

Naming conventions

How you name your files is important. Good file and folder names make developing your site easier (especially when you work with other people). They also help site visitors find your files. If you're working with other people, it's a good idea to discuss how you will name your files.

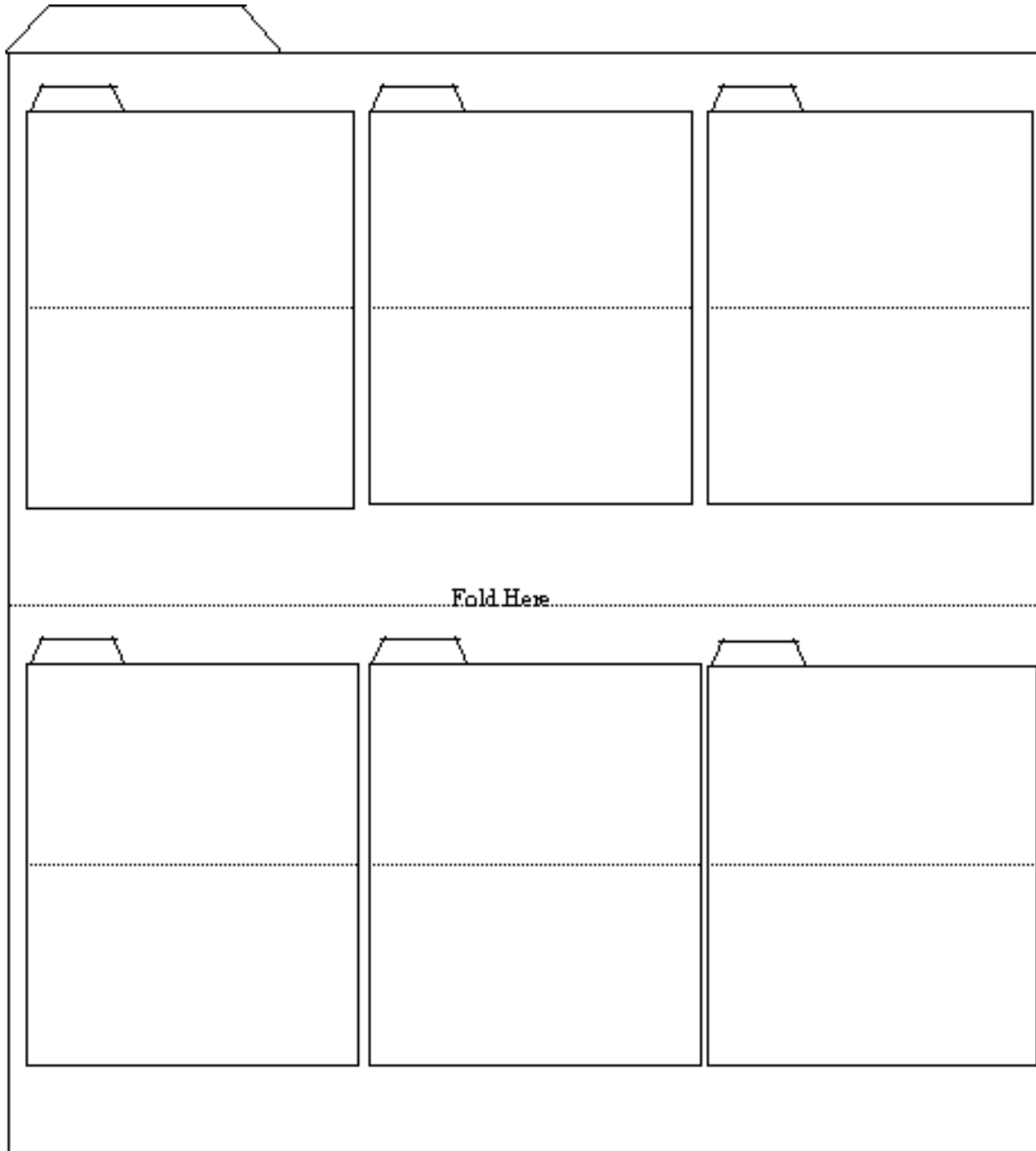
The following tips apply to all files used on the web—HTML files, image files, Flash movies, and so on.

Tip	Reason	Example
Give files unique, meaningful names.	Because you cannot put two files with the same name in one folder, all filenames need to be different. Use filenames that indicate the contents of the files.	<i>feedback_button.gif</i> instead of <i>button3.gif</i> <i>class-pet.jpg</i> instead of <i>roo-roo.jpg</i>
Use meaningful folder names.	Folders help you organize content. If their names are not meaningful, they will be less helpful.	<i>images</i> instead of <i>folder_2</i>
Use lowercase letters instead of uppercase (capital) letters.	Using a mix of uppercase and lowercase letters increases the possibility of broken links, because some web servers differentiate between upper and lowercase.	<i>class_home.htm</i> instead of <i>Class_Picture.htm</i>
Use file extensions (<i>.htm</i> , <i>.gif</i> , <i>.jpg</i>) consistently. Although you can use either <i>.htm</i> or <i>.html</i> , you should be consistent about using one or the other.	Using a mix of file extensions also increases the possibility of broken links.	<i>index.htm</i> and <i>directions.htm</i> instead of <i>index.html</i> and <i>directions.htm</i>
If you're working on a Macintosh computer, always include a file extension.	Although Windows requires file extensions, Macintosh does not. Web browsers need file extensions in order to display files.	<i>index.htm</i> instead of <i>index</i>
Use a hyphen (-) or an underscore (_) instead of a space.	Some web browsers do not recognize spaces or convert them to other characters.	<i>my-dog.gif</i> or <i>my_dog.gif</i> instead of <i>my dog.gif</i>
Use letters and numbers.	Many special symbols aren't recognized by web browsers or have special meanings to web browsers.	<i>my2friends.gif</i> instead of <i>me&friends.gif</i>
Keep filenames as short as possible.	Not only does this help prevent broken links, but some web servers will cut off names at 25 characters.	<i>park_directions.htm</i> instead of <i>directions_to_the_fourth_street_park_plus_a_map.htm</i>

File management folders

Name: _____

Date: _____



File management

Name: _____ Date: _____

Part I

As you create a file management strategy, describe the method you use by answering the following questions:

Questions

File management notes

How are you categorizing the files?

How does your file organization help you find particular files?

How easy to understand are your file and folder names?

Activity 2.4 worksheet

Part II

Write the name of the file you are searching for, its content, and the location in which you found it. Then answer the questions that follow.

Example:

Filename: carrot.gif

File content: science

File location: john_doe/science/images/carrot.gif

Filename: _____

Filename: _____

File content: _____

File content: _____

File location: _____

File location: _____

Was it difficult to find this file? Why or why not?

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Was the file located in a folder you expected? If not, where did you expect the file to be located?

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Did the names of the folders and files make sense to you? Why or why not?

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