

## **PREVIEW INDIVIDUAL DOCUMENTS, IMAGES, AND VIDEOS BY USING THE PREVIEW PANE IN FILE EXPLORER**

In File Explorer, you can enable a Preview pane that is shown on the right side of the window. As the name implies, you can use it to preview the contents of certain types of files (documents, pictures, and videos). For example, if you select a picture file in File Explorer, you can see a preview of it; if you select a document file, you can preview its contents.

To enable the Preview pane, Open File Explorer (Windows +E) and follow these steps:

1. In the File Explorer window, click the View tab.
2. In the Panes section, click the Preview Pane button. The Preview pane is added to the right side of the File Explorer window.
3. Select several files one by one. You can preview their contents in the Preview Pane if they are text, images, or videos.

To disable the Preview pane, just follow steps 1 and 2 above. The Preview button is an on/off toggle.