

MANIPULATING THE WIDTH OF THE COLUMNS WHILE IN DETAILS VIEW IN FILE EXPLORER

Most users prefer that the contents pane (right side) of File Explorer displays files in Details view (select *View, Details*). The problem is that futzing with the width of columns for size, file type, date, etc., takes too long to set up. Don't do it. Once your in Details view, press **<Ctrl>-<plus (+) key on the numeric keypad>** to instantly resize all columns to the best fit. To resize a single column to its best fit, double-click the divider line to the right of the column heading.