

File Formats

This is a short document covering some common questions to do with file types and file sizes. We understand that some people have more IT knowledge than others. If you have any problems or require additional support, please call us on **0113 859 2200**.

Common file types/formats

A file format is the layout of the file in terms of how the data within the file is organised. Programmes are designed with particular file types in mind. A programme that uses a particular file's data can therefore open that file. For example, a web browser can open HTML files and display them as web pages. Here are some of the more common file formats:

- Word documents (.doc)
- PowerPoint (.ppt)
- Excel (.xlsx)
- Web text pages (.htm or .html)
- Web page images (.gif and .jpeg)
- Adobe Acrobat files (.pdf)



You can identify a file format through the programme it was created on.



Compressing file size

If your file size is too large, you can use different websites online to compress files and documents. This allows you to attach them more easily to certain applications, such as emails or uploading to the virtual learning environment.

Saving files as PDF's can often reduce their file size, this is something that is recommended but can be very situational and depends on the intention of the document.

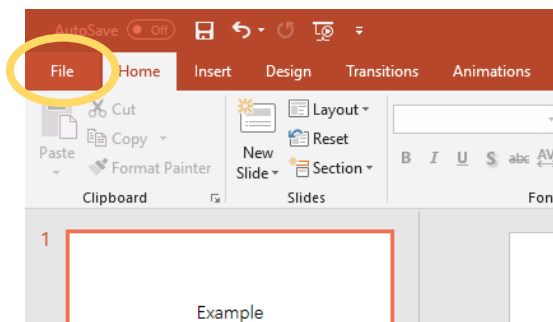
Saving documents as PDFs

PDF (**P**ortable **D**ocument **F**ormat) makes it easier for you to save and upload larger files. Many platforms or email servers have a **maximum file size**. Word documents, PowerPoints and resources can be large in file size. Saving certain files as PDFs makes it a lot easier for the files to be uploaded, viewed and downloaded.

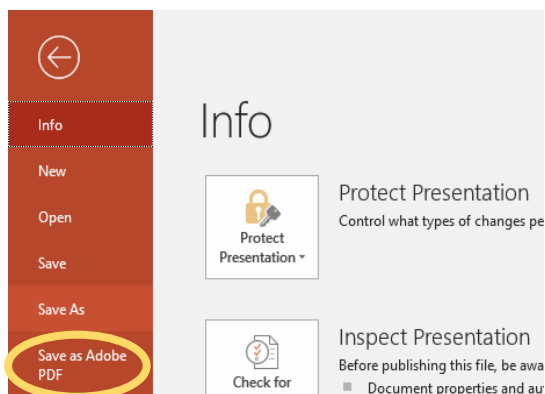
PowerPoint:

Once you have created your PowerPoint:

1. Click '**File**' in the top left corner



2. Click '**save as Adobe PDF**'



3. Once you have clicked this, it opens your documents where you can save the file as a suitable name.

Word Document:

1. Click '**File**' in the top left corner
2. Click '**Save as adobe PDF**'
3. This opens your documents where you can save the file as a suitable name.

When should you save files as a PDF?



We recommend saving your **resources** and **PowerPoints** as PDF files.

We do NOT recommend saving your assignments as PDF files as this makes it harder for you to make amendments if they are referred.

It is **not compulsory** for you to upload resources and other documents as PDF files; however, we may recommend this if you are having trouble with file size when uploading documents.