WINDOWS Explorer XP

How to Change Column Settings in Windows Explorer
Name, Size, Type and Modified settings are enabled by default.

To change which columns are displayed, or change the width or order of the windows and folders in Windows Explorer:

1. In Windows Explorer, click the folder, and then click **Choose Details** on the **View** menu.
2. Click to select the check box of each item that you would like to add to the current view, or click to clear the check boxes of items that you do not want.
3. To reorder your columns, click the item (but do not clear the check box), and then click **Move Up** or **Move Down** until the items are in the order that you want.
4. Click **OK**.

   NOTE: You must click **Details** on the **View** menu in order to display the details of the files in the selected folder.

To change the width of the columns, use the appropriate method:

Method One

1. On the **View** menu, click **Choose Details**, and then click the name of the column that you want to adjust.
2. In the **Width of selected column (in pixels)** box, enter the size that you want, and then click **OK**.

Method Two

1. Widen columns manually by positioning the mouse pointer between two border buttons of the column headings, the pointer turns into a double arrowhead.
2. Click and hold the left mouse button, and then drag the column to the desired width.

Available Column Settings

- Owner
- Name
- Size
- Type

- Date Modified
- Status
- Attributes
- Author
- Title
- Subject
- Category
- Pages
- Comments
- Copyright
- Date Created
- Date Accessed
- Attributes
- Artist
- Album Title
- Year
- Track Number
- Genre
- Duration
- Bit Rate
- Protected
- Camera Model
- Date Picture Taken
- Dimensions
- Company
- Description
- File Version
- Product Name
- Product Version

Note: **Name, Size, Type and Modified settings are enabled by default.**

Not all file formats will support these additional column settings. For example a Microsoft Word document can contain Author information, but a Notepad document cannot.

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