**The most common graphic file formats that Office supports**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program** | **BMP** | **EPS** | **GIF** | **JPEG** | **PNG** | **TIFF** |
| Microsoft Word | X | X | X | X | X | X |
| Microsoft Excel | X |  | X |  | X |  |
| Microsoft FrontPage® | X | X | X | X | X | X |
| Microsoft PowerPoint® | X |  | X | X | X | X |

**Figure out the best file format for your task**

When you save your document, data and workbooks, or presentation as a Web page in Hypertext Markup Language (HTML) format, all graphics (including drawing objects and pictures) are saved in GIF, JPEG, or PNG format so that they can be viewed in a Web browser.

If you reopen the Web page in Word, Excel, or PowerPoint, the graphics will be in their original file formats so that you can still edit them as you normally would.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action** | **BMP** | **GIF** | **JPEG** | **PNG** | **TIFF** |
| Post an image on a Web page |  | X | X |  |  |
| Export easily to other computer imaging programs | X |  |  |  | X |
| Compress a large image to create a small file to send in e-mail |  | X | X |  |  |
| Use transparent areas in images |  | X |  | X |  |
| Create animation files |  | X |  |  |  |
| Decompress images without loss of quality |  | X |  | X |  |
| Create highest quality images (for publishing, etc.) |  |  |  |  | X |
| Display millions of colors in an image | X |  | X | X | X |
| Retain image quality through numerous saves | X | X |  | X | X |