

This document contains the following:

- ◆ Details on how to "Modify your windows Explorer Settings - to find Files easier"
- ◆ Details on how to "View My Recent Documents - with hundreds of entries"
- ◆ "What Windows Explorer could look like"
- ◆ Changing your Regional Settings - to make the system clock 24 hours.

**+UDP - A Different approach
to using Windows Explorer**

e **X**xperienced
Professionals
At
 compu**T**ers

Pte Ltd

From: +UDP Technical Support Group

Company: X- PAT Pte Limited
Phone: Office: (65) 686 22 861
Email Address: support@improvingUDP.com
Date: January 12, 2005

Subject: **improving USER DESKTOP PRODUCTIVITY** **+UDP**

Disclaimer:

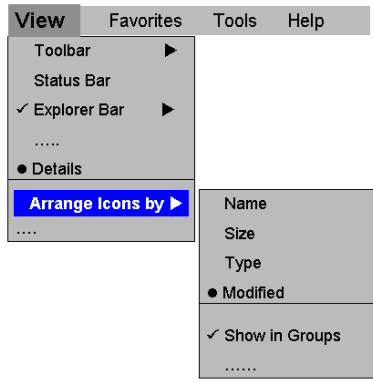
(What our Lawyers
told us we must say!)

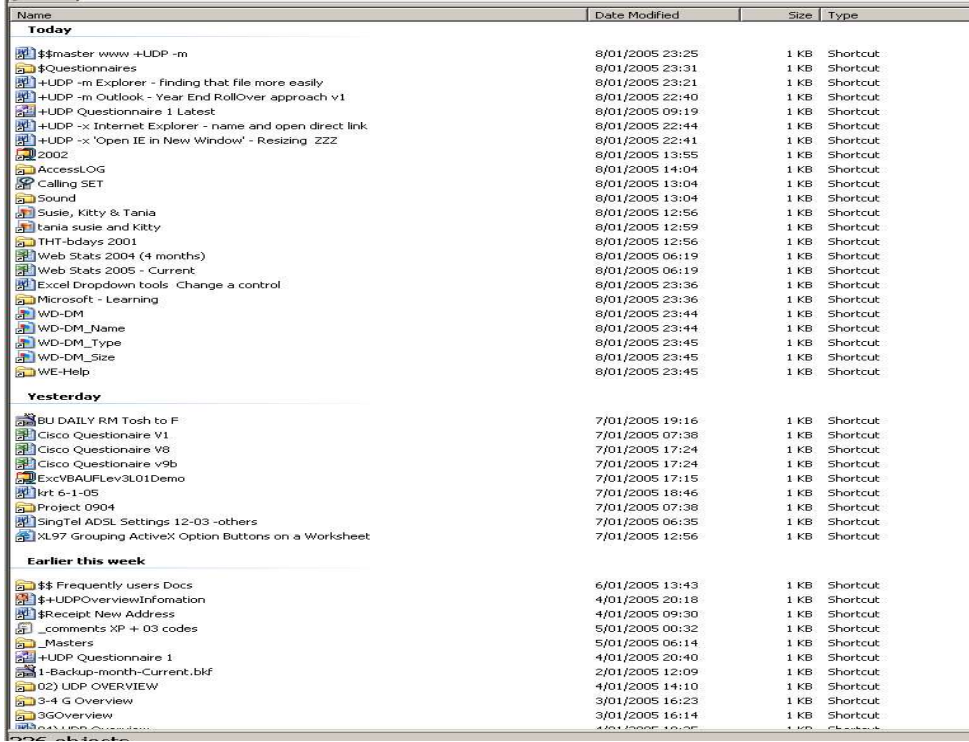
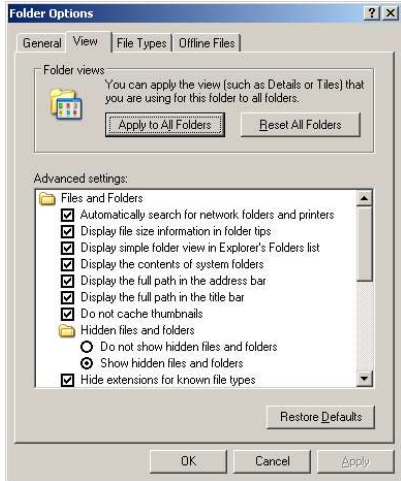
While the information provided in this document is designed to assist computer users, X-PAT Pte Limited, its directors or staff, accepts no responsibility for the accuracy of the advice. The information is provided in good faith to assist users perform their computer tasks more efficiently and productively. All users are recommended to experiment to ascertain the methods and approaches that best suites them and their needs.

