

LESSON 156

SET WINDOWS TO ALWAYS HAVE THE SAME "VIEW" WINDOWS ME PERSONALIZED START MENUS

Often, as you navigate through Windows, the menus change. Some menus display information as a list while others display information using large or small Icons. You can instruct Windows to always display information the same way. Here's how it's done.

Right-click on My Computer and then right-click on Explore. Now click on View and then on Folder Options. Here you can set the View the way you want it to be for all folders.

Click on the View tab and then on Like Current Folder. Click yes to confirm and click OK to finish. Now you can close the Explorer window and your changes will take effect.

Windows ME has a new feature called the "personalized menu function". This feature actually tracks and learns which programs and files you use most often. Once ME learns your usage patterns, it modifies the Start menu so that it shows only the most commonly used programs. You can click on the down arrow at the bottom of the Start menu to bring up the full version of that menu.

