|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **D** | **File types** | | | | | | | | |
| **PDF** | | document | lossless | cannot be edited |  | **MPEG** | video | lossy | high quality video |
| **DOCX** | | document | lossless | Word file |  | **MP4** | video | lossy | good for streaming online |
| **TXT** | | document | lossless | text only, no formatting |  | **MOV** | video | lossy | Quicktime Media Player format |
| **PNG** | | image | lossless | good compression for graphics |  | **MP3** | audio | lossy | high compression rate |
| **JPEG** | | image | lossy | good compression for images |  | **WAV** | audio | lossless | uncompressed |
| **GIF** | | image | lossy | normally used for animations |  | **SWF** | animation | lossy | good for streaming online |
| **BMP** | | image | lossless | uncompressed |  | **GIF** | animation | lossy | limited colour support |
| **SVG** | | image | lossless | cross application vector format |  | **FLV** | animation | lossy | Flash animation |
| **TIFF** | | image | both | high resolution raster images |  | **MOV** | animation | lossy | video formats can also be used |

|  |  |  |
| --- | --- | --- |
| **A** | **Storing Digital Graphics vocab** | |
| **Lossy** | | Compression of a file which loses some original data |
| **Lossless** | | Compression of a file which keeps all the original data |
| **Pixel** | | A single point of colour which makes up a bitmap image |
| **Resolution** | | The number of pixels in a certain area, often measured in dpi |
| **DPI** | | Dots per inch. A measure of resolution. The number of pixels in an inch. |
| **Compression** | | Reduction of a file size either by removing information (lossy) or without removing information (lossless) |
| **Bitmap** | | A method of storing an image. Each pixel’s value and position is recorded. Looks pixelated when enlarged |
| **Raster** | | Same as bitmap |
| **Vector** | | A method of storing an image. Details of where lines start and end, fills and colours are stored. Looks smooth when enlarged |

|  |  |  |
| --- | --- | --- |
| **C** | **Version Control** | |
| **Version Numbering** | | Graphics\_mindmap\_Ver1  Graphics\_mindmap\_Ver2  Graphics\_mindmap\_Ver3 |
| **Date code version control** | | Mitzy\_script\_22.1.20  Mitzy\_script\_29.1.20  Mitzy\_script\_3.2.20 |

|  |  |  |
| --- | --- | --- |
| **B** | **Working at a Computer** | |
| **Chair height** | | Eyes level with the display |
| **Seating position** | | Straight back, thighs parallel to the ground |
| **Distance from eyes to screen** | | About 50-60cm |
| **Breaks** | | Take a break for 1-2 mins every half hour to stretch |

R082: Storing Files and Working at a Computer

Name: