Lesson 20
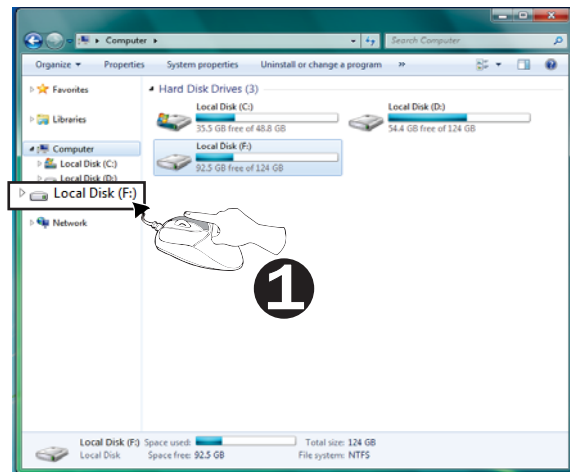
THE CABINET SHOW
Displaying or Hiding Folders

A folder may contain other folders. You can easily display or hide these
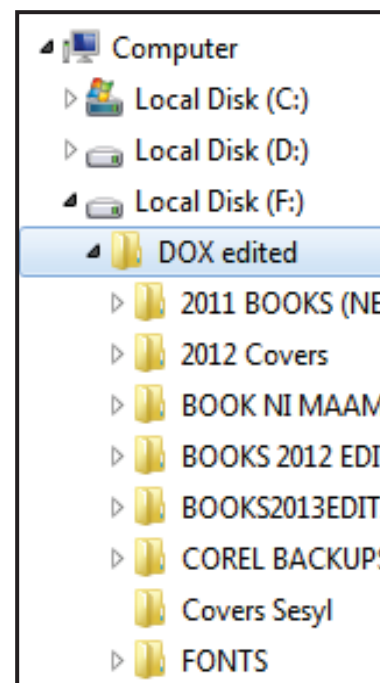
FOR WINDOWS 7 USERS:

Displaying or Hiding Folders

You display folders to view more of your computer's contents.

1. To display the hidden folders within a folder, move the mouse ↖ over the folder with a hollow triangle (▷) beside it and then press left button
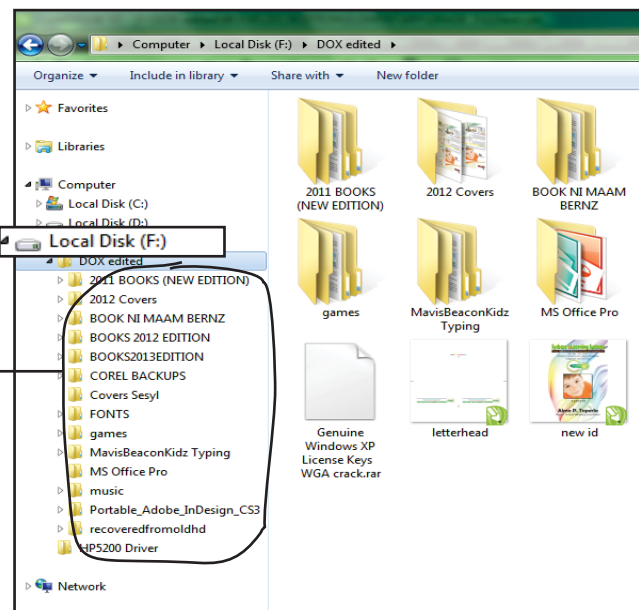
   A. A hollow triangle (▷) beside a folder indicates that all the folders it contains are hidden.

