

Mariner Software

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Document metadata (information related to your documents, like title, category, and subcategory) is managed in the details pane, which can be shown or hidden under any view type (such as list view, cover flow view, or icon view), except for reports view.

There are two ways to or show or hide the document details pane:

1. Choose **Show Details** (if the pane is not currently showing) or **Hide Details** from the **View** menu.
2. Click the **Show/ Hide Details button** (shown above) in the menu bar.