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| **Sound** | **Description** | **Advantages** | **Disadvantages** |
| MP3 | MP3 (MPEG Audio Layer 3) is an encoding format for writing audio in a digital format. MP3 was designed by Moving Picture Expert Group. It was founded in 1995. MP3 wrote in at a speed of 128 kbit/s. | * Written in a low data size. * Files can be easily shared with the aid of the low data size. * Can be played back through a wide variety of devices. * Serial duplication does not disrupt the quality of the sound. | * Though it may be a low data size, the quality of the overall sound is low too. * Music saved as .mp3 can be easily pirated due to the small size of the file. |
| WAV | Waveform Audio Files | * WAV is widely used, as it is easy to record and distribute. * There are all sorts of tools that can edit .wav files or create .wav files. * Unlike MP3, WAV is a lossless format, no audio is discarded. | * Corrupts when over used. * Files are very big. * Not ideal for online sharing. |
| WMA | Windows Media Audio uses low bit rates (64 kbit/s). Has for distinct codecs: a competitor to MP3 and RealAudio codecs; WMA pro supports multichannel and high resolution audio. | * High quality audio. * Supports DRM (Digital Right management), allows security to be set up to prevent piracy. (not pirate-proof). | * Lack of support by third party devices. * Dominated by MP3 * Many computers do not play DRM supported files. |
| VOX | Stores digitized voice data (e.g Siri’s voice) | * Very low sampling rate (8000hz). * Can be encoded in more than one way. * Very small file size. | * Low sound quality. * Not supported for lots of devices. |

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| Images | Description | Advantages | Disadvantages |
| JPEG | (Joint Photographic Experts Group) is a lossy compression type. It works with 8-bit greyscale and 24-bit colour. | * JPEG is the file format used to save nearly every digital camera. * It can be compressed so therefore the file size can be reduced. * The amount of compression can be specified. * Can store colour (8 bit of blue, 8 bit of green, 8 bit of red). | * Amount of compression impacts the quality of the final image. * Files can suffer from generational degradation when saved or edited a number of times. * Lossless images are not widely supported. |
| GIF | Graphics Interchange Format, GIF, is limited to an 8 bit palette or 256 colours. | * Good for storing images with few colours such as a diagram, logo or cartoon style images. * Supports animation. * Lossless compression is good for single coloured areas of an image. | * Lossless compression is bad for detailed images. * Limited to the number of colours allowed to use. * Designed for basic images. |
| PNG | Portable network graphics, PNG, is an open-source version of GIF. PNG uses 8 bit palette images and 24 bit true colour, 16 million colours. | * Has a vast variety of colours. * Design to work on web browsers. * Has animated versions APNG and MNG. | * Larger files. * Not fully supported by all browsers. |