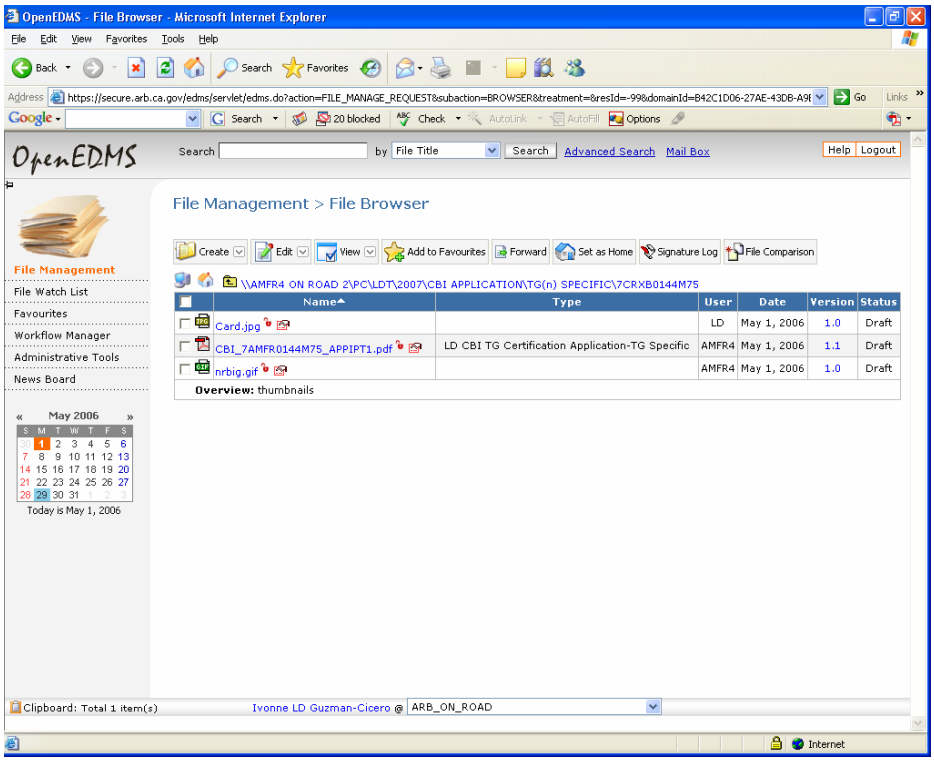
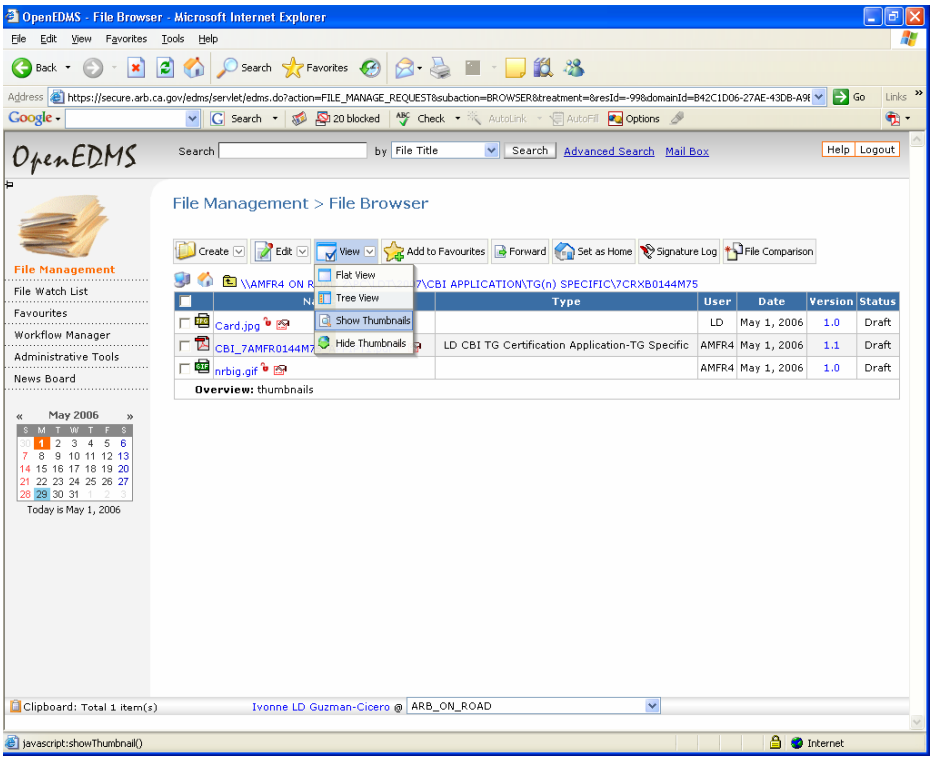
2. How can one show or hide thumbnails?

