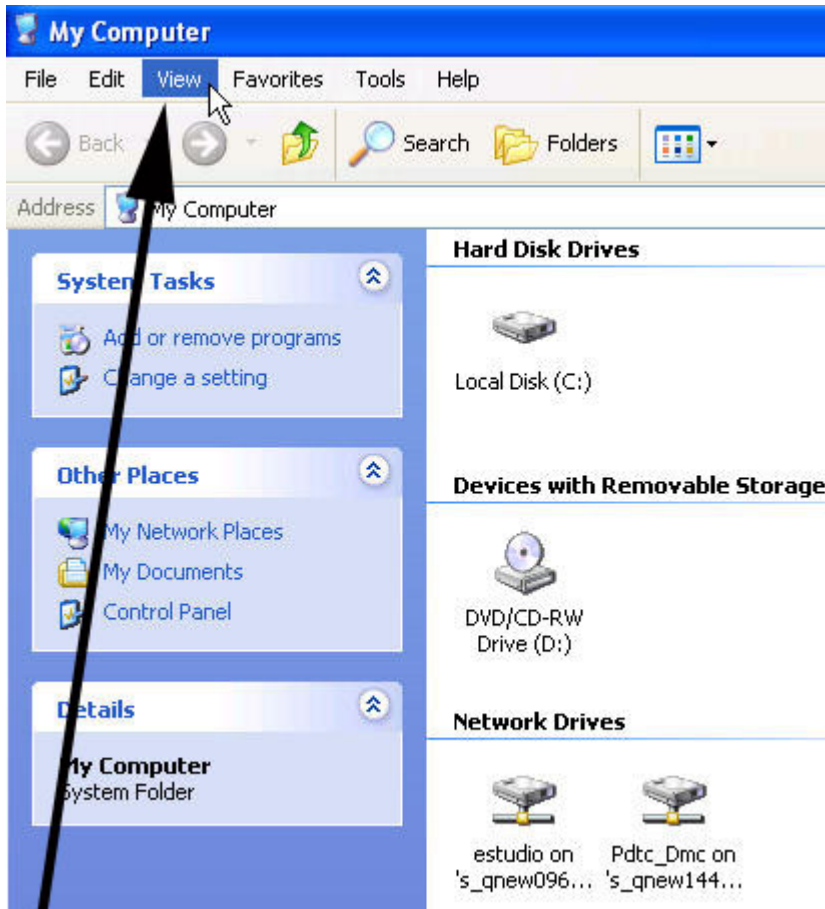
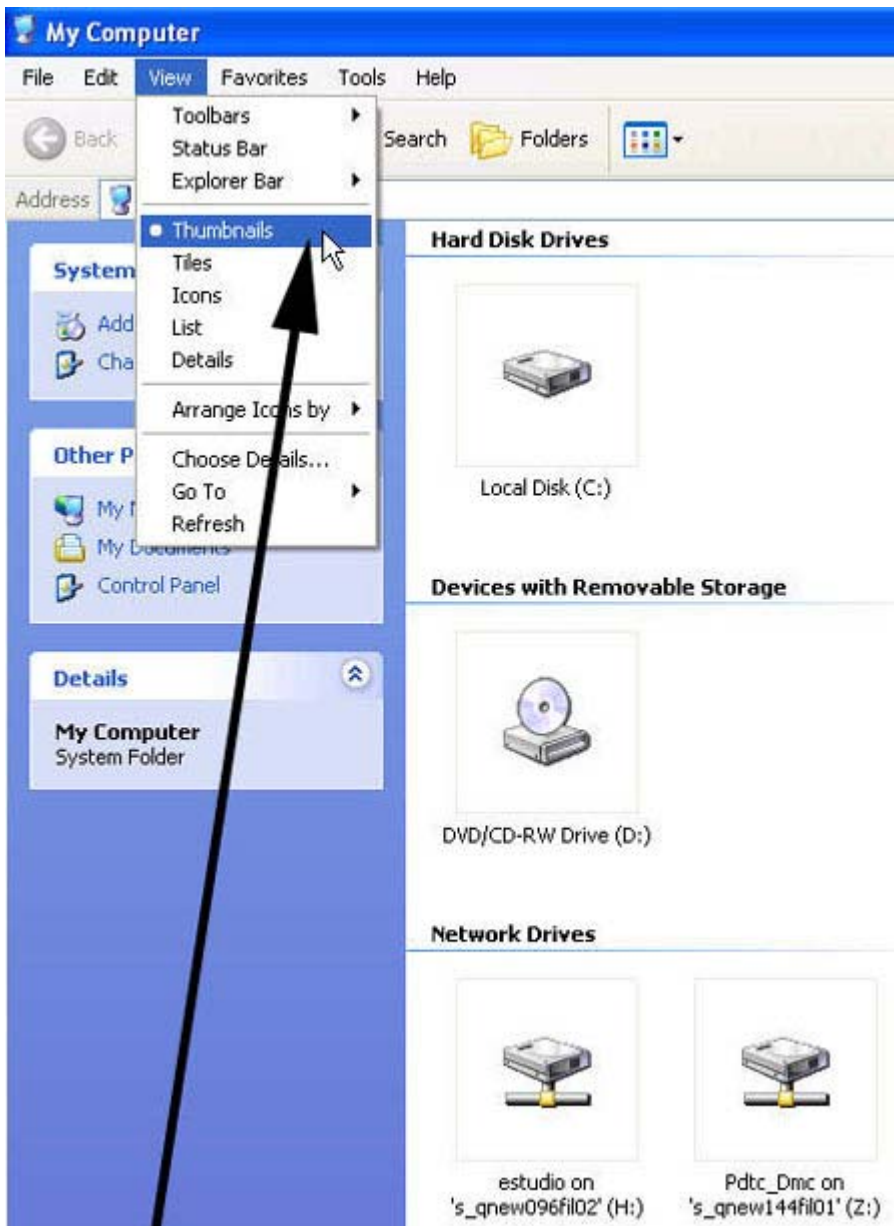


