

Operational Instructions for Website Development

The following instruction applies to the PC computers in Lab A7 at the Clovis Adult School. This procedure must be done every school night in the classroom. The computers are reset every night and this procedure is undone. At home do it once, if necessary.

To Show File Extensions

1. Open any folder – my computer, my documents, etc.
2. Click on **Tools** in the folder's menu bar.
3. Select **Folder Options...**
4. Click on the **View** tab – the center tab.
5. Locate list item **Hide Extensions for Known File Types**.
6. **Remove** checkmark next to **Hide Extensions for Known File Types**.
7. Click on **OK**

File extensions (.html, jpg, .txt, etc.) are now visible.