E&EO

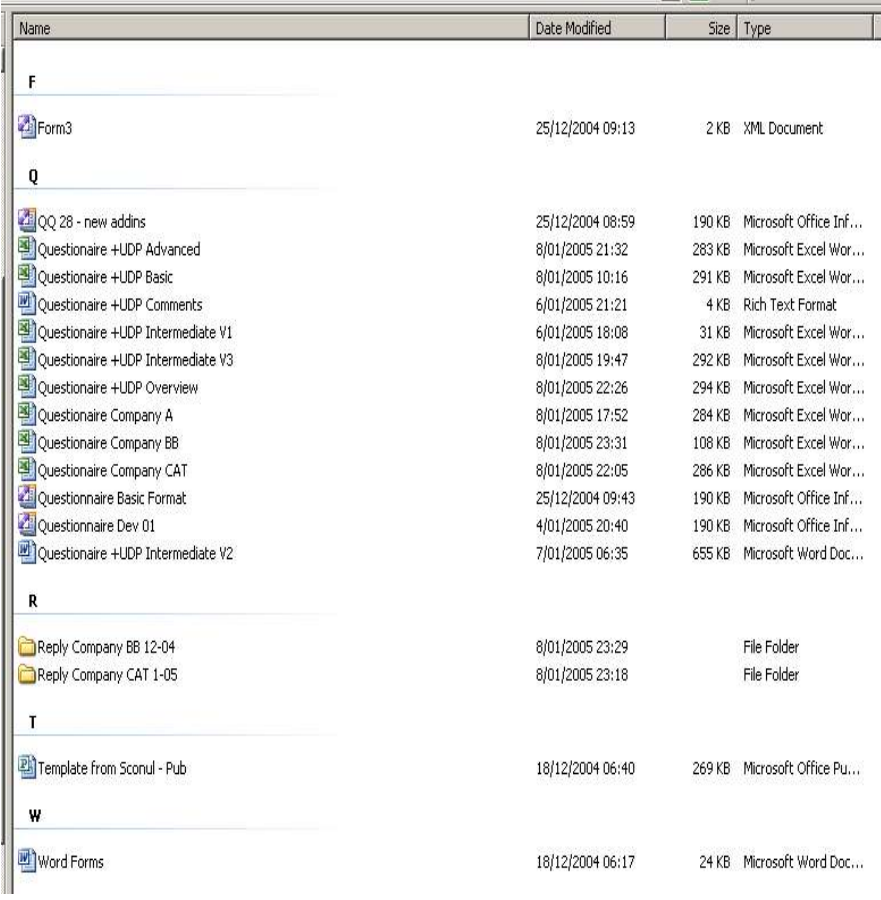
Reference: **Desktop Settings: Once Customised - Never Lost!**

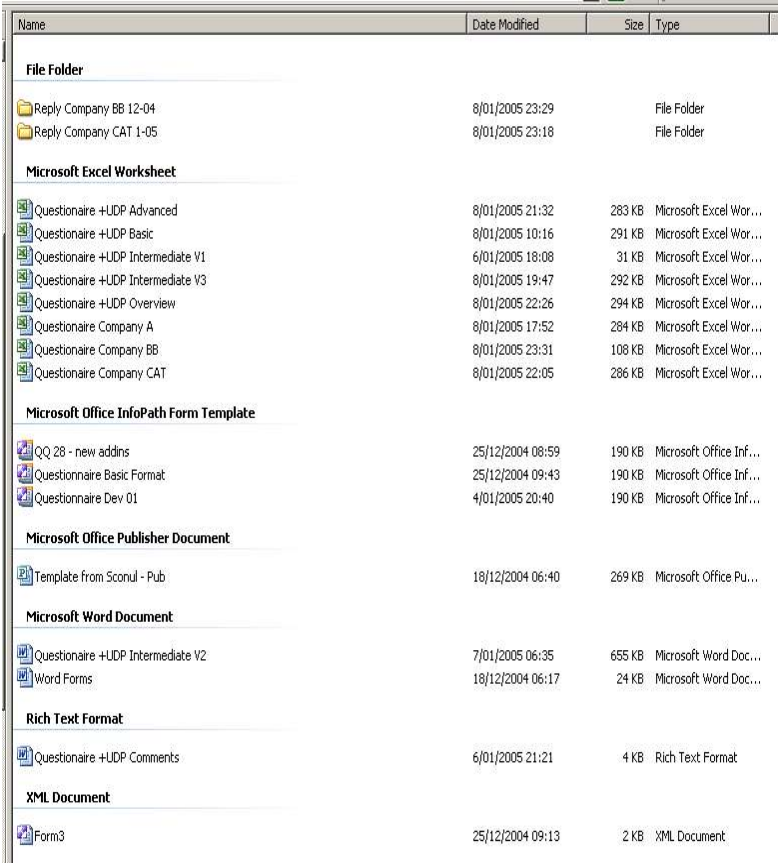
	Comments	Details
Compatibility:	Works on with the following Operating Systems and Versions of Microsoft Office.	Windows 2000 or later and Office 2000 or later.
Issue:	Let us look at a way of using Windows Explorer more effectively to find all our files as quickly as possible.	
Warning:	This suggestion to improve productivity in using Windows Explorer, may not be appropriate for all users. We suggest that users investigate the approach, and, if it works for you, use it!	
Strategy:	Users adopt a pattern of using the same files and directories on their computers. They use certain areas of their system and keep returning to the same file(s) or directory.	

