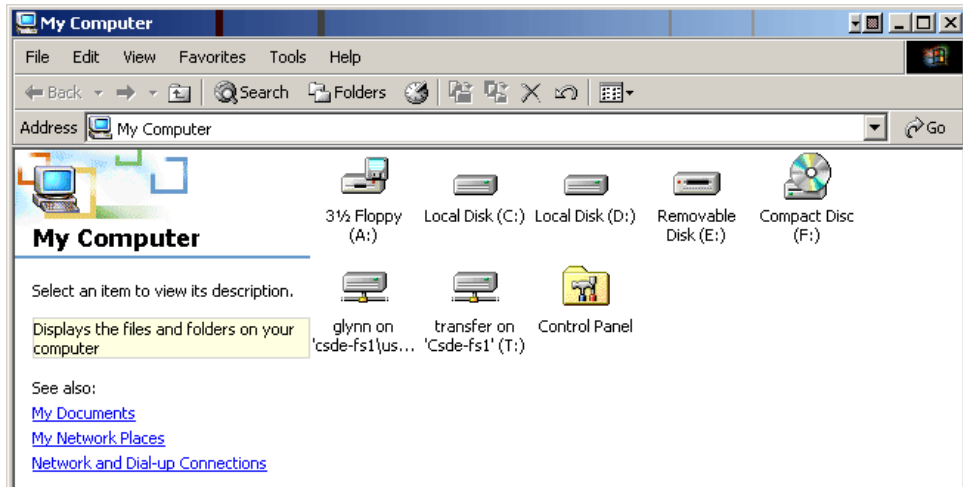


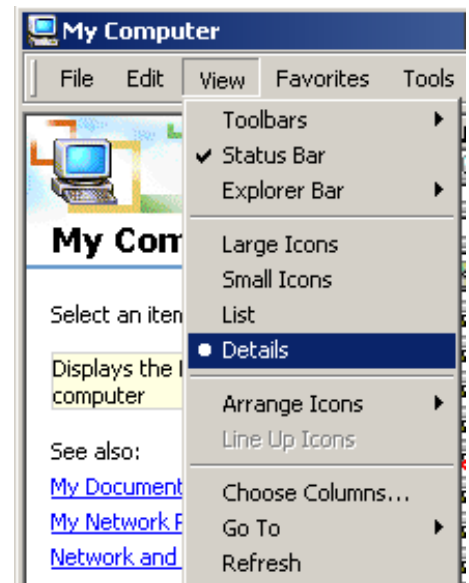
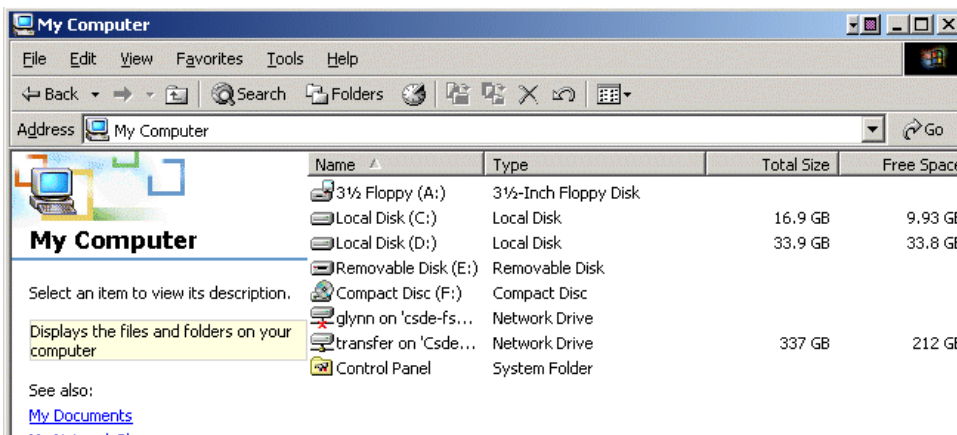
Configuring Windows 2000 “My Computer” and Windows Explorer¹

It is possible to configure “My Computer” and “Windows Explorer” so that more information is provided. If follow the following procedure in either “My Computer” or “Windows Explorer”, the defaults will be changed in both. I use “My Computer” for the following instructions, but they would be the same if I started with “Windows Explorer”.

