

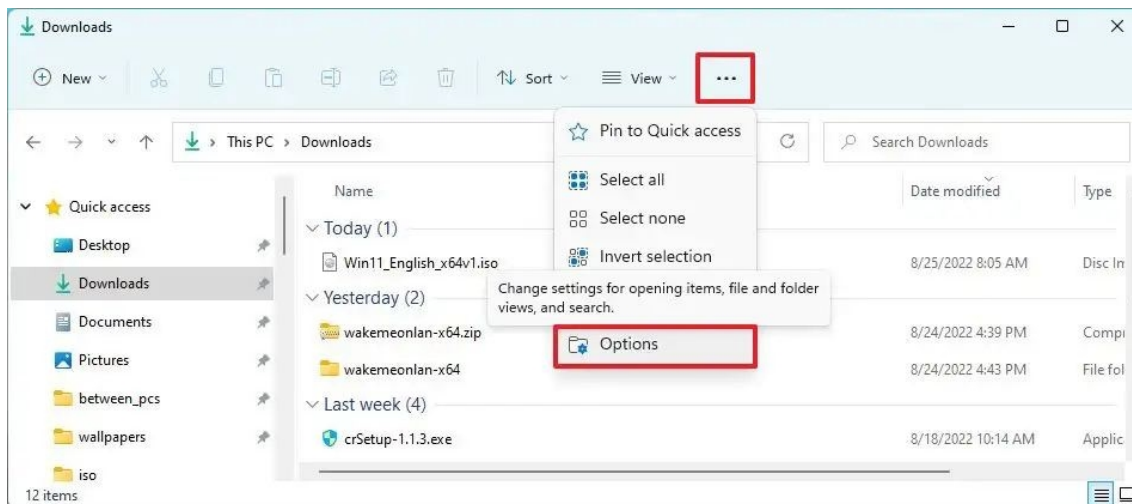
How to configure Windows to show file extensions and hidden files

- WinZip
- WinZip Enterprise

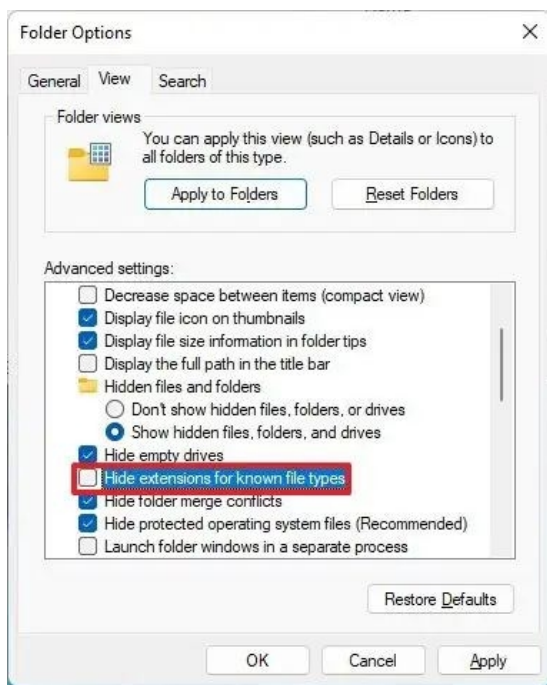
In order to avoid confusion regarding your saved files, you may want to configure Windows to show all common file extensions, such as **.zip**. This will help differentiate between different archives (and other files). You may also want to configure Windows to show you hidden files and folders. Both involve using the same **Control Panel** applet. Here are the steps:

Windows 11

1. Open **File Explorer**.
2. Click the **...** icon > **Options**.



3. Click the **View** tab and, under the "Advanced settings" section, clear the **Hide extensions for known file types** option.



4. Click the **Apply** button and then **OK**.

Windows 10

1. Open **File Explorer**
2. Click the **View** tab in File Explorer
3. Click the box next to **File name extensions** to see file extensions
4. Click the box next to **Hidden items** to see hidden files
5. Close File Explorer if you wish

Windows 8

1. On the Start menu screen, start typing "Control"
 2. When you see Control Panel under Apps, click it
 3. If you are in the **Category** view, click the drop-down menu and choose either **Large icons** or **Small icon**
 4. Open **Folder Options**
 5. Click on the **View** tab at the top of the dialog box
- To see file extensions, uncheck **Hide file extensions for known file types**
 - To see hidden files and folders, select **Show hidden files, folders, and drives**
 - Click **OK**

Windows 7

1. Click **Start** and open the **Control Panel**
2. If you are in the **Category** view, click the drop-down menu and choose either **Large icons** or **Small icons**
3. Open **Folder Options**

4. Click on the **View** tab at the top of the dialog box

- To see file extensions, uncheck **Hide file extensions for known file types**
 - To see hidden files and folders, select **Show hidden files, folders, and drives**
 - Click **OK**
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