KNOWLEDGE BASE ARTICLE

How to Add and Edit a Tile in Smart Tiles

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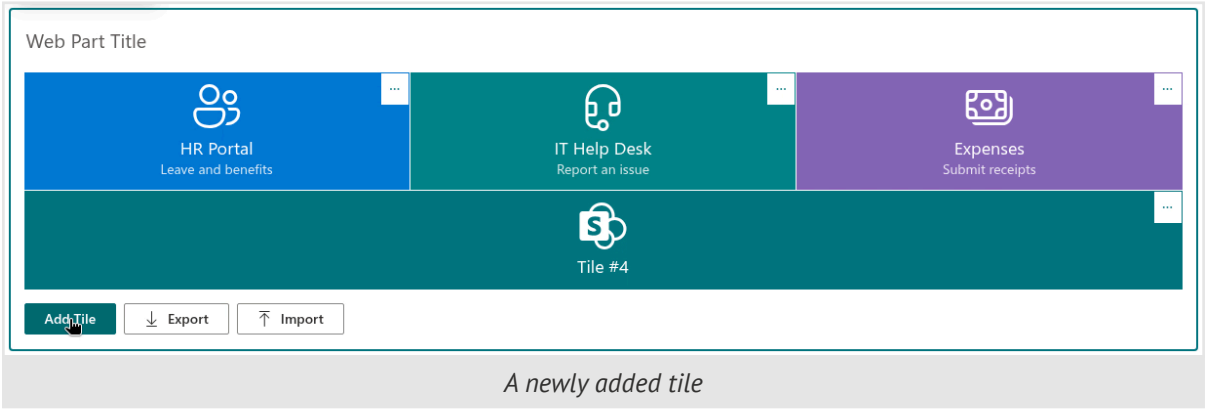
Introduction

In Smart Tiles every tile is edited where it is shown: on the page, in edit mode. There is no separate **list** of links to maintain. This article describes the editing tools of a single tile - adding, the **Properties** dialog, the context menu, reordering and removal. The look of a tile - colors, icons, images and sizes - is covered in its own articles, linked at the end.

To follow the steps, open the page in edit mode. The **web part** then shows the **Add Tile**, **Export** and **Import** buttons under the tiles, and a **...** button in the top-right corner of every tile.

Adding a tile

Click **Add Tile** below the panel. A new tile appears at the end with a placeholder title (*Tile #4*, for instance), the first accent color of the theme, white text, a **SharePoint** icon and a placeholder link that points nowhere. Open its properties straight away to give it a title and a link.



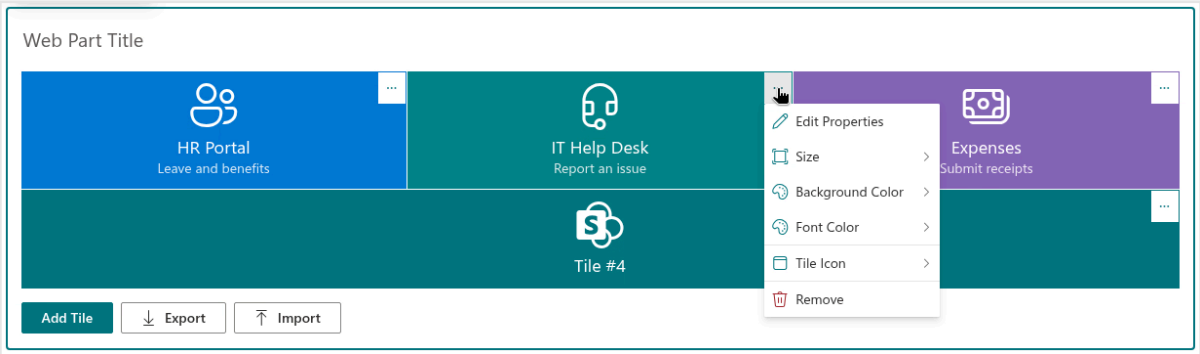
A newly added tile

The context menu

Click the **...** button in the corner of a tile to open its context menu. Everything that can be changed about a tile starts here:

Item	What it does
Edit Properties	Opens the **Properties** dialog with the texts, the link, the target and the audience of the tile.
Size	Chooses one of six widths, from **Extra Small** to **Full Width**.
Background Color	Chooses a background color, a background image or - for YouTube links - the video thumbnail.

