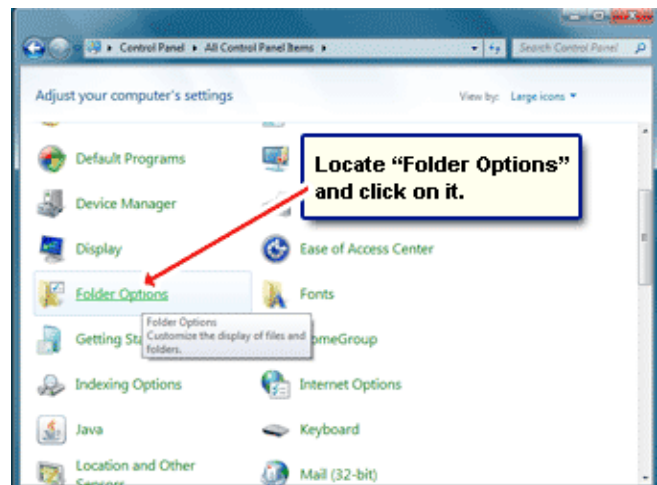
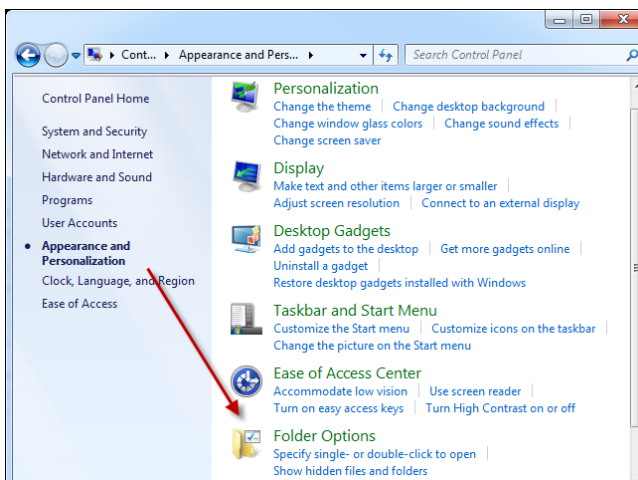
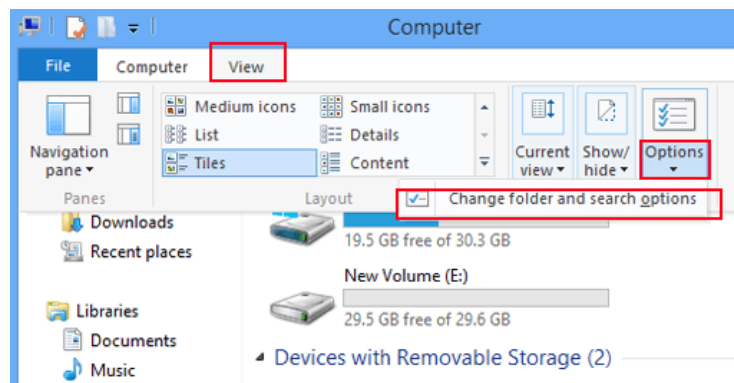
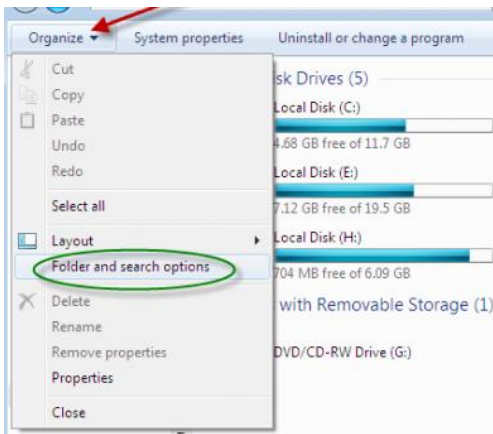


Folder Options

There are many options you can make them to the folder like the following:

Change Folder Options

You can change the way files and folders function (their working) and how items are displayed on your computer by using Folder Options in Control Panel.



- To change **general** file and folder settings:

Find these settings on the **General tab** in Folder Options. As in figure (a).

