Identifying Files on your Windows Computer Larry Berman and Chris Maher

Windows computers by default hide file extensions for commonly used file types. That makes it extremely difficult to find image files (like JPEGs) unless you know in advance what their names are, or you have the explorer window set to show thumbnails. But even showing thumbnails will be confusing between different image file types. The simple and logical solution is to set your operating system to show all file extensions so it will be easy to find image files with the "jpg" extension.

Double click on *My Computer* and choose *Tools* on the top tool bar and *Folder Options* from the drop down menu. Under Folder Options choose *View* and look at the *Advanced Setting* where you can check or uncheck different View options.

Under *Hidden Files and Folders* Uncheck **Do not show hidden files and folders** Check **Show hidden files and folders** Uncheck **Hide file extensions for known file types**

der Options	1	Ľ
eneral View	File Types Offline Files	
Folder views	S You can apply the view (such as Details or Ti are using for this folder to all folders. Apply to All Folders Reset All Fo	les) that you olders
Advanced se	ttings:	
 Files and Folders Automatically search for network folders and printers Display file size information in folder tips Display simple folder view in Explorer's Folders list 		^
Displa Displa Displa Displa Do no	ay the contents of system folders ay the full path in the address bar ay the full path in the title bar <u>it cac</u> he thumbnails	
G Hidde	en files and folders o not show hidden files and folders now hidden files and folders extensions for known file types	
🖌 Hide j	protected operating system files (Recommende	d) 🔽
	Resto	e Defaults

After making these changes, you can browse your computer by double clicking on the *C Drive* in *My Computer* but be careful not to move or delete anything you're not sure of. This will also make it easier to find your image files with the "jpg" extension for upload to ZAPP.