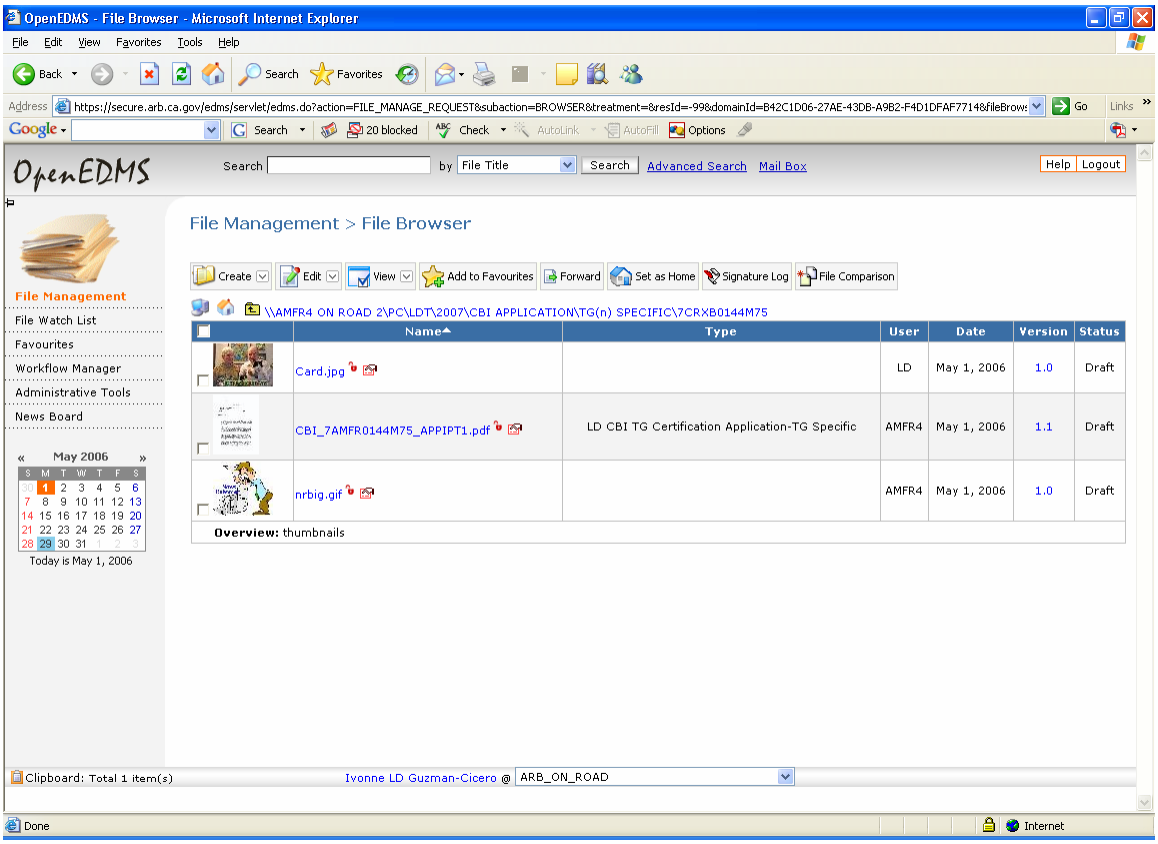
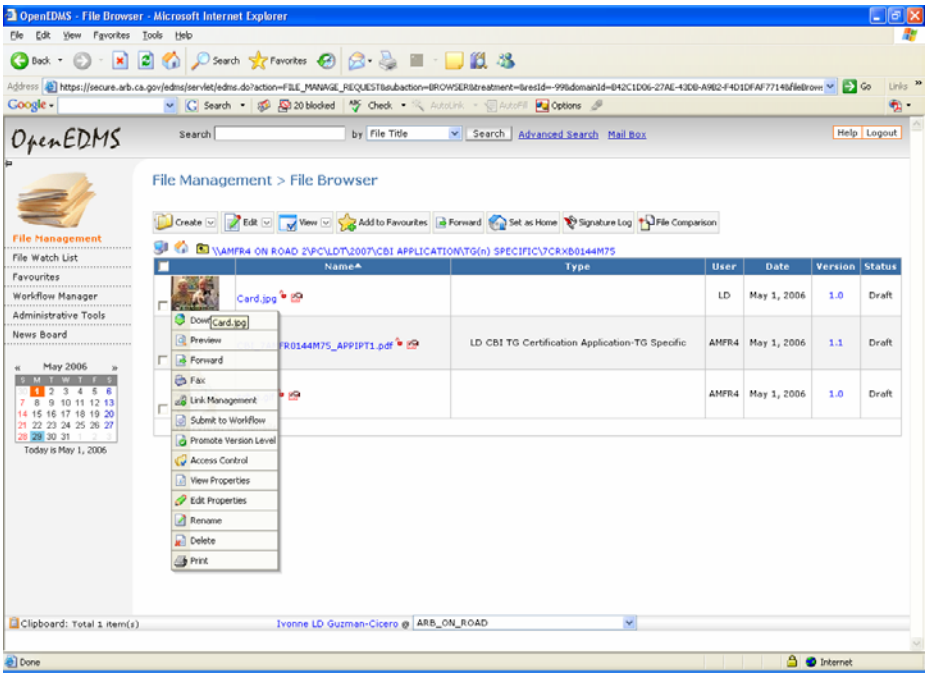
The DMS system can show or hide thumbnails. The default is "hide". On this mode, you will see an icon representing a document. Several functions are available when you left click on the icon. This picture shows the hide mode.



Click on the pull down menu of view and select show thumbnails. It will replace the icon with a small picture of the first page of your document.



This picture shows the thumbnails mode. It replaces the icon with a small picture of the first page of your document, which can be convenient in some cases. You can select the mode of your preference. You can switch back and forth by repeating the process described. View Hide Thumbnails or View Show Thumbnails



The pop-up menu will be displayed when you left click on Thumbnail instead of the icon.