# Identifying Files on your Windows Computer
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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**
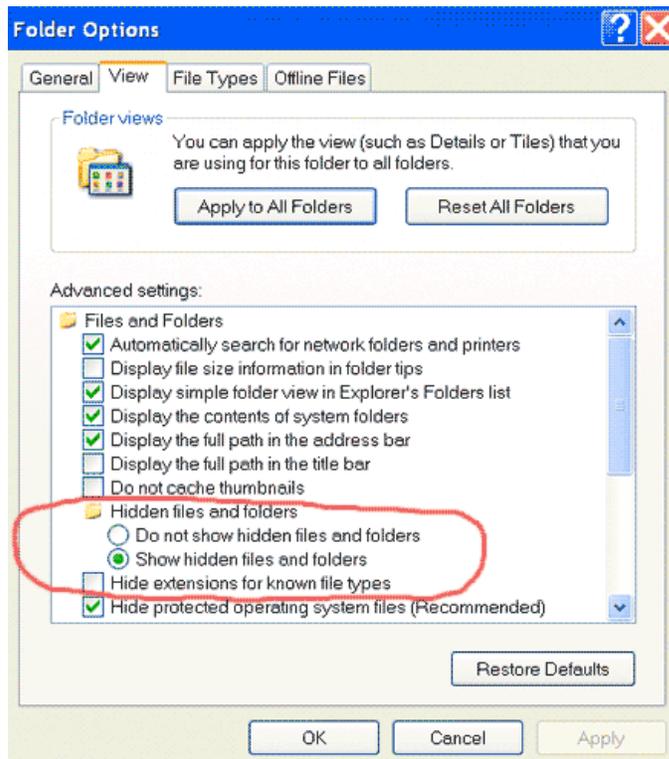


After making these changes, you can browse your computer by double clicking on the *C Drive* in *My Computer* but be careful not to move or delete anything you're not sure of. This will also make it easier to find your image files with the "jpg" extension for upload to ZAPP.