

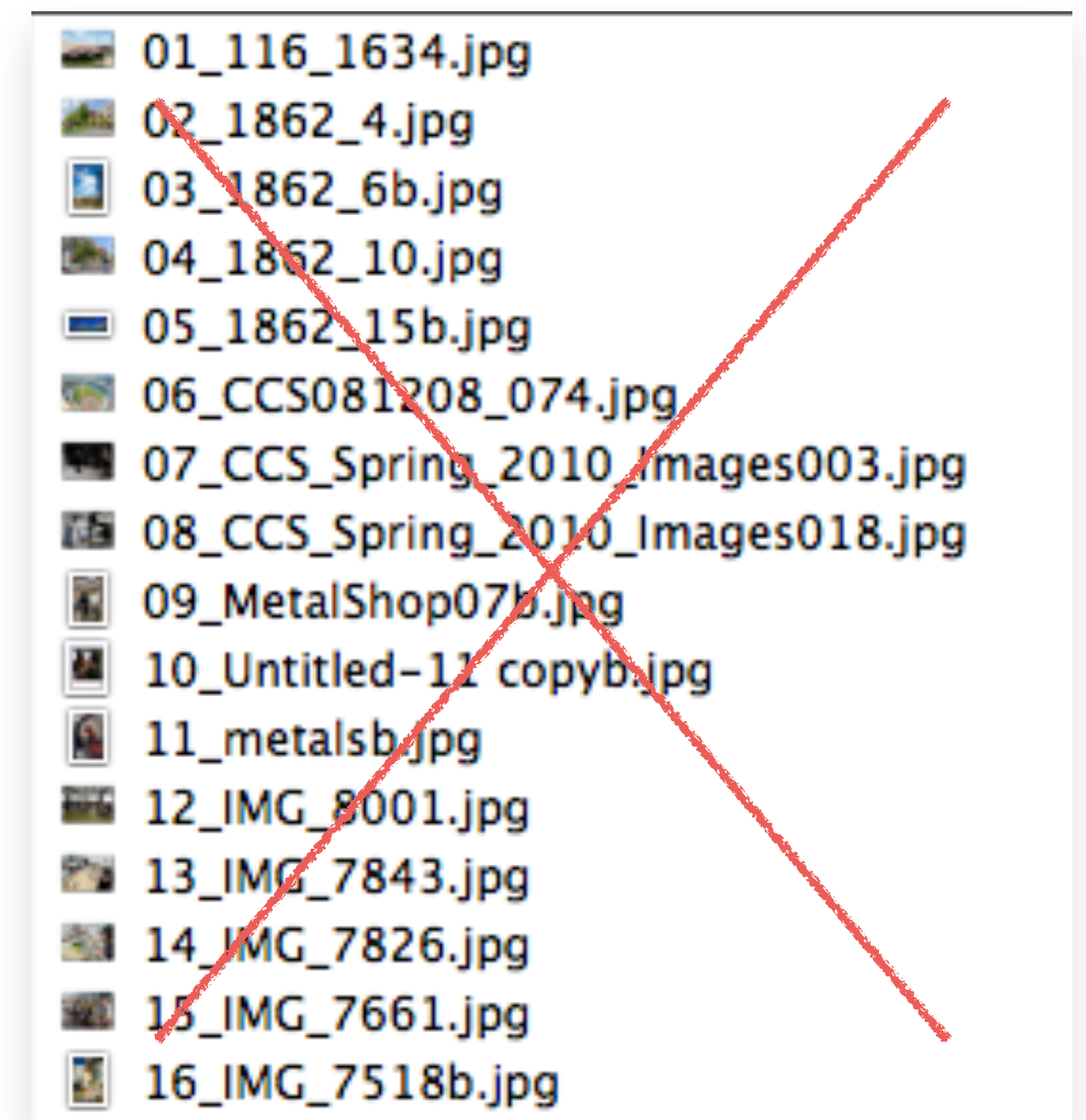
