

Change directory template in Windows 10

Windows 10 includes 5 built-in templates to optimize the drive, folder and library view. This guide will show you how to optimize the drive, folder or library template for General Items, Documents, Pictures, Music or Videos in Windows 10.

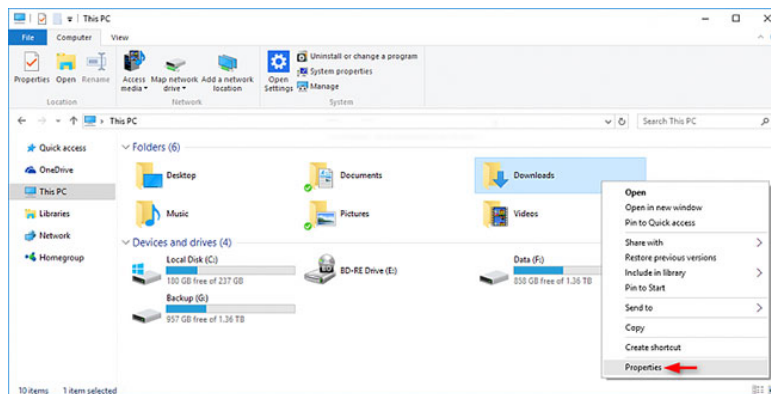
Windows 10 includes 5 built-in templates that you can choose to optimize the drive, folder and library view for **General Items, Documents, Pictures, Music or Videos** .

When using a template, you can still customize the view the way you want.

This guide will show you how to optimize the drive, folder or library template for **General Items, Documents, Pictures, Music or Videos** in Windows 10.

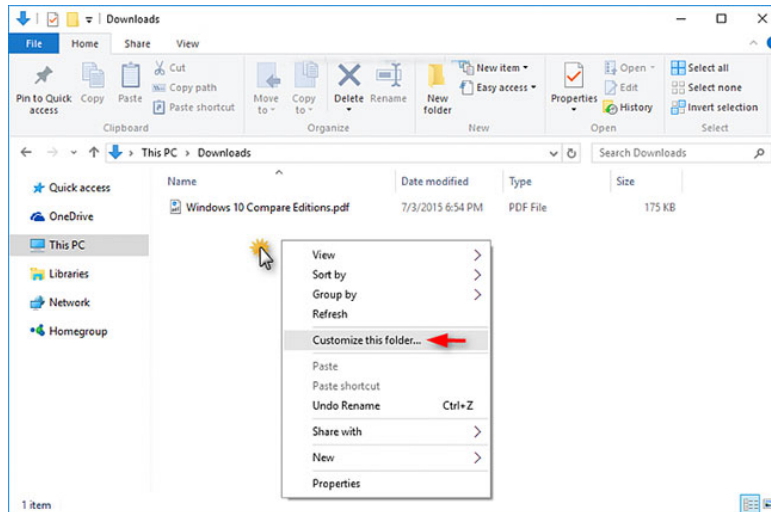
OPTION 1: Change the drive or folder template

1. Open File Explorer (Win + E) and perform steps 2 or 3 below depending on how you want to open the drive or folder property sheet.
2. Right-click or hold and hold on a drive (except Windows drive) or the folder where you want to change the template, click **Properties** and go to step 4 below.



Click on Properties

3. Open a drive (except Windows drive) or folder where you want to change the template, right-click or hold and hold on an empty area of ??the main window, click **Customize this folder** and go to step 4 below.



Click Customize this folder

4. Click the **Customize** tab, select the template in the **Optimize this folder for** drop-down menu, and click **OK**.

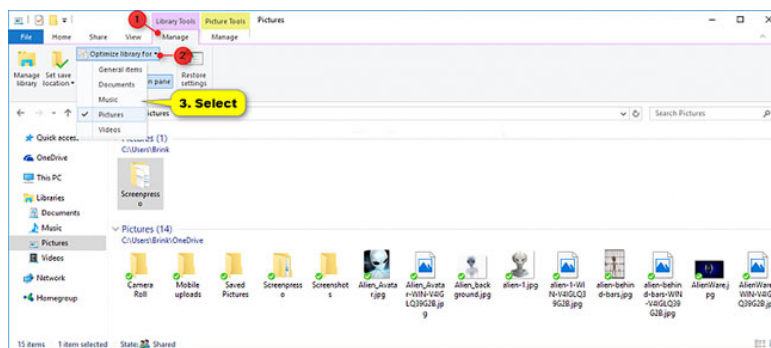
Note : You can also **tick the Also apply this template to all subfolders box** , if you want to quickly apply the selected **template to all subfolders** .

