















Program	Associated file types	Operating system	Typical Location <ul style="list-style-type: none"> • These locations are provided as a guide only and WILL vary via personal or administrator setup • C:\ is listed as a default system disk, if you have a different setup then you will need to use the relevant drive letter
 Outlook 2003	.pst (Outlook data files) .ost (Offline folders file) .pab (Personal Address book) .msg .htm .rtf (Messages)	Windows XP	C:\Documents and Settings\ <i>user</i> \Local Settings\Application Data\Microsoft\Outlook
		Windows Vista	C:\Users\ <i>user</i> \AppData\Local\Microsoft\Outlook
		Windows 7	C:\Users\ <i>user</i> \AppData\Local\Microsoft\Outlook
 Outlook 2007	.pst (Outlook data files) .ost (Offline folders file) .pab (Personal Address book) .msg .htm .rtf (Messages)	Windows XP	C:\Documents and Settings\ <i>user</i> \Local Settings\Application Data\Microsoft\Outlook
		Windows Vista	C:\Users\ <i>user</i> \AppData\Local\Microsoft\Outlook
		Windows 7	C:\Users\ <i>user</i> \AppData\Local\Microsoft\Outlook
 Microsoft Outlook express	.wab files are Microsoft Outlook Express address book files. .mbx files are Microsoft Outlook Express mail folders. .dbx	Windows XP	C:\Windows\Application Data\Outlook Express OR C:\Documents and Settings\ <i>User</i> \Local Settings\Application Data\Identities\{GUID}\Microsoft\Outlook Express
		Windows Vista	C:\Users\ <i>user</i> \AppData\Local\Microsoft\Outlook Express
		Windows 7	N/A (Outlook express retired from Windows 7)

	Microsoft Word .doc – Word 97-03 Document .docx - Word 2007 XML Document .docm - Word 2007 XML Macro-Enabled Document	Windows XP	C : \Documents and Settings\<user>\My Documents
		Windows Vista	C : \Users\<user>\Documents
		Windows 7	C : \Users\<user>\Documents OR DEPENDING ON USER SETUP C : \Libraries\Documents
	Microsoft Excel .xls – Excel 97-03 Workbook .xlsx - Excel 2007 XML Workbook .xlsm - Excel 2007 XML Macro-Enabled Workbook	Windows XP	C : \Documents and Settings\<user>\My Documents
		Windows Vista	C : \Users\<user>\Documents
		Windows 7	C : \Users\<user>\Documents OR DEPENDING ON USER SETUP C : \Libraries\Documents
	Microsoft Powerpoint .ppt – Powerpoint 97-03 Presentation .pptx - PowerPoint 2007 XML Presentation .pptm - PowerPoint 2007 Macro-Enabled XML Presentation	Windows XP	C : \Documents and Settings\<user>\My Documents
		Windows Vista	C : \Users\<user>\Documents
		Windows 7	C : \Users\<user>\Documents OR DEPENDING ON USER SETUP C : \Libraries\Documents

 <p>Microsoft Access</p>	<p>.mdb – Access 97-03 Database file .ACCDB - Access 2007 database file format. .ACCDE - The file extension for Office Access 2007 files that are in "execute only" mode (for distribution).</p>	Windows XP	C : \Documents and Settings\<user>\My Documents
		Windows Vista	C:\Users\<user>\Documents
		Windows 7	C:\Users\<user>\Documents OR DEPENDING ON USER SETUP C:\Libraries\Documents
 <p>Adobe Acrobat</p>	<p>.pdf</p>	Windows XP	C : \Documents and Settings\<user>\My Documents
		Windows Vista	C:\Users\<user>\Documents
		Windows 7	C:\Users\<user>\Documents OR DEPENDING ON USER SETUP C:\Libraries\Documents
  <p>My Documents</p>	<p>May contain any file type shown here. Typically documents like .doc, .xls</p>	Windows XP	C : \Documents and Settings\<user>\My Documents
		Windows Vista	C:\Users\<user>\Documents
		Windows 7	C:\Users\<user>\Documents OR DEPENDING ON USER SETUP C:\Libraries\Documents

 <p>Image files</p>	<p>.jpg (JPEG) .gif (GIF) .png (Portable network graphics)</p>	Windows XP	C:\Documents and Settings\ <user>\My Documents\My Pictures</user>
		Windows Vista	C:\Users\ <user>\Pictures</user>
		Windows 7	C:\Users\ <user>\Pictures OR DEPENDING ON USER SETUP C:\Libraries\Pictures</user>
 <p>Compressed or zipped folder</p>	<p>.zip (Winzip) .rar (Winrar)</p>	Windows XP	COMMONLY: C:\Documents and Settings\ <user>\My Documents OR C:\Documents and Settings\<user>\Desktop</user></user>
		Windows Vista	C:\Users\ <user>\Documents OR C:\Users\<user>\Desktop</user></user>
		Windows 7	C:\Users\ <user>\Documents OR C:\Users\<user>\Desktop</user></user>
 <p>Executable file or installer</p>	<p>.exe Setup.exe</p>	Windows XP	COMMONLY: C:\Documents and Settings\ <user>\My Documents\Downloads OR C:\Documents and Settings\<user>\Desktop</user></user>
		Windows Vista	C:\Users\ <user>\Downloads</user>
		Windows 7	C:\Users\ <user>\Downloads</user>

 <p>Sage accounting software</p>	ACCDATA (main data store) .sta .skf (Software Data) .ski (Software Instruction File) .sko (Software Executable) .soa (MAS 90 Accounting Software File)	Windows XP	ACCDATA Should be located in: C:\Program Files\Sage
		Windows Vista	ACCDATA Should be located in: C:\Program Files\Sage
		Windows 7	ACCDATA Should be located in: C:\Program Files\Sage