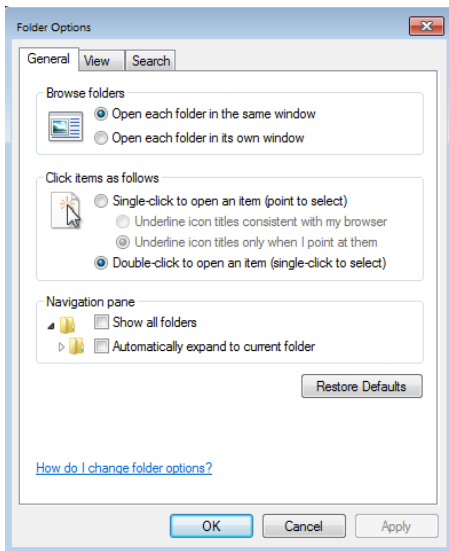


Figure (a)

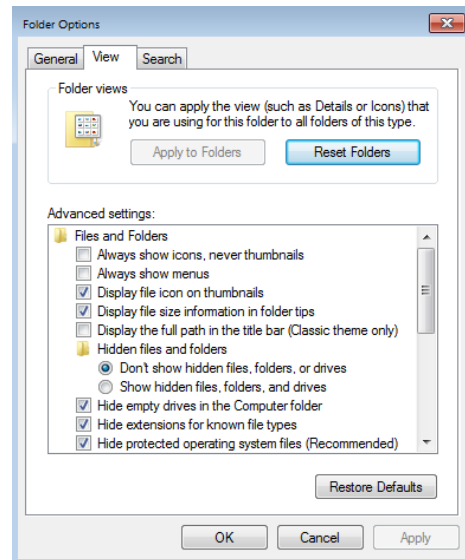


Figure (b)

To	Do this
Open each folder in its own folder window. Use this setting to keep all open folders that you're working with on the screen at the same time.	Click Open each folder in its own window , and then click OK . (To make each newly opened folder replace the previous one, click Open each folder in the same window .)
Open files and folders with a single click (just like links on a webpage).	Click Single-click to open an item (point to select) , and then click OK . (To switch back to the standard double-click, click Double-click to open an item (single-click to select) .)

To restore the original settings on the General tab, click **Restore Defaults**, and then click **OK**.

- **To change advanced file and folder settings:**

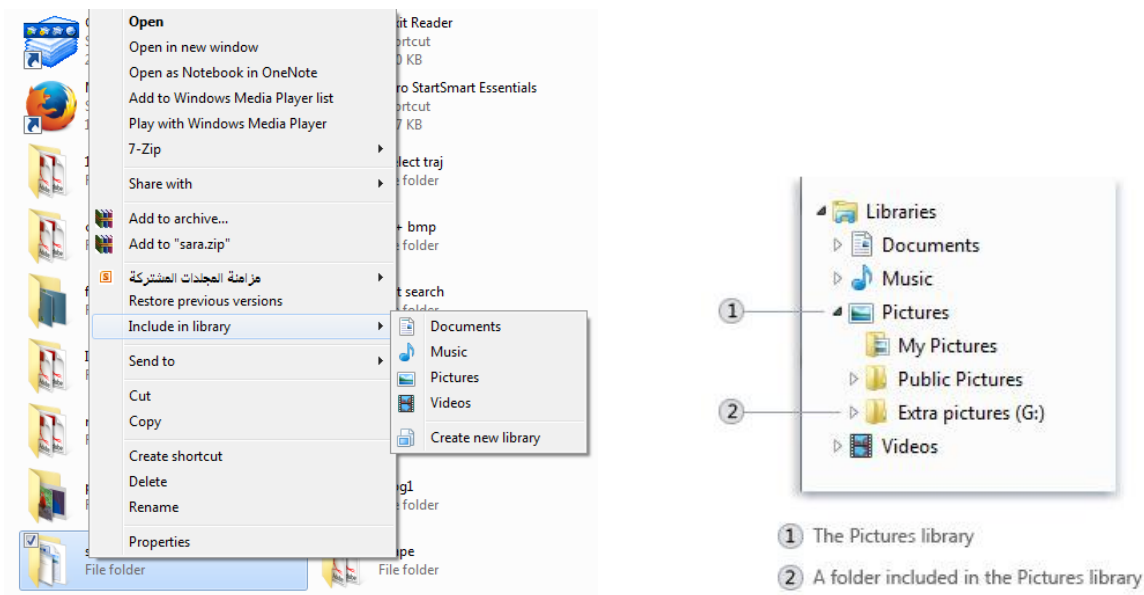
Find these settings on the **View tab** in Folder Options. As in figure (b).

