

## **APPLY THE SAME VIEW SETTINGS TO ALL LIKE FOLDERS**

Windows remembers your view settings for each individual folder. For example, you might have a photo folder with the navigation pane (left pane) enabled and extra-large icons. On the other hand, a document folder may be set up with the preview pane and Details view turned on. Windows remembers these settings from one session to the next.

Some users might prefer to have the same view settings for all like-folders rather than go through the process of setting the views one-at-a-time. Fortunately, there's an easy way to make Windows ignore all custom-view settings and just use the defaults for each and every like-folder. Here's how:

1. Go to Windows Explorer (Winkey + E).
2. Open a folder (for example, My Pictures).
3. From **View** on the Menu bar, select the view you want for all your pictures (for example, Large Icons).
4. While still in the View tab, click on the Options tab.
5. A Folders Options dialog box will open. Click the View tab.
6. Under *You can apply this view to all folders of this type*, click in the box labeled **APPLY TO FOLDERS**.
7. All like-folders will now use whatever view settings you have chosen.