

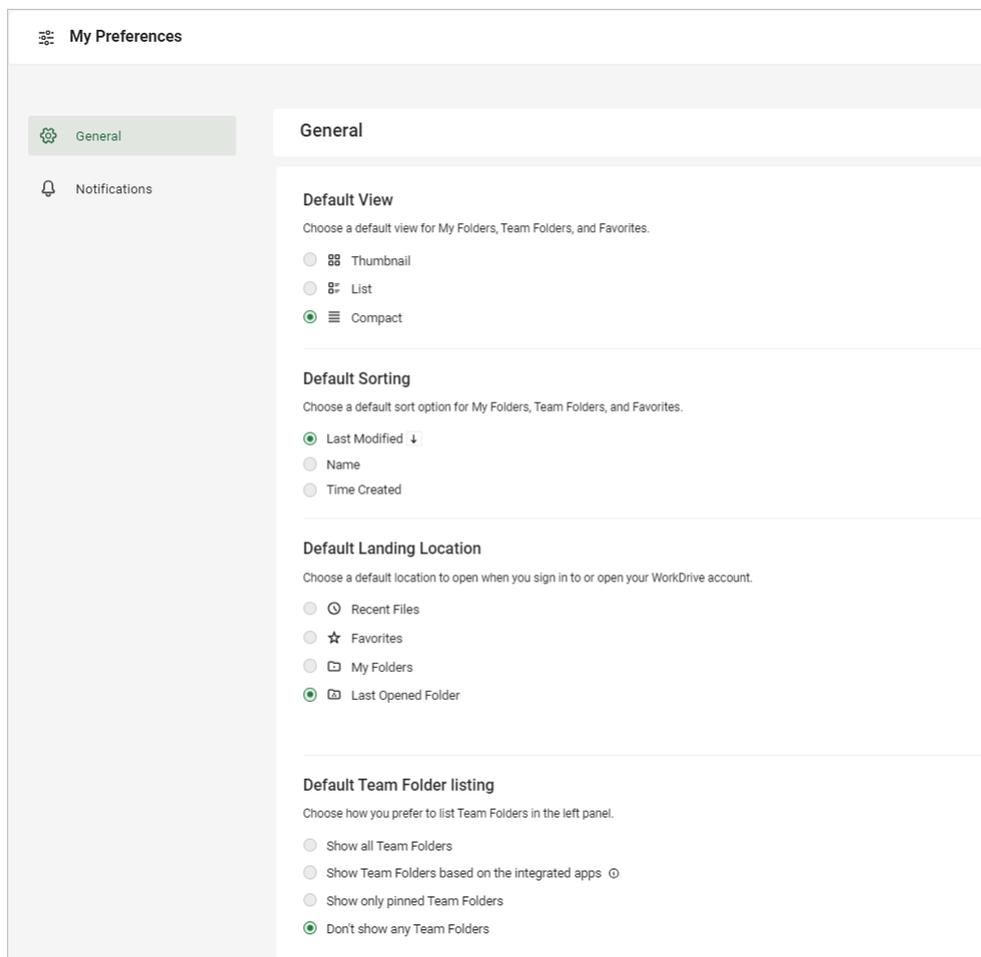


General Preferences

The General Preferences help you to choose the default settings for your account. This includes view, sorting, landing location, Team Folder listing, and file conversion.

Default View

Choose a default view (Thumbnail, List, or Compact) for files and folders in My Folders, Team Folders, Recent Files and Favorites.



To select a default view:

1. Click your profile picture in the top-right corner, then select **My Preferences**. By default, the **General** preferences section will be opened.
2. Under *Default View*, select the required view, among Thumbnail, List, and Compact.

Default Sorting

Choose a default sorting order for files and folders in My Folders, Team Folders, and Favorites. The available sorting options are Last Modified, Name, and Time Created.

To select a default sorting:

1. Click your profile picture in the top-right corner, then select **My Preferences**. By default, the **General** preferences section will be opened.
2. Under Default Sorting, select the required option, among Last Modified, Name, and Time Created.
3. Click the up or down arrow next to the sort option to sort the files and folders in ascending or descending order, respectively.

Default Landing Location

Choose a default location to open when you sign in to or open your WorkDrive account. The available landing locations are My Folders, Recent Files, Favorites, and Last opened folder.

