

What is a **file format** and what is the purpose of them?  
 File formats are extensions added to file names when saving documents on a computer. Different file formats have different properties and they're mainly used so that computers know what program to open a file in.

What is the difference between **lossy** and **lossless** file compression?  
 Compression is when file sizes are made smaller by computers, smaller files are quicker to email and transfer. Lossy compression loses some data when file sizes are reduced, so it is difficult to restore the file to the original condition if needed. Lossless file compression retains data that allows the file to be restored later to its original quality and condition.

The following are common file formats for **images**:

**Image File Formats**

- BMP** (Lossless compression, large file size)
- JPEG** (Small size, lossy compression)
- TIFF** (Allows multiple images to be saved as one file)
- PNG** (Allows transparency, larger file size than JPEG)
- GIF** (Allows animation, limited colour palette)

**Exam Tip!**  
 In your exam, if you're struggling with the properties of different file types, just revise **JPEG** for still **images**!

The following are common file formats used for **video**:

**Video File Formats**

- AVI** (Created by Microsoft)
- MP4** (Commonly used video file format)
- WMV** (Designed for use on Windows devices)
- FLV** (For Flash video)
- MOV** (Not compatible with a large number of players)

**Exam Tip!**  
 In your exam, if you're struggling with the properties of different file types, just revise **MP4** for **video** files!

# Cambridge National in Creative iMedia

## Project Completion Stage Knowledge Organiser

The following are common file formats used for **audio**:

**Audio File Formats**

- MP3**
- WMA**
- WAV**
- AIFF**

**Exam Tip!**  
 In your exam, if you're struggling with the properties of different file types, just revise **MP3** for **audio** files!

When completing a project, the following are **issues** that people must be aware of in order to avoid legal disputes.

**Privacy** – designers and developers must respect people's privacy; when creating their own assets such as images or videos, for example, they must ensure they have people's permission if they feature within shot.

**Defamation** – this basically means *'bad mouthing'* someone or a company/organisation. Within their work, designers and developers must ensure any statements they make are true and correct.

**Certification and Classification** – this is when films and TV productions are given an age rating by an official organisation called the British Board of Film Certification (BBFC). Violence, strong language and other inappropriate content could see some productions being certified just for adults. Developers of visual works need to take this into account to ensure their productions are suitable for their target audience.

**Use of Copyright Material** – Copyright is the law that protects peoples' creative work such as images, text and sounds. Designers and developers must obtain permission to use any assets that belong to other people or they need to use 'royalty free' assets, or even create their own!

What is the **Data Protection Act** (including GDPR)? What does it state?  
 The Data Protection Act from 1998, which was updated in 2018 to reflect a European Law called GDPR (General Data Protection Regulation), is a law which protects people's personal information. Businesses/organisations who keep personal data must make sure the data they collect and hold has a purpose, is limited to just the data they require on a person, is kept accurate and up-to-date, kept securely and not shared without the person's/owner's permission.

How should digital work be **organised**?  
 Files on a computer should be stored in folders (or directories) so work is easy to find. Both files and folders should be clearly and sensibly named to reflect what they contain.

What tips should people follow when saving and naming files on a computer? (**Naming conventions**)  
 Naming conventions is the term given to the good practice people should follow when they're naming their files and folders on a computer. As mentioned, names should be sensible and meaningful – "document1" is not a useful file name, for example.  
 People should save their work regularly as different versions in case files are lost or corrupt; filenames should include labels V1, V2 etc. for different versions of the same work.

**Hardware and software** used to create various pre-production documents and final project work...

Document / Final Work	Hardware	Software
Website	Keyboard, Monitor, Mouse Digital Camera to take pictures Speakers (if including sound)	Adobe Dreamweaver Serif WebPlus Web Browsers (to access web-based web design services)
DVD Cover	Keyboard, Monitor, Mouse Graphics Tablet Printer (if printing to share with client)	Adobe Photoshop Serif DrawPlus Gimp Web Browser (to collect assets)
Visualisation Diagram	Keyboard, Monitor, Mouse Printer	Microsoft Office PowerPoint Microsoft Office Word
Podcast	Microphone Monitor, Mouse Speakers (for playback)	Audacity Media Player (for playback)