

## Close Multiple Folders Quickly

**All Versions** When you drill down through several nested folders, you open a window for each. You can close all or most of them with a single click by holding down the *Shift* key as you click the Close box in the upper-right corner of the folder window. Doing so closes the current folder and any open folders above it in the folder hierarchy.

Revised 6/13/2009 JMM