Different Views

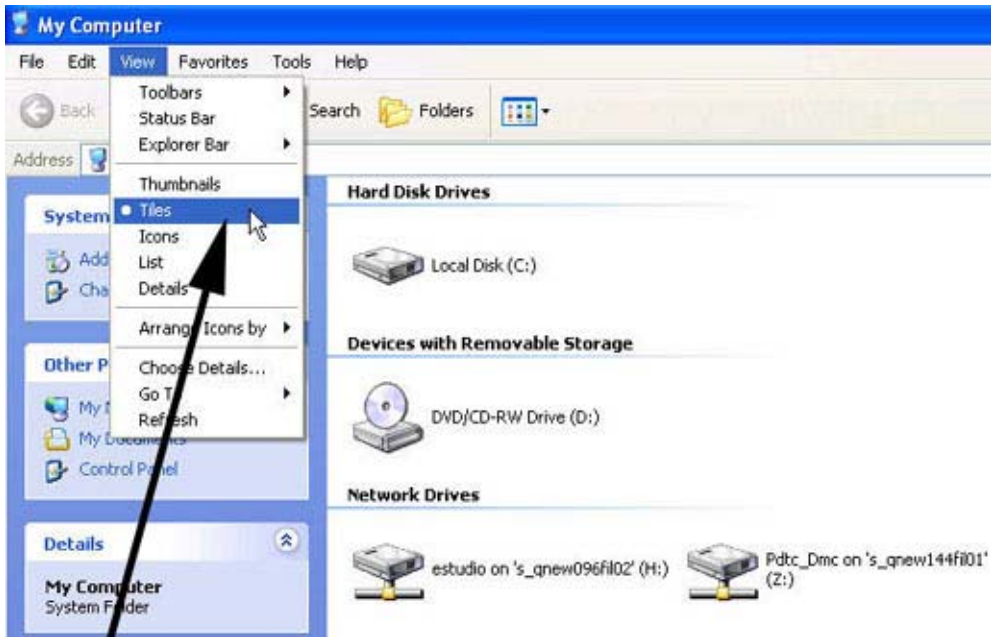
- For use with
- Windows 95
- Windows 98
- Windows 2000
- Windows XP