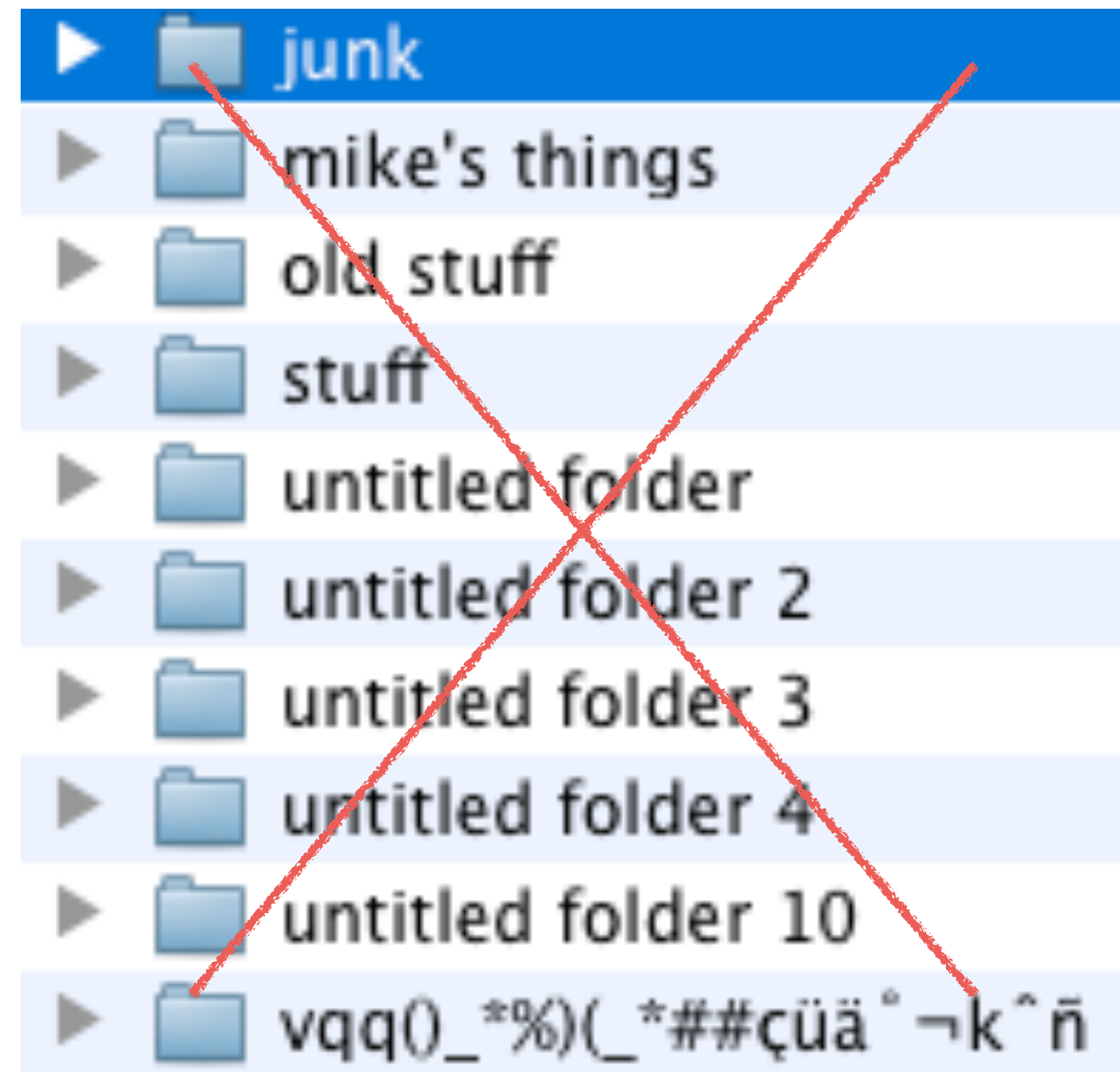
Workflow