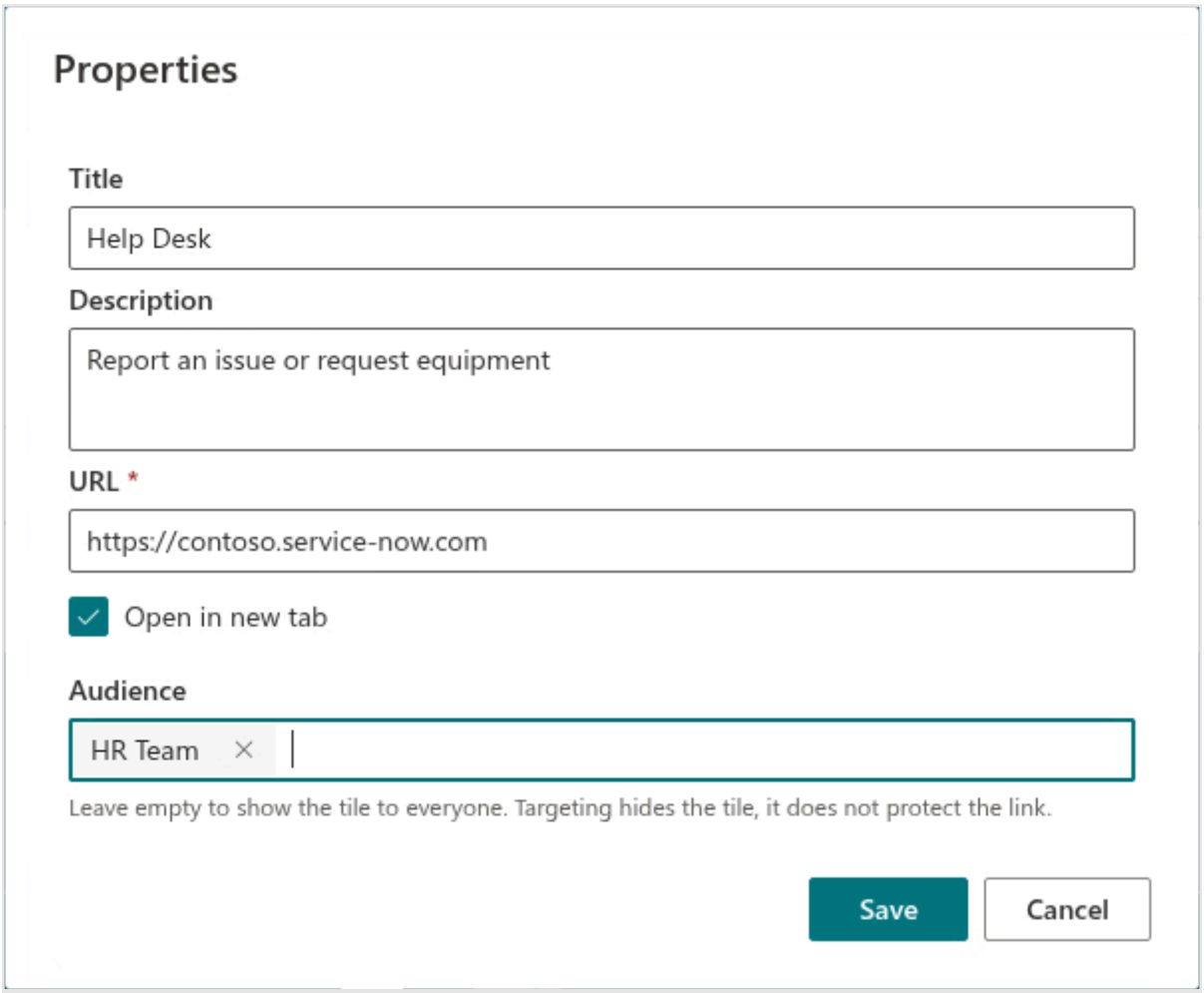
Item	What it does
Font Color	Chooses the color of the title, the description and the standard icon.
Tile Icon	Opens one of the five icon sets or lets you pick a custom image.
Remove	Deletes the tile.



