TENNESSEE STATE UNIVERSITY

COMPUTER TIPS AND TRICKS

Have you ever wanted all your folders that you work with daily to be displayed the same way?

How to set specified folder view to *All Folder Views* in windows XP and Vista

Today's tip will help you manage the specified view of all folders in windows XP and Vista. By default, you have options to choose the view of folders contents as thumbnails, titles, icons, list or display with details. But this change will apply on the folders that you are currently working in. On the other hand, with just a few more clicks, you can change the view of all the folders on your computer.

1. First, open any folder, click **View** and choose the view you would most like to use. Examples: Thumbnails, Tiles, Icons, List, Details.
2. From the Tools menu, click on **Folder Options** to open the Folder Options dialog box. Here on Folder Options dialog box, select the **View** tab.
3. At the top of the dialog box, click **Apply to All Folders** button. Now a new confirmation message will appear as "Set all the folders on your computer to match the current folders view settings (except for toolbars and folder task)? Change will occur the next time you open them."
4. Click **OK** in the Folder Options window to save the changes.

Now all the folders on your computer should display contents in your chosen view. As before, you can still change the view in individual folders via the **View** button.

How to apply the current view setting to folders in Windows 7

While browsing folders in the Computer folder, you can apply the current view setting to all folders on your computer that are optimized for the same content as the folder you have open. For instance, the My Pictures folder is optimized for picture files. If you open this folder and change the view to Large Icons, you can apply the Large Icons view to every folder that's optimized for pictures. (This setting does not apply when viewing files and folders using libraries.)

1. Open a folder, click the arrow next to the Views button ⊞ ▾ on the toolbar, and choose a view setting.
2. On the toolbar, click Organize, and then click Folder and search options.
3. In the Folder Options dialog box, click the View tab, click Apply to Folders, click Yes, and then click OK.

Tip: To change the type of file that a folder is optimized for, right-click the folder, click Properties, click the Customize tab, click a file type in the Optimize this folder for list, and then click OK.