KNOWLEDGE BASE ARTICLE

Showing Titles and Descriptions on Tiles

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Table of contents

Introduction 4

Title and description 4

The tooltip 4

Show Titles and Show Descriptions 4

Font Size 5

Tiles without a title 6

The web part title 6

Writing texts that fit 6

Terms 7

Introduction

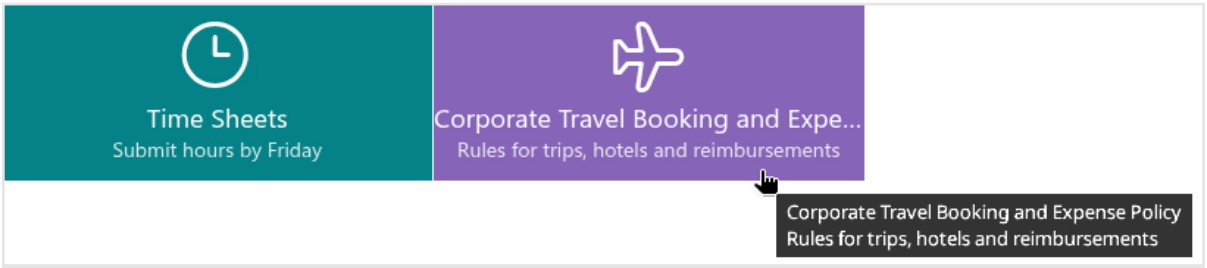
A tile carries two texts: a **title**, which names the destination, and an optional **description**, which says in a few words what the visitor will find there. Together with the title of the **web part** they are all the words on a panel of Smart Tiles, so it pays to know exactly how they are displayed. This article covers the two texts, the settings that show, hide and size them, and the tooltip.

Title and description

Both texts are entered in the **Properties** dialog of a tile: click the **...** button of the tile and choose **Edit Properties**.

- The **Title** is shown in the tile under the icon, in the **Font Color** of the tile and at the **Font Size** of the web part.
- The **Description** is shown under the title in smaller, slightly lighter text - three quarters of the title size, but never smaller than 12 pixels.

Each text occupies a single line. A text that is wider than the tile is cut off with an ellipsis (...); it is not wrapped. The full text is always available in the tooltip.



Title, description and the tooltip

The tooltip

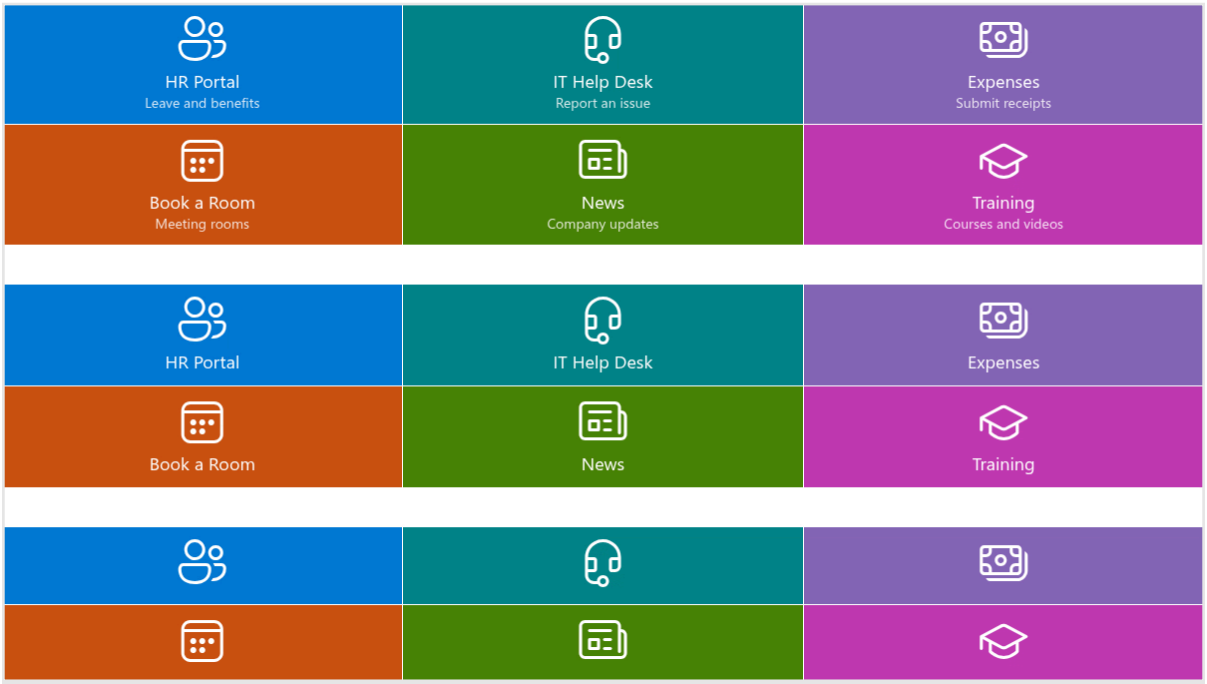
Resting the pointer on a tile shows a tooltip with the title and, on a second line, the description. The tooltip is shown even when the texts are hidden on the tile, so a panel of icon-only tiles still explains itself on hover. Screen readers announce the title of the tile as the name of the link.

