



WebCT - File Formats and File Naming Conventions

All files that you use in your course must be in a format that is readable on the web. The following are common web-readable file types. They will display automatically in the user's browser window in WebCT:

.htm or .html	Hyper Text Mark-up Language (file format used for web pages).
.txt	Text Only (i.e., document from a text editor, like WordPad, or SimpleText)
.gif	Graphical Interchange Format (image file format often used for icons, buttons, backgrounds or graphics requiring only a limited color range).
.jpg	Joint Photographic Experts Group (image format used for all other graphics, especially photographs, which require many shades of color).

The following file types can be used in a WebCT course if users have the associated application or plug-in installed on their computers:

Type of document	File Extension	Required Application
MS Word	.doc	MS Word or Word Viewer
MS Excel	.xls	MS Excel
PowerPoint	.ppt	MS PowerPoint or PowerPoint Viewer
Portable Document File	.pdf	Adobe Acrobat Reader (plug-in)
Various sound files	.wav, aif, .ram	Windows Media Player, QuickTime, RealPlayer
Various video files	.avi, .mov, .mpg, .rm	Windows Media Player, QuickTime, RealPlayer

File and Folder Naming Conventions:

Names of files and folders must be alphanumeric and **cannot contain any of the following:**

- spaces
- tabs
- line feeds
- carriage returns
- : ~ { } ! @ # \$ % ^ & * () + [] \ < > / ? ; ' "