

LESSON 150

FILE ASSOCIATIONS

File associations allow Windows to open your files with the proper application software. For example, when you open a text file (with the extension .TXT), Windows will open your text file in Notepad, because by default, Windows associates text files with the Notepad program.

While Windows comes with a number of file associations set up by default, you can easily add, remove or change any file associations. To start, double-click on My Computer. Now, click on View and then on Folder Options. Click on the File Types tab and you'll see a list of files types and any associations established for that file type.

Highlight the file type you wish to change and then click on Edit. In the Actions window, click once on "open" and then click on the Edit button below. You can now enter the path for the program that you want Windows to use for files with that extension. Windows 95 and 98 will want you to add "%1" following the program name to be used to open that particular file type. Be sure to include the quote marks. Click OK and then click Close twice.

Windows ME places the Folder Options in Control Panel. To get to file associations in Windows ME, double-click on My Computer and then on Folder Options. Click on the File Types tab, highlight an existing file type, or click New and add the new file type. To specify the program to be used to open that file type, click on Change. ME will want a %1 after the program name (without the quotes). The rest is very straightforward.

When you remove an association for a particular file type, Windows will then ask you what program to use the next time you try to open that file type.

