column Source: Announcement
 The type of information in this column is: Date and Time

Column Settings

Specify settings for this content type column.

This column is:

Required (Must contain information)
 Optional (May contain information)
 Hidden (Will not appear in forms)

OK Cancel

Note that the "Expires" column is now missing from the *Add new announcement* form.

Before:

Milestones and Announcements - New Item

Edit

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title *

Body

Expires

Description

Plone: date created

Plone: creator

Plone: last modified date

Plone: last modified by author

Save Cancel

After:

Milestones and Announcements - New Item

Edit

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title *

Body

Description

Plone: date created

Plone: creator

Plone: last modified date

Plone: last modified by author

Save Cancel