KNOWLEDGE BASE ARTICLE

How to Customize the Look of Search Results in Smart Search

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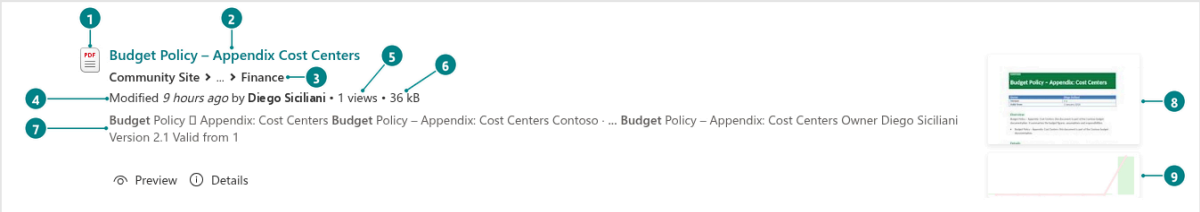
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Overview

Each result in **Vitextra Smart Search** is shown as a card, and you decide what goes on it. The same **web part** can display a compact **list** of titles for a narrow side column or a rich card with a path, a summary, tags, a thumbnail and **view** analytics for a search center.

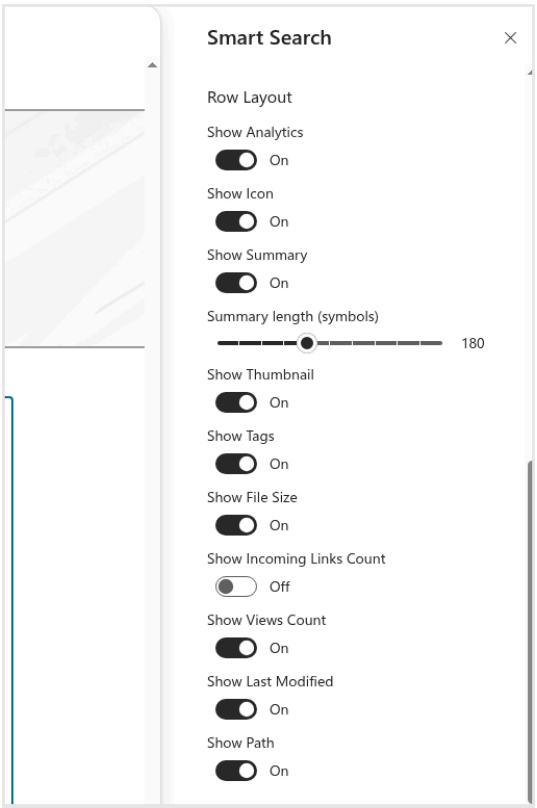
All of these elements are switched on and off in the **Row Layout** group of the web part property pane. Changes are applied to the results immediately, so you can see the effect while you edit.



Elements of a search result card

Opening the layout settings

1 Open the page in edit mode, select the Smart Search web part and click the **pencil (Edit web part)** icon.
2 In the property pane, expand the **Row Layout** group.
3 Turn the elements you need on or off. The results on the page update right away.
4 Save or republish the page.



The Row Layout group in the property pane

Result card elements

The **title** is always shown. It's a link that opens the item in a new browser tab. All other elements are optional:

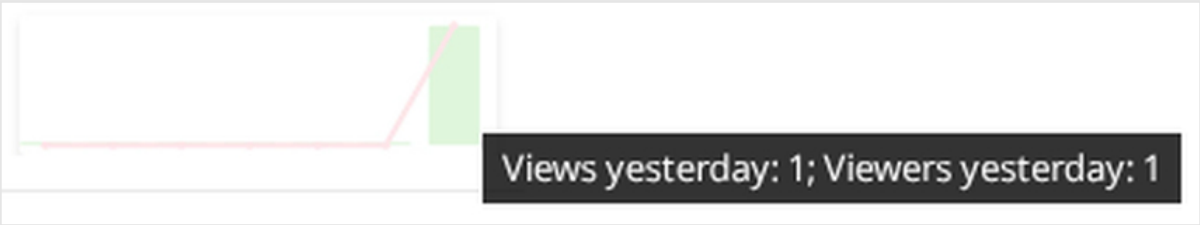
Setting	What it shows	Default
Show Icon	The file-type icon on the left of the card. Sites, libraries, folders, list items, news and meeting recordings get their own icons too	On
Show Path	Where the item lives: the **site** and the library or folder, as clickable links. Long paths are shortened with an ellipsis	On
Show Last Modified	When the item was last changed and by whom, for	On

Setting	What it shows	Default
	example *Modified 3 days ago by Anna Smith*	
Show Views Count	The total number of views of the item	On
Show File Size	The size of the file in a readable form, for example *2 MB*	On
Show Incoming Links Count	How many other pages and documents link to the item	Off
Show Summary	A short extract from the item's content with the search terms highlighted	On
Summary length (symbols)	The length of the summary, from 100 to 300 characters	180
Show Tags	**Managed metadata** tags of the item	On
Show Thumbnail	A preview image of the document, video or picture	On
Show Analytics	A small chart of daily views and unique viewers over the last seven days	Off

Some elements offer more than meets the eye:

- **Last modified** - the date is shown in a relative form (*3 days ago*); hover over it to see the exact date and time. Hover over the editor's name to open their **Microsoft 365 profile card**.
- **Views count** - hover over it to see the lifetime views and the recent views of the item.
- **Summary** - when an item has no matching extract, its description is shown instead. For Teams meeting recordings, the summary lists the meeting attendees.

