This feature allows JAWS to read the file extension to help you identified the type of file an item is when focused on it, for example, .doc would refer to a Word document, .xls would refer to an Excel workbook, .mp3 would refer to a music type file. As file extensions are hidden by default, the following steps will guide you in enabling this feature.

1. Press **WINDOWS KEY+E** to launch the Windows Explorer window or open My Documents
2. Press **ALT+T** for the tools menu and then press the letter O to bring up the folder Options dialog
3. This is a multi-page dialog and your focus is on the General page so press **CTRL+TAB** to move to the View page
4. Press the **TAB** key till you reach a tree view and then press the letter H three times and you should be on the option that reads, "Hide extensions for known file types"
5. Press the **SPACEBAR** to turn this feature off
6. Press **ENTER**, you will be presented with a message box prompting you if you would like this change to apply to all folders, simply press **ENTER** or **SPACEBAR** as your focus is on the yes button
7. Press **TAB** till you reach the **OK** button and press **ENTER** or the **SPACEBAR** to save changes and close the dialog box