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. Remove checkmark for Hide Extensions for Known File Types.

6. Click on OK

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