

## Rhonda Hodgdon

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**Subject:** Computer Tip of the Week #11



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### WEEK #11

**How do I make all my folders like a certain way (i.e. list, thumbnail) without changing it every time I open it?**

**Answer:**

#### In XP:

1. Open a folder
2. Click the **View** menu
3. Select the type of view you want (thumbnails, tiles, icons, list, details, etc.)
4. Click the **Tools** menu
5. Click **Folder Options**
6. Click **View** tab
7. Click **Apply to All Folders**
8. Select **OK**.

In Vista (unfortunately, without changing the registry, there is no "real" permanent process in Vista. It may revert back to the old view.):

1. Open a folder.
2. Click **View**.
3. Select the preferred folder view.
4. Click **Organize**
5. Click **Folder and Search Options**
6. Select the **View** tab.
7. Click **Apply to All Folders**
8. Make sure "**Remember each folder's view settings**" is checked in the **Advance Settings** window.
9. Select **OK**.

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