To restore the original settings on the View tab, click **Restore Defaults**, and then click **OK**.

To	Do this
Always show icons , rather than thumbnail previews of files. Use this setting if thumbnail previews are slowing down your computer.	Select the Always show icons, never thumbnails check box, and then click OK .
Always show menus above the toolbar. Use this setting if you want access to the classic menus, which are hidden by default.	Select the Always show menus check box, and then click OK .
Always show the icon for a file in addition to the thumbnail (for easier access to the related program).	Select the Display file icon on thumbnails check box, and then click OK .
See the size of a folder in a tip when you point to the folder.	Select the Display file size information in folder tips check box, and then click OK .
See files, folders, and drives marked as <i>hidden</i> . Use this setting if you need to work with items that are usually hidden from view, such as certain user files.	Click Show hidden files, folders, and drives , and then click OK . For more information, see Show hidden files .
Show removable media drives (such as card readers) in the Computer folder even if they currently don't have media inserted.	Clear the Hide empty drives in the Computer folder check box, and then click OK . (This option doesn't affect empty floppy disk drives, CD drives, or DVD drives.)
See file name extensions as parts of file names. This is a good way to ensure that files are not malicious software disguised as common files.	Clear the Hide extensions for known file types check box, and then click OK .
See all system files that are usually hidden from view.	Clear the Hide protected operating system files check box, and then click OK .
Hide the drive letter of each drive or device in the Computer folder. Use this setting if you prefer to see only the friendly name of each drive.	Clear the Show drive letters check box, and then click OK .
Display encrypted or compressed NTFS files as ordinary files, without any unique color coding to identify them. Use this setting if you don't want to see these files represented differently than other files on your computer.	Clear the Show encrypted or compressed NTFS files in color check box, and then click OK .
Turn off the tips that display file information when you point to files.	Clear the Show pop-up description for folder and desktop items check box, and then click OK .
Add check boxes to file views for easier selection of several files at once. This can be useful if it's difficult for you to hold down the Ctrl key while clicking to select multiple files.	Select the Use check boxes to select items check box, and then click OK .
Automatically put the cursor in the search box when you start typing. This can be useful if you don't often browse for files by typing the name of a file.	Under When typing into list view , click Automatically type into the Search Box , and then click OK .

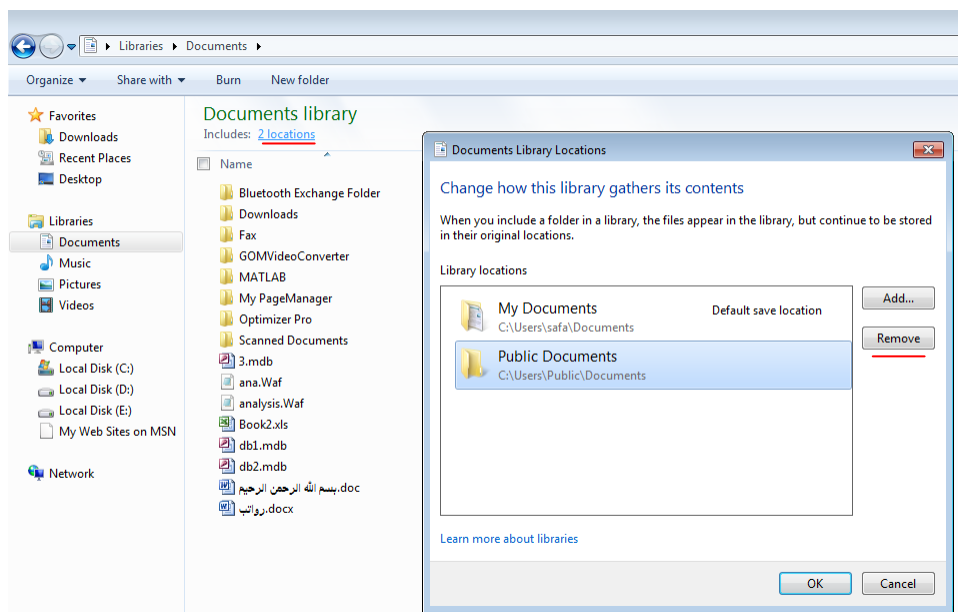
Include a folder (not file) in a library

You can include folders from different locations in the same library, and then view and arrange the files in those folders as one collection. You can include folders in a library from *many different locations*, such as: *any drive in your computer, an external hard drive or a USB flash drive (the content won't be available if the drive is disconnected), an additional hard disk inside your computer or a network but not CD or DVD*. To do this: make Right-click the folder that you want to include, point to Include in library, and then click a library.



