



# Coffee Break

Question on Software or Operating system.

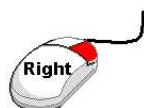
## Personalise Folder Views

When using Windows Explorer and you open a folder you may prefer that folder to display its contents as thumbnail images. Especially if you made a new folder to place your digital camera photos in. You can personalise any folder to your preference.

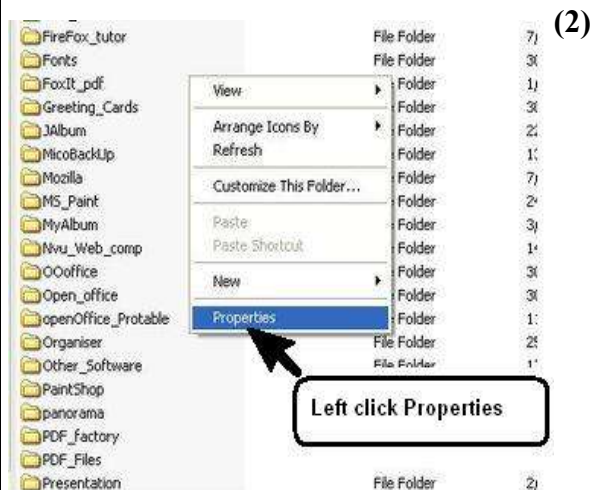
**Open Windows Explorer and choose the folder to personalise.**

(1) Right click the mouse button on the [ Start ] button and left click *Explore* file name in the small menu. From Explorer's right hand window choose the folder to personalize and right click on that folder.

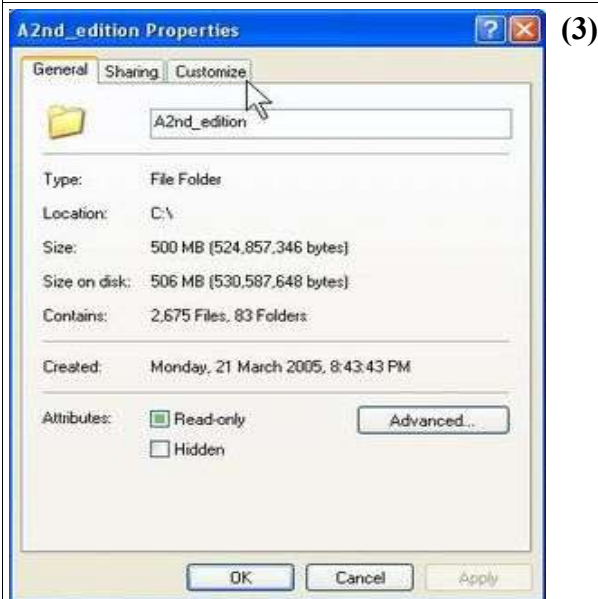
Go to step (2)



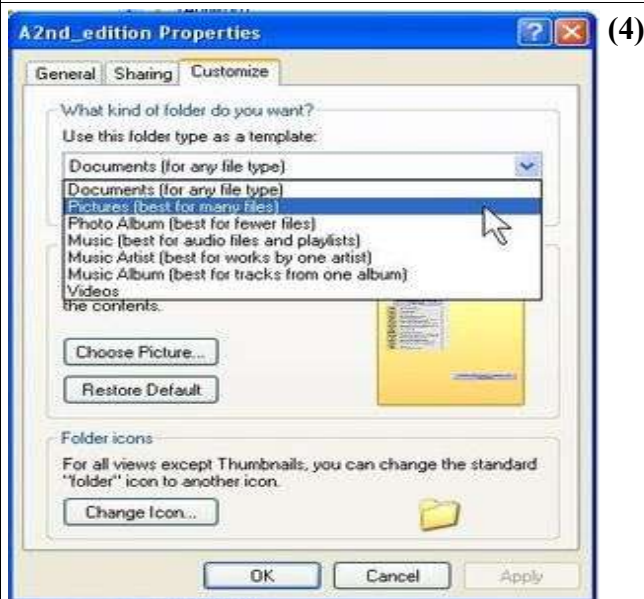
Click the Right Mouse Button



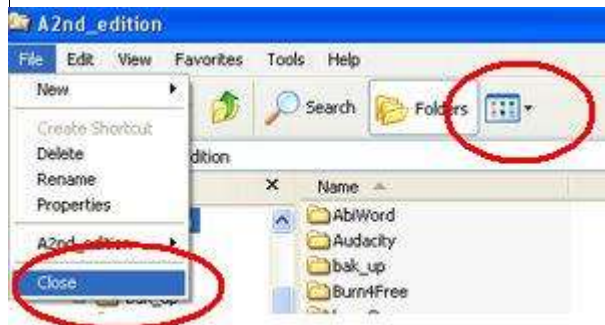
Scroll down and left click Properties.



Left click Customize tab.



In the Customize properties box use the arrow to open the option box. Select how folder will be displayed and click OK.



Another quick way is to left click the small icon on the right hand side of [Folders] choose the display type you want for that folder and close Explorer from [File] and choose [Close] to shut down Windows Explorer.

Windows Explorer stores how you prefer this folder to be displayed next time you open Explorer.

If you close Explorer by left clicking the [X] close button at the top right hand of your screen. Explorer will ignore any preferences you have chosen.