

## MAXIMIZE OR MINIMIZE THE RIBBON IN FILE EXPLORER

By default, the Ribbon is minimized in File Explorer. If you find it useful and you want to have it available, you may want to maximize it permanently.

Here's how to maximize or minimize the Ribbon in File Explorer:

1. Open File Explorer.
2. Press the **Ctrl key + F1**. This action acts like an on/off toggle button. If the ribbon is minimized, it will automatically become maximized. If the ribbon is maximized, it will automatically become minimized.  
An alternative toggle button appears as an up arrow/down arrow on the far upper right corner of the Explorer's Menu Bar.
3. File Explorer remembers whether the Ribbon was minimized or maximized the last time you closed it and will open it that way the next time you open File Explorer.