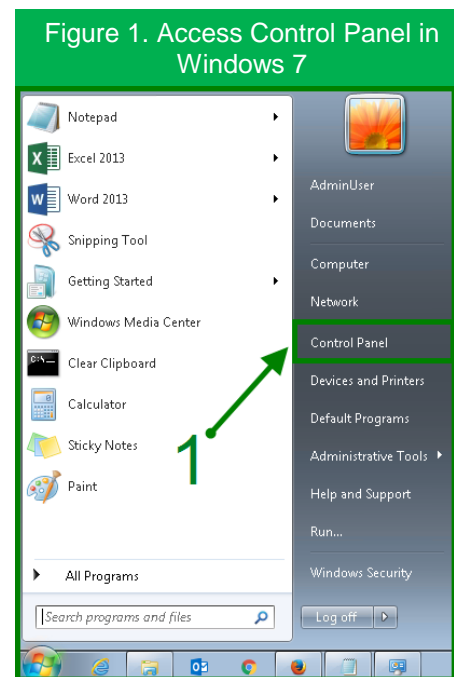


# Configuring Microsoft Office File Associations

On occasion, some programs will delete or change the file associations for Microsoft Office documents. When file associations are not properly configured, Privia will appear to be in the process of launching a document, but the office application never opens. If the office application does not open, it is usually because Privia talks directly to the operating system to ask for the name of the program that should be used to open a specific file type (by the extension of the file); and then calls out to the associated program with some command line parameters to control how the document is opened (read-only or writable).

It is important to note that some file types (.png, .gif, .tif) that are related to web content will say “File Viewer”, this is a built-in part of Windows that cannot be called directly by the operating system. After opening a document for viewing, editing, or commenting, if the Office application doesn’t start, please use this document to reset file associations.

1. There are many different ways in which to access the Control Panel:
  - a. Press the Windows key on the keyboard and then type “Control Panel
  - b. Click on the Windows logo on the desktop and type “Control Panel”
  - c. Click on the Windows logo on the desktop and select “Control Panel” along the right side as shown in Figure 1
  - d. In Windows 8, clicking on the Windows logo on the desktop (or pressing the Windows key on the keyboard) will display another view which shows various applications, click the down arrow at the bottom of the screen and navigate to and select “Control Panel”



- e. In Windows 10, click on the Windows logo on the desktop or type in and select “Control Panel”

2. Once viewing the list of options in Control Panel click the dropdown hyperlink beside “View by:” (at the top of the window) and select “Small Icons”. Now that small icons are selected, choose the option for “Default Programs.”
3. On the next dialog (shown in Figure 3, click on the second item in the list, labeled “Associate a file type or protocol with a program”
4. For the next steps, take the time to ensure that the Microsoft Office file types on the left are matched up with the correct file associations on the right, and these are:
  - a. .doc , .docx , .docm for Microsoft Word
  - b. .xls , .xlsx , .xlsm for Microsoft Excel
  - c. .ppt , .pptx , .pptm for Microsoft PowerPoint
  - d. .png , .tif , .gif for Microsoft Paint

Figure 2. Select “Default Programs”

