January 17, 2006
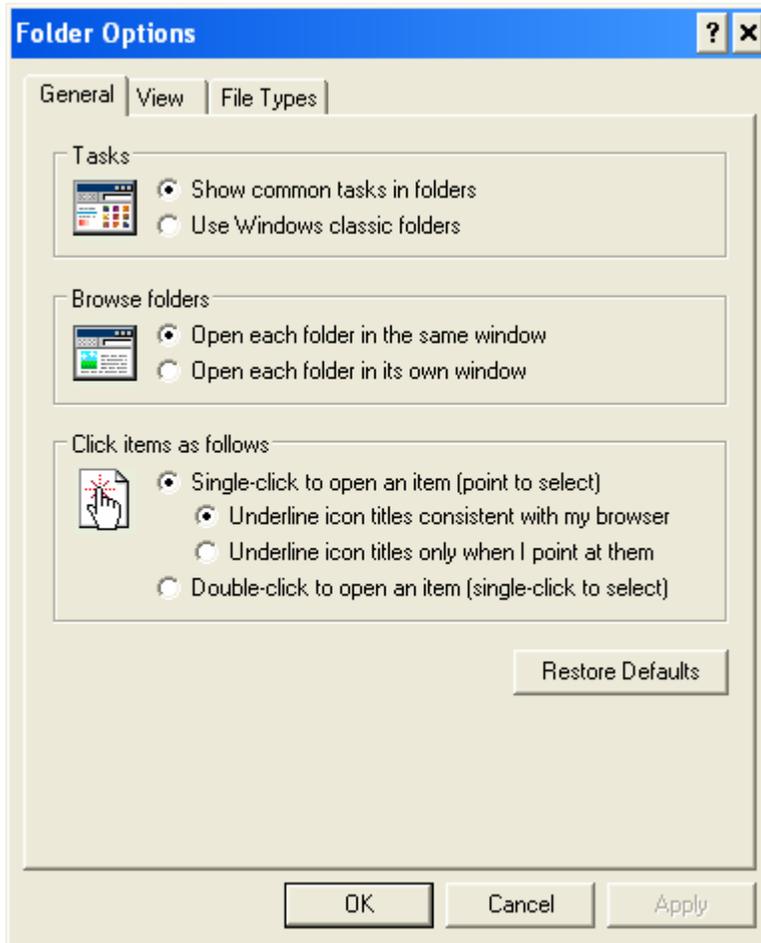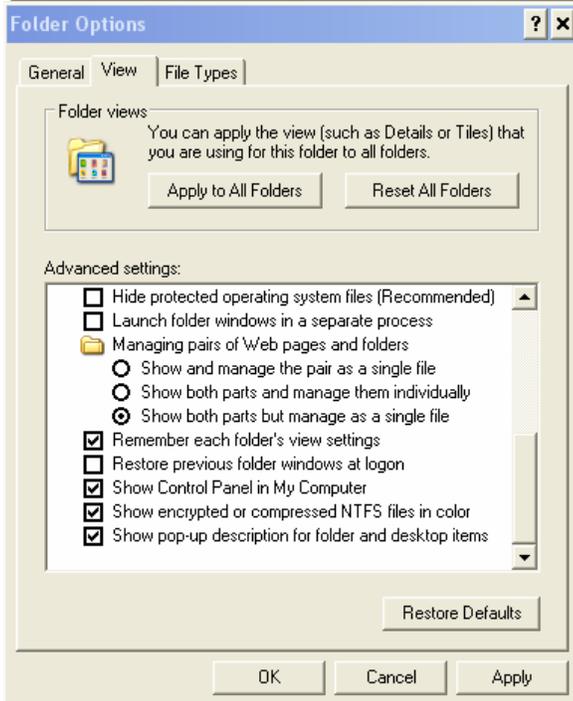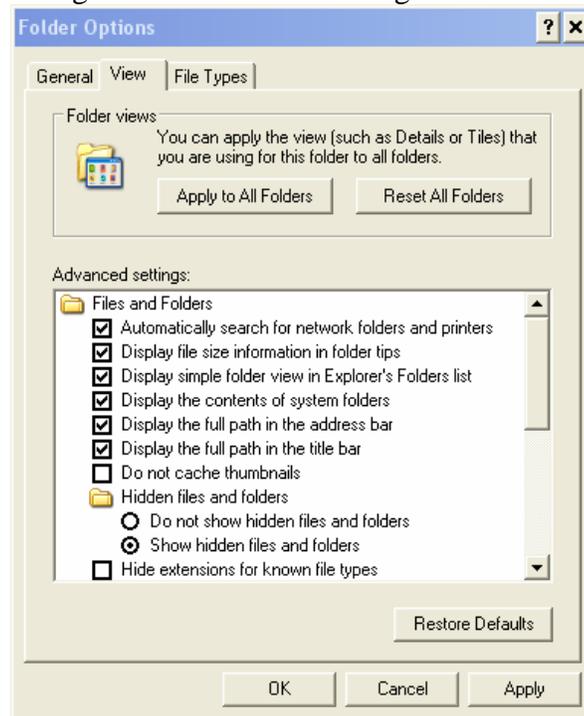*Setting Folder Options in Windows Explorer for my Preferences.*
  a. Click on Windows Explorer and select Tools and then Folder Options. The
following are my preference. The selection of Single-click to open an item (point
to select) is my favorite option in that window. Experiment with that option and
see how it saves clicks with the mouse. Give it some time to get used to.

b. Select the View tab and the following window appears with the settings that I prefer shown checked. Two windows are shown below to illustrate all of the settings in the Advanced settings:

c. Click on "Apply to All Folders" to have the settings be the same for all folders. Note there is some risk associated with displaying system folders, show hidden files and folders, and hide protected operating system files settings in the above. Be careful in deciding how you wish those items to display.