File Naming & Organization Best Practices

Why does it matter?

Keeping all your files where they can be easily found should be second nature. A disorganized computer, like a disorganized room, can wreak havoc on your workflow and productivity.

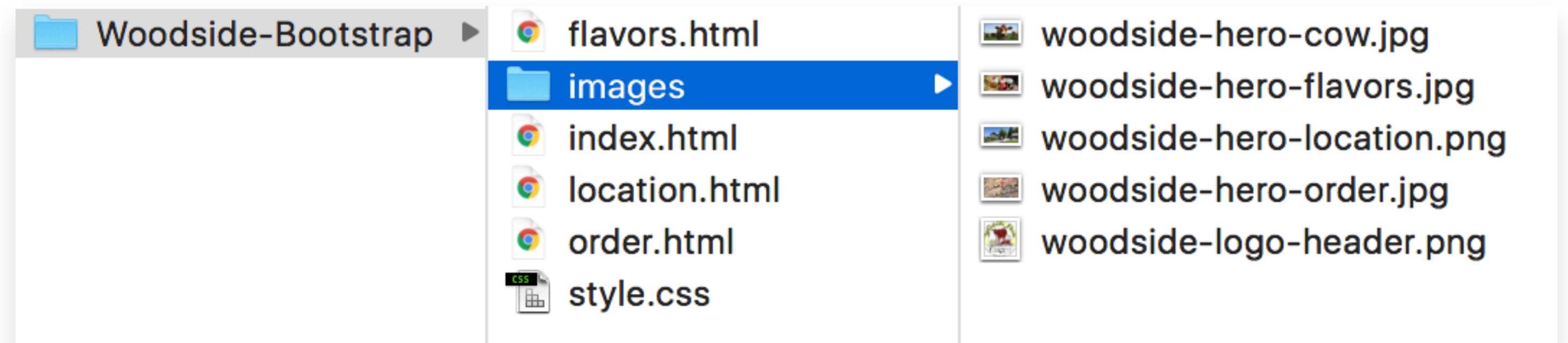
Plus, there's something satisfying about having every last file arranged in a clear, clean matter—with everything where you can find it.



Basic Folder Structure

For small websites it's best to keep the directory structure simple, housed in a top-level folder with the name of your project. **The folder should include:**

- index.html file
- Other page files (i.e. contact.html, about.html, gallery.html, etc.)
- style.css file
- img folder with web-optimized images



File Naming Conventions

Consider including the following information in your file names:

- Project Number
- Client Name
- Project Name
- Date
- Size/Format
- Your initials
- Round/revision number

3195_FCH_Logo_OB_rev1.psd



Best Practices

File names should:

- Be a short description using keywords
- Contain only letters, numbers, underscores, and dashes
- Abbreviate the contents when possible
- Use numbers with at least two digits (tile-01 or tile-001)
- Use all lowercase or camel case consistently (wilmingtonde or WilmingtonDE)



































File names should NOT:

- Use spaces—use dashes (-) or underscores (_) instead
- Contain symbols or special characters (! @ # % ^ & * () + = < > ? / : ; " ' [] | etc.)
- Be labeled “final”
- Be excessively long

Examples

Poor	Better
Logo1.PNG	logo-header-KO.png
red stamp.gif	stamp-160x160-red.gif
IMG_3643.JPEG	photo-feature-01.jpg
pinterest.gif	social-pinterest-icon.gif

Aim for this...

 _Archive	 Creative Brief	 IN	 IR1-12-09-16	 56602-KOIOS-Wave1-BR-R10.pdf
 56602-KOIOS-Wave1-DM	 Layout	 OUT	 IR2-12-22-16	 56602-KOIOS-Wave1-LTR-R10.pdf
 56674-KOIOS-StimResearch-March17-DM-EM-WB	 Release Files		 IR3-01-05-17	
 56683-KOIOS-Wave1-EM-Banner	 Resources		 IR4-01-06-17	
 56810-KOIOS-Research-Nov16-DM-EM-LP-DSB	 Rounds		 IR5-01-10-17	
 56902-KOIOS-CheckWriting-March17-DM			 R1-01-10-17	
 57090-KOIOS-Wave2-Apr17-DM-EM			 R2-01-17-17	
 57090-KOIOS-Wave2-May17-CheckWritingRemoval-DM			 R3-01-24-16	
 57090-KOIOS-Wave2-May17-Oops-DM			 R4-01-29-17	
 57189-KOIOS-Research-June17-DM-EM-LP-DSB			 R5-02-03-17	
			 R6-02-13-17	
			 R7-02-16-17	
			 R8-02-17-17	
			 R9-02-22-17	
			 R10-03-08-17	

...not this

