How do I get Windows to show the file extensions of all files?

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*This article applies to MobileAsset, InventoryControl, CountIt, WaspTime, Labeler, and BarcodeMaker.

Windows® may be hiding the file extensions for some types of files. This may cause a problem when you are looking for a file that shares the same prefix with other files. For example, you are using Windows Explorer to look for the PCAWIN.PBK file in the PCAWIN directory. Some of the files in the PCAWIN directory share the PCAWIN prefix. If Windows is hiding the file extensions, Windows Explorer displays a list of files similar to:

PCAWIN
PCAWIN
PCAWIN

Without the file extension, you cannot easily tell which of the PCAWIN files is PCAWIN.PBK. If Windows is not hiding the file extensions, Windows Explorer displays a list of files similar to:

PCAWIN.AGT
PCAWIN.EXE
PCAWIN.PBK

When Windows displays the files extensions, you can easily find the PCAWIN.PBK file.

Unhiding File Extensions

Follow the instructions for your version of Windows:

Windows 7, Vista, XP:

Open Windows Explorer/File Explorer: click Start | All Programs or Programs | Accessories | Windows Explorer
Click Tools | Folder Options.
On the Folder Options window, click the View tab. In the Advanced Settings group uncheck:
[ ] Hide extensions for known file types
Click Apply | OK. Close Windows Explorer.

Windows 8:

Point to the upper-right corner of the screen, move the mouse pointer down, and then click Search, enter File Explorer in the search box, click Apps, and then click File Explorer. If the Ribbon is not shown, at the upper right corner, click the down-pointing caret/arrow next to the blue Help question mark. Click the View tab, then put a check in "File name extensions".