KNOWLEDGE BASE ARTICLE

Selecting Columns and Sorting Documents in Folder Tree

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Select table columns 4

Configure sorting and page size 4

After changing the source 4

Select table columns

1 Edit the page and open **Settings** → **Files**.
2 Under **Columns**, enable the library fields that readers need.
3 Use **List** or **Compact** to display these fields as a table.
4 Save or republish the page.

The name column remains present. The default additional columns are modification date, editor, size and file type. Other available fields use their library titles. Folder rows have no file-size value. Tiles show a simpler card rather than the full metadata table.

Configure sorting and page size

Choose **Sort by** and, if required, enable **Descending order**. In the table, users can click a sortable column heading to change the order and click it again to reverse it. Folder rows precede files in normal folder browsing.

Set **Items per page** from 10 to 200; the default is 50. **Load more** appends the next page of results. This setting controls each request, not a maximum number of documents in the library.

Warning

Search results support sorting by name or modification date. Arbitrary library metadata is available in normal folder browsing, not as a complete metadata table in search results. Large libraries may require indexed columns for custom sorting or filtering.

After changing the source

Selecting a different library restores the default column selection and name sorting. Review the column switches and sort field again before publishing the new source.