






AT Quick Guide

E-Text file formats

The **file extension** (or the letters after the period in the file name) indicate the type of file. Different software programs can handle different types of files.

File extension	File type	Applications that can read this file type	Advantages	Disadvantages
.RTF 	Rich text format	<ul style="list-style-type: none"> • Most word processors • Many text readers • Kurzweil • Read:OutLoud 	<ul style="list-style-type: none"> • Can include pictures • Retains text formatting • Easily created using MS Word 	<ul style="list-style-type: none"> • Usually, you will need to copy/paste into Word and create these documents yourself
.TXT 	Text format	<ul style="list-style-type: none"> • Almost any application 	<ul style="list-style-type: none"> • Smallest file size • All applications can read it 	<ul style="list-style-type: none"> • Does not support pictures or text formatting
.HTML or .HTM 	Internet format HTML format	<ul style="list-style-type: none"> • Web browsers like Internet Explorer and Firefox 	<ul style="list-style-type: none"> • Cross-platform (Mac/PC) • Small file size • Retains pictures and some formatting 	<ul style="list-style-type: none"> • Difficult to edit unless you know HTML coding language or have an HTML editor
.PDF 	Portable document format	<ul style="list-style-type: none"> • Adobe Reader 	<ul style="list-style-type: none"> • Standard for sharing documents on the web 	<ul style="list-style-type: none"> • Cannot be edited
.KES 	Kesi format	<ul style="list-style-type: none"> • Kurzweil 	<ul style="list-style-type: none"> • An exact image of the printed page on the screen 	<ul style="list-style-type: none"> • Only Kurzweil can read it