   B. A solid triangle (◢) beside a folder indicates that all the folders it contains are displayed.

   C. When there is no sign beside a folder, it indicates that the folder does not contain any folders, although it may contain files.
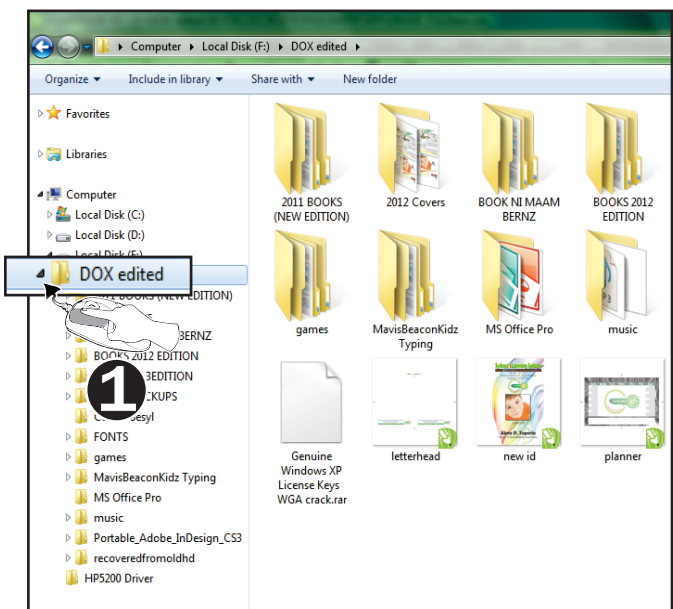
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The hollow triangle (▷) beside the folder changes to solid a triangle (◢). This indicates that all the folders within the folder are now displayed.
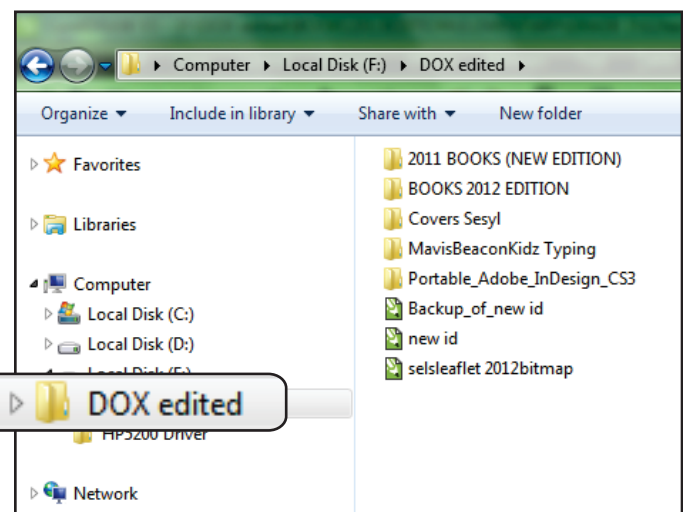
The hidden folders appear.

You hide folders to reduce the amount of information on your screen.

1. To hide folders within a folder, move the mouse over the solid triangle (◢) beside the folder and then

The folders are hidden.

The solid triangle (◢) beside the folder changes to a hollow triangle (▷). This indicates that all the folders within the folder are
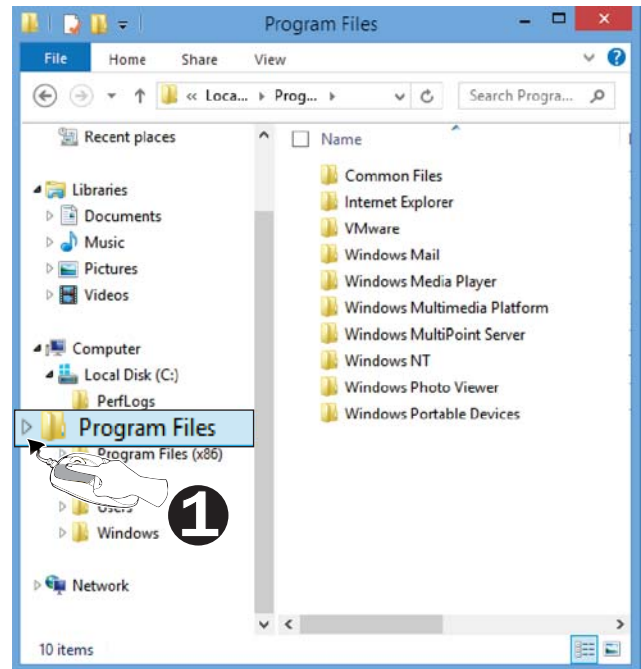
FOR WINDOWS 8 USERS:

