

**A. Purpose:**

When processing evidence and generating worksheets, abbreviations may be used to consolidate time and writing. This SOP provides a list of commonly used abbreviations in the Multimedia and Image Enhancement Section.

**B. Responsibility:**

Forensic Science Examiners

**C. References/Abbreviation List:**

AVI	Audio Video Interleave, is a multimedia container format introduced by Microsoft in November 1992 as part of its Video for Windows technology. AVI files can contain both audio and video data in a file container that allows synchronous audio-with-video playback.
BMP	BMP file format, sometimes called bitmap or DIB file format (for device-independent bitmap), is an image file format used to store bitmap digital images, especially on Microsoft Windows and OS/2 operating systems.
B&W	Black and white (no color present; grayscale)
CD	Compact Disc is an optical disc used to store digital data, originally developed for storing digital audio.
CD-R	Compact Disc-Recordable is a Write Once Read Many (WORM) optical Medium.
Chap.	Chapter
DVD	"Digital Versatile Disc" or "Digital Video Disc" is a popular optical disc storage media format. Its main uses are video and data storage. DVD-R has a five-year lead on DVD+R. As such, older or cheaper DVD players (up to 2004 vintage) are more likely to favor the DVD-R standard. When creating DVDs for distribution where the playing unit is unknown or older the DVD-R format would normally be preferable.
DVD+R	See Above

**MMIE SOP-25 Abbreviations**

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DVD-R	See Above
DVR	Digital video recorder
Evid.	Evidence
EXE	Filename extension for Executable files, is a program file / software
FF	frames (when used above a number set)
HDMI	High-Definition Multimedia Interface, is audio/video interface for transmitting uncompressed video and audio data from a device to a compatible device
HH	hours
IVR	Internet Video Recording a proprietary file extension of RealPlayer.
JPEG	A file extension of a commonly used method of compression for photographic images developed by the Joint Photographic Experts Group.
JPG	See Above
MIN	minutes
MM	minutes
MP4	Filename extension for MPEG-4 (Motion Pictures Expert Group – 4), is multimedia container format for video and audio data
MV	Motor Vehicle
MVA	Motor Vehicle Accident
No.	number
REC'D	received
QUAD	quadrant display format
SEC	seconds

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SN	Serial Number
S/N	Serial Number
SS	seconds
SUB	Submission
TIFF	Tagged Image File Format is a file format for storing images, including photographs and line art.
TL/RT	Time-lapsed / Real-time
TXT	Filename extension for a Text file, is a computer file with a human-readable sequence of characters and the words text which is maintained in computer-readable formats
USB	Universal Serial Bus, is an interface standard for connecting peripheral devices to a computer
WAV	(or WAVE), short for Waveform audio format, is a Microsoft and IBM audio file format standard for storing an audio bit-stream on PCs. It is the main format used on Windows systems for raw and typically uncompressed audio.
WMA	Window Media Audio – audio file that is able to be recognized and played back in Windows Media Player
WVM	Windows Video Media
W/	with
W/1	with (number designation) in this case one
@	at

There are multiple proprietary filename extensions. These filename extensions are proprietary to a specific company and can only be interpreted by specific software / hardware that the company developed, therefore the definition of the filename extension is unknown (proprietary).