



File Explorer - Column Headers

How do I resize my columns?

Method One:

1. Place your cursor on the line between the columns.
The cursor will change in appearance.



2. Press and hold the left mouse button and drag the column to the new size.
3. Release the mouse button.

Method Two:

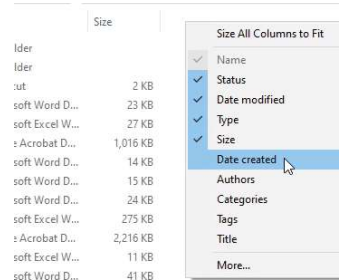
1. Place your cursor on the line between the columns.
The cursor will change in appearance as shown above.
2. Double click the left mouse button.

The column will auto-resize to the minimum width required to display all the contents.

How do I add/remove column headers?

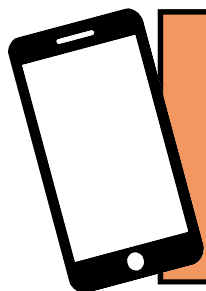
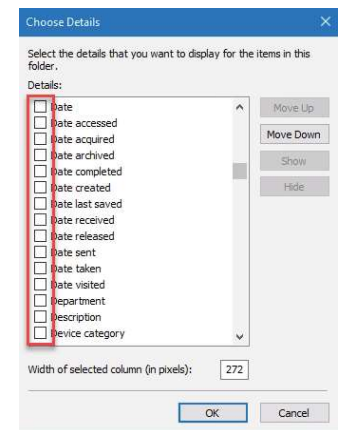
The details view has the four columns shown by default. Other column headers can be added easily.

1. Right click in the headers at the right hand side.
2. Choose one of the options from the list by clicking on it. Selecting one already on display will remove it.



OR

- a. Click 'More...'
- b. Scroll through the many column headers, ticking the options required.
- c. Click 'OK'.



For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk