

Setting up Default programs and File Associations.

Using Windows Vista, Windows 7 and XP.

Firstly we will deal with the Default Programs.

What is a Default Program?

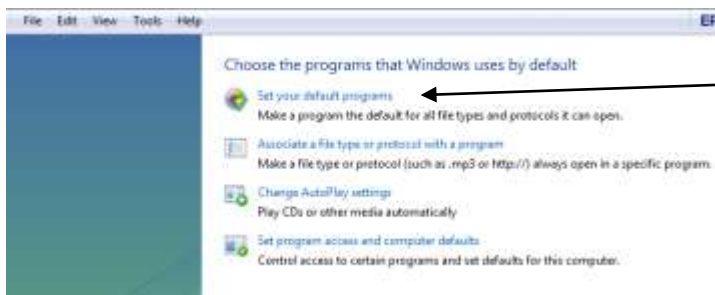
In windows, a Default program is the program which has been set by Microsoft to open certain programs. i.e. photos will automatically open with Windows photo gallery, emails will open with Win Mail, Windows Live Mail 2011, or in XP emails will open with Outlook Express.

Sometimes these programs are not fully setup. In order to do this use the following steps.

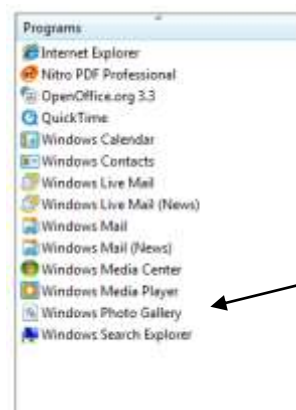
Click on the Start button on the taskbar.



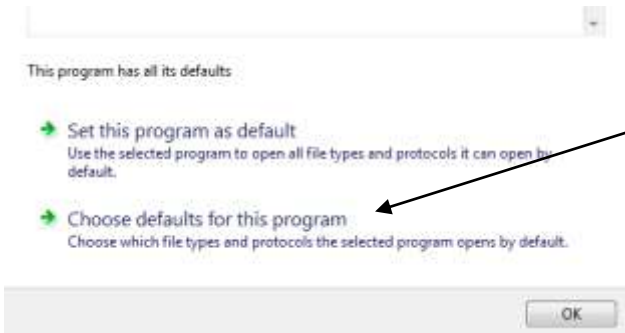
Choose Default programs.



In the next window choose: Set your default programs.



You will see a list of the Windows programs which can be set as default programs.
We will choose Windows Photo Gallery for the purpose of this exercise. Click on Windows Photo Gallery



In the next window click on Choose defaults for this program.



You are now given choices of which extensions to allow the program to open. These are all common picture extensions, so Click "Select All".

Click "Save" at the bottom of the screen. Click O.K. Close the window.

File Associations.

A **file association** associates a file with an application capable of opening that file. More commonly, a file association associates a class of files (usually determined by their filename extension such as .jpg) with a corresponding application (such as photo gallery) to open the files.

Let's suppose you are using the Open Office Suite of programs. However you are receiving documents from friends, and businesses using Microsoft Word. (Microsoft Office/Word is not installed on your computer – problem) In order to have the Microsoft Documents automatically open on your computer you need to do the following.

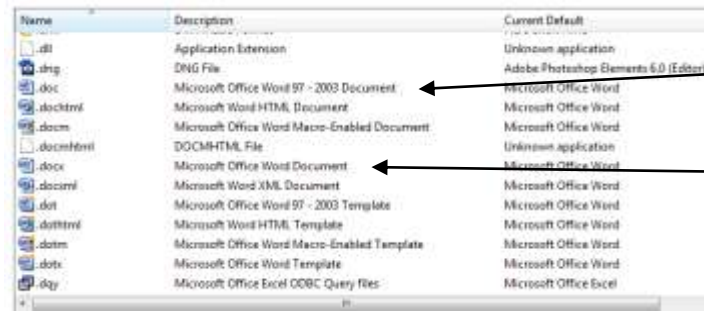


Go to Start on the Taskbar

Click Default Programs.

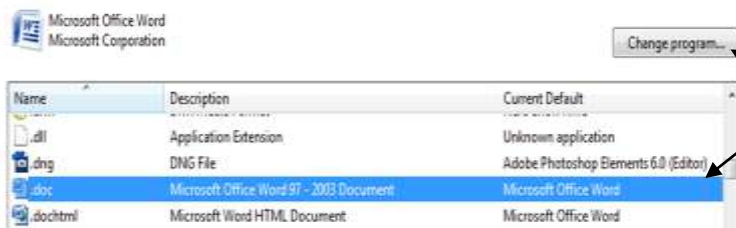


In the next window Click on:
Associate a file type or protocol with a program.



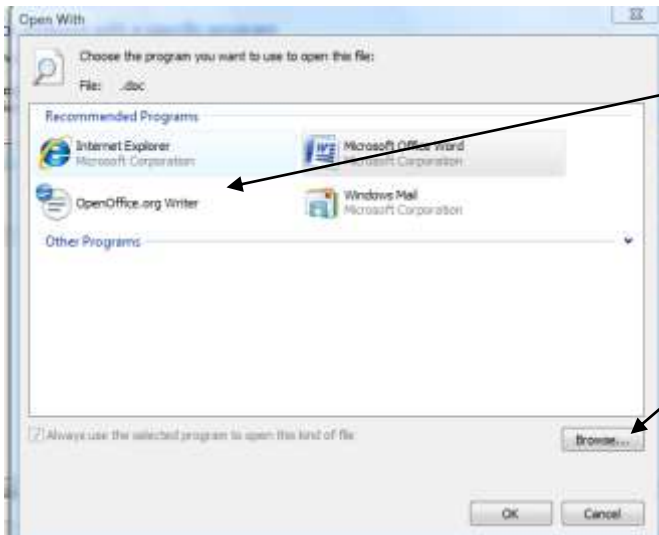
Scroll down the page. In the Description column find Microsoft Word. You will notice there are two. (the earlier and later versions) the extensions are: .doc and .docx

We need to change both. However we can only do one at a time.



Click on one of the extensions to be changed.

Click on "Change Program".



A window will appear offering suggestions. Click on OpenOffice.org Writer.

Click O.K.

If you do see the program you wish to use click on Browse and search through the programs on your computer.

The File Associations window will now show all the Microsoft .doc files will open with Open Office Writer.
Carry out the same procedure for the .docx files.

Hope you have found this tutorial useful

Peggy. May 2011