KNOWLEDGE BASE ARTICLE

# Choosing List, Tiles or Compact View in Folder Tree

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# Table of contents

**Set the default view** 4

**Compare the views** 4

**Check the published result** 4

## Set the default view

1 Edit the page and open **Settings** → **Files**.
2 In **Default view**, choose **List**, **Tiles** or **Compact**.
3 Enable **Allow users to switch views** if visitors should be able to choose another view.
4 Save or republish the page.

## Compare the views

| View | What it displays |
|---|---|
| **List** | A table with names, the configured metadata columns and item actions. |
| **Tiles** | Cards with names, modification dates, item actions and previews when available. |
| **Compact** | The same document table with more compact rows. |

Configured metadata columns apply to the table views. Tiles do not reproduce every selected column. A missing thumbnail does not mean that the document is missing; the file-type icon remains available.

**Note**

A visitor's view switch changes the current display, not the editor's saved default. The current implementation does not save that personal view choice between sessions.

## Check the published result

If view switching is allowed, use the view selector next to the quick filters. Open a folder and check both a table and tiles. If the selector is absent, ask the page editor to review **Allow users to switch views**. Available file actions are controlled separately.