When you first bring up “My Computer”, you might see something like the window to the right. I prefer to view a different organization. The following instructions will show how to make the more informative display the default.



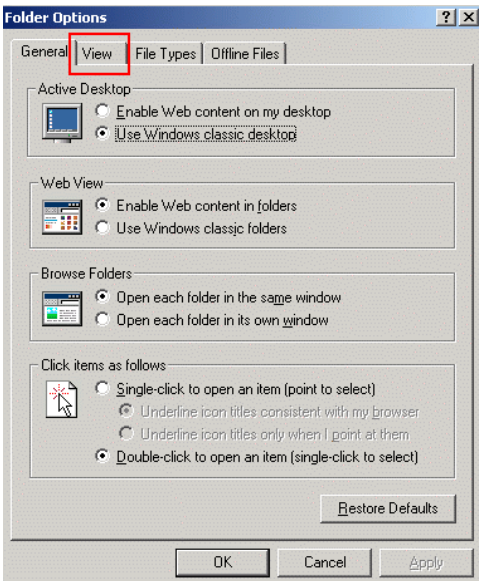
1. First, click on View, and then on Details. This asks Windows to give more Detailed information when it presents directories to you. You will see dates, size, type,



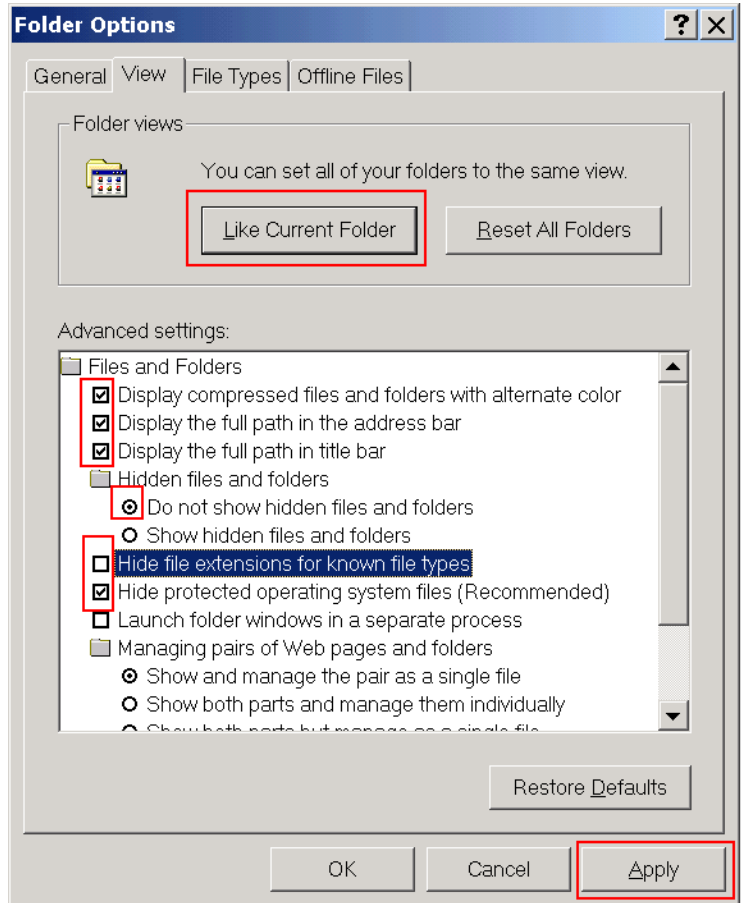
2. Next, click on Tools and Folder Options. You will see the Folder Options Window. Click on the View tab, and you will see the window next window.



¹Prepared by Patty Glynn, University of Washington. 6/15/02 modified 3/11/03. C:\all\help\helpnew\config_my_computer.wpd



3. Configure your view so there are checks in the boxes and options as below.
4. Click on “Apply” on the lower right.
5. Click on Like Current Folder. This will make it so that the current view is the default.



6. The presentation of your files and directories will now be as follows. You will see the names, file extensions, size, file type, and date and time last modified. You can sort by any of these characteristics by clicking on the characteristic. For example, to sort by “Modified”, you would click on the word Modified. If you clicked on it again, the files would be sorted in reverse order.

