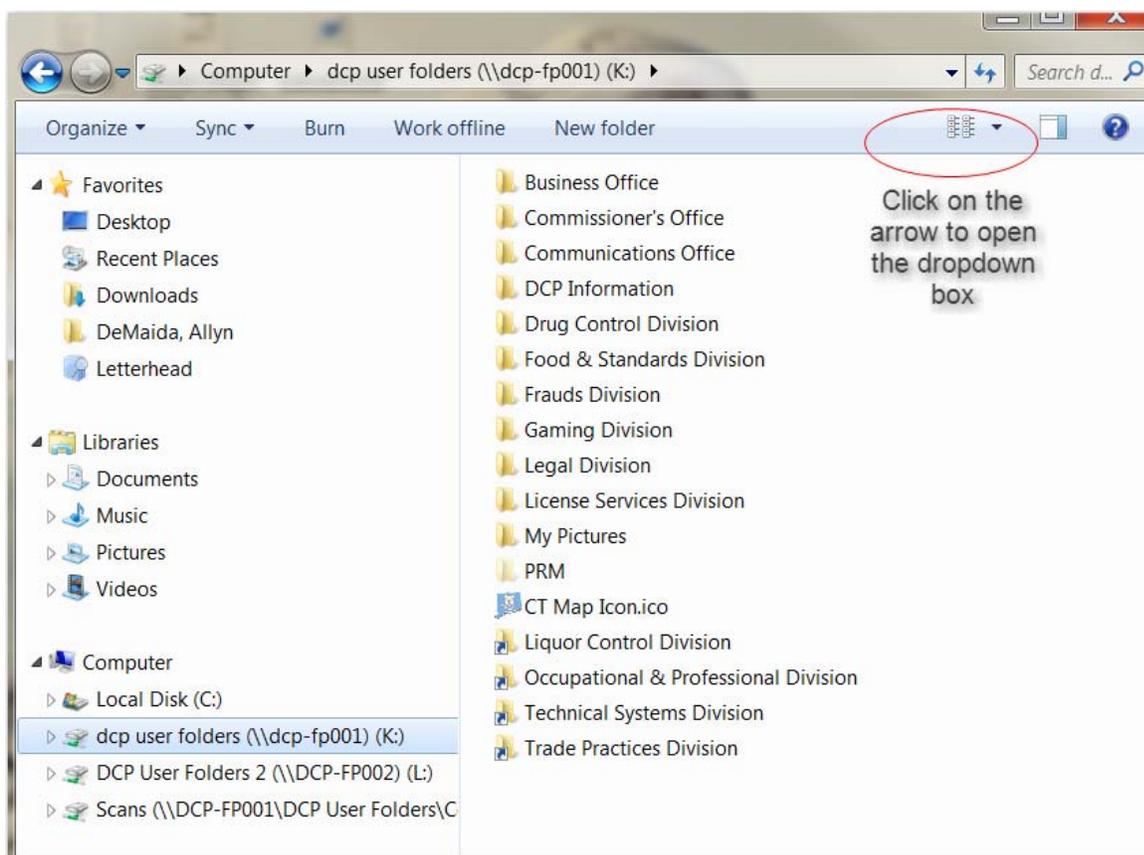


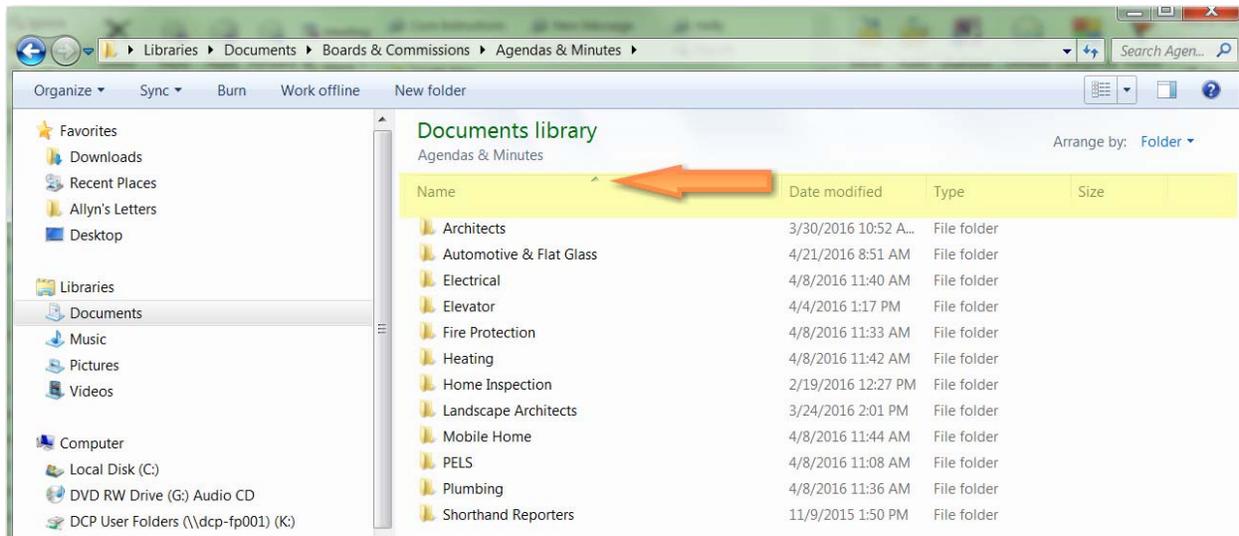
## Different Views in Explorer

There are several ways to view your folders and files, depending on how you want to access your documents. Using the right view for the right job can be a real timesaver.

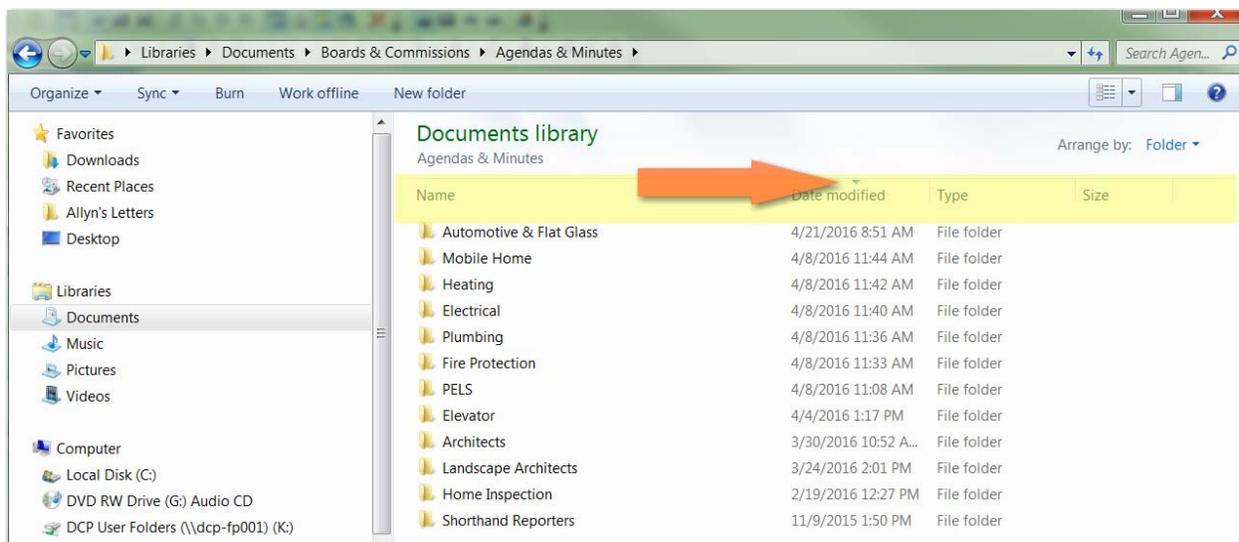
In the illustration below, on the left side of the screen **dcp user folders (\\dcp-fp001) (K:)** has been highlighted and the contents displayed on the right side. At the top of the screen in the red circle is the dropdown box; when you click the arrow as shown, the box shows a list of different views. Make a note of which view you are in by noting where the blue arrow is pointing (my default view below is the *List* view) so that you can return to the view you're familiar with when you're finished. Then try clicking and holding the blue arrow as you scroll up and down through the other choices and see what each looks like.



As you'll see, different views take up different amounts of space on your screen. Choosing a view is pretty much a matter of personal preference as to how you like to view your files, but there's one view that does much more than that: the *Details* view. Choose this view and you'll notice a row across the top with headings: Name, Date modified, Type and Size. In the illustration below, note the small upward arrow in the Name column:

