How to hide (collapse) "the Ribbon"	Brought to you by Lisa Schwaiger - HelpDesk Triage and Computer Tech (now in MT-403)

SITUATION:
I want more available screen space, so how can I get back the space that the Ribbon takes up?

SOLUTION:
"The Ribbon" is an Office thing.
It's the 1 inch high selection of options at the top of your Outlook (or Word or Excel) window, that changes depending on what you selected above it.

Some people feel like having it show all the time or feel it takes up too much valuable screen space and would like to make it go away, temporarily.
If you feel that way, you can make it show only when you need it, by:
1. RIGHT click FILE
2. Put a check by Collapse the Ribbon
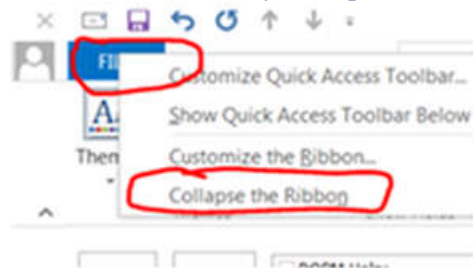
Note:
- Of course you can change it back to "normal" if you ever want to by doing the reverse.
- There are pros and cons to both settings. It's just a matter of preference.

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