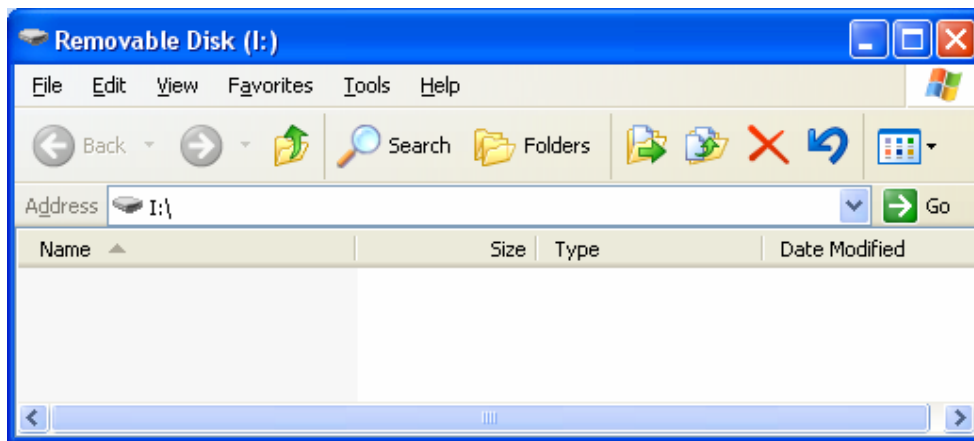
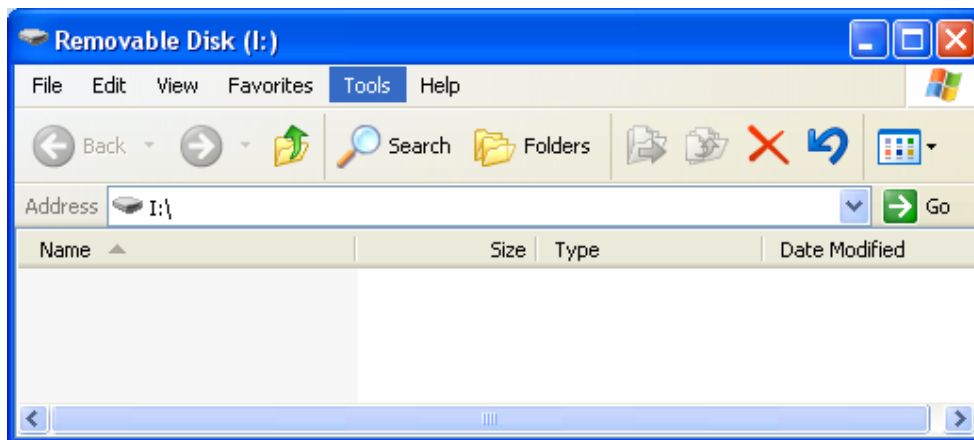


INVISIBLE DOCUMENTS

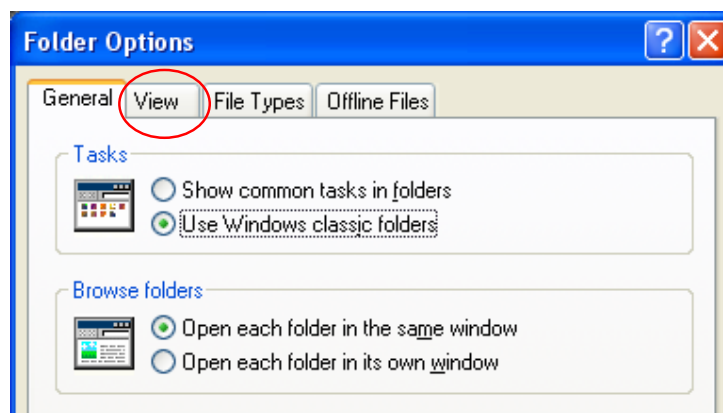
Problem: Your Windows Explorer screen looks something like the one below



Note: We recommend that you read and fully understand each of the following steps before proceeding with it.

