(Approx. 682 words)

“Default” apps or programs in Windows

By Jim Cerny, Vice President, Education Chair, and Forums Coordinator

Sarasota Technology Users Group

<https://thestug.org/>

jimcerny123 (at) gmail.com

Most of us know what “default” means when talking about computers or technology. But in case you forgot, “default” means: “This is what you get until you change it to something else.”

Computer technology is full of defaults (you may have also heard the term “default settings”). The best way to understand this concept is to use an example. Suppose you are writing a document using Microsoft Word (or some other word processor app); you can start typing words in your document immediately without selecting the FONT or FONT SIZE first. That’s because the app has a default font setting (such as “Times New Roman” in the font box and “12” in the font size box). Yes, you can go to those boxes and pick any other font size you want, but the app already starts with something in the box. That’s the default. Other examples in everyday life are thermometers using Fahrenheit, but you can change it to Centigrade, or your speedometer from miles-per-hour to kilometers-per-hour. If you don’t like the default setting, change it to something else.

Let’s go one step further and discuss using that essential Windows app called “File Explorer.” With file explorer, you can find any file on your computer. And when you find the file you want, you can OPEN that file by double-clicking on the file name. Of course, there are many different types of files – photo files, document files, spreadsheet files, and many more. So, when you double-click on a file name in Microsoft File Explorer, Windows uses the DEFAULT app to open that file. Let’s take a photo file as an example. In File Explorer, if I double-click on a photo file (a file type of “.jpg”), it will open the photo in the Windows Photo Viewer app, and I can see the photo. But if I want to open that photo in a different app, say the Windows Paint app, I have to open that app first and use the app to open the photo file.

It turns out that your Windows computer already has selected specific apps for many file types to use as the default apps. And it’s no surprise that your default apps are Windows or Microsoft apps.

Here is one more example. If you click on a web page link, your computer will open and use the default web browser to go to that web page, probably Microsoft Edge. But you can change your default web browser to Google Chrome, Safari, Firefox, or any other browser you want. To do this, click on the Windows start button in the far bottom left corner of your desktop, type in “Default apps” in the search results, select “Default apps,” and then click on the Web browser to see a list of the web browser apps you have and click on the one you want as your new default browser.

This is how to change ANY default app on your computer to a different one. You can also get to the “default apps” area through your computer “settings” or “control panel.” In addition, you can change the default app used for different file types. It is not difficult to do this. For example, to learn how to use Google search on the internet, enter “How do I change my default app for .jpg file types” or anything else.

The benefit of knowing about default apps is that you will understand why a specific app is used when you click on something to open it. This also explains the question you sometimes get “Select the app you want to use to open this file,” which could mean you may not have an app that can open it. The best way to make sure you use the specific app to open a file is to open the app first and use the app to select the file. Unfortunately, the default is not the de-fault of your computer!

