**File and Folder Best Practices**

Figure 2-4:



**File and Folder Organization:**

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| **Questions (Refer to Figure 2-4 in the chapter which is also shown above).** | | |
| Folder Name | What types of files would be stored in this folder? | What is the likely file name extension for the files in this folder? |
| fitness | Since it is the root folder, project files and subfolders are in the root folder. | Index.html, aboutus.html, events.html, and other folders |
| css | Stylesheets for the website | Styles.css |
| images | Banners, icons, and logos are examples of image assets. | logo.jpg, image1.jpeg, image2.png, etc. |
| media | Audio and video files for the website | Video1.mp4, audio1.mp3, example.wav, example1.ogg, example2.webm, example3.avi, etc. |
| template | Reusable components or HTML templates | Template1.html, template2.html etc. |

**File and Folder Naming Conventions:**

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| --- | --- |
| **Questions** | **Answers** |
| What name should be given to a website’s home page? | Index.html (or index.htm) is the usual name for a website's home page. The reason for this is that when a directory is browsed, most web servers are set up to search for a file called index.html as the default page. |
| Is it correct to name webpages with either the .htm or .html extension? | In fact, both.html and.htm are acceptable web page extensions. While .htm was the past extension that was mostly utilized in previous Windows systems that only supported three-letter extensions,.html is the more widely used format. |
| What about upper and lowercase character? | It is excellent practice to use lowercase letters in file names because some web servers (like Linux-based ones) are case-sensitive.  For example, index.html and Index.html would be treated as two separate files on a Linux server, but as a single file on a Windows server. |
| May I use spaces in names? | Using spaces in filenames is not recommended.  Instead, we can use a way to separate words with underscores (\_) or hyphens (-). |
| May I use special characters such as @, #, ^, \*, [, ( in names? | No, special characters like @, #, ^, \*, [, and (should not be used in filenames. Special characters may cause problems with browsers, servers, and URLs. |
| How long may I make a name? | Although most operating systems permit lengthy filenames (up to 255 characters), for the sake of usability and search engine optimization, it is preferable to keep them brief and relevant. |