## January 17, 2006

Setting Windows Explorer display options including the column headers.

- a. The window below is how my Windows Explorer displays when I start the application. Note that the below is a reduction of the full window display.
- b. Start Windows Explorer and size the window to your preference. I then click on the View option at the top and select "Details". The columns then will display Size, Type and Date Modified. The preferred headers can be selected by right clicking in the header area such as to the right of "Name" and selecting or deselecting the desired headers. The width of each column can be adjusted by dragging the vertical bars in the header area.
- c. The column shown below titled "Folder Size" is an add-on program that can be installed as explained in my next tip below.
- d. To save the window setup select Tools at the top of the Windows Explorer screen, Folder Options, View, and then click the box "Apply to All Folders".

😂 My Documents						<u>-</u> 8 ×
File Edit View Favorites Tools Help						
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Address C My Documents	-					▼ 🛃 G0
Enders	Name			Folder Size	Type	Date Modified
Pouers A	AVIS			23,288 KB	File Folder	9/16/2006 1:59 PM
Uesktop	Corel User Files			228 KB	File Folder	12/27/2002 7:59 PM
	DeLorme Docs			959 KB	File Folder	4/2/2002 3:37 PM
Corel Licer Files	Excel Folders			69,636 KB	File Folder	5/24/2006 3:56 PM
E Del orme Docs	Eamily Documents			14,911 KB	File Folder	12/31/2006 3:28 PM
Excel Folders	Eax Eax			0 KB	File Folder	12/29/2006 8:14 PM
E Family Documents	Internet Purchases			253 KB	File Folder	11/28/2006 5:17 PM
🛅 Fax	Messenger Service Received Files			0 KB	File Folder	3/6/2002 5:34 PM
🚞 Internet Purchases	Mettler Inc Bank Statements			101 KB	File Folder	12/2/2006 12:07 PM
Messenger Service Received Files	Mottler Inc Billings			274 KB	File Folder	1/15/2007 9:16 AM
Mettler Inc Bank Statements	Mettler, Inc. Ceneral			5 579 KB	File Folder	12/19/2005 0:20 APT
C Mettler Inc Billings	MGI			3,784 KB	File Folder	12/27/2004 2:15 PM
Mettler, Inc. Forms	Milsoft Data Files			237,979 KB	File Folder	7/13/2005 2:59 PM
Mettler, Inc. General	Mom's Joint Account Bank Statement	5		128 KB	File Folder	10/1/2006 12:01 PM
H in MGI	My eBooks	-		11,136 KB	File Folder	9/21/2006 7:52 PM
Mary's Jaint Assauct Pank Statements	My Garmin			42 KB	File Folder	5/20/2006 9:53 AM
Mu aBooks	My Google Gadgets			391 KB	File Folder	5/18/2006 10:25 AM
T C My Garmin	🚵 My Music			1,678,932 KB	File Folder	12/13/2006 9:29 PM
My Gongle Gadgets	My Pando Packages			5 KB	File Folder	12/29/2006 8:07 PM
🗉 📑 My Music	My Pictures			16,413 KB	File Folder	1/2/2007 5:43 PM
My Pando Packages	My Videos			751,351 KB	File Folder	12/30/2006 7:35 PM
🗉 📇 My Pictures	NeroVision			0 KB	File Folder	12/27/2004 7:09 PM
🛅 My Videos	DeCalue			205,754 KB	File Folder	5/22/2006 3:50 PM
🗉 🚞 NeroVision	Cuiskon Data Filos			2E 406 KB	File Folder	10/14/2006 9:37 AM
Outlook Personal Folder	Perines			20,400 KD 222 KB	File Folder	5/24/2006 3:52 PM
CSetup	BLIS Documents			585,902 KB	File Folder	5/23/2006 2:32 PM
🗄 🧰 Quicken Data Files	Chweitzer 351 Training Data			3,546 KB	File Folder	6/3/2004 1:37 PM
Recipes	SnagIt Catalog			214 KB	File Folder	1/8/2007 8:02 PM
Cos Documents Schweitzer 201 Training Data	Sundancer Documents			11,277 KB	File Folder	5/17/2006 7:45 AM
E Spacific Catalog	SyncToyData			11,177 KB	File Folder	12/29/2006 6:28 PM
Supdancer Documents	Dpdater_			0 KB	File Folder	1/5/2007 12:36 PM
SvncTovData	Digital Contract Cont			0 KB	File Folder	12/31/2006 9:14 AM
Dpdater	Default.rdp			0 KB	Remote Desktop Co	12/1/2006 1:12 PM
Updater5	desktop.ini			1 KB	Configuration Settings	10/20/2006 4:35 PM
표 😼 My Computer	My Documents Archive Folders			1 KB	Shortcut	9/16/2006 1:59 PM
📧 🧐 My Network Places	I empimage.nrg			364 KB	Nero Disc Image	12/30/2006 10:13 AM
🧾 Recycle Bin						
🗄 🌠 My Private Folder						
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