

KNOWLEDGE BASE ARTICLE

How to Customize the Look of Search Results in Smart Search



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, Matīse 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.

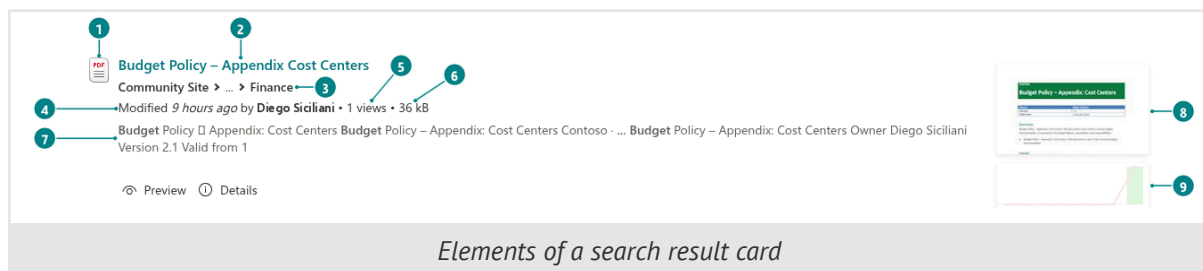
Table Of Contents

Overview	4
Opening the layout settings	4
Result card elements	5
Ready-made layouts	7
Results for people	8
Related settings	8

Overview

Each result in **Vitextra Smart Search** is shown as a card, and you decide what goes on it. The same web part can display a compact list of titles for a narrow side column or a rich card with a path, a summary, tags, a thumbnail and view analytics for a search center.

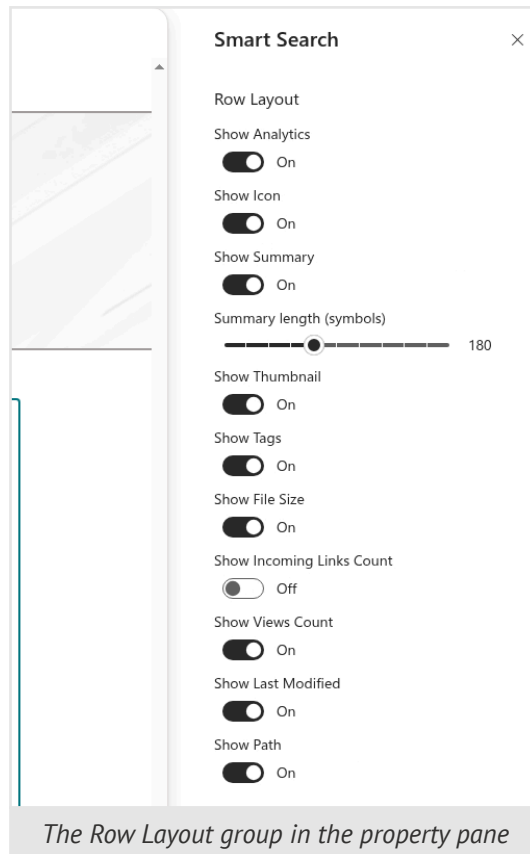
All of these elements are switched on and off in the **Row Layout** group of the web part property pane. Changes are applied to the results immediately, so you can see the effect while you edit.



Markdig.Syntax.ThematicBreakBlock

Opening the layout settings

- 1 Open the page in edit mode, select the Smart Search web part and click the **pencil (Edit web part)** icon.
- 2 In the property pane, expand the **Row Layout** group.
- 3 Turn the elements you need on or off. The results on the page update right away.
- 4 Save or republish the page.



Markdig.Syntax.ThematicBreakBlock

Result card elements

The **title** is always shown. It's a link that opens the item in a new browser tab. All other elements are optional:

Setting	What it shows	Default
Show Icon	The file-type icon on the left of the card. Sites, libraries, folders, list items, news and meeting recordings get their own icons too	On
Show Path	Where the item lives: the site and the library or folder, as clickable links. Long paths are shortened with an ellipsis	On
Show Last Modified	When the item was last	On

Setting	What it shows	Default
	changed and by whom, for example <i>Modified 3 days ago by Anna Smith</i>	
Show Views Count	The total number of views of the item	On
Show File Size	The size of the file in a readable form, for example <i>2 MB</i>	On
Show Incoming Links Count	How many other pages and documents link to the item	Off
Show Summary	A short extract from the item's content with the search terms highlighted	On
Summary length (symbols)	The length of the summary, from 100 to 300 characters	180
Show Tags	Managed metadata tags of the item	On
Show Thumbnail	A preview image of the document, video or picture	On
Show Analytics	A small chart of daily views and unique viewers over the last seven days	Off

Some elements offer more than meets the eye:

- **Last modified** – the date is shown in a relative form (*3 days ago*); hover over it to see the exact date and time. Hover over the editor's name to open their Microsoft 365 profile card.
- **Views count** – hover over it to see the lifetime views and the recent views of the item.
- **Summary** – when an item has no matching extract, its description is shown instead.

For Teams meeting recordings, the summary lists the meeting attendees.

