KNOWLEDGE BASE ARTICLE

How to Add and Configure the Smart Tiles Web Part

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Introduction

This article walks through the first steps with Smart Tiles: deploying the **web part**, adding it to a modern **SharePoint Online** page, and the settings of the property pane that apply to the whole panel. The properties of individual tiles - texts, links, colors, icons - are covered in KB10242. How to Add and Edit a Tile in Smart Tiles.

Before you begin

Smart Tiles is deployed to the **tenant** once, by a **SharePoint** administrator, from the tenant **app catalog**. The package is deployed tenant-wide, so the web part becomes available on every **site** without being added to each site separately. The procedure is described in KB10035. How to Install a Vitextra Product in SharePoint Online.

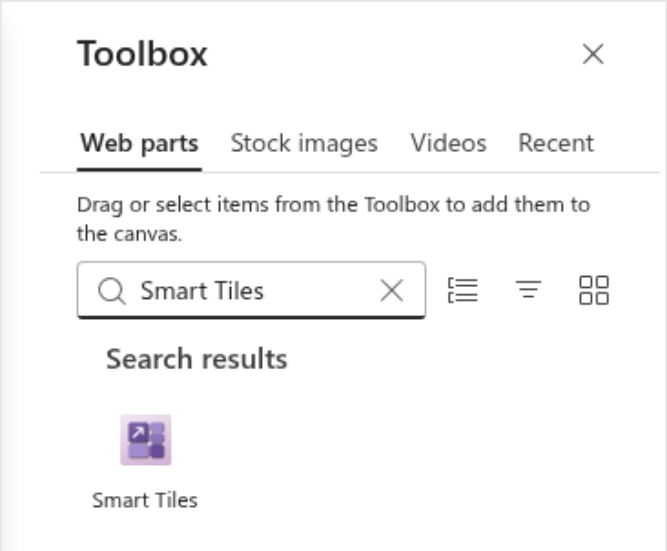
To add the web part to a page you need permission to edit that page - the **Edit permission level** or membership in the Members group of the site is sufficient.

Note

Smart Tiles works on modern pages only. On a site that still uses classic pages, create a modern **site page** first.

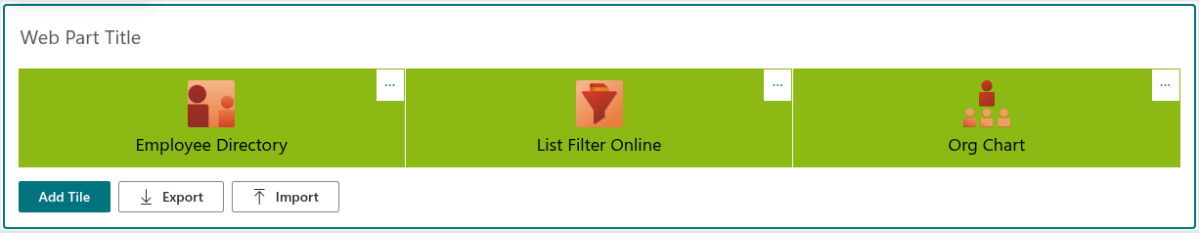
Adding the web part to a page

1 Open the page and click **Edit** in the top-right corner.
2 Hover over the place where the panel should go until a line with a **+** sign appears between the sections or web parts, and click it to open the **web part gallery**.
3 Type *Smart Tiles* in the search box and click the web part.



Smart Tiles in the web part toolbox

The web part appears on the page with three sample tiles that link to Vitextra product pages. They show what a tile looks like and can be edited into your own links or removed.



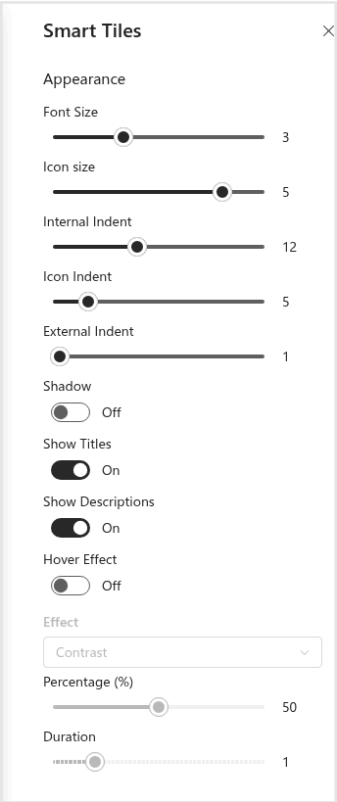
The web part with the sample tiles

The web part title

Above the tiles there is a title field. Click it and type a heading for the panel, for example *Quick Links* or *HR Services*. The title is optional: leave it empty and no heading is shown on the published page.