The context menu of a tile

The Properties dialog

Choose **Edit Properties** to open the dialog. It can be dragged aside by its title bar so that the tile stays visible while you edit it.



The Properties dialog of a tile

Field	Description
Title	The text on the tile. It is shown on one line; a title that does not fit is cut off with an ellipsis, so keep it short.
Description	An optional second line in smaller text, also shown in the tooltip of the tile. The editing field is two rows high, but the tile shows the description on a single line.
URL	The link the tile opens. Required; the formats accepted are listed below. **Save** stays disabled while the link is not valid.
Open in new tab	Opens the link in a new browser tab instead of the current window. The option is unavailable for links that open an application (e-mail, phone, text message, Teams), because such links never open a tab.
Audience	SharePoint groups of the **site** or **Microsoft Entra ID** groups

Field	Description
	whose members see the tile. Leave the field empty to show the tile to everyone.

Click **Save** to apply the changes, or **Cancel** to discard them.

Accepted link formats

Link	Example
Web address	`https://contoso.sharepoint.com/sites/hr`
Path on the current **tenant**	`/sites/hr/Shared Documents/Handbook.pdf`
Anchor on the current page	`#benefits`
E-mail	`mailto:helpdesk@contoso.com`
Phone number	`tel:+15551234567`
Text message	`sms:+15551234567`
Microsoft Teams	`msteams:/l/chat/0/0?users=helpdesk@contoso.com`

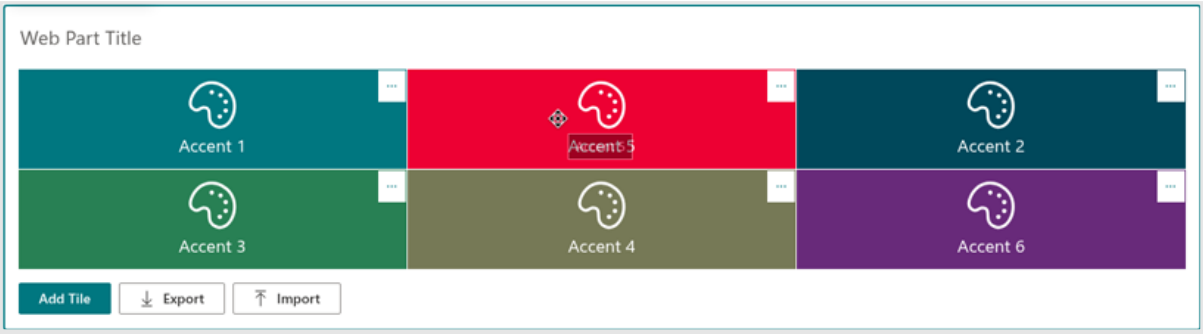
A server-relative path such as `/sites/hr/Shared Documents/Handbook.pdf` points to the same destination when the panel is copied to another site on the same host. If the destination path changes, update the link.

Note

Links to YouTube videos (`youtube.com`, `youtu.be`) are recognized automatically. The tile gets a play button instead of its icon, and the **Background Color** menu offers the video **Thumbnail** as the background.

Reordering tiles

Drag a tile to a new position with the mouse; the other tiles move aside to make room. The new order is saved with the page.



Reordering tiles by drag and drop

Targeted tiles in edit mode

A tile with an audience shows a small people icon in its top-left corner in edit mode, so that targeted tiles can be told from the others. In edit mode the author sees every tile regardless of its audience; the filtering applies to the published page.

Removing a tile

Choose **Remove** in the context menu. The tile disappears immediately, without a confirmation. If a tile was removed by mistake, close the page without saving - or use the version history of the page to restore an earlier version.

Warning

Changes to tiles are stored in the page. They become visible to visitors only after the page is republished; until then visitors see the previous version of the panel.

Tip

To change the look of a tile, see KB10043. Tile Colors in Smart Tiles: Theme Accent and Predefined Colors, KB10243. Choosing Icons for Tiles: Standard, File Type, App, Azure and Vitextra Icon Sets, KB10245. Setting a Background Image for a Tile and KB10247. Tile Sizes and Layout in Smart Tiles.

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

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.

Microsoft Entra ID
Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. It allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

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.

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

Terms

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.