When the information in a folder or document is too large to fit into a window, extra controls called Scroll Bars appear. These enable you to scroll up and down through the information if it is too long or to scroll left and right if the information is too wide.

The Vertical Scroll Bar appears at the right-hand side of the window if the information is too long to fit the window.

The Horizontal Scroll Bar appears at the foot of the window if the information is too wide.

At each end of a scroll bar is a button displaying an arrowhead. Click one of these buttons to scroll the contents of the window in the direction of the arrowhead. On the vertical scrollbar, clicking one of these buttons will scroll the information up or down a line at a time.

Between the two arrowheads is a scroll box. You can drag this to any point on the scroll bar and the information in the window will scroll proportionally. So on the vertical scrollbar, if you drag the scroll box half way down, the information in the window will be scrolled down to the halfway point. If you drag the scroll box to the bottom, you can then see the end of the information.

In some applications you can also click the area between the scroll box and an arrowhead button to scroll the information a screenful at a time in the direction of the arrowhead.