

Extensions



Extensions—not just for your hair. Why do I care?
What do they tell me?



Common File Extensions

A file extension is generally added to the file name when you save. It is the 3 or 4 letters that follow the “dot.” Your computer’s operating system uses the file extension to identify the correct application in which to open the file. You can also use these letters to help you identify file types.

Text Formats

- .doc – Word or WordPerfect
- .pdf — Portable Document File (opens in Acrobat)
- .rtf — Rich Text Format (a large number of Word Processing Programs can read this type of file—good for going between programs)
- .txt—ASCII or Simple Text format

Audio, Video, Graphics Files

- .au—audio file
- .avi—movie file
- .bmp—Bitmap graphics format
- .gif, .jpg, .tif, .tiff, .png—graphics file
- .mov, .qt—Quicktime movie
- .mpg, .mpeg—audio and video format
- .ra, .ram—Real audio format
- .wav, .wave—audio file

Presentation Formats

- .ppt—PowerPoint presentation

Application Formats (good idea not to open email-attached files with these extensions)

- .exe—Executable file, Windows program
- .bat—Batch File

Compression Formats

- .zip—Zip compression format

Multimedia Formats

- .htm, .html—Hypertext Markup Lang, web page