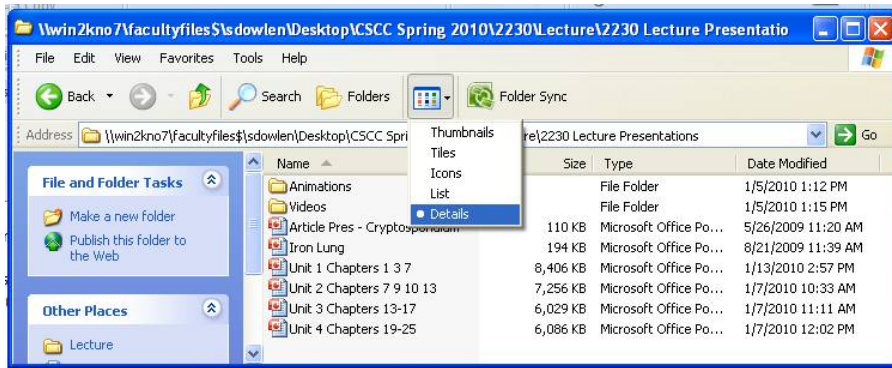
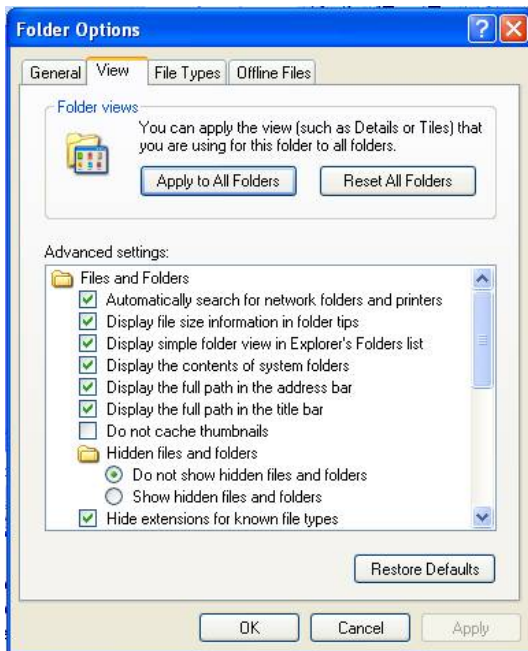


Here is another Tech Tip from your Faculty Technology Mentors. As many of you are already aware, the view when opening folders can be changed according to your preferences by clicking on the “Views” button on the toolbar. My preference is the “Details” view which shows the size and last date modified.



However, it appears the Windows default for “Views” is “Tiles” which I don’t like as well. For years I have manually changed the settings to “Details” each time I used a computer. I recently wised up and found that it was easy to change the default settings of “Views”. First open a folder and set the view to your preference as shown above. Then select “Tools”, then “Folder Options”, then the “View” tab, then click the “Apply to All Folders” button, click “Yes” on the popup, then “OK”.



For each computer you log into you will have to set these new defaults. However, once set on a given computer, these new settings will be kept from then on even after logging off or shutting down.

Go to the FITT center webpage, <http://www.columbiastate.edu/FITT> , to see past Tech Tips and contact information for all the Faculty Technology Mentors who are here to help you out.

Happy computing!

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