ASSOCIATING FILES WITH PROGRAMS

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer?

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but <u>only</u> if you are **sure this is the program** you want to <u>Always </u>use to open this file, otherwise make sure this box is <u>UN</u>Checked and then click on OK. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program.

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Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer? When you click the OPEN WITH, up comes the File Association box with a list of programs and it's waiting for you to pick the program to be used to open this file.

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but <u>only</u> if you are **sure this is the program** you want to <u>Always </u>use to open this file, otherwise make sure this box is <u>UN</u>Checked and then click on OK. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program.

Example: You have received a picture with the file extension .jpg. You click on the file to open it and get the message "Which program do you want to use to open this file?" or the message, "There is no program associated with this type file?"
1. Rightclick the file and select click 'Open With' to bring up the File Association box.
2. Scroll down and select the Windows picture and fax viewer (this is the default used by Microsoft).
The picture file with the .jpg extension should pop up on your screen.
3. Go back and repeat the above process but this time place a check in the 'ALWAYS USE THIS PROGRAM TO OPEN THIS TYPE FILE" box. Now every time you click on a .jpg file the Windows picture and fax viewer program will open it for you.

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To change the program that has been associated with particular file extensions
 (the three letters after the dot at the end of a file name).:

1. In **My Computer** or **Windows Explorer**, on the **View** menu, click **Folder Options.**
2. Click the **File Types** tab.
3. In the list of file types, click the one you want to change.
4. Click **Edit.**
5. In **Actions**, click Open.

6. Click **Edit.**

7. In **Application used to perform action**, enter the program you want to use to open files that have this extension, and then click OK. (Example: If you want to use the program Kodakimg.exe to open all .jpg files, you would type into that blank C:\windows\kodakimg.exe. This tells the computer the program to use (Kodakimg.exe) and it's location or path (C:\Windows

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UNASSOCIATING FILES (Just in case you forgot to take the little check out of the box below the Associate box in the instructions above as I have often done, to my distress later.jmax)

Should you find a file that has been associated with a program that cannot open that file click **on the file once to select it, then hold down the Shift key while you right-click on it. Choose <u>Open With</u>. Select the correct program and check the "Always use this program to open this type of file" box and then click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.**

Or,   Click on MY COMPUTER
          Click on VIEW (on the menu bar at the top)
          Click on OPTIONS
          Click on FILE TYPES tab
          You'll see a list of REGISTERED FILE TYPES
                  REGISTERED means the computer knows what action to take when this type of file is accessed (associated).   For example, when you select Bitmap Image or .bmp, the FILE TYPE DETAILS area reveals the type, extension, and content and which program will be used to open these files.
          Clicking the EDIT button will allow you to modify the settings.

 (you've mistakenly associated a file with the wrong program and forgot to take out the check mark)

Click on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program, check the "Always use this program to open this type of file" box and click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.

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