Show Titles and Show Descriptions

Two toggles in the **Appearance** group of the property pane control the texts of all tiles at once:

Setting	Effect
Show Titles	On by default. Switched off, the titles disappear from all

Setting	Effect
	tiles. Use it for a mosaic of well-known app logos or for image tiles that need no label.
Show Descriptions	On by default. Switched off, the descriptions disappear from all tiles but remain in the tooltips. Use it for a compact panel, or when only a few tiles have a description and the panel looks uneven.



Texts shown, descriptions hidden, icons only

Note

The texts are hidden, not removed. Switching a toggle back on restores every title and description exactly as it was entered.

Font Size

Font Size in the **Appearance** group sets the size of the titles in seven steps: 14, 16, 18, 20, 24, 28 and 32 pixels. The description follows at three quarters of the title size. The default is step 3 (18 px).

Larger text needs wider tiles: at 28 or 32 px a title of two or three words already fills a Small tile. Pair large font sizes with Medium and larger tiles, or with short titles.

Tiles without a title

To show only icons, hide both titles and descriptions in the web part settings. Keep a meaningful title on every tile: it remains in the tooltip and provides the accessible name of the link. Hiding titles does not guarantee vertical centering.

Warning

A tile that links to a YouTube video and uses the video **Thumbnail** as its background shows no texts on the published page, whatever the settings: the thumbnail is the content of the tile. The title and the description of such a tile are visible in edit mode and in the tooltip.

The web part title

Above the tiles there is a title for the whole panel. Click the placeholder *Web Part Title* in edit mode and type the heading - it is rendered in the style of the other web part titles on the page. Leave it empty if the panel needs no heading; nothing is shown in its place on the published page.

Writing texts that fit

- **Titles of one to three words.** *Help Desk*, *Book a Room*, *Expense Reports*. Verbs work well for actions, nouns for places.
- **Descriptions that add something.** *Submit hours by Friday* tells more than *Time sheet system*. Keep them under about 40 characters so that they fit a Small tile at the default font size.
- **No repetition.** The description should not restate the title; if there is nothing to add, leave it empty - the tile looks cleaner without an empty second line.
- **Consistency.** Either every tile in a panel has a description or none does. A few tiles with a second line make the rows look uneven.

Tip

How tile width is set, and therefore how much text fits, is explained in KB10247. Tile Sizes and Layout in Smart Tiles. The **Properties** dialog is described in KB10242. How to Add and Edit a Tile in Smart Tiles.

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

Terms

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.