

# Conversion Types

## TEXT FILES

- PDF - *Portable Document Format*  
This is a universal file format that preserves all the fonts and formatting, and it's extremely useful for documents that need to be printed. Acrobat Reader is required to view these types of files
- DOC - *Microsoft Word Format*  
This file format is exclusive to MS-Word and cannot be deciphered without a copy of the word processing software.
- RTF - *Rich Text Format*  
This is a file format that lets you exchange text files between different word processors in different operating systems.
- TIFF - *Tag Image File Format*  
This is a common format for exchanging faster graphics (bitmap) images between application programs, including those used for scanner images.

## AUDIO FILES

- MP3 - *Motion Picture Experts Group, Audio Layer 3*  
A popular music download format. MP3 produces CD-quality music in a compressed file that can be transferred quickly, and played on any multimedia computer with MP3 player software.
- WAV - *Waveforms*  
A digitized audio file format for Microsoft Windows and Microsoft Media Player
- KESI/KES - *Kurzweil*  
KESI is the default file format for all Kurzweil products, including the Kurzweil 1000 and the Kurzweil 3000.

## ENLARGEMENTS

Font Sizes / (%)

- Size 16 / 140%
- Size 18 / 160%
- Size 20 / 180%
- Size 24 / 220%