Displaying or Hiding Folders

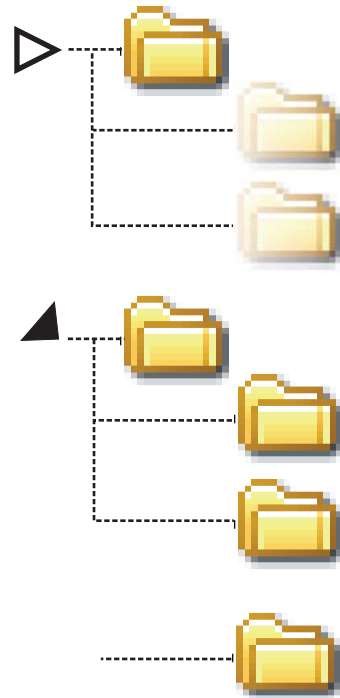You display folders to view more of your computer's contents.

1. To display the hidden folders within a folder, move the mouse ▶ over the drop down sign (▷) beside the folder

A. A triangle hollow drop down sign ( ) beside a folder indicates that all the folders it contains are hidden.
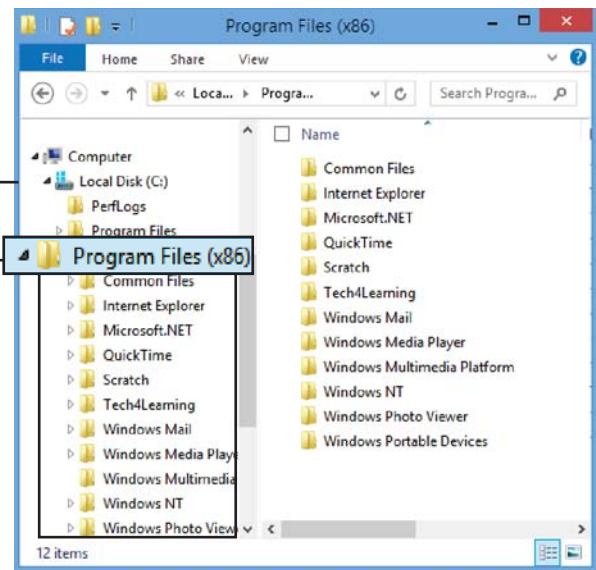
B. A triangle filled drop down sign (◢) beside a folder indicates that all the folders it contains are displayed.

C. When there is no sign beside a folder, it indicates that the folder does not contain any folders, although it may contain files.
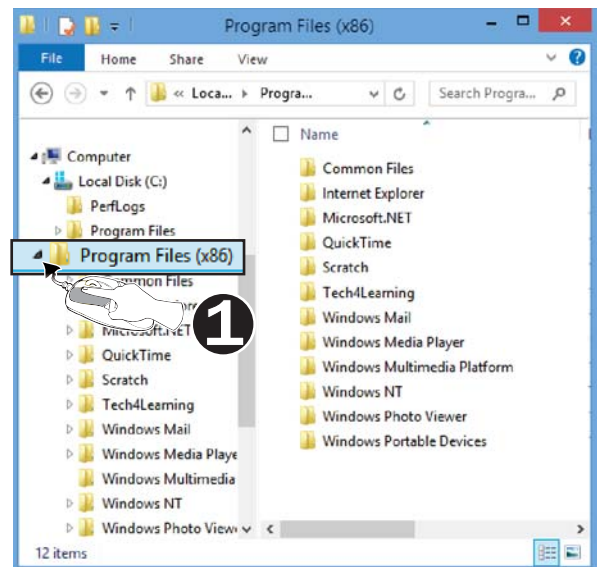
The triangle hollow drop down sign (▷) beside the folder changes to a triangle filled sign (◢). This indicates that all the folders within the folder are now

The hidden folders appear.

You hide folders to reduce the amount of information on your screen.

1. To hide folders within a folder, move the mouse ▶ over the triangle filled sign (◢) beside the folder and then press the left button.

The folders are hidden.

The triangle filled sign (◢) beside the folder changes to a tirangle hollow drop down sign (▷). This indicates that all the folders within the folder are now hidden.