

GENERAL SHORTCUT KEYS

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|------------------|------------------|------------------|
| Ctrl + N = New | Ctrl + C = Copy | Ctrl + P = Print |
| Ctrl + O = Open | Ctrl + V = Paste | Ctrl + S = Save |
| Ctrl + W = Close | Ctrl + Z = Undo | Ctrl + F = Find |

File Formats / Extensions

| | |
|-------------------------|-----------------------------|
| .doc = Microsoft Word | .ppt = Microsoft Powerpoint |
| .xls = Microsoft Excel | .pub = Microsoft Publisher |
| .mdb = Microsoft Access | .mix = Microsoft Photo Draw |

General File Format Extensions and Description

Plain Text (ASCII) Files

.html/.htm

The language in which Web documents are authored. File Type: ASCII This file type requires a web browser, such as Navigator or Internet Explorer, for viewing.

.txt

A plain (ASCII) text file. File Type: ASCII These files can be viewed with a word processor like Microsoft Word or a simple text editor like Simple Text or BBEdit for the Mac. For the PC you can use Notepad that comes with the Windows operating system.

Formatted Documents

.doc

A common PC format for formatted text files. File Type: ASCII
Although you may occasionally come across files with this extension that are not text documents, usually they are documents that were created using **Microsoft Word** or WordPerfect for Windows.

.pdf

Portable Document Format, a proprietary format developed by Adobe Systems, Inc. that allows formatted documents (including brochures or other documents containing artwork) to be transferred over the Internet so they look the same on any computer. File Type: Binary
This file type requires the Adobe Acrobat Reader to view files and can be downloaded from the [Adobe](#) website.

Compressed and Encoded Files

.exe

A DOS or Windows program or a self-extracting file. File Type: Binary
If this is an executable (self-extracting) file, then it can usually be launched by double-clicking on the icon on your desktop. This is the only way to tell if it is an executable file.

.sit

A Macintosh file that has been compressed using a program called Stuffit. File Type: Binary
To unstuff a file with a .SIT extension, you need a program called Stuffit Deluxe or you can use Stuffit Expander for the Mac or for Windows. All three versions can decompress other file formats as well.

.tar/.tar.gz/.tar.ZI.tgz

A UNIX archiving scheme that is also available for PCs. File Type: Binary
Tar, which is short for Tape ARchive, can archive files but not compress them, so .tar files are often gzipped, which is why you might occasionally encounter the file extension .tar.gz. To download and use .tar files on a Mac, you use a program called Tar. For Windows you can use WinZIP to view and extract archive files.

.zip

A common compression standard for DOS and File Type: Binary
These files can be decompressed on the PC with WinZIP. You can get copies for Windows 3.1 and Windows 95/98/2000 (winzipXX.exe). You can also use Stuffit Expander for Mac or Windows.

Graphics Files

.bmp

The Bitmap file format is used for bitmap graphics on the Windows platform only. The BMP format stores image data from bottom to top and pixels in blue/green/red order. This means that if memory is tight, BMP graphics will sometimes appear drawn from bottom to top. Compression of BMP files is not supported, so they are usually very large. When saving a file to the BMP format, add the ".bmp " file extension to the end of its file name.

.gif

It is one of the most popular file formats for Web graphics and for exchanging graphics files between computers. It is most commonly used for bitmap images composed of line drawings or blocks of a few distinct colors. The GIF format supports 8 bits of color information or less. In addition, the GIF89a file format supports transparency, allowing you to make a color in your image transparent. This feature makes GIF a particularly popular format for Web images.

.eps

The Encapsulated PostScript file format is a metafile format; it can be used for vector images or bitmap images. When you place an EPS image into a document, you can scale it up or down without information loss. EPS files can be graphics or images of whole pages that include text, font, graphic, and page layout information.

.jpg/jpeg

Like GIF, the Joint Photographic Experts Group format is one of the most popular formats for Web graphics. It supports 24 bits of color information, and is most commonly used for photographs and similar continuous-tone bitmap images. The JPEG file format stores all of the color information in an RGB image, then reduces the file size by compressing it, or saving only the color information that is essential to the image. Most imaging applications and plug-ins let you determine the amount of compression used when saving a graphic in the JPEG format. Unlike GIF, JPEG does not support transparency.

.tiff

A very large, high-resolution image format. File Type: Binary
Use JPEGView for the Mac and Lview Pro or PolyView for the PC.

Sound Files

.au/uLaw/MuLaw

The most common sound format found on the Web. File Type: Binary
Macs need Sound App to play this type of file; PCs can use Waveform Hold and Modify (whamxxx.zip) which provides support for a variety of formats, conversion between them, and file editing functions.

.aiff

Another fairly common sound format found on the Web. File Type: Binary
Although it is a Macintosh format, it can be used on other platforms as well. It requires the same programs as .au to play.

.mp3

The most popular file format on the Web for distributing CD-quality music. A 1 Mb files is equal to about one minute of music. File Type: Binary
This type of file requires an MP3 player, which is available for both Macintosh and Windows.

.ra

A proprietary streaming audio format called RealAudio. File Type: Binary
Developed by RealNetworks, RealAudio allows you to play sound files in real-time. This type of file requires the [RealPlayer](#), available for both Macintosh and Windows.

.wav

The native sound format for Windows. File Type: Binary
On the Mac, you can use Sound App to play .wav files. For the PC, use aveform Hold and Modify or Goldwave to play these files. There's also a good program called Win Play! (wplnyxx.zip) that will play it, as well as other popular formats.

Video Files

.avi

The standard video format for Windows. File Type: Binary
These files need an AVI Video for Windows player (aviprox.exe) or the Windows Media Player from Microsoft.

.mov/.movie

The common format for QuickTime movies, the Macintosh native movie platform. File Type: Binary
You can use a number of applications to play .mov files including Sparkle or MoviePlayer on the Mac, and QuickTime for Windows.

.mpg/mpeg

A standard format for "movies" on the Internet, using the MPEG compression scheme. File Type: Binary
On the Mac, use Sparkle to play ,mpg files or to convert them to QuickTime movies. There are a variety of MPEG Players for Windows and an MPEG FTP Site that has a large collection of MPEG player resources for all platforms (Mac, Windows, and UNIX).

.ram

A popular format from RealNetworks for streaming video. File Type: Binary
To view these files, you need the RealPlayer, which can be downloaded from [Real.com](#).