



'File extensions' are the bits of text you see written after the name of a file. They are there to show what type of file it is. For example, an image might be called *holiday.jpg* the **.jpg** part is the file extension, this tells us that the image is a jpeg file.

Part 2: Show file extensions

Before getting started on using HTML to create your own web pages, there's an important setting that you need to check in order for the next bit to make sense.

Your computer **MUST** be set up so that it can see the file extensions. By default the file extension part is hidden, so this setting needs to be changed in order for it to become visible.

To do this on a Windows machine click Start>Control Panel and from there click Appearance and Personalization. Next click Folder Options and then click on the View tab. You should now see a window which looks like the image below. You need to make sure that the box labelled Hide extensions for known file types is **UNCHECKED** as shown in the picture. Finally, click OK and you're ready to go.

