Windows Basics

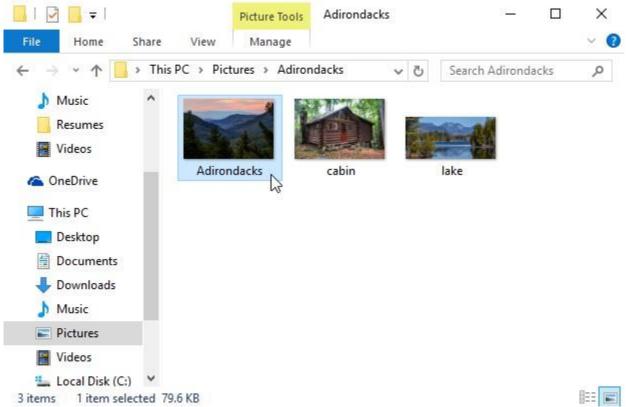
Opening files with different applications

When you open a file in Windows, it will usually open in the default application for that type of file. For example, a photo will open in Windows Photo Viewer (or the Photosapplication in Windows 8) by default. But you may not always want this. In this lesson, we'll show you how to open a file in a different application, as well as how to change the default application so a file will always open in your preferred program.

If you're using Windows 8, files will usually open in a **Start screen application**, even if you opened it from the **desktop**. If you prefer to work in the desktop, you can choose to open the file with a **desktop application**. For example, a **jpeg picture** in Windows 8 will open in the **Photos**application by default, but you can open it on the desktop in **Windows Photo Viewer** instead.

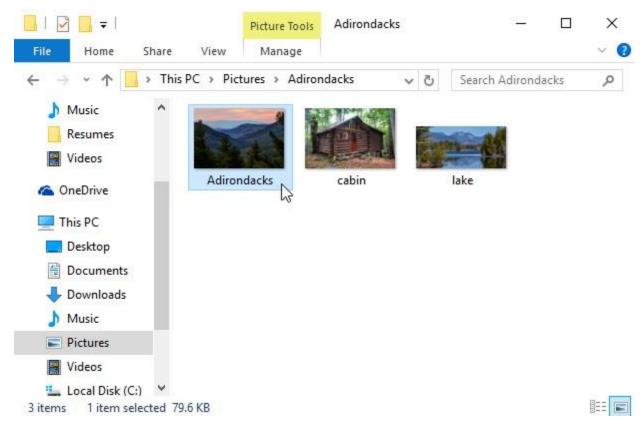
Opening a file in the default application

As you learned in our lesson on <u>Working with Files</u>, you can locate and **double-click** a file to open it. It will open in the **default application** for that type of file.



To open a file in a different application:

Sometimes you may want to open a file in a different application without changing the **default**. For example, you may want to open a photo with **Microsoft Paint** to crop or resize it.

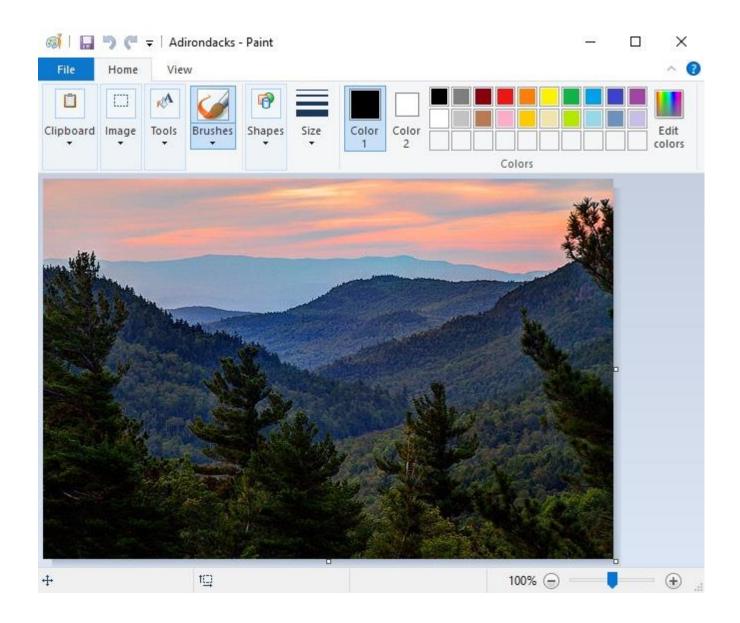


1. From the desktop, **right-click** the desired file.

2. From the drop-down menu, click **Open with**, then select the desired **application**. In this example, we'll select **Paint**.

Adirondack	Open Set as desktop background 3D Print with 3D Builder Edit Print		
	Rotate right Rotate left Cast to Device	>	
	7-Zip CRC SHA	>	
	Open with Open on Mac Show in Finder	>	 ColorSync Utility (Mac) Firefox (Mac) Google Chrome (Mac)
	Share on Share with Restore previous versions	> >	Paint Photos ³⁰ Pixelmator (Mac)
	Send to	>	🥺 Safari (Mac) 🔄 Windows Photo Viewer

3. The file will open in the selected application.



To change the default application:

You may prefer to change the **default application** for certain types of files so they'll **always open in the new app** when you double-click them. For example, you may want your photos to always open in **Windows Photo Viewer** instead of the **Photos**application.

1. From the desktop, **right-click** the desired file, select **Open with**, and click **Choose another app** from the menu that appears.

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	7-Zip	>	
	CRC SHA	>	
	Scan with Windows Defender		
	Open with	>	💥 ColorSync Utility (Mac)
	Open on Mac		📵 Firefox (Mac)
	Show in Finder		👩 Google Chrome (Mac)
	Share on	>	Paint
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	Create shortcut		Survey of the P

2. Select the desired **application**. If you don't see the one you want, click **More apps** or **Look for an app in the Store** to look for other applications. In this example, we want to open the file in **Windows Photo Viewer**. Then check off **Always use this app to open .jpg files** and click **OK**.

How do you want to open this file?

9	Google Chrome (Mac)			
Ø	Paint			
	Pixelmator (Mac)			
\bigcirc	Safari (Mac)			
	Windows Photo Viewer			
Ê	Look for an app in the Store			
More apps \checkmark				
Always use this app to open .jpg files				
	ок			

3. The file will open in the new application. The next time you double-click a file of that type, it will open in the new default application.

