

# File Types and the PDF

By Giles Godart-Brown

Mendlesham Computer Club

## What can you tell from the name of a file?

- Filenames consist of a Prefix and a Suffix separated by a dot e.g. shopping.txt
- Originally they were limited to 8 characters with no spaces or special characters, but now these are permitted, but not best practice. The length has gone up to 255 characters.
- The suffix at the end describes the file type and is an indicator to Windows or MacOS how to deal with this file, i.e. what application to use to open it. E.g. .txt is a text file to be opened in Notepad

## Some common file types and suffixes

Suffix	File Type	Application
txt	Text	Notepad
doc/docx/docm	Document	OpenOffice or Word
odt	OpenOffice Document	OpenOffice or Word
xls	Spreadsheet	OpenOffice or Excel
csv	Comma Separated Values	Unformatted spreadsheet
ods	OpenOffice Spreadsheet	OpenOffice or Excel
ppt	Presentation	PowerPoint
zip	Compressed file(s)	Windows/MacOS
rar	Roshal Archive compressed file(s)	WinRar/MacOS

## Some common file types and suffixes

Suffix	File Type	Application
exe	Windows executable	Runs itself
dmg	Disk Image	For installing apps on Mac
bat	Windows Batch file	Runs a sequence of commands
dll	Dynamic Linked Library	Used by Windows to share code between applications
eml	Email file	
html	Hypertext markup language	Web page
js	JavaScript	Performs logic within a web page
tmp	Temporary file	Can be deleted

## Some common picture file types and suffixes

Suffix	File Type	Application
jpg jpeg	Joint Photographic Experts Group	Moderate 'lossy' compression, used for Photos and Web images
png	Portable Network Graphics	Icons, small images, transparent backgrounds
gif	Graphics Interchange Format	Low resolution, most often used for small animations
tiff	Tagged Image File	High resolution images, tend to be large

## Some common picture file types and suffixes

Suffix	File Type	Application
heic	High Efficiency Image File Format	Used by iPhones for High resolution images, beware many devices cannot handle these
Bmp	Windows Bitmap	Not often used today

## Some common multimedia file types and suffixes

Suffix	File Type	Application
mpeg	Motion Pictures Experts Group	A number of formats for videos
mp4	MPEG 4 video	Most common format for videos
mp3	MPEG layer 3 audio file	Most often used for music
m4a	MPEG4 Audio file	Music
mov	Apple Movie file	Not often used today
avi	Audio Video Interleave	Not often used today
vob	Video Object	Raw DVD movie
wav	Wave audio file	Not often used today
wmv	Windows Movie File	Not often used today

# The Portable Document Format (PDF)

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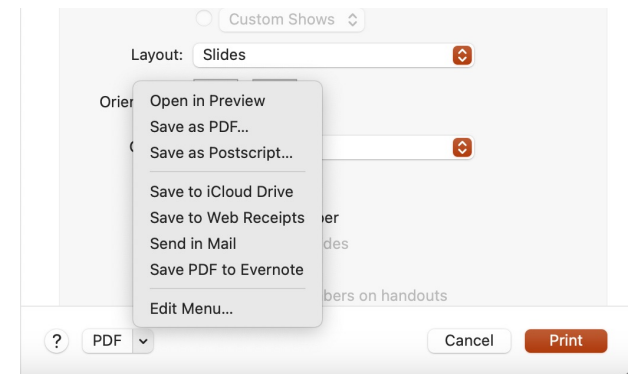
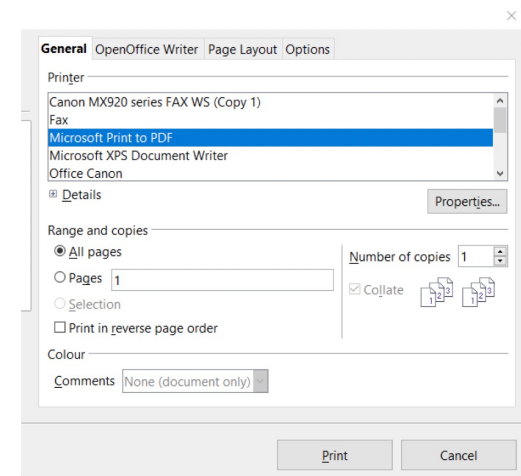


## What is PDF?

- PDF files are increasingly being used for the electronic distribution forms.
- Portable Document Format (PDF), is a file format developed by Adobe in 1993 to present documents.
- Initially they were not editable without buying an expensive license from Adobe, now you can add text and signatures to PDF files within the Adobe reader using the 'fill and sign' tool

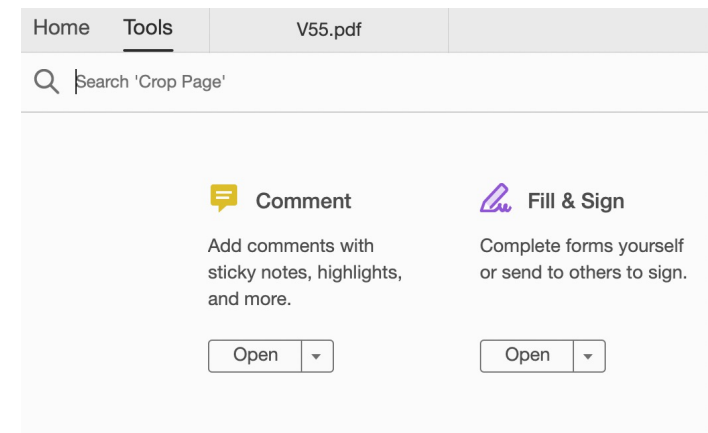
## How to create a PDF

- If you want to send someone a document that you don't want them to be able to edit, you can create your own PDFs
- Some apps have a 'Save as PDF' option, however you can always create a PDF from the print Dialogue.



# How to fill in a PDF form

- The Adobe reader has a new feature called 'Fill and Sign'
- Open a PDF, click on Tools, Fill and Sign
- You can navigate around the document filling in the boxes, many forms have the boxes already defined.
- If you have a photo of your signature, you can also add this (we will cover how to create a signature file in a later module).
- When you have finished, save the document as a pdf.
- For an example see <https://godartbrowncom.ipage.com/MCC/docs/examples/pdf/V55.pdf>



## 'Free' PDF Tools

- PDF's can be split and merged using the free tool PDFSAM from <https://pdfsam.org/>.
- PDF's can be imported into GIMP for major surgery.
- There are some web-based tools to edit and reduce the size of pdfs, most have free trial versions

## Demos

- PDF fill and sign – Under the Tools tab in Adobe Reader
- Create a PDF from an Open Office document – Print>Microsoft print to PDF
- PDF split and Merge (PDFSAM). Download the 2 example documents (one) and (two) and use pdfsam to merge them into one – in the correct order.
- Reducing the size of a pdf using <https://smallpdf.com/compress-pdf>