

Using Columns and Content Types to Organize and Manage Your Content in Windows SharePoint Services (version 3)

In Microsoft® Windows® SharePoint® Services (version 3), site content types and site columns act as reusable templates that help you organize and manage your content in a centralized, standardized manner. Site content types are collections of settings and behavior you can assign to SharePoint items. Site columns enable you to standardize the metadata you collect across sites, lists, and content types. Add site columns to a site content type to define the metadata you collect for that content type. Both site content types and site columns are created at the site level and then copied locally as customizable instances, or list content types and list columns, when you add them to a list.