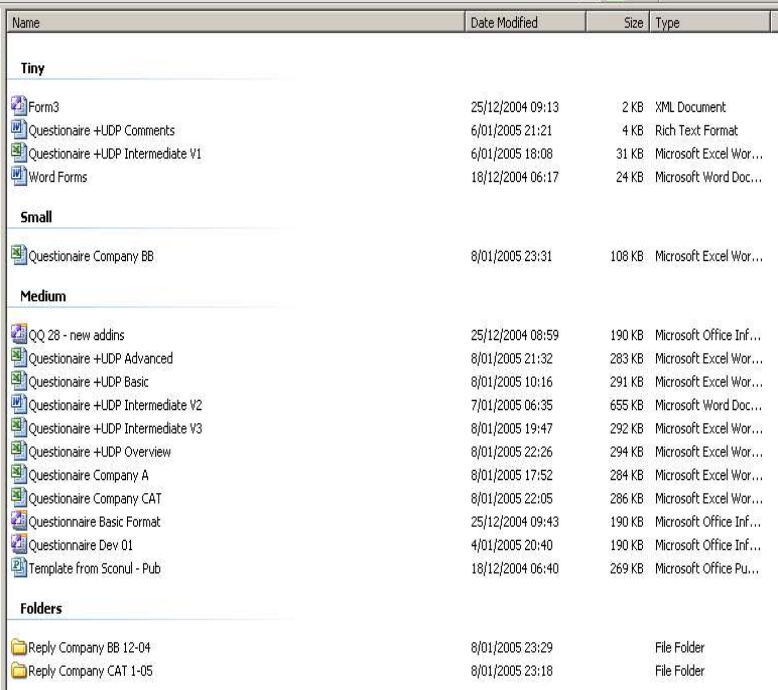
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Recommendation:	This strategy assists the user find the files & directories that you have been working with/in recently.	The whole strategy is based on the fact that your operating system keeps track of your 'Most Recent Documents'
Remember:	When you open and close a file without modification, that action will not change the 'Date Modified' so your system will not register the fact that the file has been opened. Use the SAVEclose icon, and you will change the "Date Modified' even if you have not changed the contents.	
Step 1:	Everyone is familiar with Start / Documents	This shows a list of list a shortcut to the last 15 files you have saved. Unfortunately, this list is virtually useless as it includes all file types and there are no sort options.
Step 2:	Open your own "/Documents & Settings" folder and drag the sub-folder called: 'My Recent Documents' to the Quick Launch Bar. Open this folder.	At least this list is significantly longer (too long?), and as they are all File Type 'Shortcut' you can only sort them by: Date Modified & Name. This is only of Limited Value:
Step 3:	Open 'My Recent Documents' Icon If you are looking for a recent file, you can rearrange the list as follows: 1 st By Details (you probably have) Then Select "Arrange Icons by" 2 nd Select "Modified" and 3 rd Select "Show in Groups"	 <p>The screenshot shows the 'View' menu in Windows Explorer. The 'Arrange Icons by' option is highlighted in blue. Below it, the 'Show in Groups' option is checked. Other visible options include 'Toolbar', 'Status Bar', 'Explorer Bar', 'Details', 'Name', 'Size', 'Type', and 'Modified'.</p>

