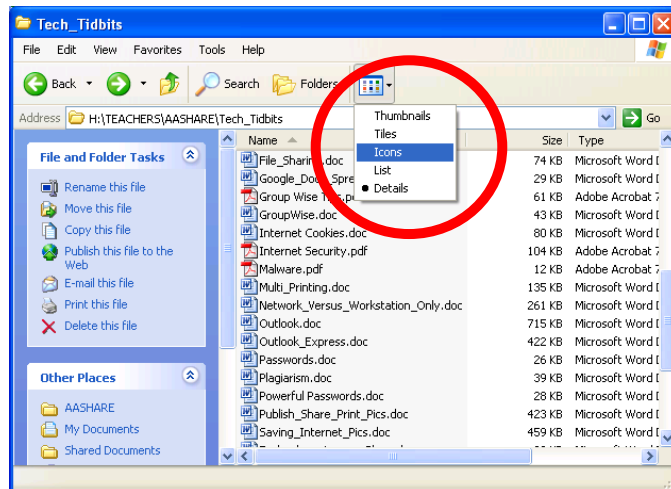


Changing Your Windows View

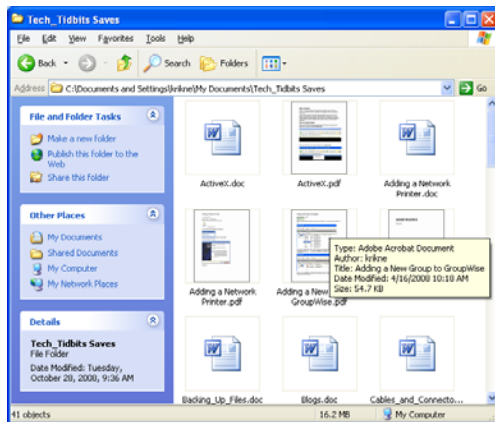
Did you know that you can easily change the way files are displayed in a Microsoft Window. The example below will show you how to do it in the XP version of Windows:

First open a window and look for this icon on the window toolbar:

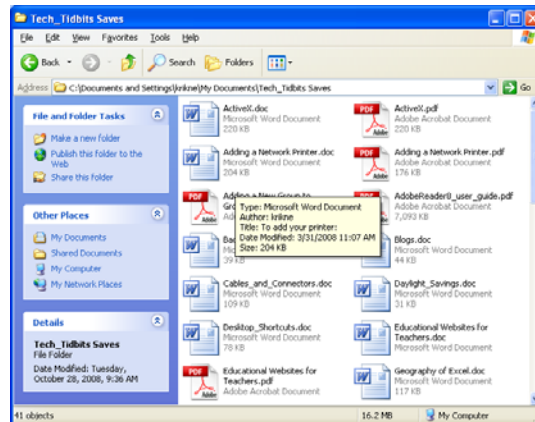


Then select the view you'd like. Below are some samples of what each view looks like:

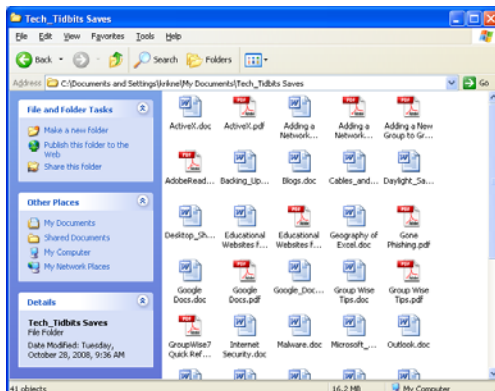
Thumbnail View



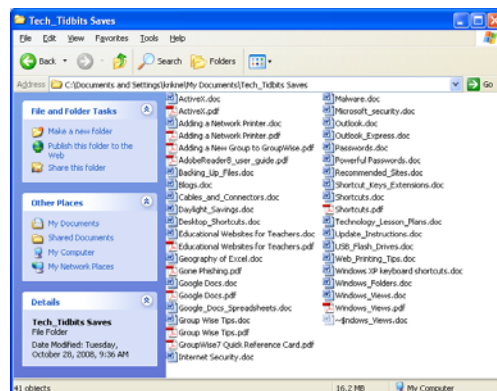
Tile View



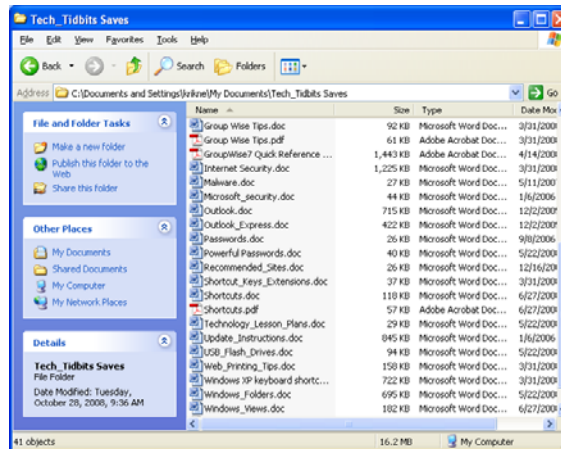
Icon View



List View

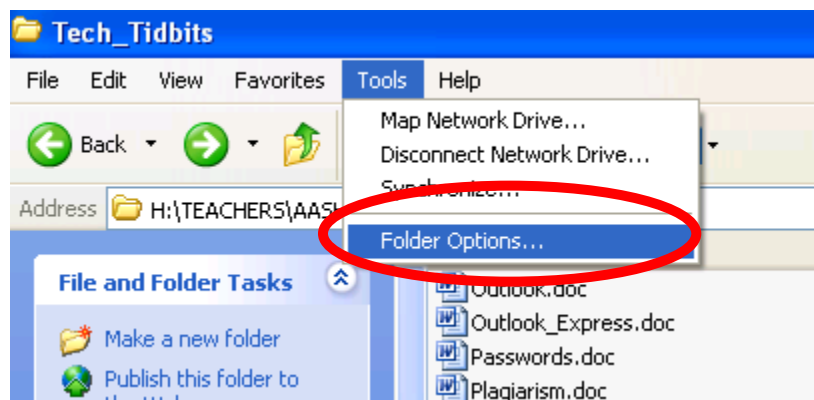


Details View



Once you have selected a view that you like you might want to set it so this window always displays in this view.

Go to "Tools" on the window's menu bar and select "Folder Options"



Then click the tab for "View" and choose "Apply to All Folders"
Select: Apply > O.K.

