**File and Folder Best Practices**

Figure 2-4:



**File and Folder Organization:**

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| css |  |  |
| images |  |  |
| media |  |  |
| template |  |  |

**File and Folder Naming Conventions:**

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| What name should be given to a website’s home page? |  |
| Is it correct to name webpages with either the .htm or .html extension? |  |
| What about upper and lowercase character? |  |
| May I use spaces in names? |  |
| May I use special characters such as @, #, ^, \*, [, ( in names? |  |
| How long may I make a name? |  |