

ADMINISTRATIVE FILE EXCHANGE STANDARD

Category: Data
Effective Date: September 2004
Review Date: January 2007

Summary:

Common file formats and sizes shall be used for all electronic documents and files exchanged between Alberta Learning and school authorities or post-secondary institutions.

Specifications:

The following standards apply to administrative interactions between Alberta Learning and school authorities or post-secondary institutions.

Format	Details
Word Processing	<i>Document files with the .doc extension that are compatible with Microsoft Word 2000</i>
Spreadsheets	<i>Spreadsheet files with the .xls extension that are compatible with Microsoft Excel 2000</i>
Presentations	<i>Presentation files with the .ppt extension that are compatible with Microsoft PowerPoint 2000</i>
Document Images	<i>Adobe Acrobat files with the .pdf extension that are compatible with Acrobat Reader version 4.0</i>
E-mail Attachment Sizes	<i>Maximum size of 5 Megabytes</i>

Rationale:

This standard facilitates the exchange of documents and files between Alberta Learning and others in the learning sector. For example, curriculum documents, financial spreadsheets, newsletters, brochures and other documents are distributed electronically rather than in print formats. When file formats are not compatible, documents cannot be opened.

Some school authorities and post-secondary institutions enforce maximum sizes for attachments to e-mails through either their firewalls or e-mail servers. Because of this, the standard also establishes the maximum size of an attached file on an e-mail message. Larger files must be distributed by other means, such as the Extranet, Edulink, FTP or a portable storage medium (e.g., CD-ROM).

Timeline:

This standard is based upon an existing standard that was announced on January 3, 2001, when Alberta Learning's Deputy Minister approved electronic information exchange standards for sending information to or from Alberta Learning and its K-12 stakeholders.

The standard is being extended to post-secondary institutions.

Notes:

These standards do not imply that Microsoft Office must be used but rather that files must be saved in these formats.

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