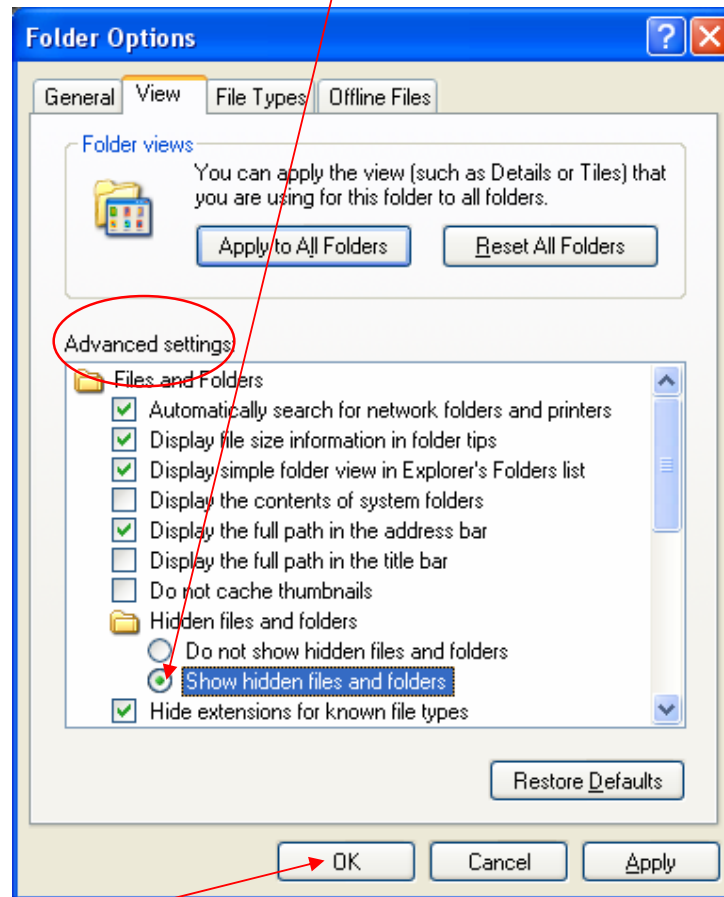


Step 1 Click on the Tools drop-down menu, as above, then select Folder Options... to show the following screen

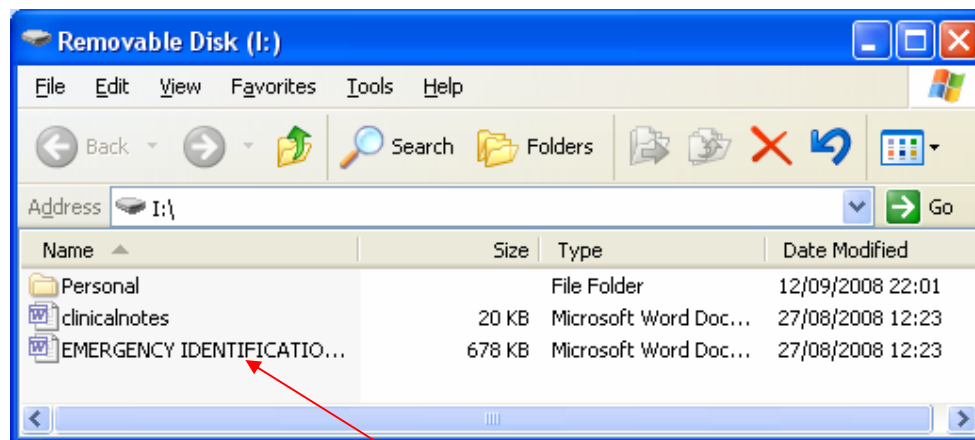


Step 2 Click on View drop-down (circled above), then go to folder Hidden files and folders in the Advanced settings: window (circled below)

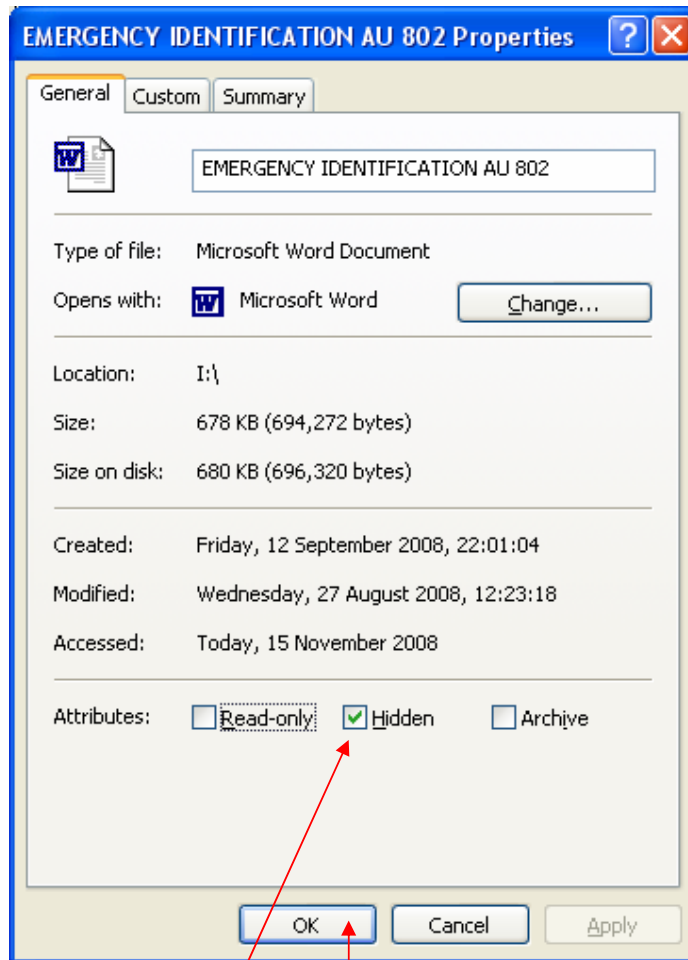
Step 3 Click on Show hidden files and folders button so it has a green dot in it, as illustrated



