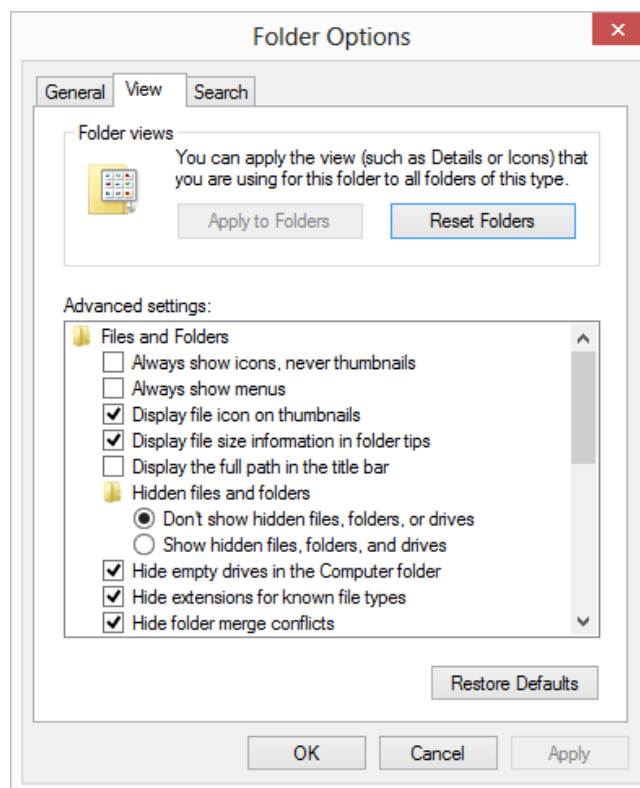


## DISPLAYING FILE EXTENSIONS FOR CLARITY

By default, Windows is configured so that file extensions are not displayed—at least they aren't displayed for extensions that Windows recognizes. So instead of seeing a file whose name is "MyFile.txt," Windows only displays "MyFile." This could get confusing if you have different types of files with the same name, like "MyFile.txt," "MyFile.docx," "MyFile.jpg," etc. Each of these—because Windows recognizes the extension—would be displayed simply as "MyFile."

To eliminate the possibility for confusion, many users change how Windows is configured so that it displays the file extensions. This allows you to see the full name of every file with which you work.

To turn on the display of file extensions, start by opening File Explorer (Winkey + E). Click on the View tab, then the Options icon located near the right side. This action will bring up the Folder Options dialogue. Finally, click on the View tab.



**Figure 1.** The View tab of the Folder Options dialog box.

The *Hide Extensions for Known File Types* checkbox determines whether the system should hide extensions for known file types. The checkbox is selected by

default, so file extensions are not displayed. You should clear the checkbox if you want to see full file names. Once your selection is made, click the OK button and the extensions are immediately revealed (unhidden).