

OAR@UoM

Recommended File Formats

To give access to a file(s) in OAR@UoM and properly archive the work(s), we need to ascertain that the content(s) is/are stored in file formats that are either Open or well known. Refer to the hereunder list of recommended file formats by OAR@UoM Team.

Description	Extensions
Document & Text Formats	
Portable Document Format	.pdf
PDF/A (ISO 19005)	.pdf
Open Document Text	.odt
Open Office Write	.sxw
Microsoft Rich Text Format	.rtf
Plain Text	.txt
HTML	.htm, .html
eXtensible Mark-up language	.xml
Microsoft Word, Works and Wordpad	.docx, .doc, .wps, .wpd
Word Perfect	.wpd
Spreadsheet Formats	
Comma Separated Values	.csv
OpenDocument Spreadsheet	.ods
OpenOffice Calc	.sxc
Microsoft Excel	.xlsx, .xls
Microsoft Works Spreadsheets	.wks
Presentation Formats	
OpenDocument Presentation	.odp
Open Office Impress	.sxi
Microsoft PowerPoint	.pptx, .ppt
Graphic Formats	
JPEG	.jpg, .jpeg
Tagged Image File Format	.tif, .tiff
OpenOffice Draw	.sxd
Open Document Graphics	.odp
Portable Network Graphics	.png
Graphics Interchange Format	.gif
Windows Bitmap	.bmp
Encapsulated Postscript	.eps
Adobe Digital Negative	.dng
Microsoft Visio Drawing	.vsd
Audio Formats	
Audio Interchange File Format	.aiff, .aif, .aifc
Waveform Audio Format	.wav
Broadcast Wave Format	.wav
Ogg Vorbis	.ogg, .oga
Windows Media Audio	.wma

MPEG ½ Audio Layer	.mp3
MPEG-4	.mp4
Video Formats	
Ogg Theora	.ogg, .ogv
Windows Media Video	.wmv
Quicktime	.mov
MPEG-4	.mp4
Other Formats	
Microsoft Project	.mpp, .mpx, .mpd