**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 | Page index and other pages related to the website It contains all of the ­les and other folders for the website | All |
| css | Archives selected only in CSS for style each page e.g. Index.css, contact\_us.css | Css |
| images | Every image used in the webpage | Jpg |
| media | Every media used on website like videos and songs | Mp3, mp4 |
| template | The template folder  contains the template document for the site’s webpages | HTML |

**File and Folder Naming Conventions:**

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| What name should be given to a website’s home page? | index.htm |
| Is it correct to name webpages with either the .htm or .html extension? | HTML (Hypertext Markup language) files or pages has extensions in .html and .htm format. There is no such big difference between HTML and HTM. The only difference between HTML and HTM is one letter only, or we can say the spelling of the words (the letter ‘L’). |
| What about upper and lowercase character? | When typing an Internet address, capitalization may be necessary. An Internet address is only case sensitive for everything after the domain name. For example, it does not matter if you use uppercase or lowercase with "computerhope.com," it still reaches the same page. |
| May I use spaces in names? | NO |
| May I use special characters such as @, #, ^, \*, [, ( in names? | No Don’t start or end your filename with a space, period, hyphen, or underline.  Keep your filenames to a reasonable length and be sure they are under 31 characters.  Most operating systems are case sensitive; always use lowercase.  Avoid using spaces and underscores; use a hyphen instead. This will also improve your search engine rankings. |
| How long may I make a name? | filenames to a reasonable length and be sure they are under 31 characters. |