- **Tags** - when the refinement panel is on, a click on a tag filters the results by that tag.
- **Thumbnail** - a click on the thumbnail opens the item. When **SharePoint** has no preview for a file, a neutral placeholder is shown.



The views analytics chart with a tooltip

In the analytics chart, the bars show the number of views on each of the last seven days and the line shows the number of unique viewers. Hover over a bar to see the exact numbers for that day.

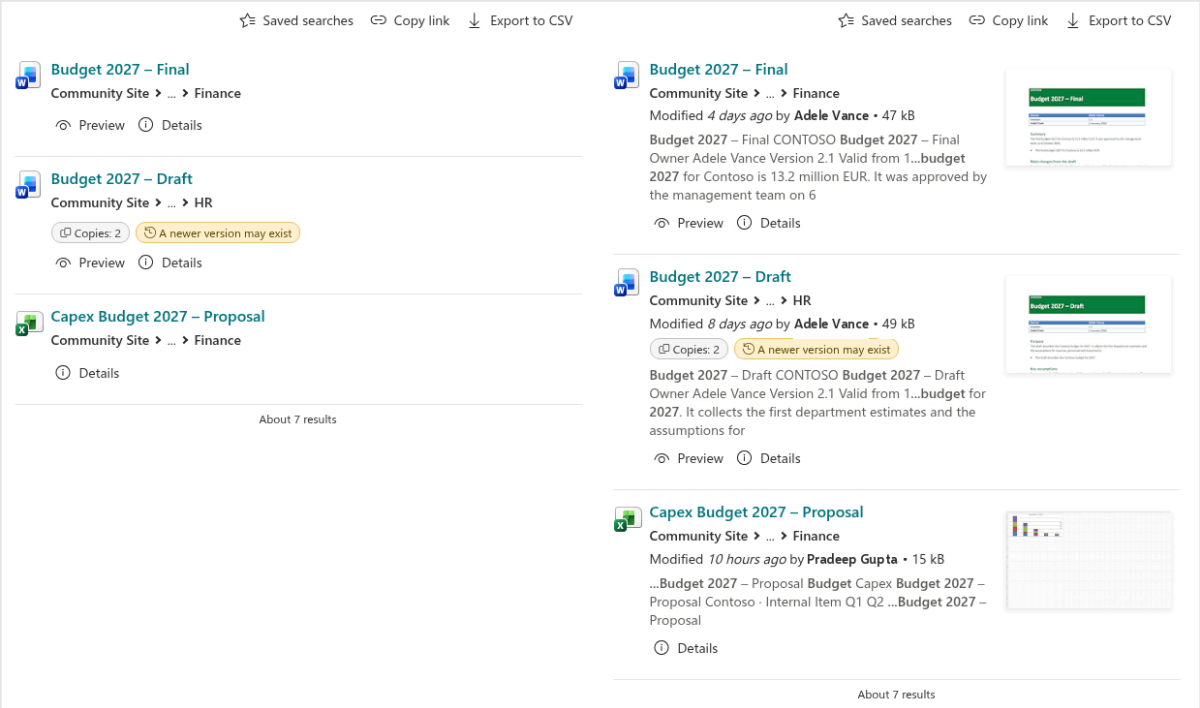
Note

Views, viewers and incoming links come from SharePoint search and usage analytics. For new or rarely opened items, these numbers may be missing or appear with a delay. The analytics chart isn't shown for items with no views in the last seven days.

Ready-made layouts

You don't have to switch every element on. Here are three combinations that work well:

Layout	Turn on	Where to use
Compact	Icon, Path	A narrow side column, a *Related documents* block
Standard	Icon, Path, Last Modified, Summary, Tags	Most pages; quick to scan
Rich	Everything, including Thumbnail and Analytics	A search center on a full-width page



Compact and rich layouts of the same results

Note

In columns narrower than 320 pixels, the thumbnail and the analytics chart are hidden automatically so that the text stays readable. Thumbnails and analytics are also not shown for sites and libraries in the results.

Results for people

Results on the **People** tab use their own card: a photo, the person's name, job title and office location. The **Row Layout** settings don't apply to these cards.

Related settings

A few other groups of the property pane also affect how results look:

- **Appearance** - **Show Total Count** shows the line *About N results* above the list; **Enable Paging** and **Items Per Page** (from 2 to 30) control how many results are shown at once.
- **Actions** - the **Download**, **Preview** and **Play** buttons under each result. **Preview** and **Play** are on by default, **Download** is off.

Tip

For an overview of all Smart Search features, see KB10222. Smart Search. Solution Overview. To set up which tabs users see, see KB10224. Single Source vs. Multiple Sources (Tabs): Choosing the Search Mode in Smart Search.

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

Terms

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.

Managed Metadata
Managed metadata is a hierarchical collection of centrally managed terms that can be used as attributes of items in SharePoint. It is stored in the term store and is used for consistent tagging, navigation, and search refinement.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Profile Card
A profile card in Microsoft 365 displays information related to a person, such as contact details, organizational chart view, recently used documents, emails, and others.
The profile card may look different depending on the application you use. Outlook, Teams, SharePoint, OneDrive, and other Microsoft 365 services support the profile card.

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.

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.

Terms

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

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.