



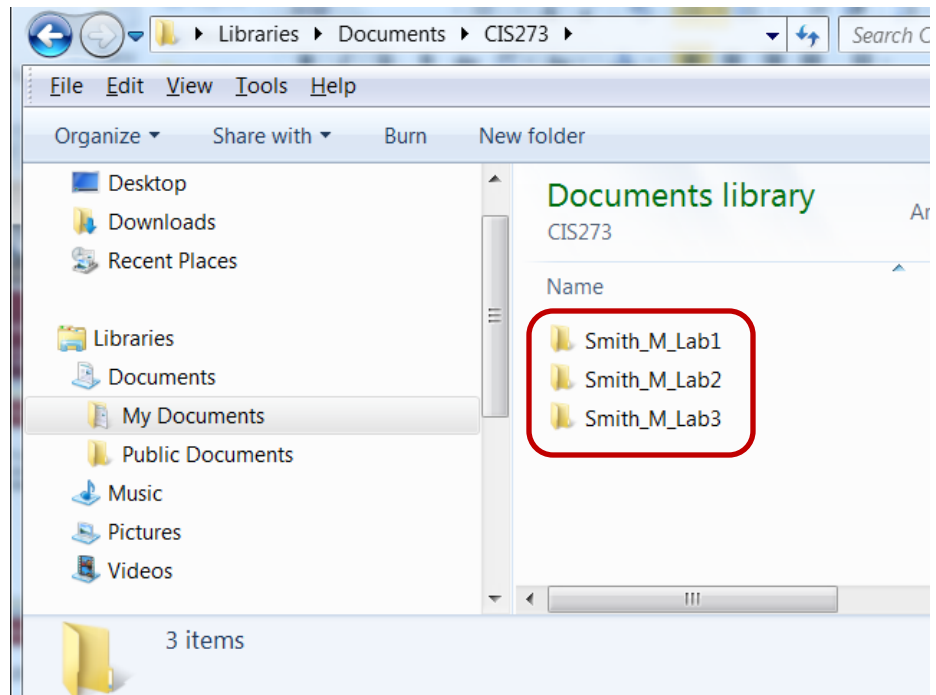
CIS273

Best Practices for Homework Files

# Create a Folder for Your Lab

- Create a folder for each Lab
- Name the folder using your Last name, First initial, and Lab number
- The example shows folders for Mary Smith

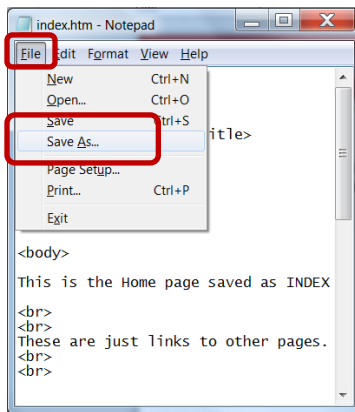
For Example:



# Saving Notepad files as HTML files

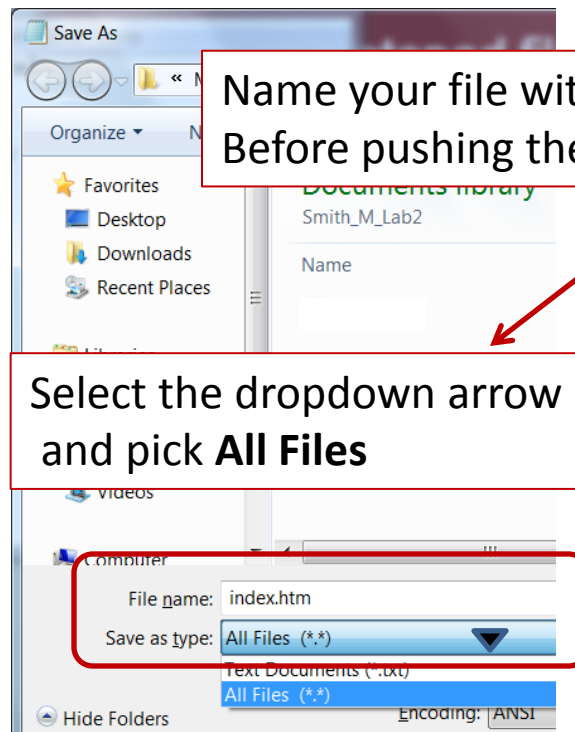
- By default all Notepad files are saved with **.txt** extension but we need to save the files as Web files with either a **.htm**, **.html**, or **.css** extension.

