



FILE OPENING WITH WRONG PROGRAM

INTRODUCTION: Sometimes you may find that your files are opening with the wrong program, e.g. a Word document opening with PDF reader. This guide will show you how you can fix that.

SYSTEM REQUIREMENTS: You must have the program you want to open with installed.

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

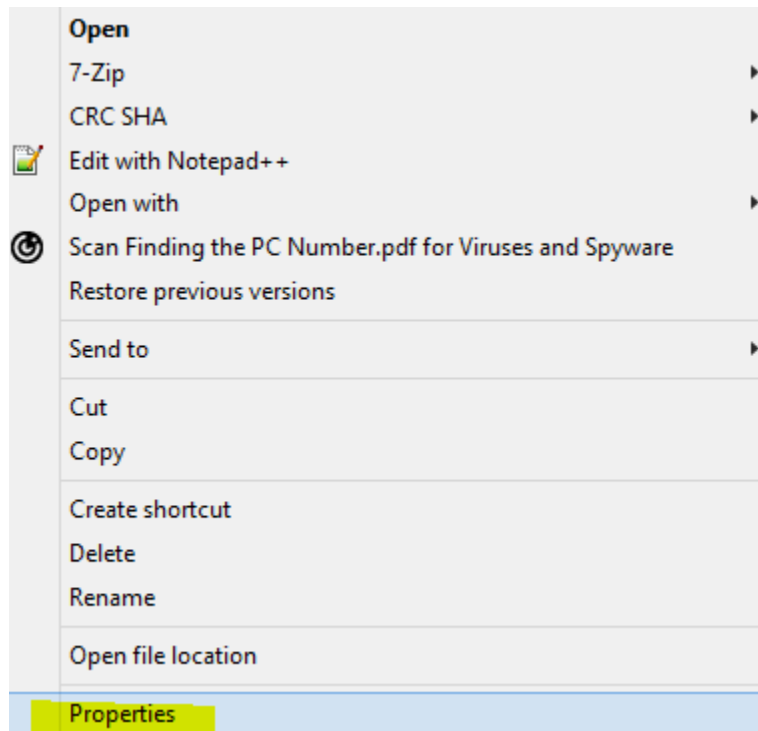
- NA

STEP ONE

Locate a document you know is opening with the wrong program.

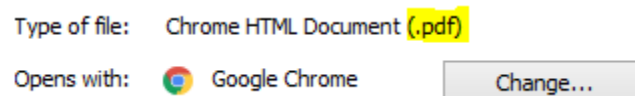
STEP TWO

Right click on the document and select "Properties".



STEP THREE

Verify it's definitely the wrong program by checking the file extension/type of file.



If you are unsure, here are some common ones:

Word = .docx

Excel = .xlsx

PDF = .pdf

Powerpoint = .pptx

For support please call +44 (0) 20 3740 1060, or email support@it-logik.com

Web page/browser = .html


Here's a list of Microsoft extensions:

https://en.wikipedia.org/wiki/List_of_Microsoft_Office_filename_extensions

If there are any others, you can run a quick Google search for them to confirm e.g. "Word file extension".

STEP FOUR

If the program is incorrect, you can simply select "Change..." and it will show you the most relevant programs to open this file with.

Type of file: Chrome HTML Document (.pdf)
Opens with:  Google Chrome

How do you want to open this type of file (.pdf)?



Keep using Google Chrome



Adobe Acrobat Reader DC



Word 2016

[More options](#)

STEP FIVE

Once you've selected your program, it will change it for all files with this extension.