

About File Extension (For Windows)

Why can't I open a file/document someone sent me?

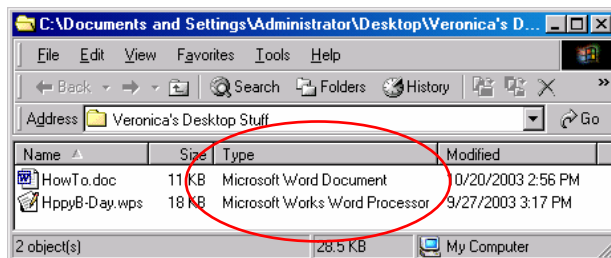
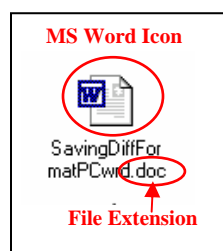
If you can't open a file/document that someone sent to you—often over the internet as an attachment—it usually means you do not have the application on your computer that it was created in, therefore you cannot open it. For example, if someone sent you a Microsoft Word word-processing document, but the word-processing document you use is AppleWorks you will not be able to open up the Microsoft Word document. Likewise, if someone sent you a PowerPoint presentation but you do not have the PowerPoint application on your computer, you cannot open up the application.

Another reason could be that the file extension is missing in the document name and your computer cannot recognize and open the document without this three-letter extension that is preceded by a "." period. Read on for more...

File Format Definition:

A file format refers to the type of application a document was saved in. For example the file format for a MS Word document is **.doc**. You can identify the file format in several ways:

- A. The document icon in your folder or on the desktop will have the picture of the file type:
- B. If your "Folder Options" is set up to show "file extensions", the extension will show up in the document name. A file extension is associated with the application the document was saved in. You can identify the extension by the dot (.) followed by three letters. These letters will vary depending on the type of application. See instructions below on how to set up this folder option. Also see pg. 2 for list of common extensions.
- C. When a folder on your desktop has its "View" preference set up as "Detail" (see the "View" menu), the application name will appear under the "type" column.



How To View File Extensions

1. **Open** a "Browser Window": **Select** "Tools" menu, then **select** "Folder Options".
2. When the "Folder Options" dialog box appears, **select** the "View" tab.
3. Use the scroll bar on the right to **locate**: "*Hide file extensions for known file types*".
4. If the box has a checkmark in it , click on it to **remove it**.
5. **Accept Changes** to your "Folder Options":
 - A. To make changes to just this folder, **press** "OK".
 - B. To make changes to all the folders on your computer, **press** "Like Current Folder",
 - ◆ When the "Folder views" dialog box appears, **select** "Yes",
 - ◆ Then **select** "OK" in the "Folder Options" dialog box.

"Saving As" a Different File Format

IMPORTANT: To be able to open a file (document), you either must have the application installed on your computer, OR the application must be in a standard file format (like .txt .rtf .jpg) that a similar software application can open. For example if you have a MS Word document (.doc), you can do a "Save as..." and save it as a .txt (text) or .rtf (rich text format) file format that other word-processing applications can open like WordPerfect (PC), MS Works (PC), AppleWorks (Mac).

Steps to Saving in a Different File Format:

After you have finished editing the document and it has been saved:

1. **Select** the “File” menu, **select** “Save As...”
2. The “Save As” dialog box will appear.
3. At the top, next to “Save in”, **use the drop-down** menu to **select** the folder you will save the file in.
4. At the bottom, next to the “Save as type”, **use the drop-down** menu to **select** desired file type.
5. **Rename** your **file** and then **press** the “Save” button.

NOTE: (You may want to include information in the file name to identify the file type: e.g.: “ResumeMacWord6.mcw” or “ResumePCWord97.doc”).

Types of File Extensions and their Software Application:

Most these file extensions are cross-platformed, meaning they work for both Mac & PC. When files only work for the Apple’s Mac or Microsoft PCs that run on Windows, it will be noted.

Bold items are not “program specific”; this means that similar programs should be able to read (open) it. For example a .txt document can be open by MS Word, MS Works, Corel WordPerfect, Apple’s AppleWorks, etc.

WORD-PROCESSING

| | |
|-------------|---|
| .doc | Microsoft Word document |
| .cwk | AppleWorks document (Mac): First owned by ClarisWorks now Apple |
| .pdf | Portable Document Format: Read by Adobe Reader, which is free and comes on all new computers. You can also download the free Adobe Reader for either Mac or PC at www.adobe.com |
| .rtf | Rich Text Format: All word-processing applications can save documents in this format as well as “read” (open) documents in this format. |
| .txt | Plain Text: All word-processing applications can save documents in this format as well as “read” (open) documents in this format. |
| .wps | Microsoft Works document (PC) |
| .wpd | Corel WordPerfect document (PC) |

SPREADSHEETS

| | | | |
|------|---------------------------------------|------|--|
| .xls | Microsoft Excel | .wks | Microsoft Works 2000, & other versions (PC) |
| .qpw | Corel QattroPro (PC) | .xlr | Microsoft Works 7.0 Spreadsheet (PC) |
| .cwk | AppleWorks Spreadsheet (Mac) | | |

PRESENTATION PROGRAMS

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|------|--|
| .pps | PowerPoint: Presentation software |
| .shw | Corel’s Presentations: Presentation software (PC) |

GRAPIC FILES

| | | | |
|-------------------|----------------------------------|-------------|--|
| .jpg, jpeg | Joint Photographic Experts Group | .gif | Graphic Interchange Format |
| .tif, tiff | Tagged Image File Format | .psd | Adobe Photoshop: Digital Image Editing software (Pictures, Graphics, etc.) |
| .eps | Encapsulated Post Script | | |

WEB DESIGN

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|-------------------|----------------------------|
| .html .htm | Hyper Text Markup Language |
|-------------------|----------------------------|

AUDIO FILES

| | | | |
|------|--------------------------|------|-----------------------------------|
| .wav | Windows Audio File | .mp3 | Audio file for both form Mac & PC |
| .wma | Windows Media Audio File | | |

VIDEO

| | | | |
|------|--------------------|------|--------------------------|
| .asf | Windows Media file | .swf | Flash |
| .avi | Windoos Video file | .wmv | Windows Media Video file |
| mov | QuickTime Move | | |

COMPRESSION

| | | | |
|------|-------------------------------|-------------|--|
| .exe | Executable file (PC) | .sea | Self-Extracting Archive |
| .sit | StuffIt Deluxe (Mac) | .zip | Compressed file for PC – Mac opens w/ <i>StuffIt</i> |