Sharing material so all can use it (File Formats)

Not every file format can be opened by all users (aka: learners). Below we outline the pitfalls and the easy work-arounds you can use to maximize the end users' abilities.

Audio/Video
Common formats for video include MP4 (H.264), MOV, OGM, WEBM, FLV, and AVI; for audio there are MP3, OGG, FLAC, and WAV; YouTube and several popular video-editing applications do not accept SWF files.

It is recommended to supply content in the native format in which it was originally recorded. In addition, post processing/editing, it is recommended to export video to two formats: OGG Theora and MP4. For audio-only files OGG Vorbis and MP3 are recommended.

If possible, it also useful to share your available source files for images (e.g. Adobe Photoshop), video clips, or Flash (such as FLA).

Include high-resolution versions of videos if possible. High- resolution videos that are under 100 MB per file are very useful for general adaption.

Resources:
http://enwp.org/Ogg_Vorbis   http://enwp.org/MP3
http://enwp.org/Theora   http://enwp.org/MP4

Productivity/Office Documents
If the source material is created in Microsoft Word/PowerPoint/Excel/etc then it is recommended to make it available in 3 formats for maximum compatibility.
1. The original Microsoft Office file (eg: .doc, .docx, .ppt, etc) for others to natively edit.
2. A PDF version so that the content is viewable on the widest range of devices.
3. A conversion to OpenDocument Format via LibreOffice. See:
   http://help.libreoffice.org/Common/Opening_documents_saved_in_other_formats