# VIEW OR HIDE FILES OR FOLDERS

The operating system, as well as some apps, install folders and files that are hidden from File Explorer. They exist and can be used, but they aren't shown unless you "unhide" them. Also, you can mark some files as hidden so that others can't see them. Luckily, File Explorer enables you to set whether to view or hide items. For example, you may wish to hide from view your income tax records.

As an example, let's say you have a file folder on your Desktop that contains your tax records. You want to hide it from view until you are ready to use its contents.

Just follow these steps:

1. Open File Explorer (Window + E).
2. From the left column, double-click on Desktop. In this example, that's where your Tax Records folder is housed.
3. Click on the Tax Records folder.
4. Click the View tab on the Ribbon.
5. Click on *Hide selected items.*
6. The *Confirm attribute changes* window will open along the left edge.
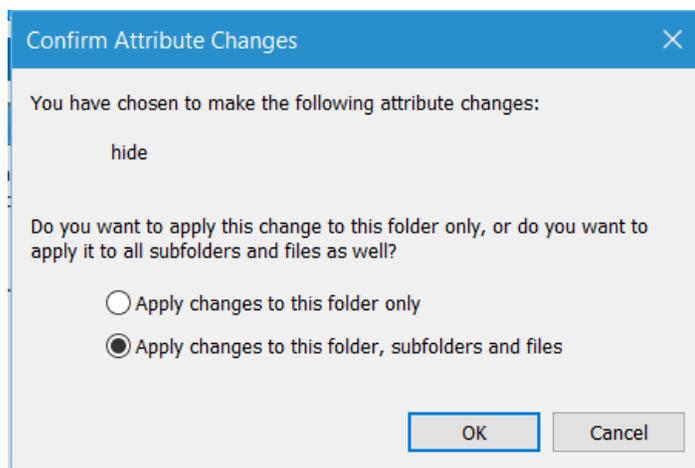
7. Click the bullet for *Apply changes to this folder, subfolder, and files.*
8. Click OK.
9. Now uncheck the *Hidden items* button.
10. The Tax Records folder has disappeared from view on the Desktop.

To return the Tax Records folder to its normal state:

1. Open File Explorer (Windows + E).
2. Double-click on the Desktop folder.

3. Click the View tab on the Ribbon.
4. Check the *Hidden items* button. This action will cause the Tax Records icon to return to view in the Desktop folder.
5. Click on the Tax Records icon.
6. Click on *Hide selected items.*
7. The *Confirm attribute changes* window will open.
8. Click the bullet for *Apply changes to this folder, subfolder, and files.*
9. Click OK.
10. Now uncheck the *Hidden items* button.
11. The Tax Records folder has now reappeared on the Desktop