KNOWLEDGE BASE ARTICLE

Configuring the Folder Tree Navigation Pane

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Open the folder settings

Edit the page, open **Settings**, and expand **Folders**. Enable **Show folder tree** to display the navigation pane. Disabling it leaves the content area available; it does not create a tree-only view.

Set expansion and counters

- **Initial expansion depth** accepts 0, 1 or 2. With 0, users expand the root themselves. Higher values expand the corresponding levels when the tree initializes.
- **Show file counts** displays the file count supplied by SharePoint for a folder when that metadata is available. It is not a count of search matches or of all files in descendant folders.
- **Hide empty folders** hides child folders whose SharePoint item count is zero. A folder containing subfolders is not necessarily empty.

Choose folder sorting

Use **Folder sorting** to choose **Name**, **Natural order (2 before 10)**, or **Library order (item ID)**. Natural sorting places a folder such as `2. Contracts` before `10. Reports`. Library order uses the item ID; it is not a drag-and-drop ordering editor.

Note

Child folders load when a branch is expanded, in pages of up to 200. Sorting applies to the loaded nodes. Select **Load more** within a branch when another page is available; the web part does not load the entire library tree in advance.

Verify the tree

Save or republish the page. Expand a branch with several folders and confirm the ordering and counters. Select a folder name to show its contents; expanding the arrow and selecting the folder are separate actions.