

CHANGING THE WAY THE CONTENTS OF A WINDOW ARE DISPLAYED

The contents of a Window may be displayed in a variety of ways, such as large icons, small icons, lists, or details. The default display is Large Icons. To change the way the contents of a Window are displayed, complete the following steps:

- ❖ Move to the **Window** that is to be changed.
- ❖ Choose **View** on the **Menu Bar**.
- ❖ Select the **View** that is to be used.
- ❖ These views are described in the table below.

Notes

- Commands on the **View** menu can be used to change the way files are displayed.
- If the file is on another computer, double-click **Network Neighborhood** instead of **My Computer**.

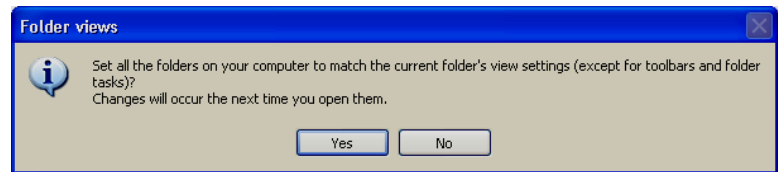
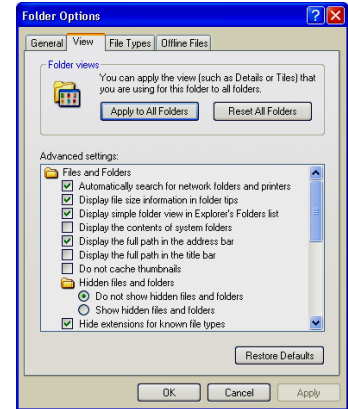
Views Options in Windows

Item	Description
Thumbnails	Thumbnails view displays the images a folder contains on a folder icon so the contents of the folder can be quickly identified. For example, if pictures are stored in several different folders, in Thumbnails view, it is possible to tell at a glance which folder contains the pictures.
Tiles	Tiles view displays files and folders as icons. The icons are larger than those in Icon view, and the sorted information that is selected is displayed under the file or folder name. For example, if the files are sorted by type, "Microsoft Word document" appears under the file name for a Microsoft Word document.
Icons	Icons view displays files and folders as icons. The file name is displayed under the icon; however, sort information is not displayed. In this view files and folders can be displayed in groups.
List	List view displays the contents of a folder as a list of file or folder names preceded by small icons. This view is useful if folders contain many files. The list can be scanned for a file name. Files and folders can be sorted in this view; however, it is not possible to display files in groups.
Details	In Details view, Windows lists the contents of the open folder and provides detailed information about the files, including name, type, size, and date modified. In Detail view, files in groups can also be displayed in groups.

Making All Folder Views the Same

It is possible to globally change the way that all folders are viewed. For instance, if the desired view for all folders is List, this can be set by using Folder Options. To do this:

- ❖ Open a folder or select a folder view.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Folder Options** from the list.
- ❖ If necessary, click the **View** tab.
- ❖ Click the button **Apply to all folders**.
- ❖ A message will appear regarding setting all the Folder Views the same.
 - Click **Yes** to accept this change.
 - Click **No** to return to the **Folder Options** dialog box.
- ❖ Close the **Folder Options** dialog box.



Sorting File Listings

File sorting is quick and easy using the File Sorting options available with Windows XP. It is possible to sort the contents of a Window in My Computer, Windows Explorer, and under My Documents in any program window. A file or folder list can be sorted by name, type, date, and size. To sort a file or folder, complete the following steps:

- ❖ Open the folder that is to be sorted.
- ❖ Click **View** on the **Menu Bar**.
- ❖ Select the **Arrange Icons** command.
- ❖ Choose the desired **Sort Order**. The Sort Order choices are listed in the table below.
- ❖ The files will be sorted in the selected order.

Options on the View Menu for Arranging Files and Folders

Option	Arranges Files and Folders
Name	Alphabetically
Type	By type, such as all documents using the Microsoft Word program.
Size	By size, with the largest folder or file listed first.
Modified	Chronologically by the date of last modification. The latest modification date will be listed last.