

Windows

Show/hide File Extensions

By default, the Windows operating system hides file extensions. However, in many situations, it is helpful to see a file's extension.

To show file extensions, follow these steps:

Windows 95 or 98

1. Open My Computer.
2. Go to the View menu.
3. Select Options.
4. Select the View tab.
5. Uncheck the box next to "Hide MS DOS file extensions for unknown file types."

Windows 2000 or XP

1. Open My Computer.
2. Go to the Tools menu.
3. Select Folder Options.
4. Select the View tab.
5. Uncheck the box next to "Hide file extensions for unknown file types."