

Lesson 6-12: Customizing Folder View Options

Figure 6-23

The View tab of the Folder Options dialog box.

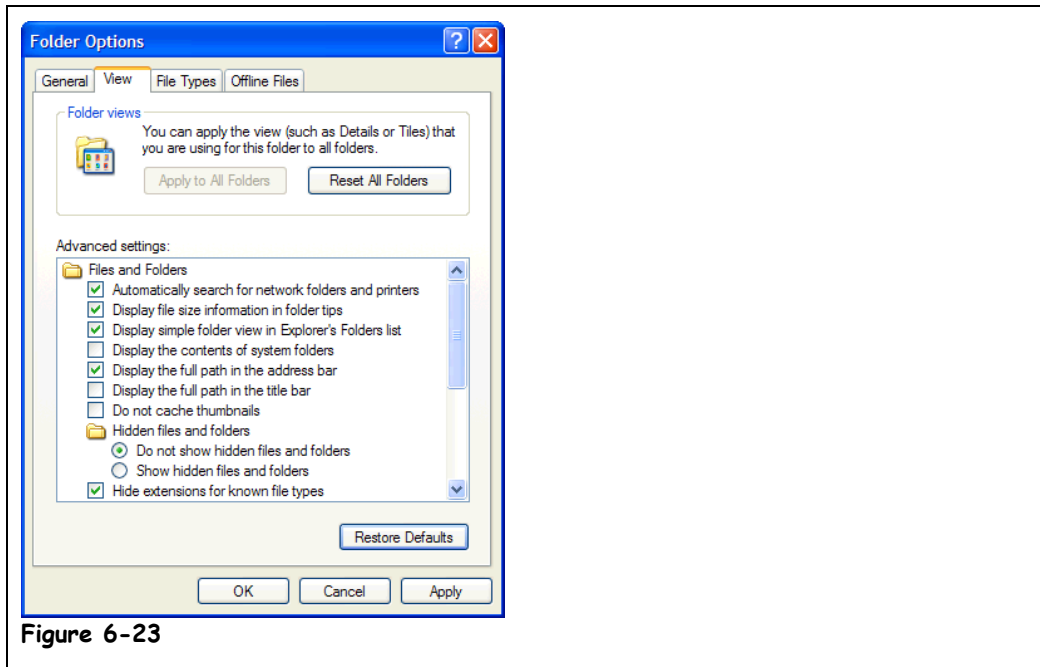


Figure 6-23

Yet another lesson on folder options? Yep—in this lesson we will conclude our tour of how to customize how Windows looks and acts. This lesson explains how to change how information is displayed in a folder window. Remember the three-letter file extensions that are tacked on at the end of every file, such as .TXT? Normally Windows hides those extensions from view, but you can change this setting so Windows displays the file name *and* file extension, for example “Letter. TXT” instead of just “Letter”.

This is another “look, but don’t touch” lesson. We’ll open the dialog box where you can change how the information is displayed, then you can look at Table 6-8: *Advanced Folder Options* to see what everything means.

In Classic View:

1. Click the **Start button** and select **Control Panel** from the menu.
The Control Panel appears.
2. Double-click **Folder Options**.
The Folder Options dialog box appears.
3. Click the **View** tab.
The View tab of the Folder Options dialog box appears, as shown in Figure 6-23.
4. Refer to Table 6-8: *Advanced Folder Options* for a description of the more important folder options. Click **Cancel** when you’re finished.

Table 6-8: Advanced Folder Options

Option	Default	Description
Display file size information in folder tips	✓	This displays the size of a file in the folder tips area.
Display simple folder view in Explorer's Folders list	✓	In Windows Explorer, click the folder to display its contents and subfolders. All folders are automatically closed when another folder is clicked. To hide or display a folder while it's still open, click on the plus or minus sign next to the folder.
Display the contents of system folders		System folders such as your C: drive, Program Files, Documents and Settings, and Windows, contain files your computer needs to run properly, and are usually hidden.
Display the full path in the address bar	✓	Displays the path of the folder in the address bar of the window, such as "C:\Windows\Program Files" instead of just "Program Files".
Display the full path in title bar		Displays the path of the folder in the title bar of the window, such as "C:\Windows\Program Files" instead of just "Program Files".
Do not cache thumbnails		When you store images in a cache file, Windows can reuse them instead of recreating them each time you open a folder. By disabling this automatic function, folders that contain thumbnails might take longer to open.
Hidden files and folders		Hides program or system files that should not be changed. Select this option to protect critical hidden files from accidentally being changed or deleted, and to reduce clutter in your folders.
Do not show hidden or system files	✓	Specifies that both hidden and system files do not appear. Select this option to protect your hidden files from being accidentally changed or deleted, and to reduce clutter in your folder windows.
Show all files		Specifies that all files, including hidden and system files, appear in the list of files in this folder. Power Windows users like to use this option.
Hide file extensions for known file types	✓	Hides the three-letter file name extensions for most files. For example, Filename.TXT would appear as just Filename. Click this option to reduce clutter in your folder windows.
Hide protected operating system files (Recommended)	✓	Select this option to specify that files necessary to running your computer properly are hidden so they are not accidentally removed or changed.
Launch folder windows in a separate process		When you open a folder, this option specifies that it is opened as a separate part of memory. This can increase the stability of Windows, however it might decrease your computer's performance.
Remember each folder's view settings	✓	Specifies that any folder settings you selected are retained whenever you reopen it. When this box is not checked, all folders return to their original state after you close them.
Show pop-up description for folder and desktop items	✓	Shows a description of the selected item in a small pop-up window. If your folder is being displayed as a Web page, selecting this option has no effect, because the same information already appears in the left pane of the folder.

 Quick Reference

To Customize Folder View Options:

1. Click the **Start button** and select **Control Panel** from the menu.
2. Click the **Appearance and Themes** category and click **Folder Options**.
3. Click the **View** tab.
4. Select the desired folder view options and click **OK**.