



Language Technology Program 2023: File Types/Formats Cheat Sheet

File Extension	File Name	Media	Compressed (Y/N)?	Lossy or Lossless?	Best For
.wav	Waveform Audio File	Audio	N	Lossless	Archiving/Editing
.mp3	Moving Picture Experts Group	Audio	Y	Lossy	Uploading/Sharing
.mp4	MPEG-4 Part 14	Audio/Video	Y	Lossy	Archiving/Editing /Uploading/Sharing
.tiff or .tif	Tag Image File Format	Image	Y	Lossless	Archiving
.mov	Quick Time File Format	Audio/Video	N	Lossless	Archiving/Editing (Mac/Apple)
.avi	Audio Video Interleave	Audio/Video	N	Lossless	Archiving/Editing (PC/Windows)
.jpeg	Joint Photographic Experts Group	Image	Y	Lossy	Uploading/Sharing
.png	Portable Network Graphics	Image	Y	Lossless	Archiving/Editing /Uploading/Sharing
.aup	Audacity Project File	Software Specific	N	Lossless	Audacity Software Editing
.eaf	ELAN Annotation Format	Software Specific	N	Lossless	ELAN Software Editing
.txt	Text	Text	N	Lossless	Basic Text
.srt	SubRip Text File	Text	N	Lossless	Subtitles

Best File Types/Formats for FirstVoices.com & Other Online Platforms:

.mp3 – Audio
.mp4 – Audio/Video*
.png – Image

**Uploading videos as unlisted YouTube videos and then linking the URLs to your FirstVoices site/entries is the recommended method of adding video content to your platform.*

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How to Read the Chart

Check out what each column means below:

File Extension

The three-to-four-character code that you can use to identify the file type or format on your device.

File Name

The full name of the file type/ format

Media

What type of content the file container/type stores (e.g., audio, audio/video, text etc.)

Compressed (Y/N)?

Does the file irreversibly get excess non-essential data removed to reduce its size?

Compression is an irreversible method to improve storage and shareability by shrinking the amount of excess data a file contains.

Lossy or Lossless?

Lossy files have been compressed in a way to reduce file size and are best for sharing online and on streaming services/platforms.

Lossless files have not been compressed in a way to delete excess data. Some file types like .png are both compressed and lossless.

Best For

The recommended way to use these files as in ...

Archiving	As preservation masters/master files for long-term storage
Editing	As access masters/ access files to edit from to make content
Uploading/Sharing	As access copies/ shareable files for online and streaming
Audacity Software Editing	To use on Audacity audio-editing software
ELAN Software Editing	To use on ELAN transcription software
Basic Text	As a basic text file
Subtitles	To burn in as subtitles for audio/video

.avi and .mov files are designed for use on Windows and Apple devices, respectively.

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