

Mariner Software

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Jim Henson - 2024-03-28 - Managing Library Items and Metadata

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In list view and cover flow view, Paperless displays document details in rows and columns. Every column displays information entered for each specific metadata field. It is possible to rearrange columns, and it is possible to choose which columns will (or will not) show. Here are two ways to show and hide columns in list and cover flow views:

- **Right-click (or hold the control key and click) on a column heading.** This will raise a contextual menu that shows a full list of available fields to display columns for. Checkmarks indicate which fields show currently; click on a list item to check or uncheck (show or hide) a column.
- **Command-J** (only available in list view). This will raise a list (with checkboxes) of columns. Checking a checkbox causes a field to show; unchecking a checkbox hides a field.