



Higham and Rushden

Registered Charity Number 1164952

Saving files

Including file types

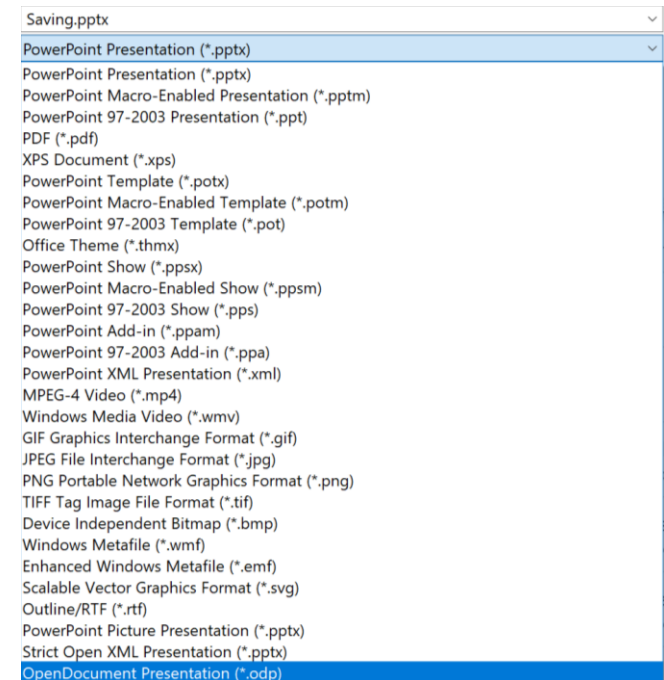
We've said it before and we'll say it again.....

Save your work!

Whenever you start a new document, spreadsheet, presentation or similar,

- Go to File/Save As,
- Navigate to a logical place on your computer where you want to store the item,
- Give it a name which you will be able to identify in future,
- Select as which file type you want to keep the item. As an example, the screenshot on the right shows the different formats in which PowerPoint can save your presentation.

When you open the file in the future and make changes to it, don't forget to save these as you go rather than waiting until you have finished.



Let's have a look at some of these options:

Saving.pptx	
PowerPoint Presentation (*.pptx)	These 3 options (ppt, pptx & pptm) are the normal formats in which to save a presentation. pptx is the more modern form of ppt. The “m” suffix means a macro is built in.
PowerPoint Presentation (*.ppt)	
PowerPoint Macro-Enabled Presentation (*.pptm)	
PowerPoint 97-2003 Presentation (*.ppt)	Pdf files can be viewed on almost any device but cannot easily be edited.
PDF (*.pdf)	
XPS Document (*.xps)	Saving as a template enables the basics to be reused in other presentations. The “x” and “m” suffixes have the same meanings.
PowerPoint Template (*.potx)	
PowerPoint Macro-Enabled Template (*.potm)	
PowerPoint 97-2003 Template (*.pot)	
Office Theme (*.thmx)	PowerPoint shows cannot be edited and will simply play using the settings you have included.
PowerPoint Show (*.ppsx)	
PowerPoint Macro-Enabled Show (*.ppsm)	
PowerPoint 97-2003 Show (*.pps)	mp4 and wmv are video file formats.
PowerPoint Add-in (*.ppam)	
PowerPoint 97-2003 Add-in (*.ppa)	These 5 options (gif, jpg, png, tif & bmp) are all image formats. If you select one of these in PowerPoint you will be asked whether you want to save just the current, active, slide, or to save the whole presentation as individual images. There is a separate tutorial on image files.
PowerPoint XML Presentation (*.xml)	
MPEG-4 Video (*.mp4)	
Windows Media Video (*.wmv)	
GIF Graphics Interchange Format (*.gif)	
JPEG File Interchange Format (*.jpg)	
PNG Portable Network Graphics Format (*.png)	
TIFF Tag Image File Format (*.tif)	
Device Independent Bitmap (*.bmp)	
Windows Metafile (*.wmf)	
Enhanced Windows Metafile (*.emf)	
Scalable Vector Graphics Format (*.svg)	
Outline/RTF (*.rtf)	
PowerPoint Picture Presentation (*.pptx)	
Strict Open XML Presentation (*.pptx)	
OpenDocument Presentation (*.odp)	

It is worth bearing in mind that if you save in a format other than the native one (ppt(x) for PowerPoint) and then want to make changes, you will normally need to go back to your original pptx file to make the changes.

