

LESSON 157

VIEWING FILE EXTENSIONS, SYSTEM & HIDDEN FILES

Windows default settings sometimes keep us in the dark when it comes to getting the most out of our Windows experience. A perfect example of this is the limited files view available.

By default, Windows hides file extensions for all file types. You may want to see these file extensions and some e-mail programs may even have problems recognizing attachments without them. Here's how to turn on file extensions.

Double-click on My Computer. Now click on View and then on Folder Options. If your computer uses Windows ME, click on Tools and then on Folder Options. Click on the View tab and look in the Advanced settings window. The first available section is Files and Folders. Click on the checkmark located next to "Hide file extensions for known file types". By removing the checkmark, you force Windows to display a full view of file names, including extensions.

Windows designates certain files to be "system" files, or files that are necessary for Windows to operate properly. System and other files are hidden by default and are not normally visible to the user. There are, however, times when we need to see file types to make sure that we've deleted all files on a floppy disk, for example.

You can make all files visible while you're still in the Advanced Settings window of the View tab. In the section called Files and folders, click in the circle next to "Show all files". Click OK to save your work, and then close the My Computer windows by clicking on the X in the upper right corner of the My Computer window.

Now when you open My Computer or Windows Explorer, you'll see all of the files in a view that shows full file names and extensions.