OPTION 2: Change library template

All folders added in the library have the same view settings, so when you change the library's template, it will be applied to all folders in the library.

1. Open File Explorer (Win + E) and follow step 2 or step 3 below, depending on how you want to change the library template.

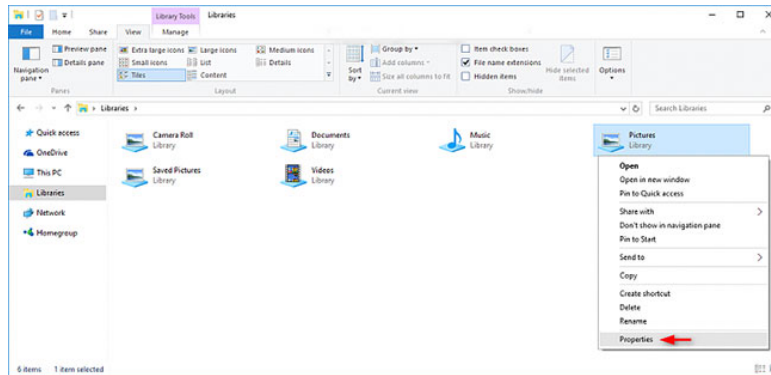
2. To change the library template in the ribbon, select or open the library (eg, **Pictures**) for which you want to change the template, click the **Library Tools Manage** tab, and select the template in the **Optimize library for** drop-down menu on the ribbon.



Select the template in the Optimize library for drop-down menu

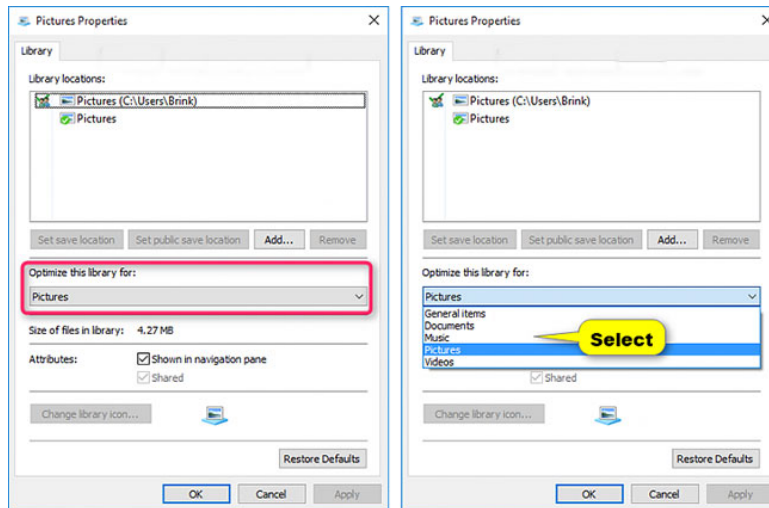
3. To change the library template in the properties section:

A) Right click or click and hold on the library (eg **Pictures**) for which you want to change the template and click **Properties**.



Right-click or press and hold on library

B) Select a template in the **Optimize this library for** drop-down menu and click **OK**.



Select a template in the Optimize this library for drop-down menu

OPTION 3: Change the template of all folders with the BAT file

Note : Setting templates for all folders will also disable the **Automatic Folder Type Discovery feature** . You will always be able to manually change the template and view of any folder to whatever you like.

The **Automatic Folder Type Discovery feature** is when Windows automatically changes the folder's template to match the latest file type added or saved in the folder. For example, if your folder contains music files and you add image files, Windows can change the folder and view template to the "**Picture**" template to match the new image file.

1. Perform step 2 (default), step 3 (for **General items**), step 4 (for **Documents**), step 5 (for **Pictures**), step 6 (for **Music**) or step 7 (for **Videos**) below, depending on Follow what you want to do.

2. To restore the default template for all folders, download this BAT file and go to step 8 below.

Note : This is the default setting.

This will reset the template and the view of all folders back to default and enable **Automatic Folder Type Discovery** .

3. To make the **General items** template the default for all folders, download this BAT file and go to step 8 below.

4. To make the **Documents** template the default for all folders, download this BAT file and go to step 8 below.

5. To make the **Pictures** template the default for all folders, download this BAT file and go to step 8 below.

6. To make the **Music** template the default for all folders, download this BAT file and go to step 8 below.

7. To make the Videos template default for all folders, download this BAT file and go to step 8 below.

8. Save the .bat file to the desktop and run it.

9. Unblock the .bat file and run it.

10. You should now see the screen blinking. A Command Prompt quickly opens and closes when Explorer is restarted to apply the changes.

11. When done, you can delete the downloaded .bat file if you like.

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