





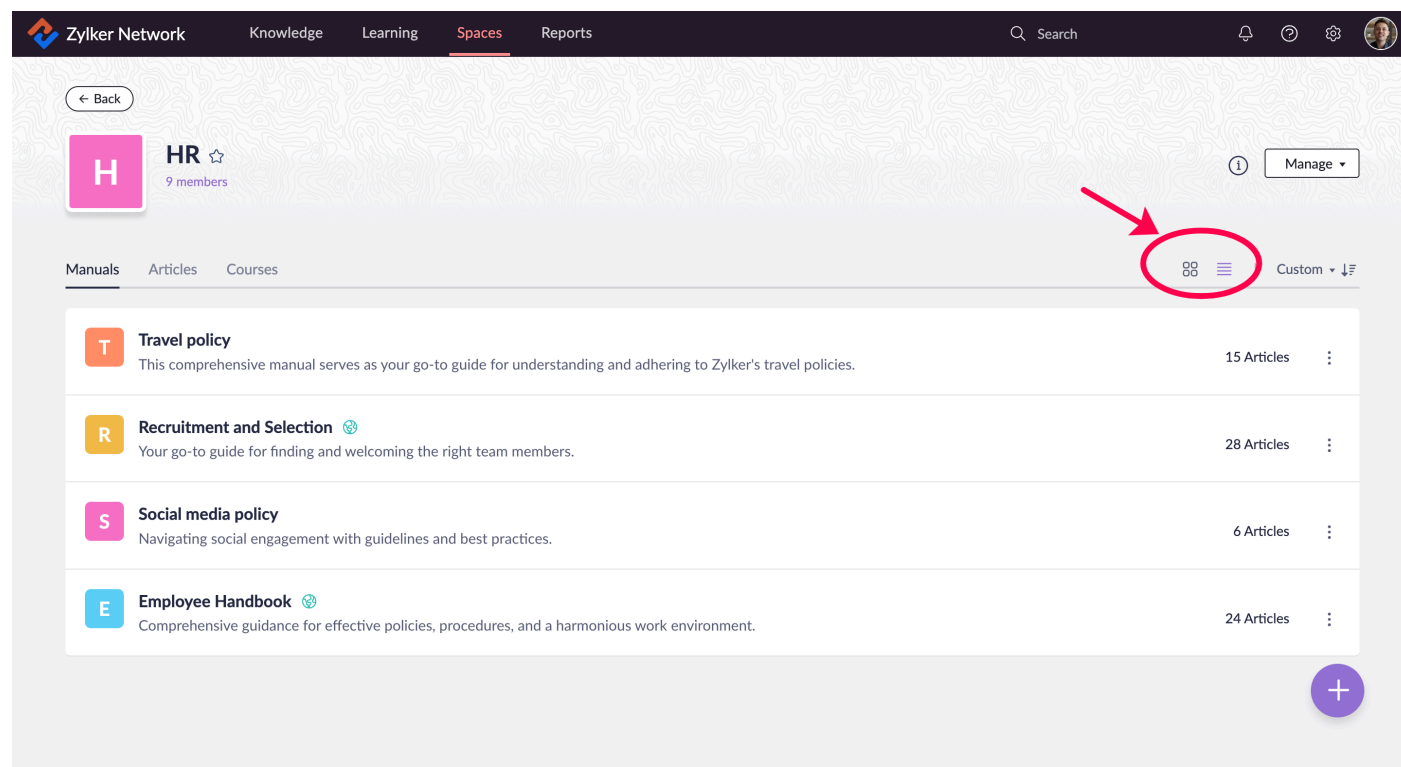
Zoho Corporation

# Views in a space

You have the flexibility to switch between grid and list view while browsing the contents within a space, depending on your preference and convenience. This option allows you to tailor your viewing experience to best suit your needs, whether you prefer a visually organized grid layout or a more structured list format. You can toggle between the two views to improve your navigation and interaction within the space.

## To switch between views:

1. Go to a space from the *Spaces* tab.
2. Go to the *Manuals* tab to view the list of manuals.
3. The *Articles* tab will list the articles in the space.
4. Click the **Grid** icon () to view the manuals or articles in grid view.
5. Click the **List** icon () to view the manuals or articles in list view.



The screenshot shows the Zylker Network interface. At the top, there's a navigation bar with tabs: Knowledge, Learning, Spaces (active), and Reports. A search bar and user profile are on the right. Below the navigation bar, the 'HR' space is selected, showing 9 members. The 'Manuals' tab is active, displaying a list of manuals. A red circle highlights the view toggle icons (Grid and List) in the top right corner of the content area, with a red arrow pointing to them. The list of manuals includes:

Manual	Articles
<b>Travel policy</b> This comprehensive manual serves as your go-to guide for understanding and adhering to Zylker's travel policies.	15 Articles
<b>Recruitment and Selection</b> Your go-to guide for finding and welcoming the right team members.	28 Articles
<b>Social media policy</b> Navigating social engagement with guidelines and best practices.	6 Articles
<b>Employee Handbook</b> Comprehensive guidance for effective policies, procedures, and a harmonious work environment.	24 Articles