

## **File Formats and Sizes**

### **File Formats**

UST Research Online is hosted on Digital Commons, a product of Berkeley Electronic Press. The system will accept most current file formats (and more are being added), including:

Text: doc, docx, rtf, txt, pdf

Image: tiff, jpeg, bmp, png, gif

Video: mov, mpg, mpeg, mp4, qt, 3g2, 3gp, flv, swf, avi, wmv, ram, rm, smi, smil

Audio: mp3, wma, mid, midi, mov, m4a, wav, ra, ram, rm

Other: ppt, xls

The standard is for documents to be submitted as text-based (.txt, .rtf, .doc, .docx) or pdf files. For ppt files the preferred method is to convert them to pdf before uploading. Any text-based files are converted by the system to pdf format for display purposes, and a system-generated title page is inserted at the beginning of each document.

While a wide variety of file formats are accepted, uploading a particular file type to the repository does not commit the University to provide the software necessary to view or use file types outside standard computer configurations. Because technology continues to change rapidly, it may not be possible to preserve the usability of every file format that is deposited in RO.

### **File Size**

The current file size limit is 2 GB (gigabytes). However, files exceeding 30MB may cause users to experience issues such as timeouts and errors. File types most likely to exceed that size are audio, video, and image files.