RECOMMENDED FILE FORMATS

The following table lists all file formats that HES is currently capable of accepting. Preference will always be for open source non-proprietary file formats where possible. Other formats may be acceptable under certain circumstances, please contact Digital.Archives@hes.scot if you wish to submit data in formats other than those listed below.

		File Format (for Preservation)	**Additional Documentation (if relevant/available)/Notes**
Text	*Preferred*	Adobe Portable Document Format: .PDF, .PDF/A Microsoft Word: .DOCX	• Documents must not be locked to editing or password protected.
	Accepted	Microsoft Word: .DOC OpenDocument Text: .ODF Plain Text: .TXT Rich Text Format: .RTF	
	Not Accepted	.HTML, .XHTML, .XML, SGML	
Images	*Preferred*	Tagged Image File Format (Uncompressed): .TIF/.TIFF Adobe Digital Negative: .DNG	• Captions must be included for all image files • Images must be at least 1200 pixels along longest edge. • Images must have a resolution of at least 72dpi. • Images must be in the correct orientation
	Accepted	Joint Photographic Expert Group: .JPG/JPEG Portable Network Graphics: .PNG Windows bitmap: .BMP	
	Not Accepted	Proprietary Camera Raw Files:.CRW, .CR2, .CAP, .CAPTURE, .3FR, .3F, . DCR, MOS,.NEF, .IIQ	
Audio / Visual	*Preferred*	Video MPEG-4: .MP4 Audio .MP3 MPEG-4: .MP4 Waveform Audio File: .WAV	
	Accepted	Video MPEG-2: .MP2 Audio Video Interleaved: .AVI Quicktime: .MOV MPEG: .MPG/.MPEG Disk Image: .ISO	
	Not Accepted	Apple Video Format: .M4V	

CAD (Vector Graphics)	*Preferred*	Scalable Vector Graphic: .SVG AutoCAD: .DXF	• Captions must be included for all graphics files • Images must be embedded into final versions and not linked • Accompanying file for dissemination purposes can be submitted as an image or PDF
	Accepted	Adobe Illustrator: .AI AutoCAD : .DWG	
	Not Accepted	Corel Photopaint bitmap: .CPT Autodesk Web Format Drawing: .DWF Enhanced Windows Metafile Drawing: .EMF Enhanced Postscript Drawing: .EPS Windows Metafile Drawing: .WMF	
Spreadsheets	*Preferred*	Comma Separated Value: .CSV Microsoft Excel: .XLSX	• Column/Rows should have clear labels describing their contents • A key should be provided for any codes with the data • Spreadsheets must not be locked to editing or password protected
	Accepted	Microsoft Office: .XLS OpenDocument Spreadsheet: .ODS Plain Text: .TXT	
	Not Accepted	Excel Workspace Document: .XLW Symbolic Link (SYLK): .SLK Lotus 1-2-3 Worksheet: .WKS List File: .LST Microsoft Works Spreadsheet: .XLR	
Databases	*Preferred*	Delimited Text: .CSV	• A data dictionary should be included where available • For delimited text the delimiters should be listed • Databases must not be locked to editing or password protected
	Accepted	Microsoft Access: .ACCDB OpenDocument Database: .ODB Database File: .DBF	
	Not Accepted	Microsoft Access: .MDB	
GIS	*Preferred*	ESRI Shapefile: .SHP, .SHX, .DBF (optional: .SBN and .SBX, .FBN and .FBX, .AIN and .AIH, .PRJ and .XML) Geodatabase: .CSV (plus shapefile) Zipped Folder: .ZIP	**Project specific metadata form must be completed when depositing GIS data.** • Accompanying flat file data can be provided as .csv or .xlsx or .txt. • GIS shapefiles will be zipped together for preservation and dissemination purposes. This will be carried out by digital archive staff at ingest or can be deposited as .ZIP. • Accompanying file for dissemination purposes can be submitted as an image or.PDF
	Accepted	GeoJSON: .GEOJSON MapInfo: .MID and .MIF	

Geophysics	*Preferred*	Raw data: .CSV Rendered Images: .TIF/TIFF	**Project specific metadata form must be completed when depositing Geophysics data.** For raw xyz data: • Location of the survey • Conditions • Instrumentation For rendered images: • Details of data processing and interpretation
	Accepted	Raw data: .TXT, .DAT, .XYZ, .TOP, Rendered Images: .JPG/JPEG, .PNG (see above)	
	Not Accepted	Raw data: Geophysics Data File: .DT1, .HD Extended Triton Format: .XTF	
3D Models / Photogrammetry	*Preferred*	Raw Data: .TIF/TIFF Derivatives: .OBJ	**Project specific metadata form must be completed when depositing 3D models or Photogrammetry data.**
	Accepted	Raw Data: .JPG/JPEG Derivatives: .X3D	
Lidar		*Work in progress – please contact Digital.Archives@hes.scot to discuss depositing LIDAR data.*	