So, how many different file types do you think there are? 100? 300? 500?

Wikipedia in fact lists over 4000, and there may well be many more. Many programs have their own proprietary file types, some of them using the same 2- or 3-letter suffixes as entirely different file types. For example the .pdf file type is almost always a Portable Document Format file, created by Adobe, but in a very few cases can be one of these:

- ED-SCAN 24bit graphics file
- Package Definition file
- PCAD database file
- Print Device Information network
- WordStar 5-6 printer driver.

We mention this only so that you are aware that some things can be other than what they seem.

Unless you have a hard drive packed with obscure software and go burrowing into the depths of this, you are extremely unlikely to come across a pdf file which will not open in Adobe Acrobat Reader.

You should also be aware that Windows cannot open some file types created on other operating systems (iOS on iPads, OSX on Apple Macs, Linux and Android), and vice-versa. If you are creating something important to share with other people it is worth either checking whether they can open files in your chosen format, or searching online to check which file formats can be opened by all operating systems.

Modern versions of Microsoft Office (Word, Excel, PowerPoint, Publisher and other apps) can open and save to earlier file formats: Word 2013, for example, can save documents in the doc format although its default is docx. Word 2003 cannot natively open a docx file, however. The same applies to xls andxlsx files in Excel and ppt and pptx files in PowerPoint. Some versions of OpenOffice, OxygenOffice and LibreOffice, as well as the online program GoogleDocs (all of which are free to download or use) can also open some versions of files created using Microsoft Office programs, but there is no 100% compatibility.

Earlier we touched on macro-enabled files with an “m” on the end of the suffix (such as docm, xlsxm, pptm etc.). So what is a macro?

A macro is a small piece of extra code which can be added to a file to make something happen when a certain key combination is pressed, when a button on the screen is clicked, or even when the document, presentation or spreadsheet is opened. Macros can be extremely useful labour- and time-saving devices, but can also be used to open other programs on your computer or even attack Windows. You should be very wary if you receive this type of file on a flash drive, optical disc or by e-mail. This applies even more if you do not know the source of the file: in this case it may be best to delete the file unopened and either seek an alternative version without macros or satisfy yourself that the file creator did not act maliciously.

Let's have a quick look at some of the most common file types.

I'm sure you have all come across these file types and are well aware that they are image files:

JPEG (or JPG) - Joint Photographic Experts Group

PNG - Portable Network Graphics

GIF - Graphics Interchange Format

TIFF - Tagged Image File

BMP – Windows Bitmap

The following types are also (or can be) image files:

PSD - Photoshop Document

PDF - Portable Document Format

EPS - Encapsulated Postscript

AI - Adobe Illustrator Document

INDD - Adobe Indesign Document

RAW - Raw Image Formats

Most image editing software can convert one image file type to another, should you find that a particular program will not accept your image in its current format.

Can you identify the following groups of file types?

MPG, MPEG, MP4, AVI, WMV, MOV, QT

MP3, WMA, FLAC, OGG, CDA, WAV

EPUB, MOBI, AZW

Correct, these are video, audio and e-book file formats.

Finally we will touch on a few other file types which you may encounter on your travels round the internet.

The first of these is the rtf file, or rich text format. This is a sort of halfway house between the plain text file txt and the full-fat doc(x) file created by desktop publishing software like Microsoft Word. These can only be opened in Word, WordPad or open-source equivalents, not in Notepad.

Another very common file type is the csv file, or comma-separated values. It is used extensively for downloading data from the internet. Generally a csv file can be opened in either Notepad or a spreadsheet application such as Excel, but the latter normally gives a better result if you plan on doing something with the data afterwards. It is also worth noting that the separator can be something other than a comma, such as a semicolon or a tab.

When you find a manual on the web, generally this will be in pdf format. Occasionally, however, you will come across a chm file (compiled html) instead. This will open in your web browser and is normally fully searchable. It is, however, much less easy to plagiarise.

Finally, when downloading large amounts of data you may come across image files with a suffix of iso or img. These files contain an exact copy of a data set, normally the contents of a CD or DVD. If you save one of these files to your computer, you can normally open it by double-clicking: Windows then creates a virtual optical drive and you can find it in File Explorer. If you ever want to create this type of file yourself, ImgBurn is a very good program at the right price: free!

THE END