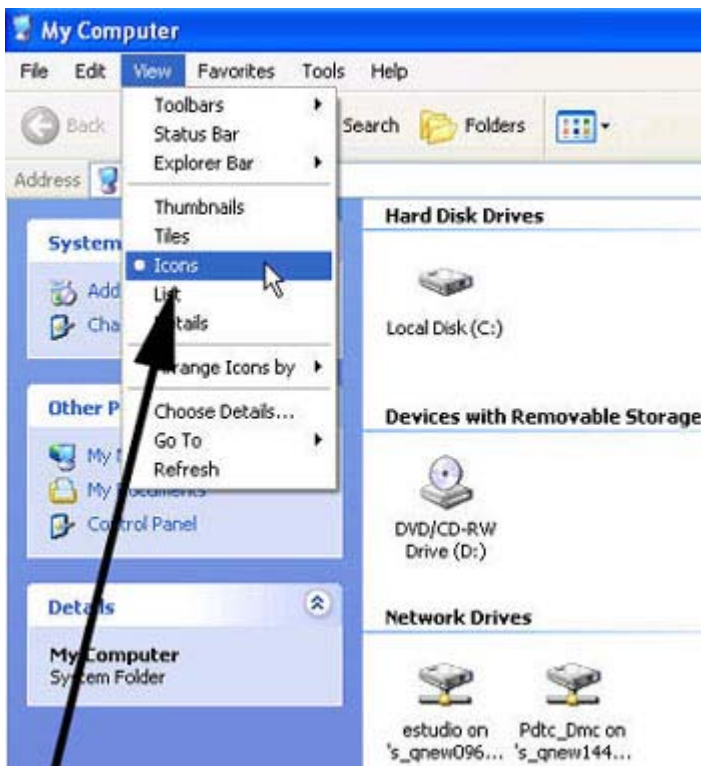
Windows provides several ways for you to arrange and identify your files when viewing them in folders, such as My Documents. When a folder is open, you can access this file by using the following formats on the View menu: Thumbnails, Tiles, Icons, List, Details.



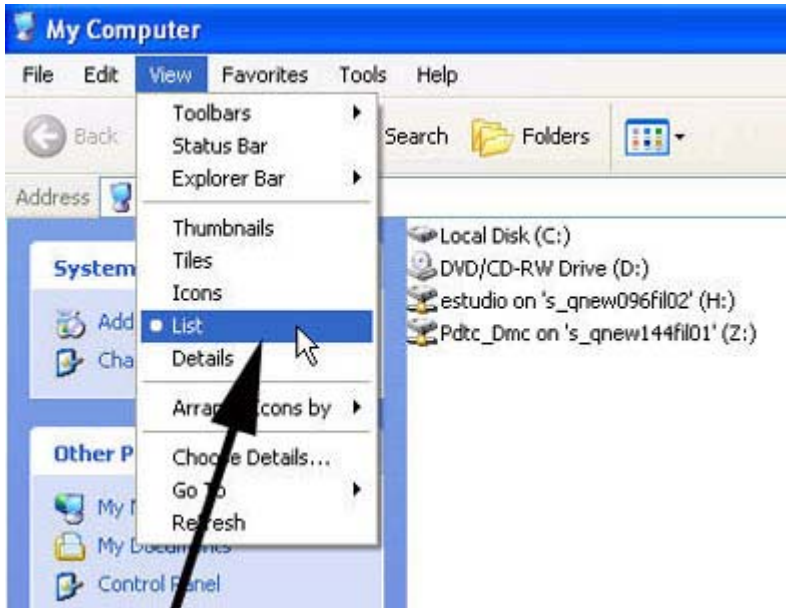
"Thumbnails" view displays the images a folder contains on a folder icon so you can quickly identify the type of the device you are viewing. For example, if you stored files in several different folders, in Thumbnails view, you can tell at a glance which folder contains the pictures you want.



