

Expanding and collapsing all items in a view or pane

Many views and panes have items that are grouped. In these views and panes, you can expand the groups to see all items, or collapse the items to see only the groups.

1. Select the view or pane.
2. From the **View** menu, select **Expand All** or **Collapse All** as desired.

Tip: You can also right-click the view or pane, and select **Expand All** or **Collapse All**.