**1.7- I can describe what file types to use for saving content**

When saving files we would often follow a particular structure. This structure is normally determined by the type of program we use.

A common file type that most people use is the .DOC.file which is viewed in Microsoft Word. It is possible to open .Doc files using other programs, but you will run the risk of not having the full features to display the content correctly.

There are hundreds of different file types; some common and used every day, whilst others may be exclusive and used by specialist, within specific industries.

**File format used in Websites**

**HTML- Hypertext Markup Language**

These are used to create documents which are displayed on a web page. The HTML file will either use *.htm* or *.html.* HTML itself describes a structure of a webpage and to a lesser extent the appearance of the webpage.

**CSS- Cascading Style Sheets**

Often used in conjunction HTML will essentially designate any embedded styles to the displayed page, including elements such as colour, style and appearance. The file will use **.CSS**.

**PNG- Portable Network Graphic**

Used for saving an image or graphics file. This can include digital graphics, photographs. This is the most commonly used file type and is a raster type graphic with a use similar to .JPG (see below). This file type will end with *.PNG*. PNG file types will present highly quality formats as compared to JPEG and JPG file type.

**SVG- Scalable Vector Graphics File**

Developed by the World Wide Consortium (W3C) the format enables information to be stored in a text format or in two dimensions. The file type includes vector shapes and can be embedded with raster graphics. This file type is often used designers that create online graphics and print graphics with software such as Adobe Illustrator. One key benefit of SVG is that they can be altered in CSS and JavaScript.

**JPG- Joint Photographic Experts Group**

A Standardised image format and the most frequently used file for compressed image data. Sharing of these types of formats is simple, on multiple devices using limited storage space. Ideally used to save digital photographs and images published on the web. However they are not always sufficient for high quality images. They usually end with **.JPG**.

**GIF-Graphic Interchange Format**

These are used for dynamic graphics such as animation. The benefit of this file type is that it contains up to 256 indexed colours. Furthermore when compressing these types of files, the images clarity is not damaged in the process. These file types end with **.GIF**.

**MPG- Moving Picture Experts Group also known as MPEG**

Think movies and motion picture. These file types typically compress video and audio formats to easily distribute videos across the web. The two channel compression enables streaming and downloading far quicker and smoother than other formats. These types of files will contain an **.MPG**.

**DOCX- MICROSFT WORD**

Without doubt the most commonly used format by laymen people and experts alike. These file types allow formatted text including tables, charts etc. These are the smallest and easiest file type to store and distribute. They will end in **.DOC** or **.DOCX**.

**PDF- Portable Document Format**

These were created by Adobe as a multi format which can be used to save documents and publications. One key benefit is it does not allow end users to change or manipulate the documents as simple like with Word Processing documents.

**OGG- Vorbis Audio File**

A fairly new designed format for the streaming of high quality digital multimedia and an alternative to .MP3. A key distinction with this format is its free and unrestricted Vorbis patent. Used primarily for music, this file types also allows for artist information to be stored. These file types will often end with .**OGG**.

**Examples**

|  |  |
| --- | --- |
| File Type | Program |
| HTML | **Visual Studio** |
| CSS | **Note Pad++** |
| PNG | **Microsoft Paint** |
| SVG | **GIMP** |
| JPG | **Microsoft Photos** |
| GIF | **Microsoft Paint** |
| MPG | **VideoLAN** |
| PDF | **Adobe** |
| OGG | **Microtosoft Groove Music** |

Common files types that I use are JPG, PDF, PNG AND DOCX.