



Tepato Systems offers software consulting services to help small business owners and non-profit groups.

If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

## Windows - Changing your File Type Association

### Fix One of Those Annoying Windows Messages

When opening a file, you may sometimes get an error message that says "This file does not have a program associated with it for performing this action. Create an association in the Set Associations Control panel." This error message means that Windows does not know what type of file you're trying to open, so it doesn't know what program to use to open it. It saves "file associations" so that it knows to open files that are .html with a browser (like Internet Explorer), .doc files with Microsoft Word, and so forth. If these associations get mixed up, or were never set properly, you'll see the error message mentioned above.

Windows Vista users - how to fix it: Find the file you're trying to open in Windows Explorer. Right click on the file name and choose "Open With", then choose "Choose Default Program". Select the program that you want from the list (such as Adobe Acrobat for a .pdf file). Before you click ok, be sure to check the box which says "Always use the selected program to open this kind of file." That checkbox will save your selection, so you won't have to do this again for the same file type.

Windows XP users - how to fix it: You'll still right-click on the filename in Windows Explorer. Select the "Open With" option, then "Choose Program". You'll also still have to check the box to "always use the selected program to open this kind of file." Windows will suggest some programs for the file type you have, or you can choose one using the Browse option.

Here's some guidance for what program to use for different file types:

- Image files, like photos - .jpg, .tif, .png, .gif (among others) - use the standard Windows program (Windows Photo Gallery in Vista or Windows Picture and Fax Viewer in XP).
- .pdf documents - use Adobe Acrobat Reader
- .doc or .docx - use Microsoft Word
- .xls or .xlsx - use Microsoft Excel
- .ppt or .pptx - use Microsoft PowerPoint

- .mdb or .mde - use Microsoft Access
- Flash video files (.swf) - use a media player such as VLC Media Player, Riva FLV Player (both are free)
- Music files (.mp3, .mp4) - use iTunes or a music program of your choice

\*All of the Microsoft Office applications listed above can also be opened using a free tool that can be downloaded at OpenOffice.org

## Change Your Default Web Browser

### Try a New Browser if IE Doesn't Work

Have you ever tried browsers other than Internet Explorer? Sometimes, I'll notice a website does not work very well in IE, so I'll try to look at it using Firefox. Very often, if a site does not work in IE, it will work in Firefox, and vice versa. It's nice to have another alternative.

You can download Firefox for free here:  
<http://www.mozilla.com/en-US/firefox/ie.html>

If you like Firefox (or some other browser), and want to make it your default web browser, here's how to do it. Start by downloading and installing Firefox to your PC, if you don't have it yet. Next, open Firefox and click on Tools, then Options. You'll have to click the advanced tab, then click "check now". It will open a window which says "Firefox is not currently set as your default browser. Would you like to make it your default browser?". Click Yes, then click OK.

You'll also have to associate all of the web-type files with your favorite browser. To do this, click on Start, then Control Panel, then Default Programs (in Vista). Click on "Associate a file type or protocol with a program." A list will be displayed, so scroll down and find all of the following types: HTM, HTTP, HTML, HTTPS and URL. Each of these needs to be set with Firefox as the default program.

Help with your data or with your company's website is just a phone call away... contact Tepato Systems for a free initial assessment of your needs.

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