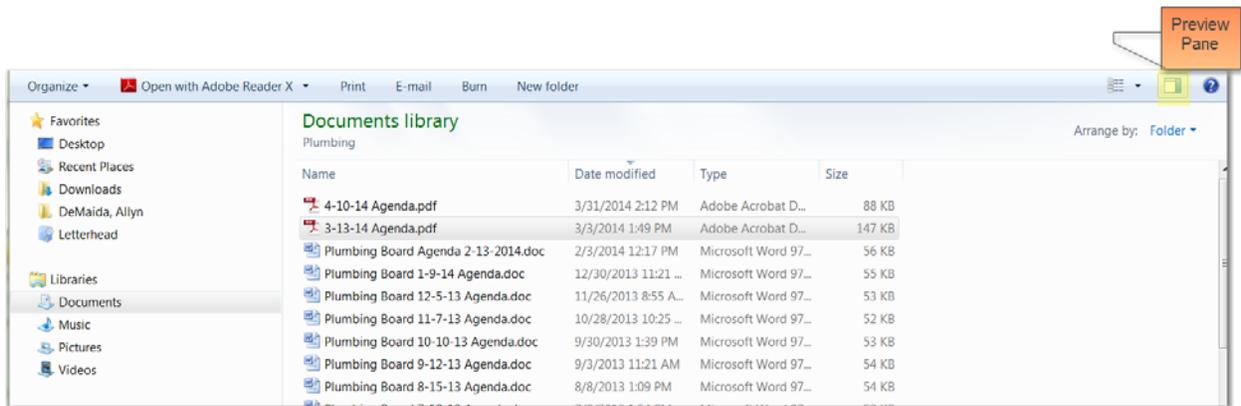


This means the contents of the subfolder *Agendas & Minutes* are sorted alphabetically (by Name). This may be the most logical way to sort, but if you want to get to the last folder you opened without having to search, click on the column heading **Date modified**:

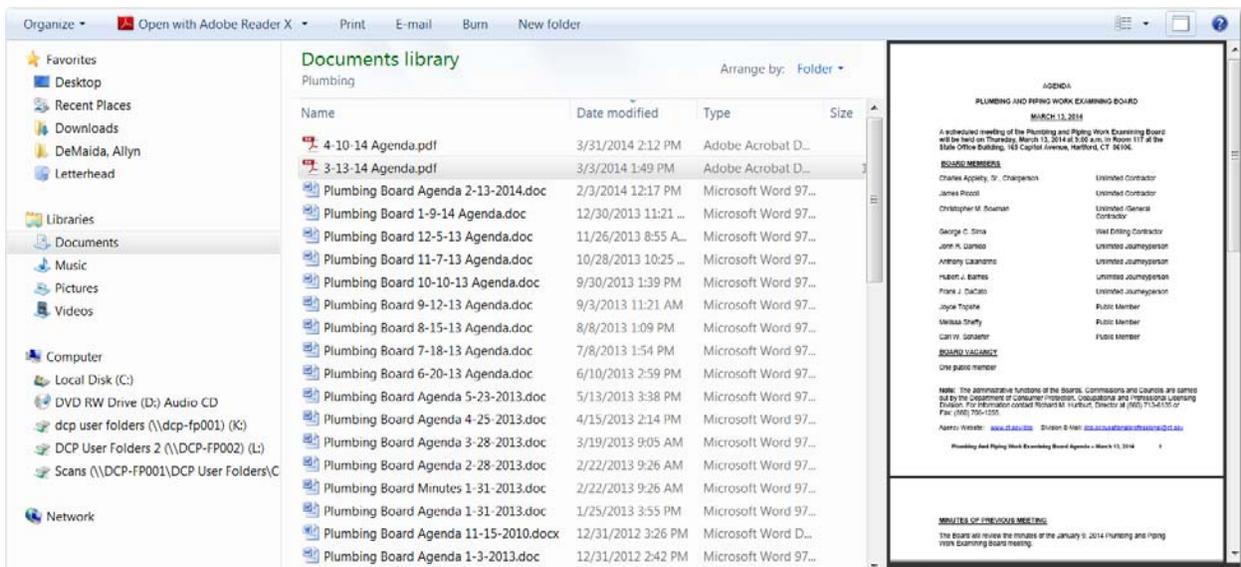


Now the folders are sorted by date, showing that the most recently accessed folders were *Automotive and Flat Glass*, which I opened and was working on on April 21st, and *Mobile Home* which I accessed on April 8<sup>th</sup>. Click back on the **Name** column heading to return to the alphabetical listing.

Another handy tool is the Preview Pane, which allows you to view your documents without opening them. The toggle switch to turn the Preview Pane on and off is next to the dropdown box for Views:



In the view above, the Preview Pane is off. Here's what it looks like when it's turned on, and a document is selected:



If you're looking for something specific in a document you can scroll down the list of files and preview them without actually opening them – a quicker way to get to what you're looking for.