

Windows XP Pro

Folder Views

Folder Navigation

There are two main ways to navigate and view your folders and files. You can use the **My Computer** method or the **Windows Explore** Method.

My Computer

1. Double click on the **My Computer** Icon located on the desktop of your computer.
2. Double click on the drive where your folders are located (H Drive).
3. Double click to open folders and files.

Windows Explore

1. Right-Click on the **Start** menu.
2. Choose **Explore (Figure 1, 1)**.
3. Click on the **plus sign "+"** to open up the drive where your folders are located (**Figure 2, 2**).
4. When you navigate to the correct folder highlight it and it's contents will show on the right part of the screen (**Figure 2, 3**).

Summary

Folder Navigation

1. My Computer
2. Windows Explore

View Options

1. Show in Groups
2. Thumbnails
3. Tiles
4. List
5. Details
6. Arrange By
7. Folder Options

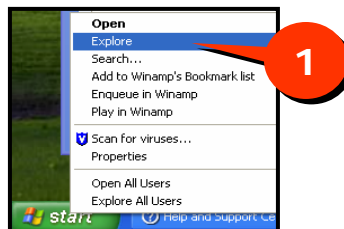


Figure 1



If your folders are automatically expanding you can use the **Num Lock** key on your keyboard and the minus sign "-" to collapse them.

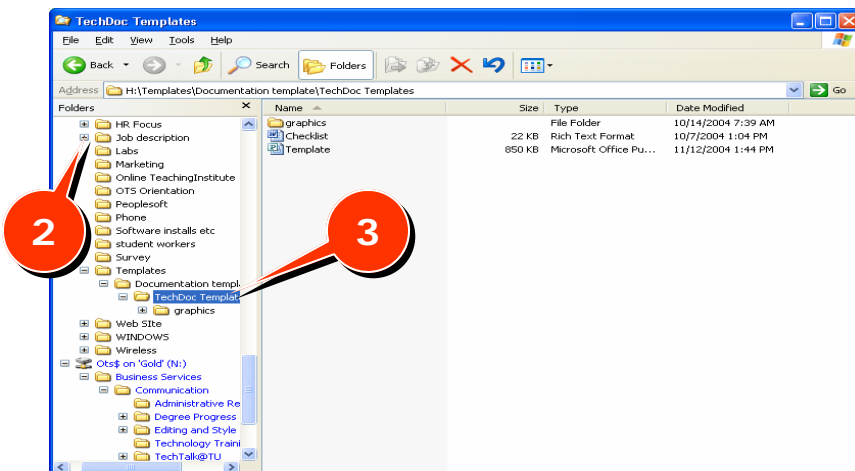


Figure 2

View Options

Windows® XP provides several ways for you to arrange and identify your files when viewing them in folders, such as My Documents. When a folder is open, you can access each of the following view options on the **View** menu. And you can change views in context, so you do not have to close the folder and re-open it to see the changed view.

Show in Groups

Show in Groups allows you to group your files by any detail of the file, such as name, size, type, or date modified. For example, if you group by file type, image files appear in one group, Microsoft Word files appear in another group, and Excel files in another. Show in Groups is available in the Thumbnails, Tiles, Icons, and Details views.

Thumbnails

Thumbnails view displays the images a folder contains on a folder icon so you can quickly identify the contents of the folder. For example, if you store pictures in several different folders, in Thumbnails view, you can tell at a glance which folder contains the pictures you want. Windows XP displays up to four images on a folder background, by default. Or, you can choose one picture to identify a folder in Thumbnails view. The complete folder name is displayed under the thumbnail.

Tiles

Tiles view displays your files and folders as icons. The icons are larger than those in Icons view, and the sort information you select is displayed under the file or folder name. For example, if you sort your files by type, "Microsoft Word document" appears under the file name for a Microsoft Word document.

List

List view will display your files in an alphabetical listing using small icons

Details

Important details for your files and folders are displayed here. **Details** view displays your files in the List view but also provides the size, type and modified date of each folder and file.

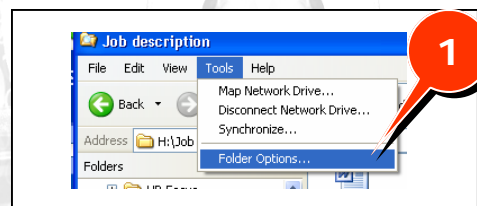
Arrange By

If you go to the **View** menu and choose **Arrange By** you can select to see your folders and files arranged by Name, Type, Size or Date.

Folder Options

To change your folder options you can go to the **Tools** Menu and choose **Folder Options** (Figure 3, 1).

Figure 3



General Tab

On the General Tab you can try out different options or choose to **Restore Defaults** if the options you have tried don't work out (Figure 4, 2).

View Tab

On the View Tab you can try out different views and options on one folder and if you like it you can **Apply to All Folders** (Figure 4, 3).

- ★ If you want different views for your folders choose **Remember each folder's view settings** (Figure 4, 4) under the **View** Tab. If you want the same view for each folder make sure you uncheck this box, set your view and then choose **Apply to All Folders**.

Figure 4

