

Filename Extensions A-go-go

What is a filename extension?

A filename extension is usually three letters at the end of a file name that indicates what program created the file. For example, files created by Microsoft Word have filenames that end in “.doc”. For example, if you see a file called “final.doc”, it is a Word document. To open it, you will need Word or another program that can open Word documents, such as Pages, OpenWord, or TextEdit.

*For more information on filename extensions, search “Filename extension” at:
<http://en.wikipedia.org/>*

Do I have to add extensions myself?

Most of the time, the program that you are using will add extensions for you. When you save a document, you can let your computer know whether or not you want to see extensions on your filenames by using the checkbox shown here:

Even if you don’t add an ex-

Hide Extension

ension, your computer will know what application to use for any documents created on

your computer. The problem comes when you send those files to another computer.

What if there’s no extension?

When you send a file to another person, if there is no filename extension, there is a good chance that the other person’s computer will not be able to

read it. Before

sharing a file, make sure that it has the correct filename extension by renaming the file in the Finder or resaving it from the original

application with the “Hide Extension” box unchecked.

If you receive a file with no extension and your computer doesn’t know the file type, the icon will probably be a blank white rectangle. Let’s say you got a file like this and thought it was probably an Excel spreadsheet. Open Excel, go to File>Open, and select the file. If Excel can open it, you were right. If Excel says that it cannot open it because it is an unknown file type, try another program or ask the person who sent you the file.



Common Extensions

- .doc = MS Word
- .xls = MS Excel
- .ppt = MS Powerpoint
- .pdf = Portable Document Format
- .isf = Inspiration
- .html = Web pages
- .mp3 = Audio file
- .jpg = picture
- .mov = Quicktime Movie
- .wav = Audio file

