

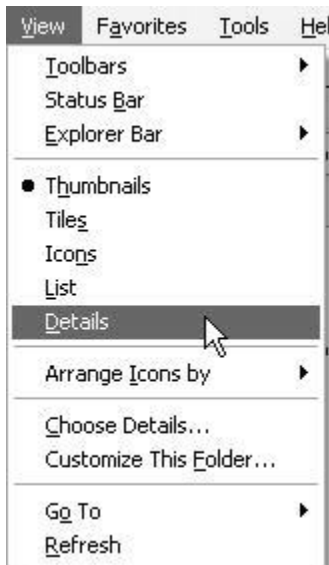
## WINDOWS TIPS

**Q.** When I use Windows XP Explorer to browse my hard drive, the files all show up as icons. This is really annoying. Can I change the default view to the Details view?

**A.** Yes. There are a few default Windows XP Explorer settings you may want to change.

### To change your default Explorer view:

1. Open Windows Explorer. You can right-click the Windows **Start** button and then choose **Explore**, or hold down the **Windows** key (typically located next to the Alt key) and press **E**.
2. Choose **View**, and then click the view type you want. I find **Details** to be the easiest to use, but there are five to choose from. You can keep switching views until you find the one you prefer.



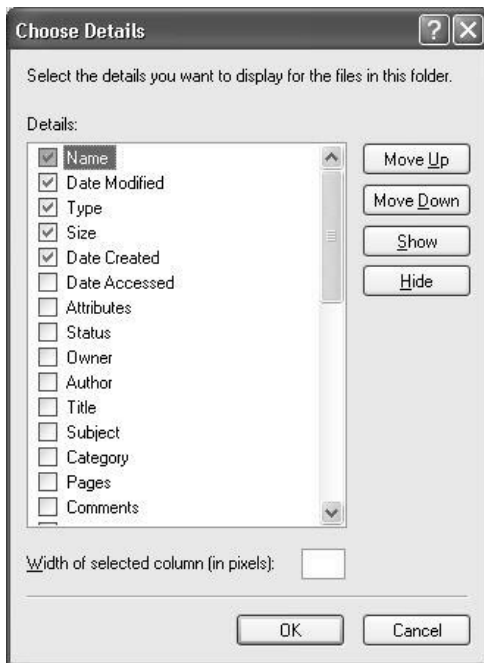
3. Choose **Tools > Folder Options>View**. While you're in here, make any other changes you'd like. For example, on the General tab, I like to:
  - check the **Display the full path in the address bar** check box,
  - clear the **Hide extensions for known file types** check box,
  - and select the **Show hidden files and folders** option. (Is that so wrong?)
4. Choose **Apply to All Folders**. The settings view you chose in the Explorer window is set as the default.
5. Choose **OK**. Any other settings you changed are also saved.

**Q.** I changed my default Explorer view to Details, but I can't see the date modified, which is important to me. Can I control which columns I see?

**A.** Yes. You can choose which columns to see and the order in which you'd like them to appear. Be sure to make these changes before you set your default view if you'd like them for all folders.

### To change the columns in Details View:

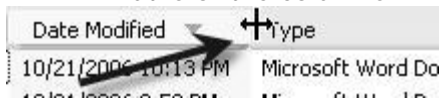
1. View an Explorer folder in Details view.
2. Right-click one of the column headers and then choose **More** from the short-cut menu. The Choose Details dialog box opens.



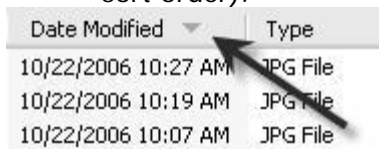
3. **Check** the columns to display, **clear** the columns to hide, and use the **Move Up** and **Move Down** buttons to arrange them in the desired order.
4. Choose **OK**. Your changes are saved.

### Additional Tips:

- Drag the lines between the column headers in the details view to modify the widths of the columns.



- Click the column headers to sort by a column (click a second time to reverse the sort order).



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**About the Author:**

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