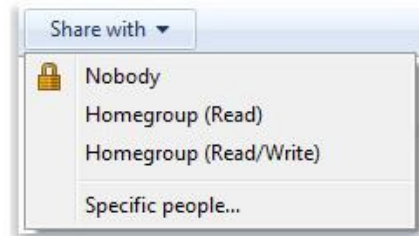
Remove a folder from a library

When you no longer need to monitor a folder in a library, you can remove it. When you remove a folder from a library, the folder and its contents are not deleted from their original location.



[Share Folder or File with someone](#)

You can share individual files and folders and even entire libraries with other people. The quickest way to share something is using the new Share with menu. Make Right-click the item you want to share, and then click Share with.



Share something quickly using Share with.

- **Homegroup (Read).** This options shares the item with your entire homegroup but only to open the item. Homegroup members can't modify or delete the item.
- **Homegroup (Read/Write).** This option shares the item with your entire homegroup to open, modify, or delete the item.
- **Specific people.** This option opens the File Sharing wizard, which allows you to select individual people to share items with.
- **Nobody.** To stop sharing a file or folder make Right-click the item you want to stop sharing, click Share with, and then click Nobody.

The purpose of permissions

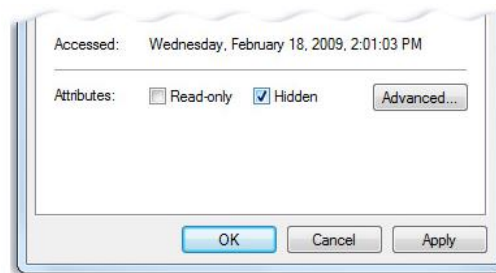
Notice that in Windows you can decide not only who gets to see a file, but what recipients can do with it. These are called sharing permissions. You have two options:

- **Read.** The "look, don't touch" option. Recipients can open, but not modify or delete a file.
- **Read/Write.** The "do anything" option. Recipients can open, modify, or delete a file.

[Hide Folder or File](#)

Although you usually can't see a hidden file, it's an ordinary file in all other respects. You can choose whether a file is hidden or visible by changing its properties. Here's how to do this:

1. Right-click a file icon, and then click Properties.
2. Next to Attributes, select the Hidden check box, and then click OK.



The Hidden check box selected for a file

To show hidden folders or files

If a file is hidden and you want to display it, you'll need to show all hidden files to see it. Here's how to display hidden files and folders.

1. Click to open Folder Options.
2. Click the View tab.
3. Under Advanced settings, click Show hidden files, folders, and drives, and then click OK.

Create a New Folder

A folder is a [location](#) where you can store your [files](#). You can create any number of folders and even store folders inside other folders (subfolders). Here's how to create a new folder:

1. Go to the location (such as a folder or the desktop) where you want to create a new folder.
2. Right-click a blank area on the desktop or in the folder window, point to New, and then click Folder.
3. Type a name for the new folder, and then press Enter.

The new folder will appear in the location you specified.

Encrypt or Decrypt a Folder or File

Encrypting folders and files is a way to protect them from unwanted access. ***Encrypting File System (EFS)*** is a feature of Windows that you can use to store information on your hard disk in an encrypted format. [Encryption](#) is the strongest protection that Windows provides to help you keep your information secure.

To encrypt a folder or file

1. Right-click the folder or file you want to encrypt, and then click Properties.
2. Click the General tab, and then click Advanced.
3. Select the Encrypt contents to secure data check box, click OK, and then click OK again.

To decrypt a folder or file

1. Right-click the folder or file you want to decrypt, and then click Properties.
2. Click the General tab, and then click Advanced.
3. Clear the Encrypt contents to secure data check box, click OK, and then click OK again.


Find a file or folder

Windows provides several ways to find [files](#) and folders. There isn't one best way to search you can use different methods for different situations.

- *To find a program or file by using the search box on the [Start menu](#)*

You can use the search box on the Start menu to find files, folders, programs, and e-mail messages stored on your computer.

