



Ensuring proper file extensions

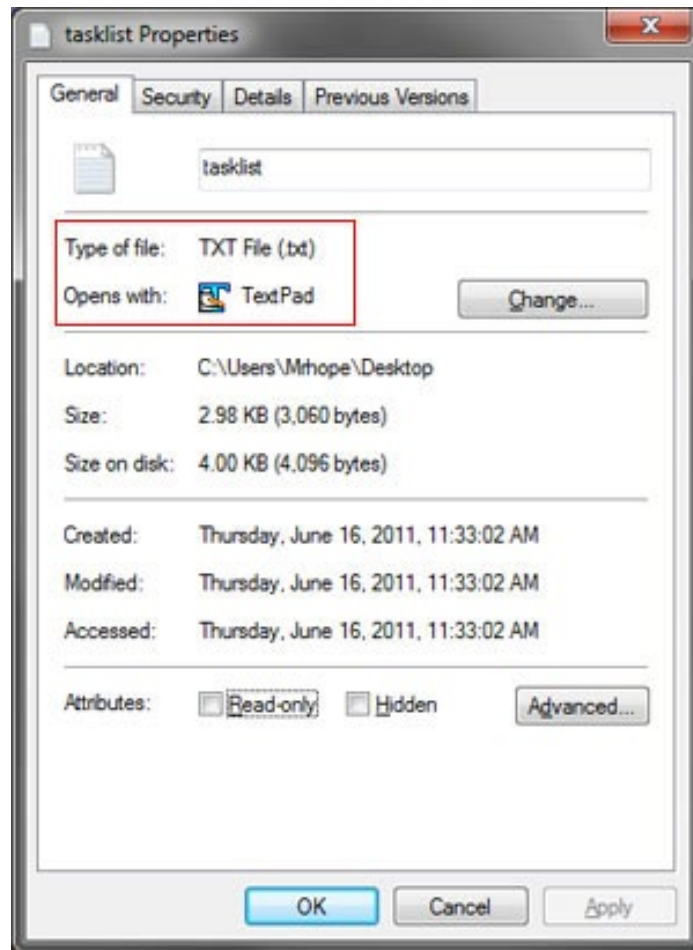
Ensure that you submit the correct file type, as required by the assessment and/or lecturer. The file type is determined by the file structure and file extension at the end of the file name, such as PDF (.pdf), Word (.docx or .doc) and Excel (.xlsx). **Note:** Avoid renaming a file but rather select a meaningful name the first time you save the file. In this way you ensure that the file extension is not changed or erased.

Check the document properties to verify the file extension before uploading to SUNLearn:

For Windows users

(For more information, [click here](#))

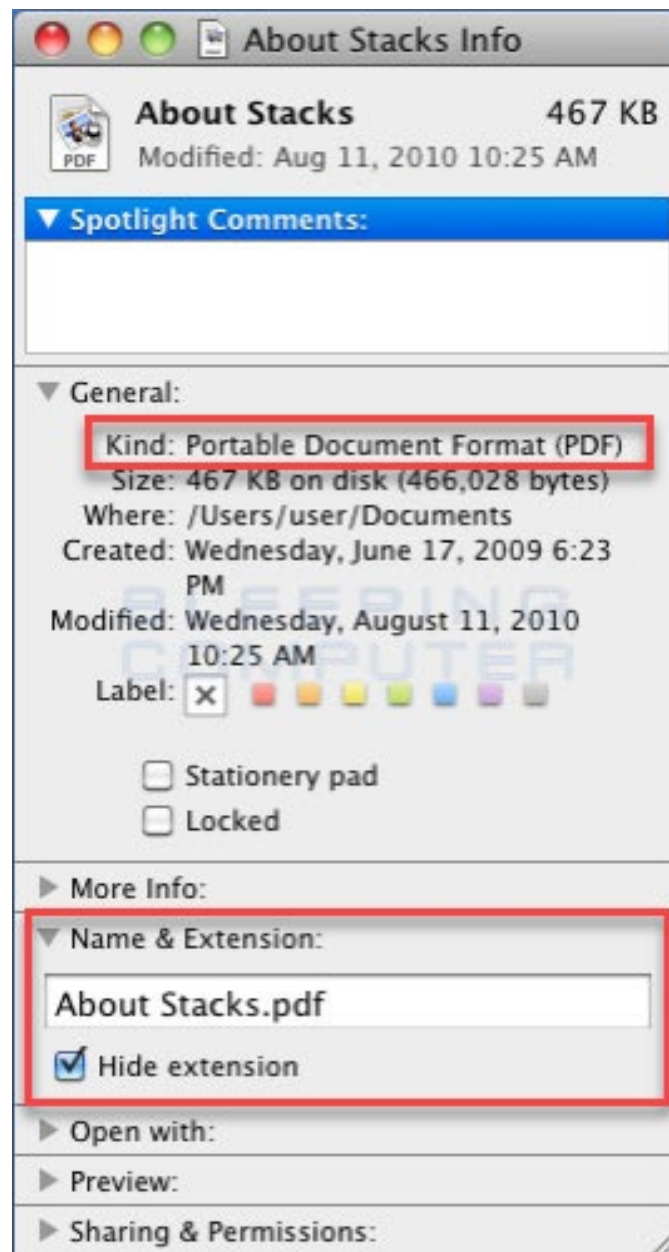
1. Right click the file.
2. Select the Properties option.
3. In the Properties window, see the 'Type of file:' entry, which indicates the file type and extension. As shown in the example below, this file is a TXT file with a .txt file extension. In this case, the file opens with the TextPad program. (See picture on next page)



For MAC users:

(For more information, [click here](#))

1. Select a file, then choose File and Get Info, or press Command-I.
2. Click the triangle next to Name & Extension to expand the section. As shown in the example below, this file is a PDF file with a .pdf file extension.



For any queries, please contact the SUNLearn helpdesk:

- <https://learnhelp.sun.ac.za>
- 021 808 2222.