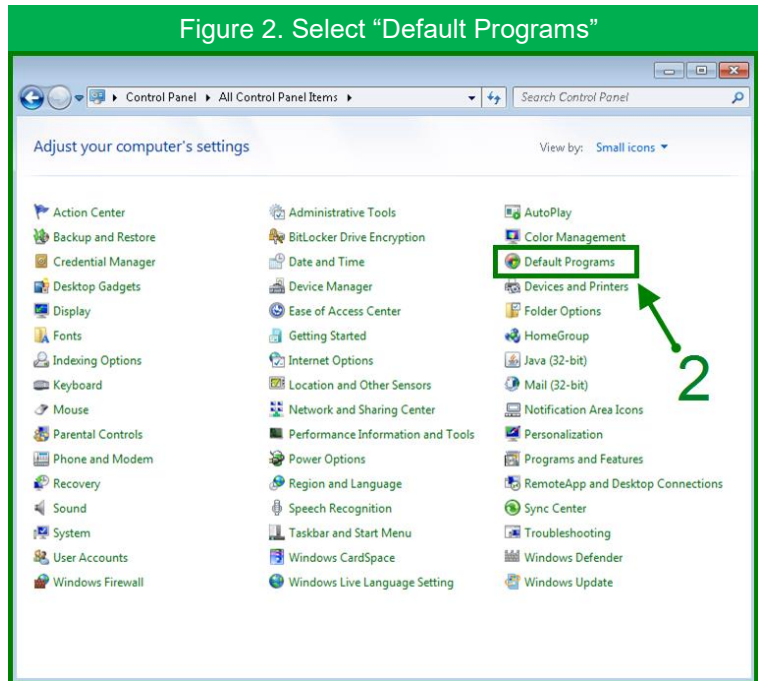
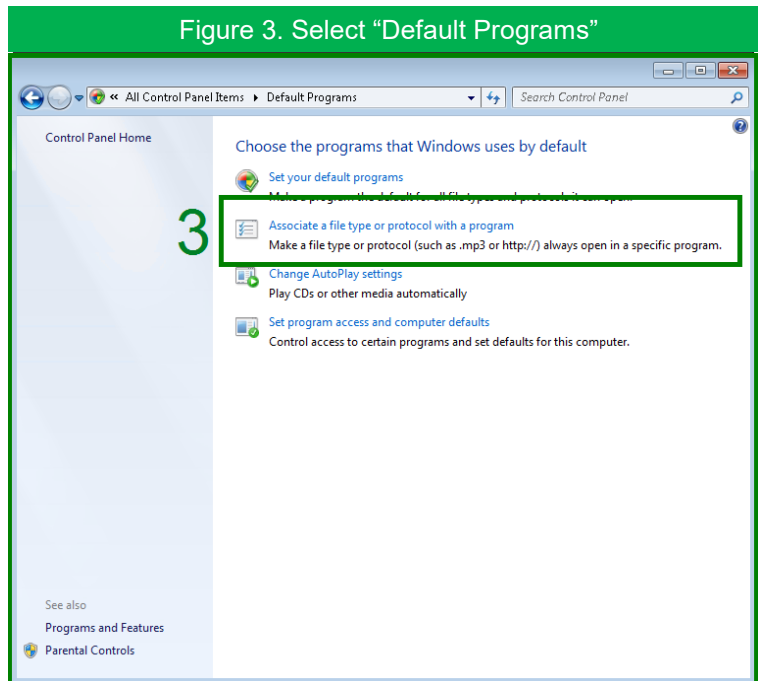


Figure 3. Select “Default Programs”



5. If an association needs to be modified, click the button in the upper right that says “Change program (shown in Figure 4).” If nothing needs to be modified, then Privia files are ready for use.

6. When the dialog to select a program appears, select the Microsoft application that is being recommended (if any); if a program is not being recommended, then click the “Browse...”

7. button at the bottom of the window (shown in Figure 5)

8. The browse button will open a dialog that is pointing at the location C:\Program Files. Double-click on the Microsoft Office folder and open the Office (#) sub-folder that is contained therein. Look below for the corresponding version of office that is installed on the machine (note if this location doesn't contain the files, then navigate to C:\Program Files(x86) and double-click on the

9. Microsoft Office folder in this location. The sub-folder(s) that are being sought are as follows:
  - a. For users that have Microsoft Office 2013 installed, this folder is called “Office15”
  - b. For users that have Microsoft Office 2010 installed, this folder is called “Office14”
  - c. For users that have Microsoft Office 2016 installed, this folder is called “Office16”

Figure 4. Click “Change Program” to alter file association(s)

