

## OAR@UM

### Recommended File Formats

To give access to a file(s) in OAR@UM 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@UM Team.

Description	Extensions
<b>Document &amp; Text Formats</b>	
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
<b>Spreadsheet Formats</b>	
Comma Separated Values	.csv
OpenDocument Spreadsheet	.ods
OpenOffice Calc	.sxc
Microsoft Excel	.xlsx, .xls
Microsoft Works Spreadsheets	.wks
<b>Presentation Formats</b>	
OpenDocument Presentation	.odp
Open Office Impress	.sxi
Microsoft PowerPoint	.pptx, .ppt
<b>Graphic Formats</b>	
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
<b>Audio Formats</b>	
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
<b>Video Formats</b>	
Ogg Theora	.ogg, .ogv
Windows Media Video	.wmv
Quicktime	.mov
MPEG-4	.mp4
<b>Other Formats</b>	
Microsoft Project	.mpp, .mpx, .mpd