

WINDOWS EXPLORER DETAILS VIEW

Most users prefer that the contents pane (right side) of Windows 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. Don't do it. 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.