

File Formats & Extensions

Microsoft Office

Old Version

97-2003 (PC)
2004 (Mac)

New Version

2007 (PC)
2008 (Mac)

Microsoft Word	.doc	.docx
Microsoft Excel	.xls	.xlsx
Microsoft PowerPoint	.ppt	.pptx

Newer versions of Microsoft Office on both PCs and Macs now use file extensions followed by an x. These files cannot be opened by previous versions. Save your files in the older version when you are sharing files with others.

Web Graphic Formats

JPG or JPEG (.jpg)

Pronounced "Jay-peg," this is currently the most common image format on the Web. Also commonly used in PowerPoint Presentations and for e-mailing images as attachments.

PNG (.png)

Pronounced "ping" or P-N-G, this is a newer file format that will eventually replace GIF. PNG supports transparency (an image can fade from opaque to transparent).

GIF (.gif)

An older file format that supports animation. May soon be replaced by PNG or the new animation format MNG.

Web graphics formats are the most universal and can be viewed on any computer with any operating system.

Other Graphic Formats

TIFF (.tif)

An image file format that is used with page layout programs. Used for print, not Web publishing.

EPS (.eps)

An image file format that is used with page layout programs. Used for high resolution print publishing, not Web publishing.

PSD (.psd)

Photoshop files. Your computer must have Photoshop installed in order to view these files.

BMP (.bmp)

A Windows format that should not be used on the Web.

These graphics formats do not display on the Web, and possibly can only be viewed by computers with graphics programs installed. (like Photoshop). Do not use when sharing files with others.

Adobe Acrobat

PDF (.pdf)

Portable Document Format. PDF files can be viewed by any computer on any platform, provided the free and easily downloadable Adobe Reader is installed. Preserves text and graphics the way they were meant to look, regardless of the program that created them.