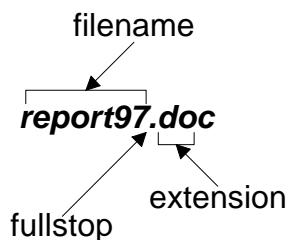


## Systems TechTip no. 3 - Using Filename Extensions

### What is an Extension?

Most filenames are split into two parts: the filename and the extension. The two parts are separated by a full stop. A Microsoft Word document would appear as follows:



The filename can contain no more than 8 characters, and should be made up of letters and numbers. Most symbols (such as pound signs) will not be accepted as valid filename characters, so it is best not to use them. Spaces will also not be accepted. Try to make your filenames as informative as possible in order to give some clue as to what is contained within the file.

The extension part of the filename can be no longer than three letters and the same rules apply to which symbols will be recognised. The extension lets the operating system of the computer know what type of file it is dealing with. Below is an example of different file extensions:

Extension	Type of File
filename.doc	Microsoft Word document.
filename.xls	Microsoft Excel spreadsheet.
filename.ppt	Microsoft Powerpoint presentation
filename.wri	Windows Write document.
filename.txt	Plain text file.
filename.pmm	Pegasus mail folder
filename.pmi	Pegasus mail indexing file
filename.pml	Pegasus maillist
filename.htm	Hyper Text Markup Document (viewed through internet browser).
filename.com	A file that contains a command which is run by the operating system.
filename.exe	An executable program. This is the file that starts an application such as Word.
filename.bat	This is a file which contains a batch of commands.

# *File Management*

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*MW*