Select File → Save as



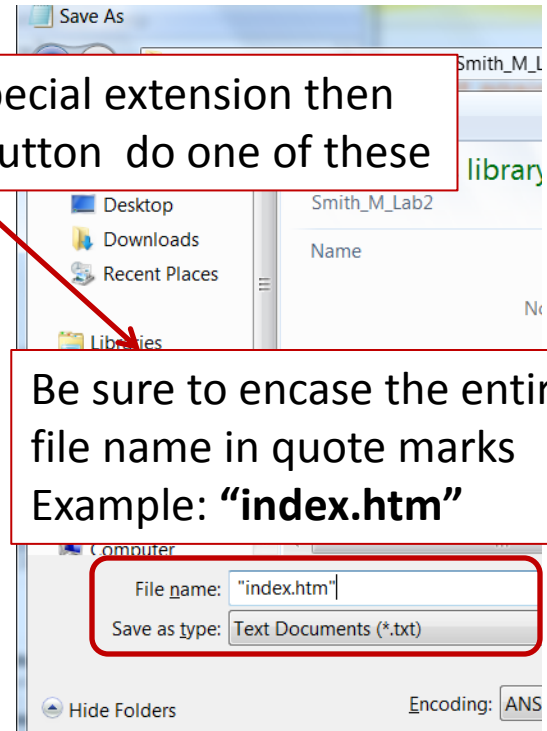
Name your file with the special extension then  
Before pushing the **Save** button do one of these

Select the dropdown arrow  
and pick **All Files**



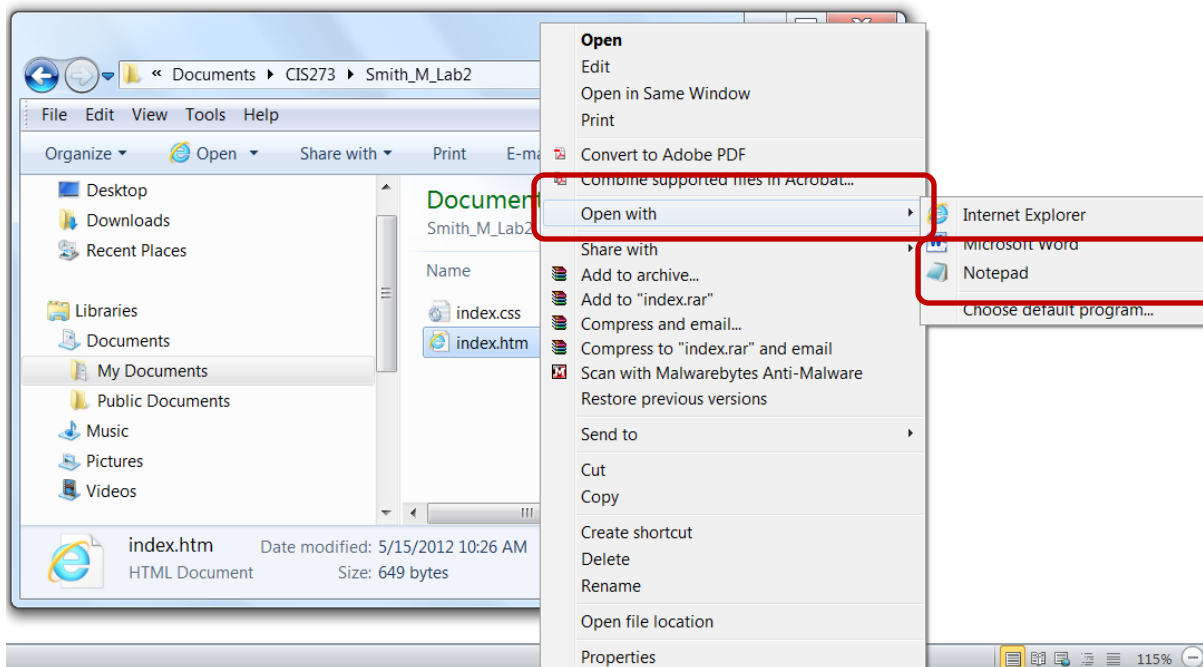
Or

Be sure to encase the entire  
file name in quote marks  
Example: **"index.htm"**



