

### **Displaying the File Extension in Windows 7**

1. Click the Start menu.
2. Type "folder options" (without the quotes).
3. A dialog box with the title "Folder Options" will appear.
4. If necessary click on the View tab.
5. If necessary click on the View tab, and then, under "Advanced settings" uncheck the box for "Hide extensions for known file types".
6. Click the "OK" button at the bottom of the dialog box.

### **Displaying the File Extension in Windows 8**

1. Press and hold the Windows key while tapping S (for search).
2. Type "folder options" (without the quotes).
3. From the list which appears choose Folder Options.
4. If necessary click on the View tab, and then, under "Advanced settings" uncheck the box for "Hide extensions for known file types".
5. Click the "OK" button at the bottom of the dialog box.

### **Displaying the File Extension in Windows 10**

1. Press and hold the Windows key while tapping E (for File Explorer).
2. From the upper left corner of the window which appears choose File, then click "Change folder and search options"
3. If necessary click on the View tab, and then, under "Advanced settings" uncheck the box for "Hide extensions for known file types".
4. Click the "OK" button at the bottom of the dialog box.