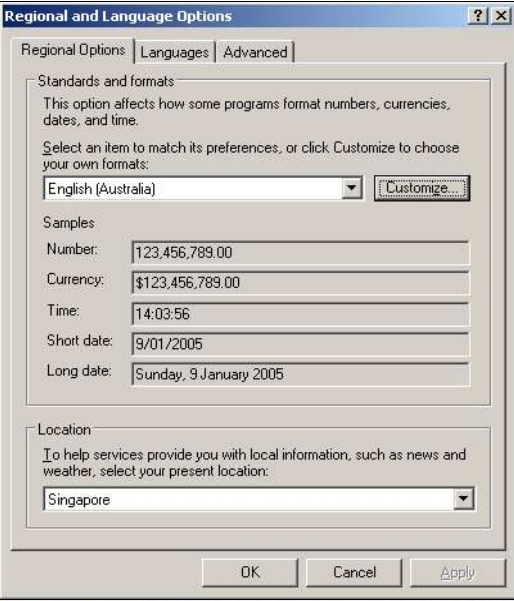
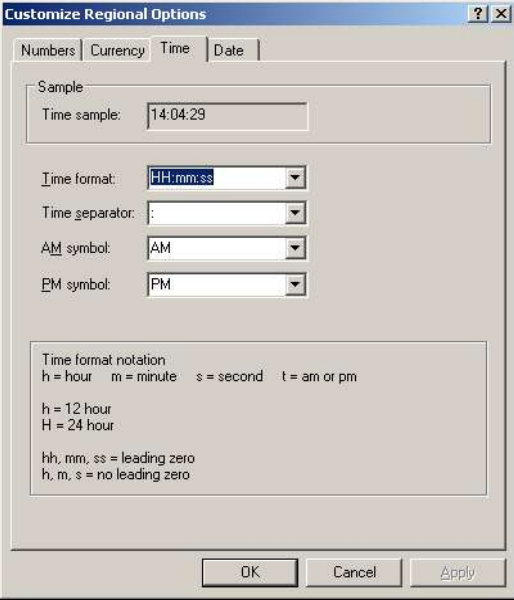
	Comments	Details
<p>My Recent Documents</p> <p>... will show you:</p> <p>Today</p> <p>Yesterday</p> <p>Earlier this Week</p> <p>This Month</p> <p>Last Month</p> <p>This Year</p> <p>Last Year</p>		
	<p>Issue: This will not hold these settings as this folder is a quasi Explorer Folder.</p>	<p>Each time you open this list you will have to reorganize it this way to be of use.</p>
<p>Step 4:</p>	<p>BUT, you could use Windows Explorer this way for ALL your folders, as the Default: While in the 'My Recent Documents' folder, with the settings above, Make this layout your default.</p> <p>A] Close ALL Windows - except word with this document.</p> <p>B] From Quick Launch, open 'My Recent Documents'</p> <p>C] Tools / Folder Options / View and select "Apply All Folders, and answer yes to the acknowledgement.</p>	