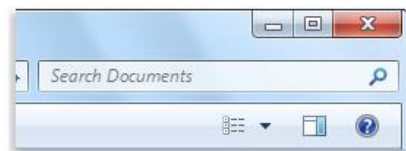
To find an item using the Start menu:

Click the Start button , and then type a word or part of a word in the search box.

As you type, items that match your text will appear on the Start menu.

- *To find a file or folder by using the search box in a [folder or library](#)*

You're often likely to be looking for a file that you know is in a particular folder or library, such as Documents or Pictures. Browsing for the file might mean looking through hundreds of files and subfolders. To save time and effort, use the search box at the top of the open window.



The search box in a folder or library

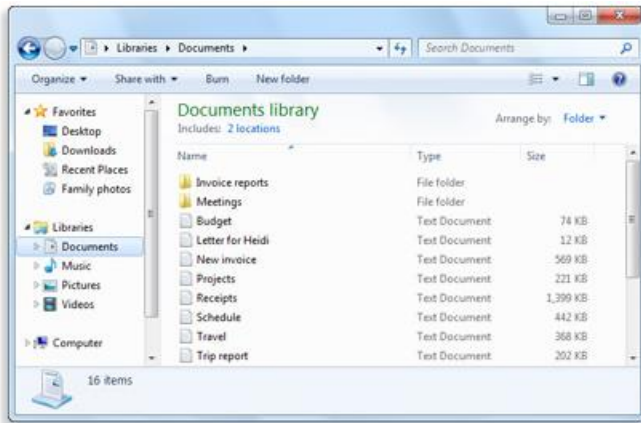
The search box is located at the top of every library. It [filters](#) the current view based on text that you type. The search looks for text in the file name and contents. In a library, the search includes all folders included in the library as well as subfolders within those folders.

To search for a file or folder by using the search box:

Type a word or part of a word in the search box.

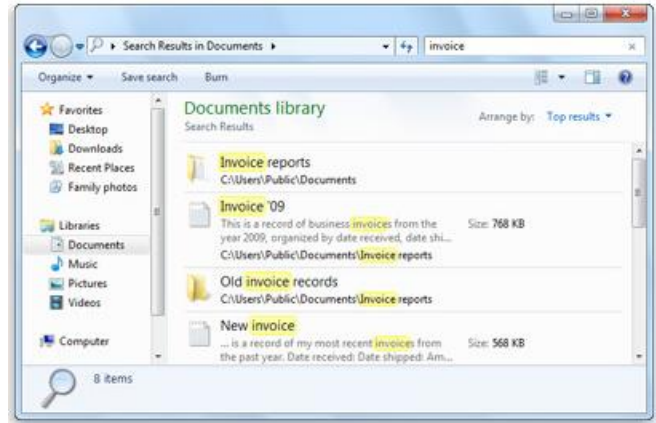
As you type, the contents of the folder or library are filtered to reflect each successive character you type. When you see the file that you want, stop typing.

For example, suppose your Documents library as in figure (c):



Documents library before typing in the search box

Figure (c)



Documents library after typing "invoice" in the search box

Figure (d)

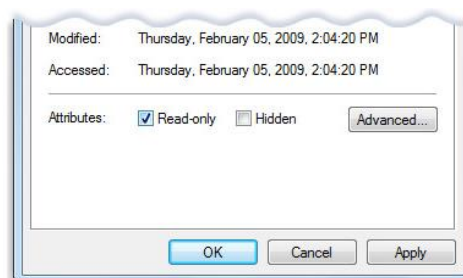
Now, suppose that you're looking for your invoice files, so you type "invoice" in the search box. As you type, the view is automatically filtered and you see something as in figure (d).

[Prevent changes to a file or folder](#)

Setting your important or personal files to [read-only](#) can help protect them from unintentional or unauthorized changes. When a file is set to read-only, it can't be changed.

1. Right-click the file that you want to set to read-only, and then click Properties.
2. Click the General tab, select the Read-only check box, and then click OK.

If you need to make changes to the file later, you can turn off the read-only setting by clearing the Read-only check box.



The Read-only check box in the Properties dialog box

In the same way that you set a file to read-only, you can set a folder to read-only. However, it doesn't affect the folder itself. Setting a folder to read-only makes all the files currently in the folder read-only. Any files that you add to the folder after you set it to read-only won't automatically be read-only files.

Read-only files can't be modified, but they can be copied, moved, renamed, or deleted.