The usage of different file types

Converting files  
when creating an animation and converting files, if the files are in a compressed format already, then it would be uneasy to convert between them. But whilst editing you can be able to save the files in as much different types as possible so they can be viewable on different programs. The importance of converting files is so your file can be viewable on any program whether it’s viewed on a computer or simply on a mobile device.

Importing files  
Importing files means using different types of images or other content from different sources (e.g. the internet or from a media device like a camera). Whatever software the animator is using, it would decide what type of files can be imported onto that software and so the files can be used in the animation. The importance of importing files is that if the animator were to were to lose their work, they still have the files that has been imported from the sources they got them from, for example they can always find that same file (from the internet or a media device) and import it so they can use it in their animation again.

Exporting Files  
this is publishing exported files in a format that is able to be seen by everyone, for example an animation created using adobe flash will be viewable using Adobe Flash Player and would be able to be viewed on a computer/laptop that does not have flash fully installed. The importance of exporting files is so other users can be able to view animations in a format they can be viewable in, and they can be made viewable in other programs.

File management  
this basically means that when working on files organise them into one specific folder and keep your finished files in a separate folder. When doing work make sure you save it regularly to prevent data loss. Backing up files is very common with animators. When working on important or large files, make sure you backup regularly. File management is important due to the fact that if an animator was to work on a file and save it in a place that it cannot be found, this file will remain lost and so the animator will lose their work. This is why files should be sorted into folders and backed up regularly.

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| Format | Description | Advantages | Disadvantages |
| Animated GIF | Animated GIFs support all web browsers, as well as being animated the size for GIFs are small which improves the way the animation is seen | Animated GIFs are able to be viewed on all browsers, therefore are used regularly on websites | When creating GIFs it can be hard making them, the colours you can use on GIFs are limited |
| Flash | Flash allows users to be able to view more animated content on websites as well as being able to watch videos on a computer/laptop or even a mobile. Flash player also allows users to use and annotations and markers which are used on (for example) YouTube videos for users to annotate their videos and markers for users to load up the next video quickly | Allows users to view videos and play games on your computer/laptop or even mobile phones | Flash is required to be downloaded if users wish to watch videos or play games online |
| QuickTime | QuickTime player can be useful for playing videos sounds and for previewing images | With QuickTime a user is able to view larger video files and the playback of the videos are previewed in good quality | Buffers a lot, and takes some time. It also doesn’t support all file formats |
| SWF file | SWF files preview all content that are made within flash which plays multimedia, vector graphics and action scripts. | As it is based on vectors, files played on the SWF files will play smoothly, and will look clear. SWF files load fast and play well | SWF files won’t be able to play unless Macromedia flash is installed |