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<p>Step 5:</p> <p>As you can see, all your folders except My Documents are now in this new format. Let use point out how the files are sorted when you select this option. .</p> <p>Default</p> <p>You will notice that within Today, (and each Time Category) the entries are listed in strict alphanumeric order: 1st Folders 2nd Files</p>		<table border="1"> <thead> <tr> <th>Name</th> <th>Date Modified</th> <th>Size</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td colspan="4">Today</td> </tr> <tr> <td>Reply Company BB 12-04</td> <td>8/01/2005 23:29</td> <td></td> <td>File Folder</td> </tr> <tr> <td>Reply Company CAT 1-05</td> <td>8/01/2005 23:18</td> <td></td> <td>File Folder</td> </tr> <tr> <td>Questionnaire +UDP Advanced</td> <td>8/01/2005 21:32</td> <td>283 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire +UDP Basic</td> <td>8/01/2005 10:16</td> <td>291 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire +UDP Intermediate V3</td> <td>8/01/2005 19:47</td> <td>292 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire +UDP Overview</td> <td>8/01/2005 22:26</td> <td>294 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire Company A</td> <td>8/01/2005 17:52</td> <td>284 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire Company BB</td> <td>8/01/2005 23:31</td> <td>108 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire Company CAT</td> <td>8/01/2005 22:05</td> <td>286 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td colspan="4">Yesterday</td> </tr> <tr> <td>Questionnaire +UDP Intermediate V2</td> <td>7/01/2005 06:35</td> <td>655 KB</td> <td>Microsoft Word Doc...</td> </tr> <tr> <td colspan="4">Earlier this week</td> </tr> <tr> <td>Questionnaire +UDP Comments</td> <td>6/01/2005 21:21</td> <td>4 KB</td> <td>Rich Text Format</td> </tr> <tr> <td>Questionnaire +UDP Intermediate V1</td> <td>6/01/2005 18:08</td> <td>31 KB</td> <td>Microsoft Excel Wor...</td> </tr> <tr> <td>Questionnaire Dev 01</td> <td>4/01/2005 20:40</td> <td>190 KB</td> <td>Microsoft Office Inf...</td> </tr> <tr> <td colspan="4">Last year</td> </tr> <tr> <td>Form3</td> <td>25/12/2004 09:13</td> <td>2 KB</td> <td>XML Document</td> </tr> <tr> <td>QQ 28 - new addins</td> <td>25/12/2004 08:59</td> <td>190 KB</td> <td>Microsoft Office Inf...</td> </tr> <tr> <td>Questionnaire Basic Format</td> <td>25/12/2004 09:43</td> <td>190 KB</td> <td>Microsoft Office Inf...</td> </tr> <tr> <td>Template from Sconul - Pub</td> <td>18/12/2004 06:40</td> <td>269 KB</td> <td>Microsoft Office Pu...</td> </tr> <tr> <td>Word Forms</td> <td>18/12/2004 06:17</td> <td>24 KB</td> <td>Microsoft Word Doc...</td> </tr> </tbody> </table>	Name	Date Modified	Size	Type	Today				Reply Company BB 12-04	8/01/2005 23:29		File Folder	Reply Company CAT 1-05	8/01/2005 23:18		File Folder	Questionnaire +UDP Advanced	8/01/2005 21:32	283 KB	Microsoft Excel Wor...	Questionnaire +UDP Basic	8/01/2005 10:16	291 KB	Microsoft Excel Wor...	Questionnaire +UDP Intermediate V3	8/01/2005 19:47	292 KB	Microsoft Excel Wor...	Questionnaire +UDP Overview	8/01/2005 22:26	294 KB	Microsoft Excel Wor...	Questionnaire Company A	8/01/2005 17:52	284 KB	Microsoft Excel Wor...	Questionnaire Company BB	8/01/2005 23:31	108 KB	Microsoft Excel Wor...	Questionnaire Company CAT	8/01/2005 22:05	286 KB	Microsoft Excel Wor...	Yesterday				Questionnaire +UDP Intermediate V2	7/01/2005 06:35	655 KB	Microsoft Word Doc...	Earlier this week				Questionnaire +UDP Comments	6/01/2005 21:21	4 KB	Rich Text Format	Questionnaire +UDP Intermediate V1	6/01/2005 18:08	31 KB	Microsoft Excel Wor...	Questionnaire Dev 01	4/01/2005 20:40	190 KB	Microsoft Office Inf...	Last year				Form3	25/12/2004 09:13	2 KB	XML Document	QQ 28 - new addins	25/12/2004 08:59	190 KB	Microsoft Office Inf...	Questionnaire Basic Format	25/12/2004 09:43	190 KB	Microsoft Office Inf...	Template from Sconul - Pub	18/12/2004 06:40	269 KB	Microsoft Office Pu...	Word Forms	18/12/2004 06:17	24 KB	Microsoft Word Doc...