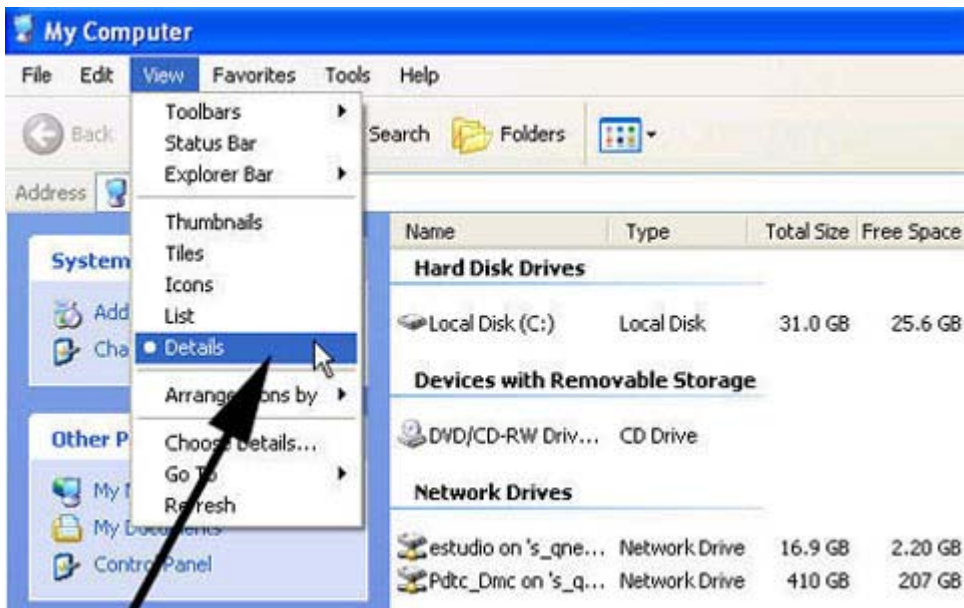
"Tiles" view displays your Device Types as icons. The icons are larger than those in Icon view, and the sort information you select is displayed under the file or folder name. For example, if you sort your files by type, "Microsoft Word document" appears under the file name for a Microsoft Word document.



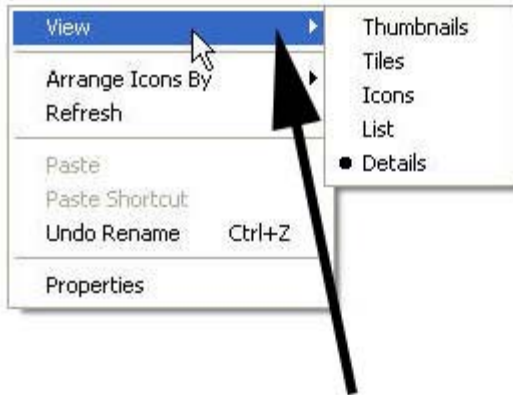
"Icons" view displays your files and folders as icons. The file name is displayed under the icon; however, sort information is not displayed. In this view you can display your files and folders in groups.



"List" view displays the contents of a folder as a list of a file or folder names preceded by small icons. This view is useful if your folder contains many files and you want to scan the list for a file or folder name.



" Details" view, lists the contents of the open folder and provides detailed information about your files, including name, size, date modified and type.



An Alternate way to change your view, is to right click on the screen and click on View.