

Open Multiple Folder Windows in My Computer, My Documents

CONTROL + Double-click

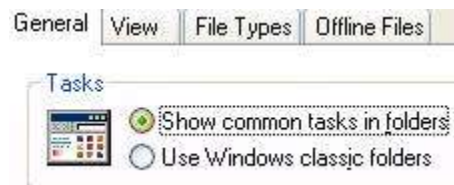
Show Folder Tree in My Computer, My Documents

SHIFT + Double-click icon

This will only work if Common Tasks are enabled.

Enable or disable Common Tasks pane in folders

The hyperlinks to common tasks in the left pane of your folder windows provide quick access to file and folder management activities and other places on your computer, such as My Computer, Shared Documents, and My Network Places.



Windows displays these links by default, so they may already be displayed in your folders. If not, you can use Folder Options to enable this feature.

Open Windows Explorer, click Tools, Folder Options. On the General tab, under Tasks, click **Show common tasks in folders**. If the option is grayed out, it's due to a policy setting. See this page for more information.