

## **Windows 7 Panes**

**Changing Library Layout Panes to make the library look the way you want it to look**

- 1. Click the particular Library you wish to customize (change layout)**
- 2. Click Organize**
- 3. Click Layout**
- 4. Select the particular Pane you wish to use.**

**Note: The Details and the Preview panes can be used at the same time.**

**The Details Pane lists information about the selected document or folder.**

**The Preview Pane displays a preview of the selected document.**

**The Navigation pane displays other locations accessible from your computer.**

**The Library pane displays the files in the current library.**

**Revised 8/10/2011 JMM**