Step 4 Click on OK button and the Windows Explorer screen will show all three documents, as below

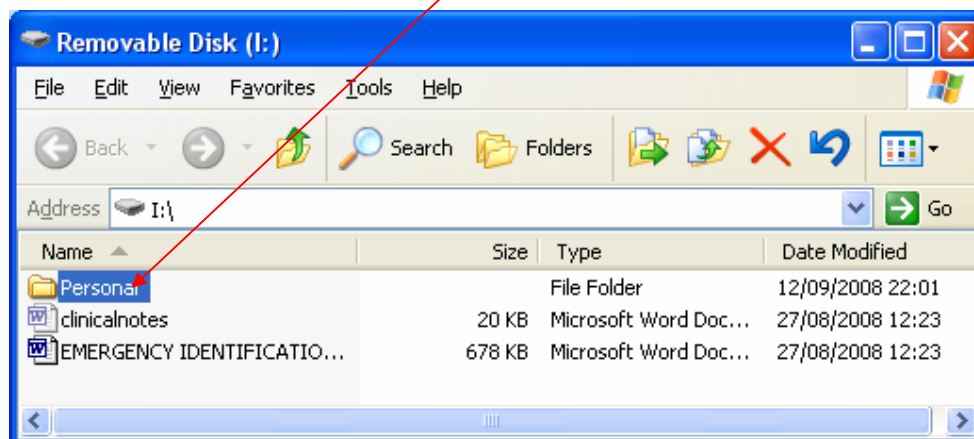


Step 5 Right click on file EMERGENCY IDENTIFICATIO... and select Properties to show screen below



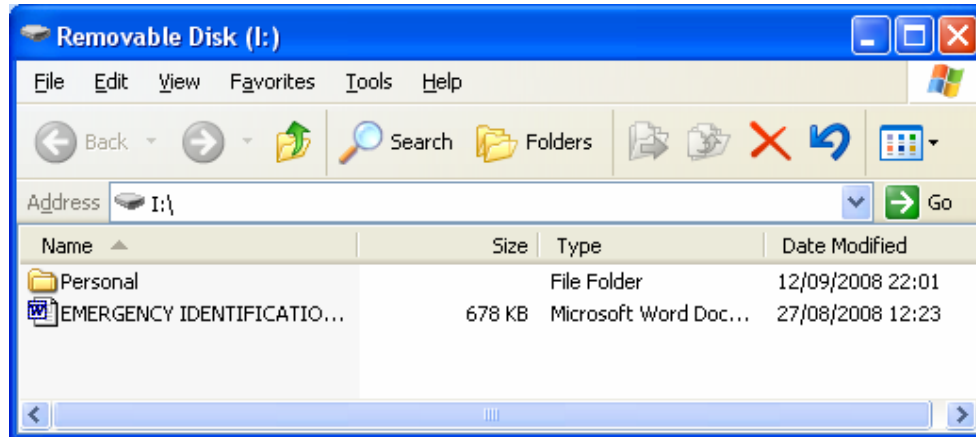
Step 6 Click on box alongside **Hidden** to remove tick from box. Ensure that both the other boxes are also empty, then click in **OK** box

Step 7 Do the same with the folder labeled **Personal**, and the screen will then appear as below (NB Do not touch **clinicalnotes** document)



Step 8 (Optional) If you wish to return your computer to its previous setting, click again on Tools, then Folder Options... then View and click on Do not show hidden files and folders.

Step 9 Click on OK and the screen will then appear as below.



You can now open and complete your Emergency Identification Document (EID)