

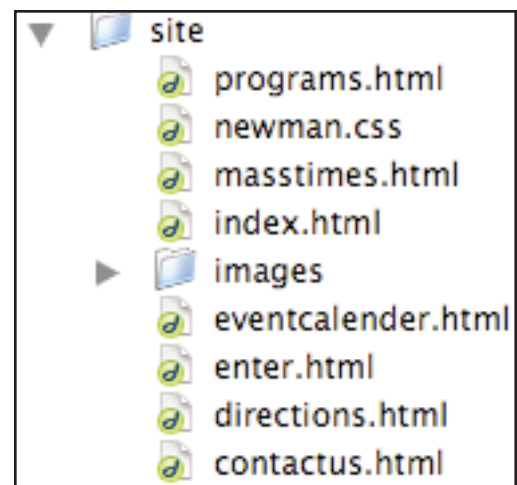
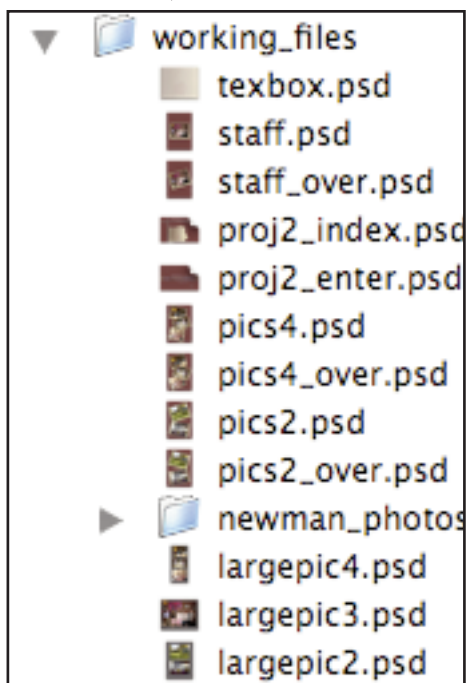
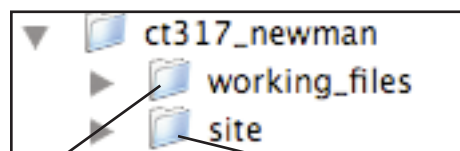
# Some really important things you should know about setting up and naming files .

I will be grading your file structure and naming along with the content and design of your websites this semester. A mistake in a file name or structure can cause problems with your site. And if your audience can't view your site, your content and design is lost to them. So here are a few basic rules:

## Naming your files

- a correct file name has no capital letters, no spaces, and no symbols or punctuation. Use an underscore instead of a space for clarity and consistency. (example: my\_file)
- Try to keep file names to 8 characters or less. You do not need to put your student code in front of every file for THIS CLASS only. DO place them in front of each main folder.

Your main folder



Your site folder should contain ONLY files which are used in your website. This means html files, images (jpg,gif,png,swfs), css. DO NOT include working files such as .psd or .ai files.

Working files (you can call this folder whatever you like) should include all files used in the making of your website