

Digital File and Attachment Formats for Appendices

Recommended Formats

Type	Recommended File Format(s)	Extension(s)	Description
Document	PDF, DOCX	.pdf, .docx	For text-based appendices and supporting materials.
Spreadsheet	XLSX, CSV	.xlsx, .csv	For tabular data, calculations, or databases.
Image	JPG, PNG	.jpg, .jpeg, .png	For photographs, diagrams, or scanned copies.
Presentation	PPTX, PDF	.pptx, .pdf	For presentations or visual summaries.
Text	TXT, RTF	.txt, .rtf	For plain text or rich text files.
Compressed Archive	ZIP	.zip	For bundling multiple files as one attachment.

Important Notes

- Choose widely supported and non-proprietary formats whenever possible.
- Ensure that appendices are clearly labeled and referenced in the main document.
- Keep file names descriptive and consistent for easy identification.
- Compress large files before attaching, but do not use uncommon archive formats.
- Check that all digital files open correctly and are virus-free before submission.