To select a default landing location:

1. Click your profile picture in the top-right corner, then select **My Preferences**. By default, the **General** preferences section will be opened.
2. Under *Default Landing Location*, select the required location, among My Folders, Recent Files, Favorites, and Last opened folder.

Notes:

- All these preferences are global settings for a WorkDrive user account.
- When the default view is set as List view and a user changes the view of a particular folder as Thumbnail, this **folder view preference** will be remembered and displayed accordingly in future.
- Similarly, custom folder preferences will be remembered for **sorting**, irrespective of the default sort preferences.

Default Team Folder listing

Choose how you prefer to list Team Folders in the left panel. The available listing options are Show all Team Folders, Show Team Folders based on the integrated apps, Show only pinned Team Folders, and Don't show any Team Folders.

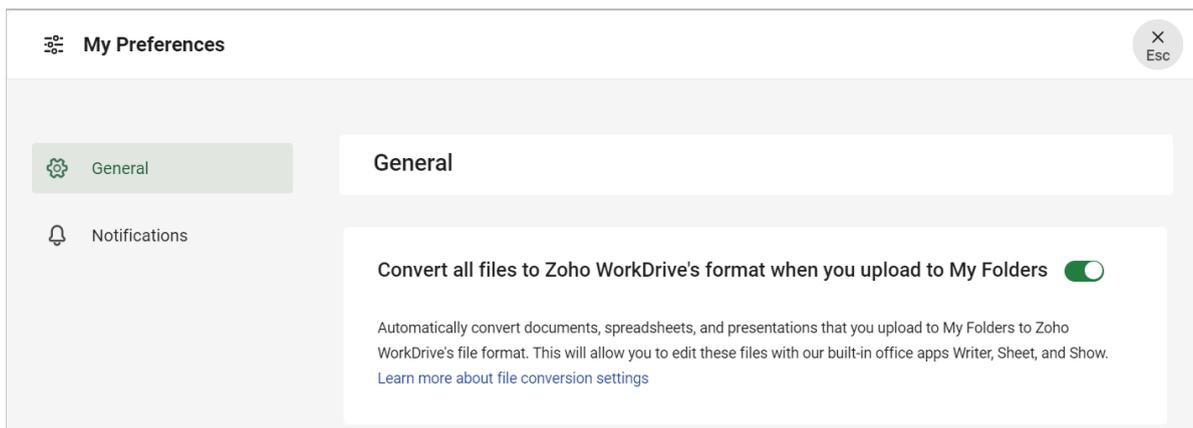
To select a default Team Folder listing:

1. Click your profile picture at the top-right corner, then select **My Preferences**. By default, the **General** preferences section will be opened.
2. Under *Default Team Folder* listing, select the required option, among Show all Team Folders, Show Team Folders based on the integrated apps, Show only pinned Team Folders, and Don't show any Team Folders.

 The *Show Team Folders based on the integrated apps* option will only be available for teams contextually integrated with other Zoho apps. Currently, WorkDrive only supports [contextual integration](#) with **Zoho Projects, Zoho Marketing Plus, Zoho CRM, and Bigin**.

File Conversion in My Folders

Choose whether newly uploaded documents, spreadsheets, and presentations to My Folders should be automatically converted to the respective Zoho WorkDrive format (Writer, Sheet, or Show) or not.



To select the file conversion setting in My Folders:

1. Click your profile picture in the top-right corner, then select **My Preferences**. By default, the **General** preferences section will be opened.
2. Toggle ON/OFF Convert all files to Zoho WorkDrive's format when you upload to My Folders to enable or disable file conversion.

- Only when the file conversion is enabled at the **team level** and **anyone on the team** is allowed to choose this setting, you can enable or disable the automatic file conversion setting in your My Folders. [Learn more](#)
- Check the [supported files for conversion](#) in WorkDrive.
- WorkDrive's file conversion setting will not affect the files directly uploaded to **Writer**, **Sheet**, and **Show**, where all non-Zoho format files will be converted and opened in their corresponding editor app.
- Files uploaded via the **WorkDrive Desktop app** will not be converted automatically. You will need to manually open these files in the respective app to convert them.

Also read:

[Notification Preferences](#)