

## **How to un-suppress the file extension for known file types.**

This is for users of Windows 10. (Windows 7/8 users the procedure is similar)

1. Open the Control Panel. (right click the start “window” down the bottom LHS of your screen).
2. Up the top of the window, on the RHS, change “View by” to LARGE ICONS.
3. Click FILE EXPLORER OPTIONS.
4. Click the VIEW tab.
5. Unclick HIDE EXTENSIONS FOR KNOWN FILE TYPES.
6. If you’re confident, click SHOW HIDDEN FILES, FOLDERS AND DRIVES.
7. Click OK.
8. Close the Control Panel.