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

When saving files it is important to save the file using the right file type and to consider using file types not are non-proprietary. This means others should be able to open your files using open source software rather than be restricted to using paid for software to access your files.

Below are types of file type extensions that are typically used,

**JPEG/JPG – Joint Photographic Experts Group**

A JPEG file is a file that saves a compressed version of an image. This makes the image easier to send via email and store on a hard drive. Using this type of file to display images on a website also ensures that the website is quicker to load. JPEG images are best used for websites and social media but are not recommended for printing or editing due to the permanent loss in quality when the file is compressed (lossy compression).

**GIF – Graphic Interchange Format**

A gif file is a file used to send images (particularly moving images) via the internet. This file type compresses the image into a small file size by limiting the GIF to a palette of 256 colours. GIF are not recommended for photos or for printing and they cannot be edited. They are recommended for web amination and graphics.

**PNG- Portable Network Graphics**

A PNG file can be used to compress a file. PNG files are larger as the compression is a lossless form of compression and therefore higher quality, for this reason PNG files can slow down websites from loading.

**TIFF – Tagged Image File Format**

TIFF files are used to save high quality images which can be edited and printed. TIFF files are large and are therefore not recommended for sharing over the web. TIFF files are suitable for printing however they are usually used to edit images before they are converted to another file type suitable for use over the web

**PDF – Portable Document Format**

A file format which is capable of displaying formatted documents independent of software, hardware or an operating system. When sending a document, a PDF file is the best option to use as the recipient will not be reliant on having the correct software.

**.DOC and .DOCX**

A .DOC file is a Microsoft word processing file used in Microsoft Word 97-2003. From 2007 the .DOCX file was introduced a part of the Microsoft Open Specification Promise, meaning that .DOCX files can be opened by the majority of word processors.

**.TXT**

A .TXT file contains little to no formatting. Microsoft Notepad is an example of a software application that saves files as TXT files by default. You can use a web browser or text editor to open a TXT file.

**.XML**

XML files are designed to store data rather than display data. The data is simplified and easy to read by humans and data systems. RSS feeds use XML files to communicate new updates to RSS readers.