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<p>Tiny(!)</p> <p>Small</p> <p>Medium</p> <p>Large (1MB +)</p> <p>Folders</p>		 <table border="1"> <thead> <tr> <th>Name</th> <th>Date Modified</th> <th>Size</th> <th>Type</th> </tr> </thead> <tbody> <tr><td colspan="4">Tiny</td></tr> <tr><td>Form3</td><td>25/12/2004 09:13</td><td>2 KB</td><td>XML Document</td></tr> <tr><td>Questionnaire +UDP Comments</td><td>6/01/2005 21:21</td><td>4 KB</td><td>Rich Text Format</td></tr> <tr><td>Questionnaire +UDP Intermediate V1</td><td>6/01/2005 18:08</td><td>31 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Word Forms</td><td>18/12/2004 06:17</td><td>24 KB</td><td>Microsoft Word Doc...</td></tr> <tr><td colspan="4">Small</td></tr> <tr><td>Questionnaire Company BB</td><td>8/01/2005 23:31</td><td>108 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td colspan="4">Medium</td></tr> <tr><td>QQ 28 - new addins</td><td>25/12/2004 08:59</td><td>190 KB</td><td>Microsoft Office Inf...</td></tr> <tr><td>Questionnaire +UDP Advanced</td><td>8/01/2005 21:32</td><td>283 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Questionnaire +UDP Basic</td><td>8/01/2005 10:16</td><td>291 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Questionnaire +UDP Intermediate V2</td><td>7/01/2005 06:35</td><td>655 KB</td><td>Microsoft Word Doc...</td></tr> <tr><td>Questionnaire +UDP Intermediate V3</td><td>8/01/2005 19:47</td><td>292 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Questionnaire +UDP Overview</td><td>8/01/2005 22:26</td><td>294 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Questionnaire Company A</td><td>8/01/2005 17:52</td><td>284 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Questionnaire Company CAT</td><td>8/01/2005 22:05</td><td>286 KB</td><td>Microsoft Excel Wor...</td></tr> <tr><td>Questionnaire Basic Format</td><td>25/12/2004 09:43</td><td>190 KB</td><td>Microsoft Office Inf...</td></tr> <tr><td>Questionnaire Dev 01</td><td>4/01/2005 20:40</td><td>190 KB</td><td>Microsoft Office Inf...</td></tr> <tr><td>Template from Sconul - Pub</td><td>18/12/2004 06:40</td><td>269 KB</td><td>Microsoft Office Pu...</td></tr> <tr><td colspan="4">Folders</td></tr> <tr><td>Reply Company BB 12-04</td><td>8/01/2005 23:29</td><td></td><td>File Folder</td></tr> <tr><td>Reply Company CAT 1-05</td><td>8/01/2005 23:18</td><td></td><td>File Folder</td></tr> </tbody> </table>	Name	Date Modified	Size	Type	Tiny				Form3	25/12/2004 09:13	2 KB	XML Document	Questionnaire +UDP Comments	6/01/2005 21:21	4 KB	Rich Text Format	Questionnaire +UDP Intermediate V1	6/01/2005 18:08	31 KB	Microsoft Excel Wor...	Word Forms	18/12/2004 06:17	24 KB	Microsoft Word Doc...	Small				Questionnaire Company BB	8/01/2005 23:31	108 KB	Microsoft Excel Wor...	Medium				QQ 28 - new addins	25/12/2004 08:59	190 KB	Microsoft Office Inf...	Questionnaire +UDP Advanced	8/01/2005 21:32	283 KB	Microsoft Excel Wor...	Questionnaire +UDP Basic	8/01/2005 10:16	291 KB	Microsoft Excel Wor...	Questionnaire +UDP Intermediate V2	7/01/2005 06:35	655 KB	Microsoft Word Doc...	Questionnaire +UDP Intermediate V3	8/01/2005 19:47	292 KB	Microsoft Excel Wor...	Questionnaire +UDP Overview	8/01/2005 22:26	294 KB	Microsoft Excel Wor...	Questionnaire Company A	8/01/2005 17:52	284 KB	Microsoft Excel Wor...	Questionnaire Company CAT	8/01/2005 22:05	286 KB	Microsoft Excel Wor...	Questionnaire Basic Format	25/12/2004 09:43	190 KB	Microsoft Office Inf...	Questionnaire Dev 01	4/01/2005 20:40	190 KB	Microsoft Office Inf...	Template from Sconul - Pub	18/12/2004 06:40	269 KB	Microsoft Office Pu...	Folders				Reply Company BB 12-04	8/01/2005 23:29		File Folder	Reply Company CAT 1-05	8/01/2005 23:18		File Folder
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	Comments	Details
<p>Step 6:</p>	<p>Now that we are dealing with everything by Date, it may be easier to change your Regional settings to a 24 hour clock.</p> <p>This is how to do that.</p> <p>Step 6a:</p> <p>Control Panel:</p> <p>Settings / Regional Settings / Regional Options / Customize /</p>	
	<p>Step 6b:</p> <p>And change the Time Format Option to "HH"</p> <p>Ignore AM and PM settings</p>	
<p>And remember:</p>	<p>When you use the 'Open Button' within an Office Program, that you will be accessing the standard My Document Folder.</p>	<p>You will therefore see the files and folder list in that Format - as is current at the time.</p>
<p>Version:</p>	<p>Dated: January 2, 2005</p>	<p>Version #: 2.03</p>

X-PAT Pte Ltd

Support Manager
+UDP Technical Support Group