KNOWLEDGE BASE ARTICLE

Hiding Folders and Filtering File Extensions in Folder Tree

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Hide folders by name

1 Edit the page and open **Settings** → **Source**.
2 In **Hidden folders (separate with ;, * matches any characters)**, enter names or masks separated by semicolons, for example `Forms;_archive*`.
3 Save or republish the page and check the tree and folder contents.

Matching is case-insensitive and applies to the complete folder name. `Forms` matches that name, not `Forms2`. The `*` character matches any sequence of characters, so `_archive*` also matches `_archive2026`. A hidden branch is also excluded from displayed search results. `Forms` is hidden by default.

Limit displayed file types

Enter extensions in **Allowed file extensions (empty = all; separate with ;)**, for example `pdf;docx;xlsx`. Leave the setting empty to allow all extensions. The configured list also supplies the choices in the user's **File type** filter. Folder navigation remains available even when files are filtered out.

Warning

These settings filter the presentation. They do not change SharePoint permissions, delete content or prevent uploading a file with a different extension. A successfully uploaded file can therefore be absent from the filtered view.

Check apparently empty results

Review both the editor's extension list and the user's quick filters. If **Load more** is available, there are further results to request even if the current page contains no visible items. Hidden-folder rules do not replace a deliberately selected starting root with a different folder.