

Hello everyone, my name is Nora Wesselmann and I am the Missouri Ploud project coordinator here at the Missouri State Library. In this video, I am going to show you the best file types to use on your website, why they are the best, and how to create them.

Here are the best file types for images and documents. Each is a little different and it depends on what you want to put on your website. First, let us look at images.

There are two best file types for still images on the Internet; the first is .PNG, which stands for portable network graphics. PNG is best for graphics, items with transparent backgrounds, text heavy graphics like posters or flyers, and anything you make on Canva.

The second file type is .jpeg, which stands for Joint Photographic Experts Group; these are best for photographs or very detailed images, such as a picture of your library or interior images.

One downside to .jpeg is that they can be much larger in size, which can cause them and your website to load slower.

Fortunately, there is a solution to this problem. You can crop off any extra space in the photo you do not want or you can compress the file to make it smaller I like to use the free online tool tinyjpg.com

When you go to this website, it allows you to click on the box at the top. You can then select what picture you want to compress you can also hold down control to select multiple pictures. Then click open.

I already have an image compressed. It will then show you what the file size started at, its final size, and how much it was compressed. You can then download the compressed image by clicking on download and use it on your website. Compressing images will not lose any quality of the image.

Here on the left is the original image, and then here is the compressed version.

Here you can see it did not lose very much quality whatsoever.

For documents, there is again two best file types to use on your website .DOC or .DOCX are used for when you want patrons to be able to edit the document. This is useful for printable forms, that you want your patients to fill out. Patrons often cannot view docs on the web, as most browsers have to download them to open them.

There is a small difference between .DOC and .DOCX, if you have the option choose .DOCX, as the files are smaller and more efficient for web design.

.PDF is best for documents you want your patrons to view and not edit. This is good for meeting minutes or policies. Many browsers can also view pdfs without having to download the file first. You can turn any Doc into a PDF. Word processors usually have a few methods to do this.

Here I have a Doc version of some library meeting minutes. To change it to a PDF I can go to file and save as and select PDF from the type drop down. You can also go to export and create a PDF. Finally, under print, you can go to your printer settings, choose the Print to PDF option, and then click print.

You can then give it a name and save it to your computer.

That is all I have to show you in this video I hope you found this small presentation useful, I have my contact information here, as well as Janet Caruthers who works with me on this project. If you have any questions or want any more information, feel free to reach out to either one of us, thank you for watching and have a great rest of your day.