

Video title: Changing File Views In Windows (showing extensions)
TI: 5.1.6

Step	Description
#1 Video 1	Log into the computer with the assigned username and password . Click the OK button. This will start the Windows desktop environment.
#2 Video 2	Next, open My Computer . Move the cursor over the My Computer icon and then double-click it.
#3 Video 3	Select the new view option for the folders. Move the cursor to a blank space in the My Computer window and then right-click the mouse. Select the View option and then click on Details .
#4 Video 4	Set this view for all folders. This is done by clicking on the Tools menu at the top of the window and then selecting Folder Options .
#5 Video 5	Next, select the View tab. In the Folder views section, click on the Like Current Folder button. On the Folder views message box, click Yes . Click OK on the Folder Options dialog box to close it. Now close the My Computer window by clicking on the X in the upper right hand corner.