- **Tags** – when the refinement panel is on, a click on a tag filters the results by that tag.
- **Thumbnail** – a click on the thumbnail opens the item. When SharePoint has no preview for a file, a neutral placeholder is shown.



In the analytics chart, the bars show the number of views on each of the last seven days and the line shows the number of unique viewers. Hover over a bar to see the exact numbers for that day.

Note

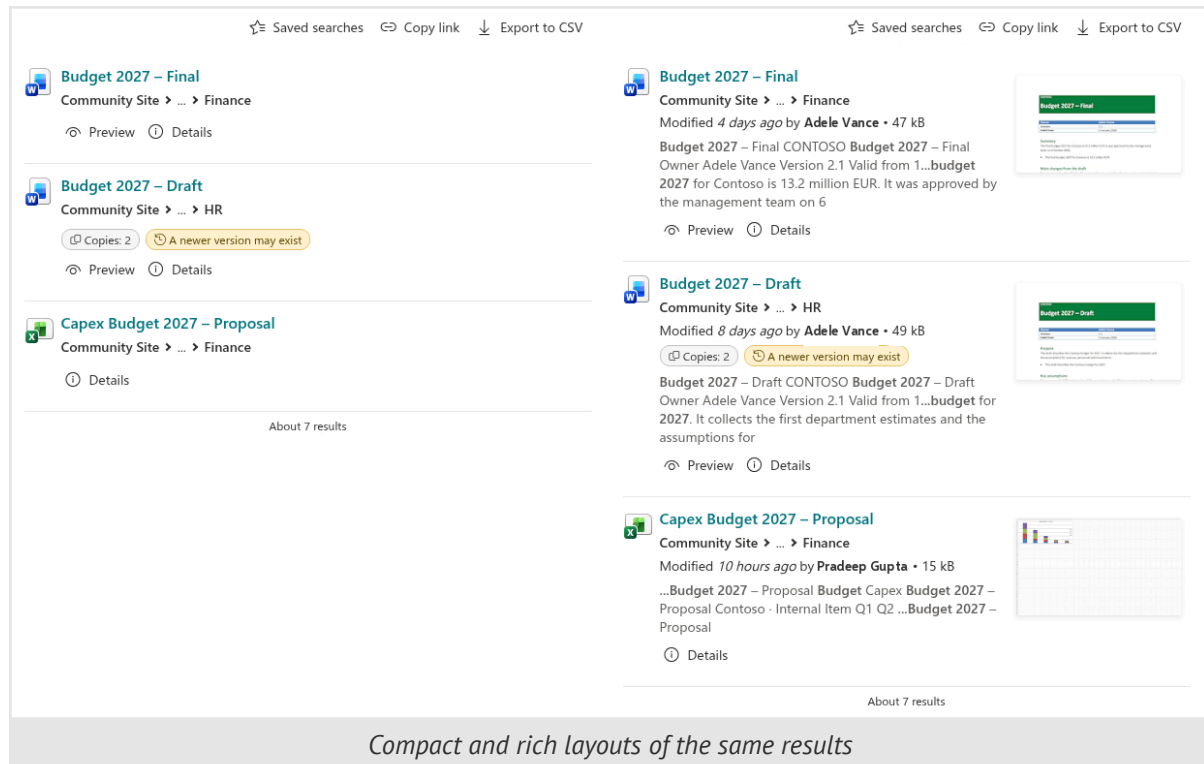
Views, viewers and incoming links come from SharePoint search and usage analytics. For new or rarely opened items, these numbers may be missing or appear with a delay. The analytics chart isn't shown for items with no views in the last seven days.

Markdig.Syntax.ThematicBreakBlock

Ready-made layouts

You don't have to switch every element on. Here are three combinations that work well:

Layout	Turn on	Where to use
Compact	Icon, Path	A narrow side column, a <i>Related documents</i> block
Standard	Icon, Path, Last Modified, Summary, Tags	Most pages; quick to scan
Rich	Everything, including Thumbnail and Analytics	A search center on a full-width page



Compact and rich layouts of the same results

Note

In columns narrower than 320 pixels, the thumbnail and the analytics chart are hidden automatically so that the text stays readable. Thumbnails and analytics are also not shown for sites and libraries in the results.

Markdig.Syntax.ThematicBreakBlock

Results for people

Results on the **People** tab use their own card: a photo, the person's name, job title and office location. The **Row Layout** settings don't apply to these cards.

Markdig.Syntax.ThematicBreakBlock

Related settings

A few other groups of the property pane also affect how results look:

- **Appearance** – **Show Total Count** shows the line *About N results* above the list; **Enable Paging** and **Items Per Page** (from 2 to 30) control how many results are shown at once.
- **Actions** – the **Download**, **Preview** and **Play** buttons under each result. **Preview** and **Play** are on by default, **Download** is off.

Tip

For an overview of all Smart Search features, see [KB10222. Smart Search. Solution Overview](#). To set up which tabs users see, see [KB10224. Single Source vs. Multiple Sources \(Tabs\): Choosing the Search Mode in Smart Search](#).

Learn more about the product: <https://vitextra.com/en/products/smart-search>