# Editing a Special File

- To reopen a **htm**, **html**, or **css** file for editing later on, just browse to the file, then right-click on the file and select **Open with → Notepad**



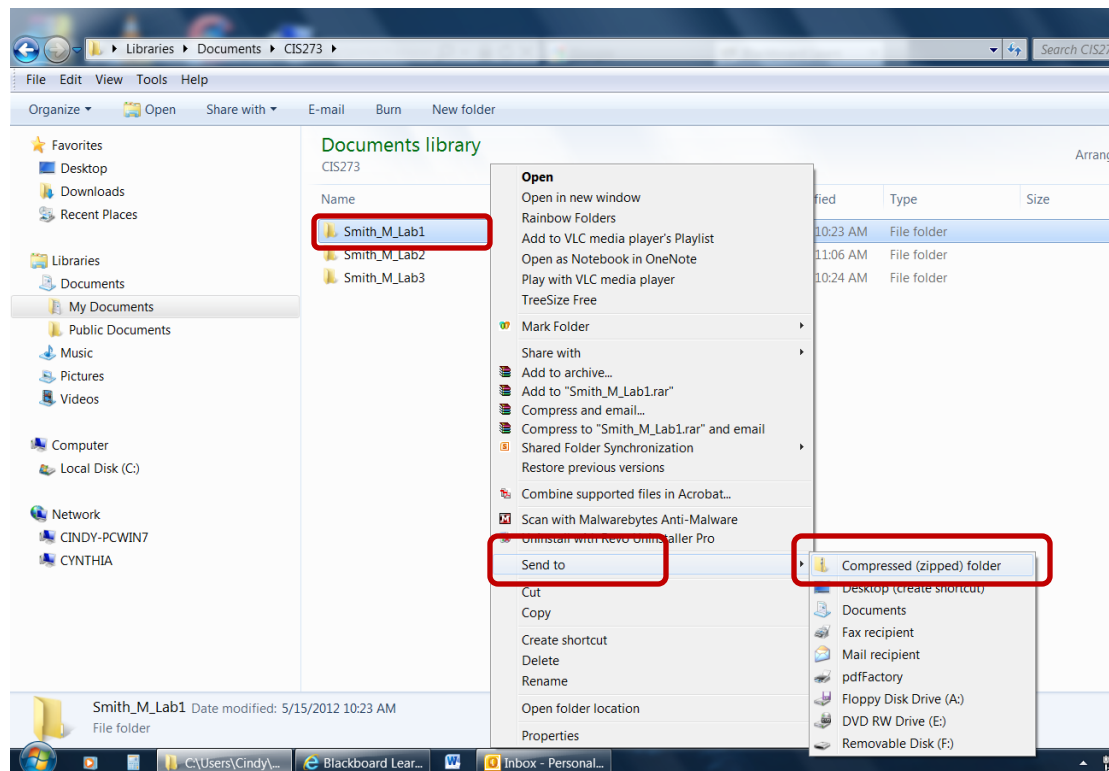
# Organizing your Homework Files

- In preparation for submission Save all your Lab files to a folder with a matching Lab name as suggested



# Submitting your Homework

- After saving all your Lab files to the correct Lab folder it's time to prepare it for submission. Homework is most easily attached as a single compressed file
- Windows 7 has a built-in compression utility



# Other Compression Options

- If you need other compression options you can try these:
  - Compression instructions for Microsoft (and some others)  
<http://www.computerhope.com/issues/ch000506.htm>
  - Location to download free file compression programs  
<http://filehippo.com/software/archiving/compression/>
- After your homework has been compressed into one file, submit the compressed file as an attachment in your Homework area.

# Conclusion

- We have reached the end of this lesson



- If you have more questions, or need further help, please contact your instructor using the Email link in your class shell.