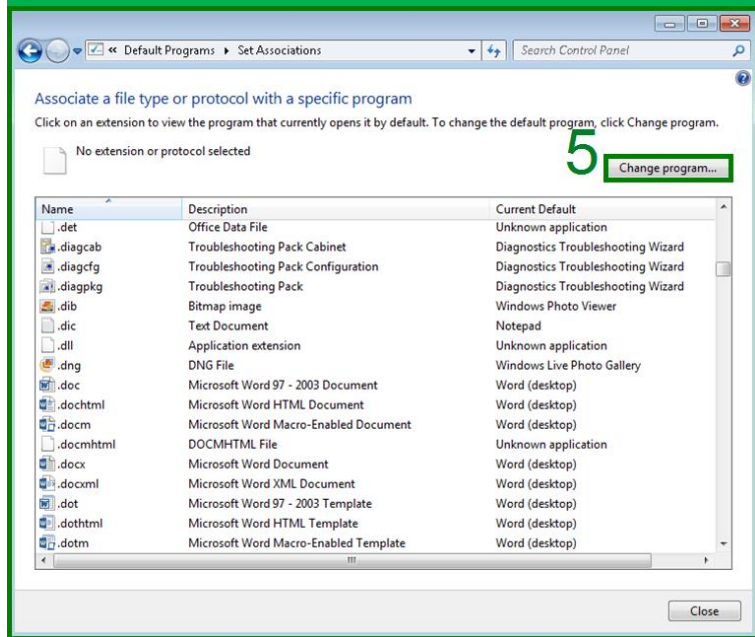
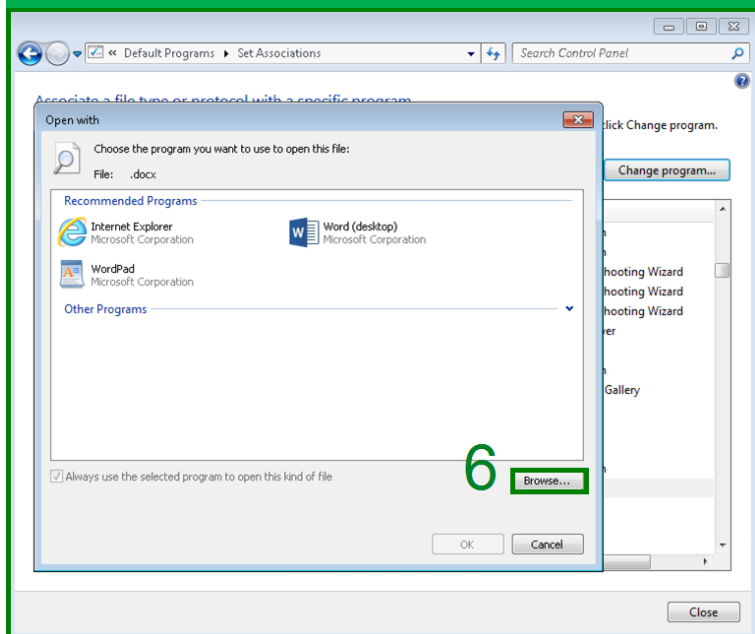


Figure 5. Click “Change Program” to alter file association(s)



10. After opening the respective folder, navigate to the executable for this file type, these executables will be near the bottom of the list (after all of the folders):
  - a. If changing a .doc , .docx , .docm association, select and open “WINWORD”
  - b. . If changing a xls, .xlsx, .xlsm association, select and open “EXCEL”
  - c. . If changing a ppt , .pptx , .pptm association, select and open “POWERPNT”
11. After the respective application is opened, it will now appear in the “Open With” dialog, ensure that the application that was just populated is selected and click “Ok”
12. Repeat the above steps, as needed for each file extension

After following the steps that are listed in this document, if Microsoft Office executables are not in place, then chances are that either Microsoft Office Home or Student is installed on the machine. If these two instances are installed, then documents will not open correctly with Privia, because the versions of Office handle documents differently.