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.



My Computer

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See also: My Document View Favorites

Explorer Bar

Large Icons Small Icons

Arrange Icons Line Up Icons

Choose Columns...

List • Details

Go To

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File

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,

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	Name 🔺	Туре	Total Size	Free Space
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My Computer	🖃 Local Disk (D:)	Local Disk	33.9 GB	33.8 GE
Select an item to view its description.	🖃 Removable Disk (E:)	Removable Disk		
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My Documents				
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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.

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File Edit View Favorites	Tools Help
↔ Back • → • 🔂 🔯 Se Address 🔙 My Computer	Map Network Drive Disconnect Network Drive Synchronize
	Folder Options
My Computer	Local Disk (C:) Local Disk Disk (D:) Local Disk

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



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.

6.

- Configure your view so there are checks in the boxes and options as below.
- 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.

Folder Options	?	×
General View File Types Offline Files		_
Folder views		
You can set all of your folders to the same view.		
Like Current Folder Reset All Folders		
Advanced settings:		
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