Appearance settings

Click the pencil icon (**Edit web part**) on the left of the web part to open the property pane. The **Appearance** group holds the settings that apply to every tile.



The Appearance group of the property pane

Setting	Description
Font Size	Size of the tile title, in seven steps from 14 px to 32 px. The description, when shown, is scaled down proportionally.
Icon size	Size of the icon, in six steps from 20 px to 64 px. Custom icon images use the same sizes.
Internal Indent	Space above and below the content of a tile, 0–30 px. Larger values make the tiles taller.
Icon Indent	Space between the icon and the title, 0–30 px.
External Indent	Space between neighboring tiles, 0–30 px. At 0 the tiles touch each other and form a solid mosaic.
Shadow	Draws a soft drop shadow under the icons.
Show Titles	Shows or hides the titles of all tiles. With titles hidden the icons are centered in the tiles.
Show Descriptions	Shows or hides the descriptions of all tiles. Descriptions

Setting	Description
	remain available in the tooltips.
Hover Effect	Enables a visual effect when the pointer rests on a tile. The **Effect list**, the strength slider and **Duration** appear below the toggle.

The sliders and toggles are applied to the page immediately, so the result can be judged while changing them.

Tip

The sizes, indents and texts are described in detail in KB10247. Tile Sizes and Layout in Smart Tiles and KB10249. Showing Titles and Descriptions on Tiles; the hover effects in KB10248. Configuring the Hover Effect for Tiles.

The About group

The **About** group of the property pane shows the license of the web part: the **Status** (trial, active, expired or suspended), the **Version** of the web part, the **Start Date** of the subscription and the **Tenant** it is assigned to. During the trial the number of remaining days is shown here as well. The group also links to the product page where a subscription can be purchased.

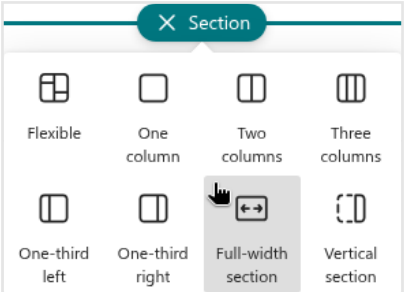
Note

When a newer version of Smart Tiles is available, a notice appears above the tiles in edit mode. The update is installed by uploading the new package to the app catalog; the pages and their tiles are not affected.

Placing the panel in a full-width section

Tiles make the strongest impression when they span the whole screen. To achieve this, put the web part into a **full-width section**:

1 In edit mode, hover over the left edge of the page and click the **+** that appears between sections.
2 Choose **Full-width section** from the list of layouts.
3 Drag the Smart Tiles web part from its current section into the new one, or add a new Smart Tiles web part into the full-width section.



Adding a full-width section

Smart Tiles also fits a one-column or two-column section, and several Smart Tiles web parts can share a page - for example one panel per department. Each web part keeps its own settings and hover effect.

Warning

Full-width sections are available on communication sites and on team sites with the modern home page layout. On a page without full-width sections the tiles fill the width of the section they are in.

Saving the page

Tiles and settings are stored in the page. Click **Save as draft** to keep working later, or **Republish** to make the panel visible to visitors. Until the page is republished, visitors see its previous version.

Learn more about the product: *https://vitextra.com/en/products/smart-tiles*

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

Full-Width Section
A full-width section in SharePoint Online is a layout option that allows content to span the entire width of the page, providing a more immersive and visually impactful presentation for elements such as images and videos.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Permission Level
A permission level is a named set of permissions, such as Read, Edit, or Full Control, that can be assigned to users and groups on a SharePoint site, list, library, or item.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites

typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Site Page
A site page is a modern SharePoint page that is built from sections, columns, and web parts, and is stored in the Site Pages library of a site. Site pages are used to share information, news, and other content.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.

Web Part Gallery
The Web Part Gallery is a central repository in SharePoint where users can discover, access, and manage pre-built components, known as web parts, that extend and customize their SharePoint sites. It offers a range of tools and widgets developed by Microsoft and third-party developers, allowing users to extend their SharePoint experience to meet specific business needs without extensive coding or development.