

Associating File Types with an Application (Mac/Win)

NOTE: *This does not require Admin rights for either Macintosh or Windows platforms.*

Macintosh

1. Find a file whose filename ends in a particular file type. I.E. .doc (or .xls or .ppt) for an example of how to associate the file type to a particular application.
2. Control click the file or right click (if mouse allows).
3. Select the **Open With** option from the dropdown. This opens a window (or in some cases another dropdown) with recommended applications and the default application.
4. Select the application you want to open the file type chosen.
 - If you have selected .doc, the appropriate selection would be Microsoft Word.
5. If you want all files ending with the same file type, as the one selected, to be opened with this application, select **Other** at the bottom of the window.
6. At the next window browse to find the application you want and select it.
7. Then click the box next to **"Always Open With"**.
8. Click the **Open** button.

Windows XP

2. Find a file whose filename ends in a particular file type. I.E. .doc (or .xls or .ppt) for an example of how to associate the file type to a particular application.
 3. Right click the file.
 4. Select the **Open With** option from the dropdown. This opens a window (or in some cases another dropdown) with recommended applications.
 5. Select the application you want to open the file type chosen.
 - If you have selected .doc, the appropriate selection would be Microsoft Word.
 - If you want all files ending with the same file type, as the one selected, to be opened with this application, also click the box adjacent to **"Always use the selected program to open this kind of file"**.
- NOTE:** This only shows if you select the program you want to use to open the file.
5. Click the **OK** button.