



# ***Web-a-teers***

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## Naming Conventions:

All files will be stored in a “final” folder on GitHub. And as a backup, on the project manager’s external hard drive. Inside the “final” folder, there will be sub folders for specific items like, “design”, “management”, etc... File extensions for the files will be, “.html”, “.ai”, “.psd”, “.pdf”. Naming the files will be titled what they are with underscores “\_”.

Files that will be sent to the client will be kept in a “client” folder. And Files received from the client will be kept inside the “client” folder inside a sub folder called “from\_client”. Keeping track of the latest filenames will be by the file extension.